

ST CUTHBERT MAYNE SCHOOL – WEDNESDAY EMAIL – 9 SEPTEMBER 2020

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; reminders; Parent Association events and also local Community information. There will be documents attached for your reference and links to follow. Paper copies are usually available from the school office but in the current situation there is no access for parents to the office and we are trying to limit paper transfer between home and school.

SCHOOL INFORMATION:

MESSAGE FROM MRS SMITH: Thank you for all the consideration you have given working with our new plan for dropping off and picking up. It is improving daily thanks to you.

Please, please can parents and carers of Year 3 and 4 pupils without siblings in Year 5 and 6 not come to the car park until 8.55am. You will find that the car park is not congested at that time (virtually empty!) and you will have a much easier drop off. What is currently happening is that the car park is extremely congested at 8.45. The reason for the split drop off is to avoid pressure points.

At pick up it would be very helpful if you could be prompt picking up your child and leave promptly (particularly those parked in the car park). Again, this is to avoid congestion at a time when we are being reminded to social distance as much as possible. Please continue NOT to park in Clover Way.

IF WE STICK TO THE TIMES THIS CAN WORK FOR EVERYONE

I suggest that Parents who are picking up two or three pupils could wait with the first child in the area to the right when you come in the gate (lower part of the playground) or leave the playground and return – whichever you are more comfortable with.

We are likely to have this situation for an extended time, so if we can stick to the timings and try to avoid arriving early in the mornings and be on time in the afternoon, it will help keep everyone as safe as possible and the school open.

COVID-19 CASES IN YOUNG PEOPLE – A letter the school has received from the Director of Public Health will be sent to parents separately today.

- **SCHOOL GATEWAY FOR ONLINE PAYMENTS:** For new parents - 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.

Due to the current situation we will not be accepting cash payments in school as a health precaution. It is therefore imperative that all parents activate a School Gateway account. If you need help, please email the school office admin@cuthbertmayne.herts.sch.uk

- **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 provided by you for the Priority One contact in our database.

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.

However, emails from parents to school should be sent to admin@cuthbertmayne.herts.sch.uk as this email is monitored daily.

- **SIMS PARENT LITE APP:** Over the next few days, all new parents will receive an invitation from SIMS Parent Lite. This enables you to directly update the details the school holds for you on the school database (Schools Information Management System). An information sheet is attached as a guide.
- **SCHOOL MEALS:** We have not sent paper copies of the charge forecast letter for school meals to minimise paperwork going home. You will see your current balance for school meals on your School Gateway account. The daily rate is £2.70 for a school meal, and if your child has a meal every day the weekly amount is £13.50. As you are aware, the school is not allowed to carry debt for parents therefore please ensure your child's meal account is in credit at all times.
- **TIES, IRON-ON BADGES AND PENS:** All parents who have placed orders to date via the School Gateway will receive their items by the end of today. As you can imagine there has been a large quantity to administer at the start of term. Hereafter, we will dispatch orders each Monday on a weekly basis.

You are able to order a school tie @ £3.10, iron-on badges in multiples of 2 @ £3.00 and pens in multiples of 2 @ £2.00 all via the School Gateway. Once payment is confirmed on the School Gateway system, the items will be given to your child to bring home.

An application guide for the iron-on badges is attached for your information.

- **PE KIT:** Please follow the link to purchase the new school PE kit directly from the supplier: www.teamworld.co.uk/scm
- **HOME-SCHOOL AGREEMENT:** Year 3 pupils will be bringing home two copies of the revised Home-School agreement. One copy is for parents to keep. Please read the document with your child and then sign the second copy and return it to school. The document is also attached electronically for parents who are able to scan/email the document to school admin@cuthbertmayne.herts.sch.uk. This document is a statutory requirement laid out by the School Standards and Framework Act 1998.
- **NOTIFICATION OF ABSENCE:** If your child is absent from school because of illness, please ensure you telephone or email the office before 8.30am (admin@cuthbertmayne.herts.sch.uk). There is an answerphone facility for you to leave a message for out of office hours (Office open 8.30am-4.00pm). 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.
- **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.

- **AFTER SCHOOL CLUBS:** Apex are hoping to arrange some after school sports clubs keeping pupils in their Year group bubbles. We will let you know as soon as we have further information. There are no other after school clubs arranged at this time.
- **MUSIC LESSONS – YEARS 4, 5 AND 6:** As previously advised in the Newsletter sent on Friday, please send your expression of interest for an individual or a shared music lessons in Brass, Violin, Recorder or Flute are requested by the end of today to admin@cuthbertmayne.herts.sch.uk
- **PARENT GOVERNOR:** There is a position on the St Cuthbert Mayne School Governing Body for a Parent Governor. Please find attached a letter and nomination form. If you are interested in this position, and would like further information, please speak to Mrs Smith or email the Clerk to the Governors wendydeane@cuthbertmayne.herts.sch.uk who will contact the Chair of Governors on your behalf.
- **SECONDARY TRANSFER:** Parents of Year 6 pupils have been emailed the Hertfordshire guide for parents of children applying to secondary schools for 2021. The online application system opened on 1 September 2020 and the deadline for applications is 31 October 2020. Apply online at www.hertfordshire.gov.uk/admissions

COMMUNITY LINKS:

Attached documents:

- **HERTS FOR LEARNING ONLINE SAFETY NEWSLETTER FOR PARENTS**

Kind regards
School Office