



## St Hugh of Lincoln RC Primary School

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Friday 15<sup>th</sup> September

Head Teacher: Mr M. Mountcastle

Dear Parents/Carers

### Mr Joyce

I would like to take this opportunity to formally introduce Mr Joyce who officially joined our teaching team in Reception last week. I am sure he can rely on a very warm St Hugh welcome and we look forward to him being a successful addition to our excellent teaching team.

You have the opportunity to meet all the staff at the welcome meetings; please see the website for dates.

### Asthma

As part of accepted good practice and with advice from the Department for Education and Asthma UK, our school will be continuing a School Asthma Policy for use by all staff and will use the 'Asthma Card' which parents/carers are required to complete. If your child has asthma please collect a card from your class teacher or the school office. If you have completed a card previously and the circumstances have not changed there is no need to complete a new one.

Children who have 'reliever' inhalers in school are permitted to keep them on their person, in their tray, bag or locker. It is expected that they are aware of the signs of needing an inhaler and can administer it themselves. Obviously younger children will be given support if required.

### Bumped Heads

If children have minor injuries at school and bump heads we record it and give them a sticker but they sometimes come off and messages are not relayed. To avoid any miscommunication we have changed the policy slightly. In the event of an accident we will endeavour to send a standard text informing carers and asking for you to observe at home. Obviously if the injury is more serious or concerning we will speak to you immediately.



### **School Dinners**

Please be aware that we need a weeks' notice if your child is changing from packed lunches to school dinners or vice versa. Not only does it disrupt the ordering of food it can cause some confusion at lunchtime. Thank you.

### **Data Collection**

You will soon be receiving the data collection requests for this academic year. I would be grateful if you could carefully check all the details are correct, make any necessary changes, date, sign and return to school. There will also be medical questionnaires, ethnicity requests and photograph consent – it is a large amount of information and it is very important we hold the correct data for your child. In addition please ensure the first point of contact is correct as this is the person the texts are sent to.

Should you have any questions regarding any of the above please do not hesitate to contact the school office.

### **Parking**

Once again please can I appeal to you all to be considerate of our children, each other and our neighbours when parking outside school? I am particularly concerned that people are double parking and stopping on the corner of Glastonbury and Winchester Roads. May I politely request that you do not park on the school and church side of Glastonbury Road as doing so is proving extremely dangerous.

### **Twitter**

A great way of receiving news and updates is to follow school on Twitter, @StHughPrimary. The feed is also available on the front page of the school website for people who are not on social media.

Thank you as ever for your positive support in all we do.

Yours sincerely

M Mountcastle