

ST CUTHBERT MAYNE SCHOOL – WEDNESDAY EMAIL – 1 SEPTEMBER 2021

Dear Parents

We are looking forward to seeing all our pupils back tomorrow, Thursday 2 September 2021.

Welcome to all our new Year 3 pupils. Please note for TOMORROW ONLY Year 3 pupils should be dropped off between 8.50am and 9.00am (normally 8.45am-8.55am) via the middle or top gate on the upper playground.

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:

- **UPDATED GUIDANCE FOR PARENTS REGARDING COVID-19:** Please find attached updated guidance for parents. Please note the change of order to class pick up times. We are also returning to our full uniform policy so pupils will now be asked to change into plimsolls when they are inside school.
- **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:** During this term, 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 will be sent 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. There has been no price increase for school meals this academic year. 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:** 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.
- **PE KIT:** Please follow the link to purchase the new school PE kit directly from the supplier: www.teamworld.co.uk/scm
- **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). Due to the current circumstances, please ensure you give full details of symptoms. There is an answerphone facility for you to leave a message for out of office hours (Office open 8.30am-4.00pm). The office staff also need to be made aware of any medical appointments your child will be attending. If you require authorisation from the Headteacher for absence due to 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. Children may bring in a piece of fruit for their morning snack.
- **HERTS CATERING MENU:** Herts Catering are continuing with the current menu for the time being. The first week back is Week 1 Menu. You can view the menu on the school website.
- **APEX MULTISPORTS:** Attached are two flyers giving details of the after school clubs Apex will be running during the Autumn Term 2021. www.apex360.co.uk
- **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 2021 and the deadline for applications is 31 October 2021. Apply online at www.hertfordshire.gov.uk/admissions

PARENTS' ASSOCIATION

- **'SAVE THE DATE' FOR SNOW WHITE AND THE SEVEN DWARFS PANTO AT THE ALBAN ARENA – SATURDAY 11 DECEMBER 2021 AT 6PM.** You will be able to purchase tickets via the School Gateway from 8 September-22 October 2021.

Kind regards
School Office