



**St. Philip's**  
RC Primary School

29<sup>th</sup> August 2025

Dear Families,

I hope you have all had a wonderful summer break. We are very much looking forward to welcoming you and your children back to school on **Monday 1<sup>st</sup> September**. I would like to warmly welcome all new families into our school community and look forward to getting to know you, and our new pupils.

Please find key updates and important information contained within this letter. We will display a copy on our website for future reference.

### **Completed Medical Forms**

If your child has a medical condition which requires medication and a care plan in school, you will have received a care plan form to complete before the summer break. Please ensure this form has been **completed and returned to school before the first day back**. It is very important that this information is up to date so that we can provide the appropriate care and support for your child if needed.

### **School Hours**

**Start time:** 8:40am **Finish Time:** 3:10pm

### **Morning and Drop Off Routines**

The main school gate will remain closed until 8:15am. The main school doors will open from 8:35am. **It is school policy that if your child is late, you must bring them to the main visitors' entrance and sign them in electronically. Children must not come into school late without an adult.**

### **Building Works**

We are currently having work done on the school roof, which means there is scaffolding on the left-hand side of the building. **This will impact drop-off and collection for Reception and Year 1** as the space available is smaller. To avoid overcrowding, **Reception classes will be dropped off at the pupil entrance between school and the parish centre (see entry points info attached below). Year 1, Class 3 and Class 4, children will be collected from the playground by their teacher at 8:40am.** Please line up at the cones provided for each class. **Encourage children to join the line from 8:35am, but remain on site with them until collected by their teacher.** There will be an additional adult available to take any message. Please see them for any messages so teachers can focus on bringing children safely into school.

**Nursery:** children will enter via the **Nursery entrance** as normal.

**Reception:** children who attended Nursery will enter school via the **Nursery entrance on their first day**. After this, they will enter and exit via the **Reception class entrance** as outlined below.

**Year 2 – 6** will enter school via the **main pupil entrance** as normal.

**Entry points** are outlined below:

**Headteacher: Miss R. McNamara** BA HONS QTS NASENCO NPQH

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Year Group	Door
Nursery	Nursery Pupil Entrance (1)
Reception	Pupil Entrance between school and parish centre (2)
Year 1	Top Playground – stand at cones (4)
Y2 – Y6	Main Pupil Entrance (3)

### Afternoon Collection Routines

The school day finishes at 3.10pm. **Collection points** are outlined below:



Year Group	Door
Nursery	Nursery Entrance (1)
Reception Class 2 (Miss Cheetham) Reception Class 1 (Miss Moore)	Children will be released through the rear door, between the school and parish centre, to their parent/guardian by the class teacher. (2)
Year 1 Class 3 and Class 4 (Miss Ryman and Mrs Welsh)	Children will be released through the hall door to their parent/guardian by the class teacher. (4)
Year 2 (Miss Lavelle and Mr Collins)	Children will exit through the visitors' and school office door and wait in the designated area behind the gates. Pupils will then be released to their parent/guardian by the class teacher. (5)

Year 3 – Year 6 (Miss Kildunne, Miss Cooper, Miss Wheeling, Mrs Moore, Mr Cooper, Mr Marshall)	Children will exit through the main entrance onto the top playground. Each class will have a designated area on the top playground. Pupils will then be released to their parent/guardian by the class teacher.
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Once children are collected, please remember to always keep them with you to ensure that our pupils remain safe.

### **Home / School Communication Channels**

If you need to give a message to your child's class teacher in the morning, there will be an adult at the door where children enter school who will pass the message on. Alternatively, you can write a short note in your child's planner. Teachers will be available in the playground at collection time. If you need to speak with them briefly, this is a good opportunity to do so. For anything that requires a longer discussion (more than 5 minutes), please make an appointment via the school office so that teachers have the time to give you their full attention.

### **Uniform & PE Kits**

Our **uniform policy** is attached. Thank you for supporting this - our pupils always look so smart.

Please ensure **PE kits are in school from Monday** as PE lessons will begin this week. Pupils will require both an indoor and outdoor PE kit all year round as they will be participating in both indoor and outdoor PE sessions. The correct kit is detailed in the uniform policy - it is important that children always have the correct PE Kit in school.

[uniform-policy-1.pdf](#)

### **Clubs & Extra-Curricular Activities**

Extra-curricular activities and clubs will begin **next week**. Mrs Bell will send out correspondence regarding this shortly.

### **ParentPay**

Please ensure **ParentPay is checked regularly and kept up to date**. If you have an issues with ParentPay, the office are always happy to help.

### **Building Fund**

As a Voluntary Aided Roman Catholic school, we must make a 10% contribution to all investment made in the school building and grounds. Historically, this would come from the donations made at church. Sadly, these funds are no longer enough to pay for basic repairs and maintenance of church buildings. Since 2010, nearly £4.5m has helped transform our school. This has only been made possible by us being part of the Diocese of Salford School Building Fund, which meets our 10% obligation and allows us to access funding. **Each year, we ask parents to make a single contribution of £30 per family to help pay for our membership of the building fund. This is added to your Parent Pay account and can be paid at your convenience over the course of the academic year.** Your help is greatly appreciated. We feel that £30 per family is a small price to pay to ensure that your children have the facilities they deserve throughout their time at St. Philip's RC Primary. Thank you in advance for your continuous support.

### **Parents' Evening- Save the Date**

Parents' Evening will be held on Thursday 13<sup>th</sup> November 2025 . You will receive an email closer to the date to select your meeting time. **We make you aware of this date as early as possible to ensure you have plenty of time to arrange childcare as pupils do not attend Parents' Evening.**

We are very excited to welcome everyone back and look forward to a fantastic start to the new school year.

Thank you, as always, for your continued support.

Miss McNamara

Headteacher