Friday 21st July, 2023

Dear Parent/Carer,

**Thank you for all your support during another successful year at Mount Carmel.**

**Please read the important information below in preparation for September.**

**School opening times**

**Infant Department**

The school gates and classroom doors open from **8.40a.m**. If your child arrives after 8.50a.m.a late mark will be recorded and they must be signed in at the office by an adult. If they arrive after 9.00a.m. without a valid reason, an unauthorised absence mark will be applied for the morning. At the end of the day, school will finish at 3.20p.m. The school gates will open at 3.15p.m.

**The Junior Department**

The school gates and classrooms open at 8.45a.m. If your child arrives after 9.00a.m. a late mark will be recorded and they must be signed in at the office by an adult. If they arrive after 9.10a.m. without a valid reason, an unauthorised absence mark will be applied for the morning. At the end of the day, school finishes at 3.30p.m. The school gates will open at 3.30p.m.

**It is vital that children arrive on time for school as they miss vital teaching and important information for that day. Similarly it is important that your child is collected from school at the end of the day on time.**

**Attendance - Every Day counts!**

Mount Carmel is very proud of our high levels of attendance and we thank parents for their support in ensuring that children attend school regularly and on time. Please do your utmost to arrange optical, dental and medical appointments outside school time. We do understand this can be difficult but our staff manage to do this in the main!

* Holidays should be booked outside term-time. You will receive a penalty fine if you take a holiday during a school term.
* Please contact the office before 9.30a.m. if your child is ill. If we do not hear from you, the absence will be marked as unauthorised.
* If your child is late, you must come in to the office and sign them in. This is a legal requirement and is an important measure for the safeguarding of our children.
* Achievement and good attendance has a proven link. Every day matters to your child’s education.

New Barrier on Hunt Street at the Infant Department

Over the summer holidays, the council will be installing a barrier which will stop access to Hunt Street at busy school times. The barrier will be in position before school time and at home time. Vehicles will not be able to access Hunt Street.

We ask that parents/carers park away from the immediate area at the Infant department. Anybody who has parked on Hunt Street will not be able to leave until after the morning rush and the same will happen at the end of the school day.

This will make the surrounding area much safer for our parents/carers and children.

Uniform

Thank you to all parents/carers for your support with children’s presentation each day this year! Your support for our uniform code is very strong and we appreciate it. This helps to give the children a sense of identity as part of the school family and a pride in themselves. There are just a few reminders I would like to give.

* Black school shoes only to be worn (completely black with no coloured stripes, ticks or motifs).
* Appropriate hair styles/cuts for school. Carved patterns in the hair are not appropriate. Long hair should be tied back from the face.
* Make-up and nail varnish are not allowed in school
* Children can wear stud earrings only for school. No jewellery at all, including earrings, should be worn on PE days.

Our full uniform list is attached for your information.

Book Bags at the Infants

We require that children in the Infant Department come to school with a small book bag. Due to limited space in the classrooms and especially around children’s coat pegs, we are unable to accommodate back packs that some children are bringing to school. Infant children only need a small book bag to house reading books, homework sheets etc that they are required to bring backwards and forwards to school. If back packs are brought in to school, you will be asked to take them home. Book bags can be purchased on line through our School Uniform supplier, School Trends, alternatively, we have a limited supply in the Infant school office.

PE Kits

The children are required to keep their PE kits on their peg in school and will be getting changed for PE in school. Here is a reminder of the PE kit:-

White t-shirts

Navy shorts

Navy sweat shirt/ joggers (for outside/ winter)

Trainers

(Please be aware no earrings or jewellery are to be worn on PE days)

School Meals

Please remember to order (and pay, if appropriate) for your child’s school meals in advance via School Grid. Please remember to order for next term at the beginning of September. It is always best to order with your child present as this will ensure they are ordering food that they want to eat and this will avoid having food that is wasted.

Farewells

We say farewell to Mrs Ivison who has given exemplary service to our children over the past 10 years.

Mrs Coogan also leaves us today having done a sterling job in Reception this year.

As we say farewell to Mrs Potts, we wish her a long and happy retirement and thank her for her service to Mount Carmel for the past 7 years.

**Finally, thank you for all your support this year. May you all be blessed with a safe, happy summer and we look forward to seeing you in September**.

Yours sincerely

K. Seaborn

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