ST CUTHBERT MAYNE SCHOOL – WEDNESDAY EMAIL – 4 SEPTEMBER 2019

Dear Parents

Welcome to this week's Wednesday Email.

For our new parents – you will receive an email each Wednesday which gives you details of school events/activities coming up; reminders; Parent Association events and also local Community information. Letters are attached to the email but if you require a paper copy please come to the office.

SCHOOL INFORMATION:

- **SCHOOL WEBSITE**: We are in the process of changing our school website and unfortunately we are experiencing a problem with the transfer of the providers as we would like to keep the website as www.cuthbertmayne.herts.sch.uk. In the meantime, you can view our new website under www.maynetest.co.uk which gives all our current information. Please look under 'Virtual Office' for term dates, school calendar and online payments. You will find details of the after school clubs under 'Learning'.

- **SCHOOL GATEWAY FOR ONLINE PAYMENTS**: For new parents - now that your child is on roll at the school please ensure you activate your 'School Gateway' account for online payments. It's quick and easy to do. All you need are your email address and mobile number that the school holds on record for you.

  Download the app: If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website and it saves the school money when we send you a text message. OR *Visit the website*: www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway.

- **EMAILS & TEXTS FROM SCHOOL**: We use Schoolcomms for sending emails and texts to our parents. The school will use the email address and mobile number that we hold for the Priority one contact in our database. If you are not certain that we have your correct details, please contact the school office. If you change your contact details please let the school know as soon as possible in writing.

  Please save the school's mobile number +441442800112 to your mobile phone and add the school's email address SC9193386a@schoolcomms.com to your email address book.

- **NOTIFICATION OF ABSENCE:** If your child is absent from school because of illness, please ensure you telephone or email the office before 9.30am (admin@cuthbertmayne.herts.sch.uk). There is an answerphone facility for you to leave a message if out of office hours. The office also needs to be made aware of any medical appointments your child will be attending. If you require authorisation from the Headteacher for Exceptional circumstances, please complete a Leave of Absence Request form available on the school website or from the school office.

- **SCHOOL MEALS/PACKED LUNCHES**: Please ensure you inform the school office in writing if your child would like to change their school meal pattern to enable us to give the correct number to our school cook. Please remember we are a 'nut free' school as we have pupils with nut allergies. Therefore, do not give your child any foods containing nuts in their packed lunch.

- **AUTHOR VISIT**: Please see the attached letter and price list for the author visit on 11 September 2019.

- **BIKEABILITY:** As previously notified, Bikeability level 1 and 2 training has been booked for Year 6 pupils week commencing Monday 9 September and for Year 5 pupils week commencing 30 September. Year 6 have already brought home their letters and we urgently need your response by **TODAY** as the trainers have requested we confirm numbers attending their training. The letter for Year 5 pupils is attached. Please make the payment of £27 via the School Gateway.

- **SCHOOL TRIPS** - Letters are attached for the following school trips:
  Year 6 trip to RAF Hendon Museum – Tuesday 17 September 2019
  Year 5 trip to RAF Hendon Museum – Wednesday 18 September 2019
  Year 4 trip to the Lincolnsfields Children's Centre – Tuesday 17 September 2019
  Year 3 trip to the Lincolnsfields Children's Centre – Thursday 3 October 2019

- **SECONDARY TRANSFER**: Year 6 pupils will bring home today a Hertfordshire guide for parents of children applying to secondary schools for 2020. The online application system opened on 2 September 2019 and the deadline for applications is 31 October 2019. Apply online at www.hertfordshire.gov.uk/admissions

COMMUNITY LINKS:

- **BROWNIES:** If you have a daughter aged 7-9 years old, 4th Boxmoor Brownies are looking for new members. They meet at St Mary and St Joseph's church hall at 6.15pm on Tuesdays. Please contact Gill on 07365030036**.**

Please see the attached community information:
- **Irish Dancing Flyer**
- **Family Lives Autumn Parenting Group Programme**
- **Dacorum Borough Council Public Spaces Protection Order 2019**

Paper copies of our school letters and community information are available from the School Office on request.

Administration Note:
If you pay for a school trip or activity via the School Gateway there is a tick box for you to give consent. It is only necessary to receive the consent slip attached to letters if your payment is made by cheque or cash to the office. Please include your child's class name with all communication to the school.

SCHOOLCOMMS TEXTS AND EMAILS TO AND FROM SCHOOL: Please save the school's mobile number +441442800112 to your mobile phone and add the school's email address SC9193386a@schoolcomms.com to your email address book. The Schoolcomms system will use the email address and mobile number that we hold for the Priority one contact on your child's school record. A letter regarding this information is on the school website.

Kind regards
School Office