



St Michael's CE Primary School

The Causeway, Steventon, Oxfordshire OX13 6SQ

Telephone and Fax: 01235 831298

Headteacher: Hayley Leyshon

Email: head.3241@st-michaels-pri.oxon.sch.uk

<http://www.stmichaelssteventon.co.uk>

Cultivating Respect, Persevering, and Learning with Courage

Friday 30th August 2024

Dear Families,

Welcome back! The staff will be in school on Monday and Tuesday for our INSET days and we look forward to welcoming everyone else back on Wednesday 4th September.

Just some reminders ahead of the start of term:

Times of Day and Term Dates

School starts at 8:45am. Children should be at school no earlier than 8:35am. Staff will come out to meet the children and take them into school as soon as the bell has been rung.

As a reminder:

Year 1 line up by the wooden gate by the front entrance.

Years 2,3 and 4 line up on the main playground in front of the hall.

Year 5 and 6 line up outside their classroom doors by the field.

School finishes at 3:15pm. Children in Years 1-4 will be brought out to parents on the main playground. Children in Year 5 and 6 will be allowed to walk out and meet their parents in an agreed location. Staff will be available on the playground.

Times of day and term dates can be found here:

<https://www.stmichaelssteventon.co.uk/page/?title=School+Opening+Hours+and+Term+Dates&pid=59>

Term Dates: <https://www.stmichaelssteventon.co.uk/attachments/download.asp?file=187&type=pdf>

Attendance

Attendance is of high importance at St Michael's and is regularly monitored.

From 19th August 2024, new legislation came into force surrounding attendance. Parents of children with 10 sessions (the equivalent of 5 days) **unauthorised** absence in a rolling 10-week period will be referred to the Oxfordshire County Council Attendance Team where they may be liable for a fine.

Unauthorised absences include:

- Holidays
- Days out
- Absence where no reason is given, or the parents are uncontactable
- Late after registers close

Medical appointments, illness etc. at are all authorised absence. Individual extenuating family circumstances e.g. bereavement, funerals, weddings, religious observances are authorised absences at the Headteachers discretion.

Please always speak to school about any reason for absence or difficulties that you are experiencing to see how we can best support you.

School Dinners, Packed Lunches and Snacks

Children in Reception – Year 2 are provided with a snack under the Government scheme. This is a piece of seasonal fruit or vegetable such as carrots, apples, bananas. Children in Year 3-6 should bring their own snacks. These snacks should be a health snack such as:

- Fruit
- Vegetables
- Breadsticks
- Rice cakes

Snacks should **not** be:

- Fruit winders/yoghurt covered fruit
- Crisps
- Biscuits – chocolate or otherwise
- Sugary yoghurts
- Pastries



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- Chocolate

Packed lunches should be balanced. These may include crisps, chocolate biscuits such as a Twix or KitKat but not a bar of chocolate such as a Mars Bar etc. There should be no fizzy drinks. Children may bring pasta or other hot elements in a Thermos pot but we are unable to reheat meals.

Please note: we are a NUT FREE school. There are children in school with severe allergies and as such as ask that no peanut butter or other nut products are brought into school.

Due to the wide range of price increases we will be raising the price of school dinners from £2.50 per meal to **£2.60 a meal** from September.

Children in Reception, Year 1 and Year 2 as well as those in receipt of the Pupil Premium Grant will continue to be eligible for free school meals.

All children should bring a water bottle to school every day. **These should contain water and not squash!**

Communication

All day-to-day communication will come via Class Dojo. This includes newsletters, trip letters, reminders etc. We will be moving all permission slips to an online response and links will be included in all letters that are sent out.

Parents may contact staff via Class Dojo but please be mindful that it may take up to 48hours for staff to respond. If the message is urgent, please email or phone the school office.

Diary Dates will always be at the end of the newsletters. Newsletters can be found on the website here:

<https://www.stmichaelssteventon.co.uk/newsletters>

Safeguarding

If you are worried about your own child or another child in the community, please do not hesitate to contact the appropriate people:

School Safeguarding Team

Designated Safeguarding Lead (DSL) – Hayley Leyshon (HT)

Deputy Designated Safeguarding Leads – Lina Sheehan (SENCO), Chris Paynter (DHT), Emily Green (EYFS Lead)

Immediate danger

If you think a child is in immediate danger, call the police on **999**.

Immediate concern

If you have a concern about a child, please call MASH on **0345 050 7666**.

If you are a parent or carer

If you feel you are harming your child or are close to doing so please contact us on one of the following numbers:

- Office hours (8.30am – 5pm, Monday to Thursday, 8.30am – 4pm, Friday): Multi-Agency Safeguarding Hub: **0345 050 7666**
- Outside office hours: Emergency Duty Team: **0800 833 408**

If you have any concerns or require any support, please do speak to us. We have access to lots of different types of support ranging from the Community Larder and parenting support right through to Social Care.

We look forward to seeing everyone back on Wednesday 4th at 8:45am!

Kind Regards



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Headteacher

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