



## Admin reminders for parents

### Attendance and punctuality

Children's attendance and punctuality are vital to their academic and social development, and children with poor attendance do not progress as well as their peers.

Attendance and punctuality are also important life skills so please help us by ensuring your child attends school every day and by always arriving on time in the morning and when collecting your child at the end of the school day.

School starts each day at 8.55am but the doors to the playground open at 8.30am if you want to take your child to school early. School finishes each day at 3.30pm.

Holidays must not be taken in term time. Holidays taken during the school term will never be authorised and may be reported to the Education Welfare Officer. Our term dates are published on our website so please check them before booking holidays.

### Absence

Please phone the school before 8.30am and leave a message on the designated absence line giving specific reasons for any illness (eg headache, temperature, upset tummy) rather than just saying that your child is unwell or sick. Please also remember to follow this up with a letter/email to the teacher and the office to ensure that the absence is authorised in the school's official register.

NB public Health England guidelines stipulate that children must stay away from school for 48 hours after their last episode of vomiting or diarrhoea.

### Planned absence

Routine medical and dental appointments should be taken outside of school hours or in the holidays. However, we appreciate that this is not always possible and ask that you notify the school in advance and provide a copy of your child's appointment letter if they have an appointment during the school day. Year 6: Interviews and exams to secondary schools are authorised but we ask that you inform the teacher and the office in advance of these visits so they can be authorised in the school's official register.

### End of day collection

If someone else will be collecting your child and the arrangements are made in advance, please write a brief note naming the adult who will come and put it in your child's book bag. This will authorise the teacher to let your child leave with the person named in your letter. Please reserve phoning the school or emailing the teacher/office on the day for emergencies only.

### Permission to leave school unaccompanied

We will only allow your child to leave school unaccompanied if we have your written permission so please send an email/letter to the teacher and the office to give consent.

### Medicines in school

The school is only permitted to administer medicines which have been prescribed by a doctor and there is a form for you to complete authorising us to do this. Please give your child any over the counter medicine (eg hay fever treatment) before the start of the school day. Children should never be given medicine to take to school; instead, please bring any prescribed medicine to the school office where you will need to complete a consent form.

### Uniform

Our uniform is an important part of our school identity and one of the reasons you will have chosen Oratory for your child, and we expect all pupils to wear their uniform with pride. A uniform list is published on our website and we will carry out uniform checks periodically to ensure that all students wear the correct uniform. Please remember to label all items of uniform so that lost property can be returned to its rightful owner.

Jewellery, including earrings, may not be worn. Long hair past the collar must be tied back (including boys with longer hair), otherwise hair must be cut short at the back and sides.

### Children's belongings

We want to encourage the children to be independent so please send your children to school with everything they will need during the day. Book bags, homework, musical instruments, ballet uniform and swimming kits etc may not be dropped off during the school day.

### Allergies

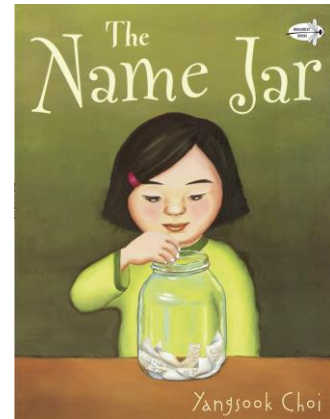
Nuts of any kind are not allowed in school as we have several pupils with severe nut allergies.

## 'Meet the teachers' evening

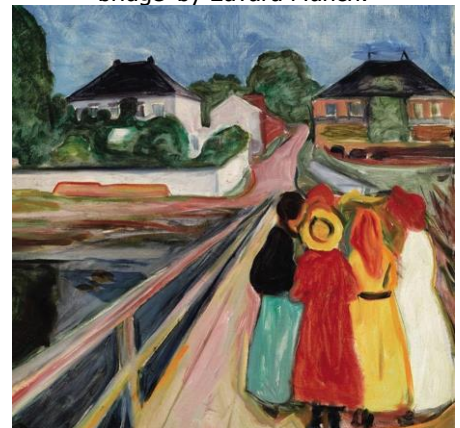
Our meet the teachers evening will be held via Zoom on Wednesday 22<sup>nd</sup> of September. Mrs Griffiths will give a talk on the priorities for the school year at 6pm. This will follow with a meeting with the teachers at 6.30pm. Links to these meetings will be sent via classlist nearer the time. If you have specific questions that you wish the teachers to answer during their meetings, please email these to your class rep by 17<sup>th</sup> of September so the teachers have time to gather the information for you.

## Assembly this week

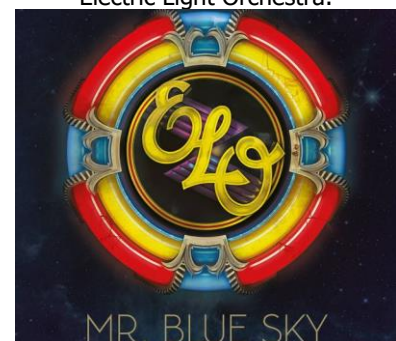
Our theme for assemblies this week was 'belonging'. We read a story called 'the name jar', about a girl who began a new school and was embarrassed of her name. It helped us to remember to welcome all the new people to our school.



Our artwork of the week was 'Four Girls on a bridge' by Edvard Munch:



Our music of the week was [Mr Blue Sky](#) by Electric Light Orchestra:





## Harvest Collection for 'The Trussell trust'.

The Trussell Trust support a nationwide network of food banks and provide emergency food and support to people locked in poverty, and campaign for change to end the need for food banks in the UK. In the UK, more than 14 million people are living in poverty – including 4.5 million children. They support more than 1,200 food bank centres in the UK to provide a minimum of three days' nutritionally-balanced emergency food to people who have been referred in crisis, as well as support to help people resolve the crises they face. Between April 2019 and March 2020, food banks in their network provided a record 1.9 million food supplies to people in crisis, an 18% increase on the previous year and during the coronavirus pandemic food banks have seen need rise even further.

On Friday 24<sup>th</sup> September we will be holding a special harvest assembly, and we are asking each child to bring a donation to the Trussell Trust. Mrs Yates (our Parents' Association chair) will be asking for helpers to take the food along to the collection centre after the assembly. Please look at the list below to find out which item of food your child should bring. **Important:** Please wait until Friday 24<sup>th</sup> September to send your child in with their item, as we have nowhere to store them until then. Please only send one item per child as they will need to carry it to assembly in their own. Items need to be in original packaging and be well within their 'best before' date.

• Reception: Cereal



• Year 1: Sweet Biscuits



• Year 2: Tinned food



• Year 3: Lentils or dried pulses



• Year 4: Rice



• Year 5: Savoury biscuits/crackers



• Year 6: Dried pasta



## Our school ethos

Our ethos is very important to us. At the start of the school year, we always work hard to develop the children's understanding of our key guides for this: our motto, school rules and school prayer:

Motto

We work together  
We play together  
We laugh together.  
We pray together



### School Rules

- Listen:** focus and follow instructions.
- Endeavour:** try your best, always.
- Appreciate:** treat our school with care.
- Respect:** be kind and polite.
- Nurture:** look after yourself and others.

Dear Lord,  
We are one school, all equal.  
Thank you for my friends old and new.  
Thank you for giving us different talents  
And for making us special in different ways.  
Please watch over and guide all the pupils and teachers here at the Oratory.  
Let there be peace.  
Help our minds shine with brightness.  
May you teach us to follow in your footsteps  
And love others as we love you.  
Help us grow happily together and to recognise Jesus in all of us.  
Let our school be full of love for here we learn your ways, Lord.  
Amen

## Parent Forum

We value open communication and consultation at Oratory Primary School and the school's **Parent Forum** has been introduced in order to make it easier for parents to raise questions and make suggestions about the school. Our parent forum aims to represent the views of all parents and to be a voice to inform our school of the needs of children and families. Each half term, the parent reps from each class meet with Mrs Griffiths to raise questions, suggestions and concerns. Mrs Griffiths may also consult parents on future plans for the school. The forum facilitates communication between parents/carers and staff and governors, offer a parent's perspective on current policy and practice and input into decision making and planning for future provision. The next parent forum meeting will be held virtually on 20<sup>th</sup> September.

### **How can I raise something for discussion at the forum?**

- By emailing your class rep well before the meeting
- By sending a letter to the school, marked 'Parent Forum' and placed in the letterbox on the door in Bury Walk

### **How will I find out what was discussed?**

The questions and suggestions raised at the meeting, along with the school's response and any actions taken will be recorded in the school's newsletter, and uploaded on the school website.

**What sort of things might be raised at the forum?** The forum will be a valuable way to share ideas, views, concerns and make suggestions for improvement. Possible topics might include school routines, school lunches, school events, fundraising, school uniform and general curriculum questions.

**What sort of things should not be raised at the forum?** The forum is not in place to address specific concerns about an individual child or issues relating to individual members of staff. Parents who need to discuss these issues should approach their class teacher or the Deputy/Headteacher. The school's complaints policy can be found on the website.

## Newman Fund

We write to you each year, to request your support in donating to our Newman Fund. Costs to the school are rising with each year that passes, but our allocated budget is not increasing enough to allow us to continue to spend as much money as we have in the past and we always have to make cuts in order to balance the budget. Your financial support would make the world of difference if you can spare something to help us.

Most of our school budget goes on staffing. People in an institution such as ours are the cogs that enable it to work. In order to keep staffing levels as they are, we need support from you to spend on the other things that we need for our school to be a bright, clean, enriched and resourced environment. Our school achieves among the top results in country but this doesn't happen by magic, and it needs continual attention and investment to consistently thrive.

Your contributions would be used to sustain our spending on:

- Reading books, and information texts to support curriculum topics
- Furniture for classrooms
- Art materials such as clay, paint, paper, charcoal
- Music specialist teachers from the Tri Borough Music Hub who are experts in their field
- Playground equipment such as cricket bats, netball hoops, and bikes and trikes for Reception
- School trips (which are always subsidised despite parents' contributions)
- Materials for practical science experiments
- Maintenance materials to keep the school bright and clean
- Computer equipment which constantly needs updating
- Speech and language therapy and Educational Psychology services to support learning
- St Luke's playground for lunch playtime to give children space to run and play
- The level of swimming lessons offered (which are higher than many other schools)
- Partnerships with curriculum specialists such as Ivydale Technology and Westminster Archives to enrich subject areas

If you plan to give regularly to a charity- please consider giving to us. It would support the school not only for your own child but for future generations. The Newman fund is not used for luxuries, it's for what we really need to keep our school running at its current level of effectiveness. Last year we were so grateful for the £40,000 raised in the Newman Fund by parents' very generous donations and monthly contributions via direct debit.

Of course we know that it's not possible for many families. It is a very difficult time globally with job losses so we completely understand if finances are too stretched for you to make a contribution this year. However, if any families can give a small amount, it would make such a difference. A coffee each day from a coffee shop costs £20 a week. That's £80 a month. Could you help us? Please pass on our details to grandparents and godparents if they are keen to contribute too.

- ✓ £10 a month (£120 a year) would pay for art materials for one class for a whole term
- ✓ £20 a month (£240 a year) would pay for colouring pencils for each class
- ✓ £50 a month (£600 a year) would pay for a day's visit from an Educational Psychologist
- ✓ £100 a month (£1200 a year) would pay for specialist music lessons for one month

We would be so grateful, and it would make a huge difference. You can find the necessary forms to donate on the parents' section of the website ([please click this link](#)) and a copy of the form will be sent home with your child next week.