



**Headteacher:** Mrs Michaela Velayudhan Tomlin

St Joseph's Catholic Primary School Pontefract, a Voluntary Academy  
Newgate, Pontefract, West Yorkshire, WF8 4AA

**Telephone:** 01977 701493 **Fax:** 01977 711378

**Email:** admin@sjp.bkcat.co.uk **Website:** www.stjosephspontefract.co.uk

Dear Parents/Carers,

A very warm welcome back, I hope you have all had a lovely summer and created some wonderful memories. I was delighted to return at the end of July following my maternity leave and look forward to this year and what's ahead for our children and our school community.

Firstly, I need to bring the current roof works to your attention. These works commenced during the summer holidays and will continue for at least the next three weeks during term time. Due to these works a risk assessment has been carried out, meaning that until further notice children and parents will be unable to access the Early Years outdoor area and the KS1 playground, including the classroom doors to enter into Upper Foundation (Reception), Year one and Year two. From tomorrow until further notice Upper Foundation (Reception), Year one and Year two children will need to be dropped off at the usual time of 9am at the hall doors (signs will be on the doors to direct you). In addition to this, these children will also need to be collected from the hall doors at the end of the day (Upper Foundation and Year one will need to be collected at 3.20pm and Year two will need to be collected at the usual time of 3.30pm). These plans will be continuously monitored and reviewed. Whilst this is not what we want at the beginning of the year these works are essential and therefore these contingency plans must be adhered to for everyone's safety.

We want to ensure that all of our children are well prepared and settle back into school, so we kindly ask the following:

- We are a NUT FREE school; therefore please do not send your child to school with nuts/nut products.
- Breakfast and afterschool clubs must be pre booked and pre-paid before children can attend (there is no pay on the door option).
- On PE days only, children will come to school in their PE kits and remain in them all day (white t-shirt and blue shorts, blue or black tracksuit for outdoor PE).
- Water bottles must be sent with children every day, containing water only.
- All children must be wearing the appropriate uniform (all should be labelled with your child's name), including no earrings.
- The correct school uniform must be worn at all times, including the correct and appropriate PE kit and no jewelry.
- Healthy snacks only should be sent into school with our children, for example fresh fruit, dried fruit or a small cereal bar.
- French Friday snacks need to be one, simple snack.
- Children only need to bring a small school bag to school to ensure they fit in the EYFS & KS1 cloakrooms or the KS2 lockers.
- If your child has sickness or diarrhoea please do not send them into school for 48 hours.



Currently we have no admin team in our front office so I ask that you bear with us as we are in the process of recruiting but this obviously takes time. It is extremely important to us that you are able to communicate with school, therefore please remember you can contact your child's class teacher during school hours using Class Dojo. Information regarding our children's homework will be communicated over the next week. We ask that when submitting an absence request or explanation for your child's absence that you do so only through the school office, either contacting the office via telephone or emailing [admin@sjp.bkcat.co.uk](mailto:admin@sjp.bkcat.co.uk)

We also kindly ask that you ensure you send all new asthma plans and health care plans to school before children start back in September. In addition to this, please ensure all medication and inhalers are returned to school in September on the first day. Please ensure that you check the end date on your child's inhalers.

With regards to COVID-19, we as a school are committed to the health and well-being of our children and families, we will therefore continue to monitor this closely and implement any further guidance provided to schools.

Please remember, our door is always open, we are wholly committed to providing a high quality Catholic education to our children. I thank you all for your continued support and look forward to seeing you on the playground.

Yours Sincerely,

Mrs Velayudhan Tomlin  
Headteacher