



ST. PAUL'S CHURCH OF ENGLAND PRIMARY SCHOOL
Calder Road, Rawtenstall, Lancashire, BB4 8HT
Headteacher: Mrs Charlesworth
head@constablelee.lancs.sch.uk
School Office: 01706 215893

Friday 3rd September 2021

WELCOME TO THE JUNIOR UNIT

Welcome back! We hope you have all had a lovely summer. In this letter please find key information which will guide you and your child through the next academic year.

STAFFING

For your reference the Junior Unit classes are as follows:

Transition Unit

Elms: Yr 3- Miss Gibbon supported by Miss Poston and Miss Gul
Maples: Yr 3/4- Mrs DeBoutemard supported by Mrs Goodey

Upper Unit

Elders: Yr 4/5- Mrs Nolan supported by Mrs Smith and Mrs Blake (pm)
Willows: Yr 5/6- Mrs Cooper and Mrs Todd supported by Mrs Blake (am) and Mrs Kelly
Oaks: Yr 6- Mrs Lee (Junior Unit Head) supported by Mr Rush and Mrs Hagyard.

We would like to remind parents that we have a clear policy in terms of dealing with any queries/concerns. Please contact your child's class teacher or if you feel that this hasn't been dealt with sufficiently, then you are welcome to arrange an appointment with your child's Unit Head.

MORNINGS

Classroom doors will open at 8.50am so pupils are able to make their way into school. At 8.55am all external classroom doors are then locked and any child arriving after this time will need to enter school via the main office. We would like to remind parents that class teachers will be available at the doors once they have been opened should you need to talk to pass them a quick message. Please be mindful that this is not always an appropriate time to discuss concerns and a separate appointment should be made if needed.

JEWELLERY

As in previous years, children are not to wear jewellery in school except stud earrings and watches. Please remove earrings for PE days. If a child is seen wearing jewellery, a member of staff will ask the child to remove this and will place this in a secure drawer/ locker for the child to take home at the end of the day. Girls are also reminded that they are not allowed to wear any nail varnish.

P.E.

Each class will have a designated PE day where your child will take part in an indoor and an outdoor (weather permitting) session. Children must, therefore, wear an outdoor PE kit (blue or black tracksuit bottoms, trainers and a school jumper or school hoodie) on their designated PE day (please see your class pages or welcome booklet for your child's PE day). Forest School kits will be stored in the garage on the day of Forest School and returned home the same day. Waterproofs are ideal for placing over the uniform. Please bring suitable clothing for your child to get changed into if you do not have waterproofs. The garage will be unlocked each morning for the children to hang their kits up.

Throughout the year, children in Oaks, Willows and Elders will also access an additional swimming session at Marl Pits Leisure Centre, Rawtenstall each Thursday. A separate letter with more details will be sent home nearer the time.

FOREST SCHOOL



We are extremely fortunate to be able to continue with our fortnightly Forest School sessions which are led by our Forest School Practitioner, Mrs Smith. Your child's class teacher will inform you of when your child's sessions will take place. It is essential that your child has a full Forest School kit in school at all times (including waterproofs and wellies).

UNIFORM

Please ensure all items are clearly labelled. Please see our school website for information about our school uniform.

READING

Reading is an extremely important part of your child's learning and something that we encourage children to do on a daily basis. There is an expectation that children in the Transition Unit will read for **at least 10 minutes** every night and children in the Upper Unit will read for **at least 15 minutes** every night. This includes books from home or the library as well as our school reading books. Reading records must be signed by an adult with a brief comment to show how your child read. Please encourage your child to talk about the books they read and ask them questions about the text to help develop their comprehension skills. Please ensure your child brings their book and reading record to school **every day** even if it has not yet been read. You will shortly receive details of our whole school weekly reading competition.

NEWSLETTERS

To help protect our environment, school and class newsletters are uploaded to our school website every Friday. However if you are unable to access the internet, we are happy to provide paper copies. Please let your child's class teacher know ASAP if you would like to receive a paper copy. Please ensure you read your child's newsletter every week as it can contain important information and key dates for the upcoming week/s.

WATER BOTTLES/SNACKS

Children are encouraged to bring water bottles to school every day. School bottles are available to purchase from the school office or you can bring in your own from home. Please ensure these are clearly labelled. Bottles should be filled up at home every morning and taken home at night to be cleaned. We have a water fountain for your child to top up their water at break or lunchtime.

Your child is welcome to bring fruit or a healthy snack (no citrus or nuts) to eat during break times.

PACKED LUNCHES

As we are a healthy school, please ensure your child's packed lunch contains healthy snacks. Please remember your child should not be bringing chocolate or sweets. Thank you for your understanding.

MEDICATION

If your child requires any medication or has any medical concerns, please contact your child's class teacher ASAP so care plans can be updated. Please note that it is your responsibility to ensure your child's medication is in date and replaced if needed. Any medication, including inhalers, can only be administered once a medical form has been completed by parents/carers. These are available from the school office.

APPOINTMENTS

All parents/carers must request an 'Exit Pass' from the office prior to their child's medical appointment. If the child is returning to school that same day the 'Exit Pass' must be handed back to the office on their return.

MOBILE PHONES



ST. PAUL'S CHURCH OF ENGLAND PRIMARY SCHOOL
Calder Road, Rawtenstall, Lancashire, BB4 8HT
Headteacher: Mrs Charlesworth
head@constablelee.lancs.sch.uk
School Office: 01706 215893

We are aware that some of our older pupils in Year 6 make their own way home from school and have a mobile phone for emergencies. If your child needs to bring their phone to school, a letter needs to be sent into school explaining why it is needed. Your child's phone should be dropped off at the school office each morning, where it is recorded and kept safe until the end of the school day.
Under no circumstances are mobile phones to be kept in class and in school bags, as they may go missing. This also supports our Safeguarding policy throughout school.

If you have any further questions about any of the information, please do not hesitate to speak to any of the staff in the Junior Unit. We look forward to working in partnership with you all throughout this academic year and to another successful and enjoyable year at St Paul's.

Yours sincerely

Junior Unit Staff

