



**Headteacher:** Mrs Michaela Velayudhan Tomlin  
**Deputy Headteacher:** Mr Simon Bartram

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

**Telephone:** 01977 701493

**Email:** [admin@sjp.bkcat.co.uk](mailto:admin@sjp.bkcat.co.uk) **Website:** [www.sjp.bkcat.co.uk](http://www.sjp.bkcat.co.uk)

Monday 4<sup>th</sup> September 2023

Dear Parents/Carers,

We hope that you have all had an enjoyable summer and your child is excited to start a new school year. We welcome back our returning pupils who have all progressed into a new year group. We also welcome our new Lower and Upper Foundation pupils, and their families, who are joining the St Joseph's family. We hope they settle quickly into full time education and know we are there to support pupils and families in any way we need to do so to make the transition as smooth as possible.

**Staffing:**

We warmly welcome Miss Buxton, who will be teaching our year two children. Sadly, Mrs McHale has been unwell recently and will not return this week. We will therefore cover her absence with staff within our school, as well as a supply teacher where needed. We are hoping this is a short-term absence and wish Mrs McHale a speedy recovery. We will of course provide you with updates should anything change.

**NUT ALLERGY:**

A member of our school community has a severe airborne nut allergy and, in order to avoid a life-threatening situation, we are a 'nut-free' school. This allergic reaction (anaphylactic shock) can occur through ingestion of nut products and breathing nuts in the air. We thank you for your support in reducing the risk by taking the following steps:

- Please do not allow your child to bring any food items into school containing nuts.
- Please do not prepare packed lunches for your child which contain nuts and/or nut products.

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

- Breakfast and afterschool clubs must be pre-booked and pre-paid before children can attend (please remember 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). Earrings must not be worn on PE days.
- Water bottles must be sent with children every day, containing water please.
- All children must be wearing the appropriate uniform (please ensure these are labelled with your child's name).
- 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 (nut free) 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.

**Student update forms:**

Please remember to inform school if you have changed your address and/or phone number (including mobiles). Please ensure anyone collecting your child from school is on your child's contact list or you have informed school prior to them collecting your child. We will be sending out the student update forms soon and kindly ask that you read over these to see if there are any amendments. Please return this to school as soon as possible.



**Absence:**

If your child is absent, please contact the school office on the same morning before 9am to inform us. If school does not receive notification we will contact you, if we cannot get in touch, we will conduct a home visit.

**Health & Safety/Medication:**

With the exception of guide dogs, dogs are not permitted on the school grounds. Children should be accompanied on the school playground by an adult at all times before and after the school day.

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

**Homework:**

We will alternate between the homework projects and a more formal approach. In Autumn 1, the children will take part in a homework project. This will be shared shortly. In Autumn 2, the children will be asked to complete some age-appropriate tasks related to the work undertaken in class. This will alternate in the other terms also.

**The year ahead:**

We have been planning dates for the dairy which we will share with you to give you the 'heads up' of things planned (Parents Evenings, nativities, etc.). We appreciate parents and carers are very busy and need notice for events, therefore, we aim to share these dates with you during early September.

This is my sixth year as Headteacher of this wonderful school and I can honestly say that with each year the honour I feel grows. I continue to be proud to be a part of our wonderful community.

I look forward to watching your children grow in confidence, knowledge and spirituality during this year and thank you in advance for the support I know you will give all members of our school community this year.

Please remember, our door is always open, we are wholly committed to providing a high-quality Catholic Education to our children. We are very much looking forward to welcoming you and your children back into school. I look forward to seeing you on the playground tomorrow.

Best Wishes,

Mrs Velayudhan Tomlin  
Headteacher