



Monday 4th September 2023

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 Cowgill supported by Mrs Morris, Mrs Cornfoot and Miss Gul
Maples: Yr 3/4- Mrs DeBoutemard supported by Mrs Bevan

Upper Unit

Elders: Yr 4/5- Miss Yates & Mrs Nolan supported by Mrs Kelly
Willows: Yr 5/6- Mrs Cooper and Mrs Todd supported by Mr Rush
Oaks: Yr 6- Mrs Lee (Junior Unit Head) supported by Mrs Blake
Blossoms: Mrs Taylor

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 8.45am so pupils are able to make their way into school. At 8.50am 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 or make up.

P.E.

Each class will have a designated indoor and outdoor (weather permitting) PE slot each week and the days can be found in your individual class welcome booklets. On PE days, your child will come to school in their school uniform and get changed into their PE kit in school. This will be stored on their peg so it is accessible at all times. The kit should consist of a white t shirt with/without school emblem, blue shorts and trainers/pumps. Outdoor PE kit: trainers, school hoodie, navy blue jogging bottoms.
School hoodies are not to be worn as part of daily school uniform and football kits are not permitted.

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

Forest School kits should be brought to school 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. Please check the main newsletter for the weekly timetabled sessions.



UNIFORM

There is an expectation that all our pupils are wearing the correct school uniform at all times. Our school uniform list can be found at <https://stpaulsrawtenstall.co.uk/school-uniform>

The PTA have a 'Good as new' uniform store. Details for this can be found on the PTA Facebook page. Please ensure all items are clearly labelled.

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.

NEWSLETTERS

In a change to the new school year, there will be a whole school newsletter sent each week to all our parents. Individual class information will be included within this, so please do check this carefully for key information and important dates. To help protect our environment, this will be uploaded to our school website every Friday and emailed to all parents through ParentPay. Please ensure that the office have updated contact details so any school information that is sent is not missed.

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.

Toast is available to purchase each day for 20 pence and your child is welcome to bring fruit or a healthy snack to eat during break times.

LUNCHES

All children have a choice of a packed lunch or a school lunch each day. If your child wishes to have a school lunch, please inform the school office so that lunch lists can be updated. If your child is bringing a packed lunch, please remember your child should not be bringing chocolate or sweets.

Due to children with severe allergies in school, please ensure that any snacks or packed lunches contain no citrus, sesame seeds or nuts please. 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 inform the school office if your child has an appointment during the school day. If you are collecting your child during the school day to attend the appointment, you will need to sign your child out using the EntrySign system in the school office and they will need signing back in if returning on the same day.



MOBILE PHONES

We are aware that some of our older pupils in Year 5 and 6 make their own way home from school and have a mobile phone for emergencies. Your child's phone will be collected in at registration each morning 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 your child is in Year 5 and 6 and you would like them to walk home, please email school@constablelee.lancs.sch.uk stating you would like your child to walk home after school and you take full responsibility for their safety once they leave the classroom doors. If your child needs to bring their phone to school for this reason, please also add this within the email.

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

