

# St Martin's Church of England Primary School

'Learning together, achieving together'



Executive Headteacher: Mrs Elliott

Head of School: Mrs Thomas

Thursday 28<sup>th</sup> August

Dear Parents/Carers

We hope you have had a fantastic holiday and are making the most of the last week. We are looking forward to your child returning to school on Thursday 4<sup>th</sup> September as both Tuesday and Wednesday are training days for staff. Our new reception children will start their journey with us on Monday 8<sup>th</sup> September – details in reception packs and updates to follow.

As we begin the academic year, we would like to share our routines and expectations for the year ahead.

## **Routines for drop off and pick up.**

### **Children in year 3, 4, 5 and 6**

On the first morning back at 8:40 all children need to wait on the front playground. Their class teacher will come to the front playground to collect them and take them into their new class. Class teachers will do the same on Friday. After this, children will need to wait on the front playground until 8:40 when the doors will be opened and a member of staff will ask them to walk in.

At the end of the day, the children will be brought to the front playground. Year 3 and 4 children must be collected by an adult. Year 5 and 6 may walk home on their own if we have received the required written permission. It is only these children who need to bring a phone to school each day.

### **Children in Year 1 and 2**

All children in Year 1 and 2 need to wait in the area outside their classrooms by the back entrance of the school. Their class teacher will meet them at the doors on Thursday and Friday. After this the adult on duty will open the door each morning at 8:40 and children can walk into their classes.

At the end of the day, the class teacher will see the children out of the same door and will hand each child over to their adult.

### **Children in Reception**

All children will be greeted by their class teacher at the reception class door on Monday 8<sup>th</sup> September at 9am. At the end of the day children will leave school through the same door.

## **Lunchtime routine**

To ensure the best possible safety and supervision of the children, going forward the office will be closed at lunchtime between 12-1. This will limit traffic and visitors on site at this time. If you need to collect your child for an appointment or drop them off you will need to do so outside of these times. After registration is always better for collection. The phone will go to answer machine if no-one is available to answer it. We hope this doesn't cause any inconvenience.

## **Uniform**

Our school uniform is an important part of our identity. We want our children to wear it and show their pride in being part of the St Martin's. There will be sanctions for children not wearing correct uniform.

***“though many we make up one” (1 Corinthians, 12:12)***

Spring Hill, Worle, Weston-super-Mare, BS22 9BQ.

Tel: 01934 628651

Email: [office@stmartinsschool.org.uk](mailto:office@stmartinsschool.org.uk)

[www.stmartinsschool.org.uk](http://www.stmartinsschool.org.uk)



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The required uniform is:  
dark grey or black tailored school trousers, shorts or black skirt,  
darker red gingham dress summer dress  
white polo/shirt  
burgundy school sweatshirt or cardigan.  
black sturdy school shoes or polishable, smart trainers.

PE Kit (no visible logos please):

white round necked T-shirt,  
black shorts/joggers/leggings  
sweatshirt/school jumper  
trainers

We do have some preloved school jumpers available, please ask at the office.

Children should not wear jewellery to school other than one simple stud earring worn in each ear lobe. (Earrings should be removed or covered with plaster during PE lessons – it is the child's responsibility to do this).

Please consider hair styles for school. They should be sensible and appropriate. Unnatural hair colours are not allowed. Hair should not be shaved extremely, or shaved with symbols etc. Hair below shoulder length should be tied back to reduce the spread of headlice and for health and safety reasons.

We look forward to seeing you all on Thursday 4th.

Kind Regards

Mrs Elliott and Mrs Thomas

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