

St Norbert's Catholic Voluntary Academy

Principal
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Mission statement: To live, love and learn in the footprints of Jesus.

ST NORBERT'S IS A RIGHTS RESPECTING SCHOOL

30th January 2023

Dear Parents/Carers

Reminder - School Photographs

The School Photographer will be in school tomorrow to take your child's photographs. Children not in Nursery on a Tuesday or younger siblings are welcome to come at 8.30am to have their pictures taken. Please see my previous letter for full details and arrangements.

Reminder – Collective Worship with Class 5

Collective Worship led by Class 5 takes place this Friday, 3rd February.

Collective Worship with Class 4

Collective Worship led by Class 4 takes place on **Thursday 9th February.**

Doors for both Worships will open at 2.20pm with the Worships starting at 2.30pm. As usual, there will be no admittance once started.

School will also close for half term on Thursday 9th February. The Goldstar Out of School Club will be open on this afternoon. Children should return on Monday 20th February.

School Crossing Patrol

The School Crossing Patrol will not be in operation outside school on both the afternoon of Tuesday 31st January and the morning of Wednesday 1st February. Please take care when crossing the road at this busy time.

Parental Contact

It will occasionally be necessary to contact you during the day, should your child become unwell for example. Please do ensure that you update our office staff at the earliest opportunity if your contact details change.

When we need to contact you, we will attempt to call the telephone numbers you have provided in your order of preference. Where parental responsibility is shared jointly, we will pass on the information we need to share with the parent we are able to contact in the first instance and make any further necessary arrangements. If this parent gives permission for a designated adult to collect your child, we will expect that this information will then be communicated within the family accordingly. If we are unlikely to know or recognise your chosen designated adult at the point of collection, we will ask you to arrange a password / safe word with the office. Your understanding is greatly appreciated – thank you.



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Medication

Staff administering medicines do so voluntarily and on the basis that it would be detrimental to a child's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Where this is not possible however, please note the following:

- No child will be given prescription or non-prescription medicines without a parent's written consent. Parents are required to complete a form – available from the school office – with dosage instructions relating to medicines.
- We can only accept medicines that are in-date, labelled, provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage. The exception to this is insulin which must be in-date, but will generally be available to schools inside an insulin pen or pump, rather than its original container.

Yours sincerely,

A handwritten signature in cursive script that reads "A Dawson".

A Dawson