



Wednesday 3<sup>rd</sup> September 2025

## 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:

Class	TA support	PPA cover
Elms - Miss Cowgill	Mrs Morris	Miss Gul
Maples - Mrs Metcalf (Mon, Wed, Thur, Fri) Mrs Cooper - Tuesday	Mrs Atherton	Mrs Cooper
Elders - Mrs Nolan (Tues, Wed, Thurs, Fri) Mrs Cooper - Monday	Mrs Cornfoot Mrs Morris (Wed)	Mrs Cooper
Willows - Miss Gribben (Mon & Tues) Mrs Todd (Weds, Thurs, Fri)	Miss Poston (Mon & Tues) Mrs Rush (Wed, Thurs, Fri)	N/A
Oaks - Mrs Lee (Unit Head)	Mrs Kelly	Mrs Cooper

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

A member of SLT will be present on the playground each morning from 8:30am should you need to speak to one of us. Please note that children remain your responsibility until the school doors open at 8:40am. Classroom doors will open at 8.40am so pupils are able to make their way into school. At 8.45am 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.

### Playground Safety

As a reminder, no ball games or any playground equipment should be used before or after school. Bikes and scooters should also not be ridden on the yard. This helps us maintain a safe environment for everyone. Thank you for your cooperation and understanding.

### 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. As PE is a requirement of the National Curriculum, it is necessary for all pupils to have a PE kit. This is stored on your child's 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 or school jumper, navy blue/or black jogging bottoms. School hoodies are not to be worn as part of daily school uniform and football kits are not permitted. Earrings and other jewellery are not to be worn during PE lessons. Earrings are to be removed before participating in any PE lessons. Guidance from Lancashire County Council specifies that plasters/tape coverings are not permitted on the ears.



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/class welcome booklets 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>

A friendly reminder that it is school policy that school shoes must be worn, not trainers or trainer style looking shoes. PE hoodies can only be worn for PE or after school sport events.

Children should not wear make up or nail varnish and long hair should be tied back. No extreme hair styles or coloured hair are permitted.

Children should not wear any jewellery (including smart watches). If your child has pierced ears, studs are allowed but these must be removed by your child for PE, swimming and Forest School.

Make up should not be worn for school. Any pupil with make up on will be asked to remove it. This includes nail varnish.

**Please ensure all items of uniform 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 (Elms and Maples) will read for **at least 10 minutes** every night and children in the Upper Unit (Elders, Willows and Oaks) 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

Each week, there is a whole school newsletter sent to all our parents where key class information and important dates will be included within this. 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.

We are pleased to announce that **toast will be available for purchase during morning break** starting Monday 8th September. The school office will send out detailed information about this service, including pricing and ordering arrangements, very soon.

If you prefer not to purchase toast, your child is absolutely welcome to bring **a piece of fresh fruit/vegetable** to enjoy during their morning break. This aligns perfectly with our commitment to promoting healthy eating habits. To support our **healthy school initiative**, we ask that no other snacks are brought into school for breaktime. This helps us maintain consistent nutritional standards and ensures all pupils have access to healthy options during their break.



Please inform the school office if your child's lunch pattern has changed. For example, they have previously been on packed lunches but now you would like them to have a school lunch. School lunches can be purchased for £2.70 a day and are paid for via ParentPay.

As part of our ongoing efforts to ensure we maintain our status as a healthy school, we ask that no chocolate bars or sweets are added to your child's packed lunch. This policy reflects our dedication to supporting the wellbeing of all our pupils. We know that what children eat during the school day can significantly impact their energy levels, concentration, and overall learning experience. By encouraging healthier lunch choices, we are helping to create an environment where every child can thrive academically and physically.

We ask that **NO NUTS OR SESAME SEEDS** are in any food products you send into school due to children with significant allergies.

### 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. This also includes Smart watches.

If your child is in Year 5 and 6 and you would like them to walk home, please email [school@constablelee.lancs.sch.uk](mailto: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

