



## St Alban's Catholic Primary School

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**Headteacher:**  
Mr J McCrossan  
**Chair of Governors:**  
Mr M Broadbent  
**Office Manager:**  
Mrs C Munnelly



Diocese of  
East Anglia

September 2016

Dear Parents

I would like to personally welcome you to St Alban's Catholic Primary school. I hope you are all pleased with the start your child has made in the first week. Certainly from seeing the children in and out of the class they seem very happy and are happily establishing their own friendship groups.

From **Monday 19<sup>th</sup> Sept**, all the children will be in class for the morning session (8.55am-1.00pm) and then staying for lunch. Please collect them at 1.00pm from the side gate. The lunch is free and it (choice menu option) can be downloaded from the school website. In the afternoon you will have the opportunity to meet Mrs Paul and Mrs Ruvolo to discuss how your child has settled.

From the week beginning the **26<sup>th</sup> September** your child will be spending all day in school and this will be a big change for them, and no doubt for some of you. We are very aware that there are different ages and experiences in the class and we want to make sure that the next phase of your child's education is as pleasant as possible.

Therefore, here are a few points which I would like to highlight to help you to make the transition smoother:

- The children will be expected to enter from the playground at 8.50am. The school gates are closed promptly at 9.00am. If you arrive late please come to the school office, where you will have to sign the late book and your child will be taken to their class by a member of staff. The school gate will be opened at 3.05pm.
- If your child is not attending school for any reason please phone (01223 712148) or email the school before 8.55am. Otherwise the school will phone you to find out why your son/daughter is not in class.
- The children will have their lunch at 11.45. Please encourage your child to let the teacher know if they are having a packed lunch or school lunch when the register is taken. If your child is having a school lunch please discuss the menu each day with them. The children will be looked after in the hall at all times by our Midday Supervisors. Please don't put too much in their lunch as they will be inclined to sit at the table until everything is finished (It can be a long time). However, I strongly urge you to take up the school dinners (last year all the children in the Reception class enjoyed the school dinners). You will be invited to join the children for lunch after half term and I can highly recommend the Thursday Roast or the Fish Finger Friday with Chip Shop Chips.

*The pupils' exemplary behaviour and very positive attitudes towards learning are key factors in their outstanding achievement.*

Ofsted 2014

**"St Alban's School exists to ensure that all children believe, achieve and succeed".**



- If your child is having a packed lunch may I suggest; a piece of fruit, (peeled and cut), sandwich, yoghurt, juice and maybe a small treat. As we are a Healthy Eating school we discourage sweets and crisps. All containers and wrappers will come home so that you can see what has been eaten. **We have a number of children in school with nut allergies, so for the safety of these children we ask that nuts or products with nut traces in are not brought into school.**
- **There is no need for the children to bring in a snack or a drink for break time in the morning. All children in Foundation and KS1 receive free snacks and drink.**
- In the afternoon some children will be tired, please let Mrs Paul know if you have any concerns about the length of the day. However, the afternoon is a very important time for the children as they will be continuing to have fun and involved in new activities. They will not like to miss out.
- Please make sure all clothes and equipment are labelled. Please encourage your children to dress themselves at home in preparation for PE, as more time can be spent getting the children changed than actually doing it.

You are all now receiving a weekly newsletter, which will give you up to date information about the school. Please look out for this in your email every Friday. If you are unable to receive email a hard copy is available from the office.

There will be a number of meetings, events and masses which you should try and attend. Please make a note of these or refer to the school website for the dates. On the **6<sup>th</sup> October at 5.30pm** Father Alex will be leading us in prayer at the Naming Ceremony. This will be an opportunity for the children and parents to meet some of their Year 6 buddies and speak to other parents in the class (siblings are very welcome).

Finally, if you have any worries or issues please speak to Mrs Paul and Mrs Ruvolo who will be very happy to help and if you want to see me I am usually in the playgrounds at the beginning and end of the day.

I hope that your choice of St Alban's lives up to your expectations. We are very proud of our school and we want to ensure everyone feels they belong to a successful community. If you have any comments about the school, as we truly value parental views, please let me know as I am always looking to move the school forward.

Thank you very much.

Yours faithfully



**Joseph McCrossan**

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