



Dear Parents and Families,

It has been so lovely seeing all the children again and hearing the school full of noise. This letter is to provide you all with some more information you may need for the term ahead.

Key information about school

Drop off procedure

The school gates will open at 8.40am and the children all come onto the school playground where there is a member of staff supervising them. The staff member will blow the whistle at 8.45am and the children will circle up in their classes and enter school. We are still continuing to have the no parking zone outside school and this has meant that since it was introduced there have been no incidents relating to the safety of children which is great. Thank you for continuing to support us in keeping the children safe.

School finish time

The school day ends at 3.15pm. Christopher Robins (Class 1) are collected from outside the class entrance on the playground. The Trailblazers (Class 2) and Satellites (Class 3) are collected from the class entrance opposite the shelter on the playground.

Breakfast and After School Club

For both clubs, please book and pay for these online via Arbor the week prior to your child attending. Breakfast club starts from 7.30 am on Monday and Tuesday and 8.00am Wednesday – Friday. Afterschool Club runs from 3.30-5.30 pm Monday to Wednesday and 3.30pm -4.30 pm Thursday to Friday.

We have limited places available and if the place is not booked, we may not be able to offer your child a place. In an emergency, please telephone the school office or email Mrs Ramsay and Mrs Catanach.

Equipment and planners

Children should also bring with them a school bag to put their belongings in. Please ensure your child has a **named water bottle in school every day**. We encourage the children to drink water throughout the day which they can refill from the water coolers. Please do not put full water bottles in the main part of the schoolbag as they may leak. We have already had a number of our brand-new reading books ruined by leaking water bottles.

Your child's School Planner must be in school every day. Please ensure you have read the home school agreement in the planner and signed it. We ask you to co-sign the acceptable use policy for your child when using the school IT devices and the internet; this can be found



Executive Head Teacher: Kathryn King

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in their School Planner. The planners also have information linking to the curriculum including Phonics and spelling. There is a record sheet for recording when you hear your child read. We ask that you please read 3 times a week with your child and record it in the planner. Reading books also need to be brought into school daily.

Please also ensure that all uniform is named (using a sharpie in the label is a quick and easy way of doing this).

Snacks/ Milk

Children in KS1 (Reception to year 2) receive a free piece of fruit daily. When your child enters Year 3 onwards, they are welcome to bring to school a small healthy snack e.g., fruit, a small bag of dried fruit, breakfast bars but not containing chocolate or nuts- we do have children who have nut allergies in school. Please note that children are not allowed to share their snack with their friends in case of allergies.

If you would like your child to have milk daily, please register using the link below with Cool Milk if they are 5 years and over. Under 5's will receive free daily milk. <https://coolmilk.com/>

Lunch Boxes

If children are bringing their own packed lunches into school, we would like to take this opportunity to remind you that we encourage healthy eating in school, therefore sweets, chocolates and fizzy drinks are not allowed in packed lunches. If chocolates are sent in, children will be asked not to eat them until they get home. The website below has a wealth of information and ideas about creating a nutritious packed lunch. We also ask that no food containing nuts including Nutella and peanut butter is brought into school. This is as a result of the new Allergy regulations coming from Benedict's Law.

<https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/>

PE

PE kit consists of blue or black leggings/ shorts or joggers, white t-shirt and their school jumper/cardigan and trainers.

PE is on Friday all day and is led by our sports coach who is Coach Kyle. Please can all children come to school in their PE kits on a Friday.



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Absence requests in term time

We are unable to authorise term time holidays unless there are exceptional circumstances due to statutory Attendance regulations from the Government. The Kite Partnership website has an 'Attendance' page with all the current information and the form to request an absence from school.

The website address is <https://stmatthewscofeprimaryschool.co.uk/Parents/Attendance/>

It is very important that children maintain attendance of 95% and above. Please complete an absence form downloaded from the website or available from the school office at least four weeks prior to your planned absence. You can see your child's current attendance on the Arbor App and can use this to ensure their attendance remains at 95% or above.

Attendance

If your child is sick, please notify the school via phone call (01636 636244) option 1 or email office@st-matthews.notts.sch.uk

Please do not use Class Dojo as a method for passing on absence.

We do ask that routine appointments for the dentist and doctors are made outside of the school day where possible.

In cases of diarrhea or vomiting, we work to the Public Health Agency guidance that states there must be a 48-hour period from the last episode of either before your child can return to school.

Please can I take this opportunity to remind all parents that tiredness is not a reason for your child's absence.

Class Dojo

Class Dojo is used by staff as a way of celebrating through photos what the children have achieved in school and quick reminders for messages. We ask that it is not be used as a method of communication by parents as it may not be checked regularly during the day as the staff are teaching. If you need to speak to a teacher about queries or concerns, please arrange this via the office or at the start of school if they are on duty.

Harvest Festival

The whole school will walk down to St Laurence church on Monday 21st September at 9.15am for our Harvest Festival and every child can donate some produce (e.g., tins of in date food, packets of dried pasta, fruit or vegetables). These are then donated to the



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Newark Food Bank or Emmaus Trust who love our annual visit bearing gifts of food! It would be lovely to see you all in church.

Macmillan Coffee Morning

This term we support the good work of Macmillan and are holding our annual Coffee Morning in the school hall on Tuesday 6th October, which starts at 8.30 am until 11 am. Please feel free to drop in before school for a tea or coffee or take some to work with you. If you are able to donate cakes for this worthwhile cause, we would really appreciate it! Thank you for your support in this.



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Our learning this half term

Please see below for a brief overview of some of our learning this term. On the curriculum page on the website there is more information about our curriculum including the Long-Term Plans for Key Stage 1 and 2 for this academic year.

	English Our writing is linked to the texts below.	Maths	History	Science	Art/DT
Preschool and EYFS	The 3 Billy Goats Gruff	Number	All About Me	How I have grown.	Cooking
Yr. 1 and 2	The Bear and the Piano	Number Place Value Shape	How have toys changed?	Ourselves – keeping healthy	Cooking
Yr. 3 and 4	Skara Brae	Place Value Addition and subtraction Multiplication and division	Would you prefer to live in the Stone Age, Bronze Age or Iron Age?	Rocks	Drawing with charcoal
Yr. 5 and 6	The No where Emporium	Place Value Addition and subtraction Multiplication and division Fractions	What was the impact of World War 2 on the people of Britain?	Forces	2D to 3D

Best wishes
Mrs King



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Dates for your diary

Date – Autumn Term 2026	Event	Information
Monday 7 th September	School swimming starts for children in Years 3 & 4	Swimming lessons to take place during the school day. Please contact the office or visit the website for information and goggles forms.
Wednesday 9 th September	BpBp Coffee Morning	Parent and Carer coffee and chat with Kerry from BpBp
Thursday 10 th September	Year 3 & 4 trip to Creswell Crags	See letter sent on Class dojo Thursday 4 th September for details
Thursday 17 th September	Year 1 & 2 trip to Sudbury Hall	See letter sent on Class dojo
Thursday 17 th September	Year 5 & 6 trip to Newark Air Museum	See letter sent on Class dojo
Monday 21 st September	Harvest Festival at St Matthews Church at 9.00 am	Family and friends are all welcome to join us.
Monday 28 th September to Wednesday 30 th September	Year 5 and 6 residential at Walesby	
Tuesday 6 th October	Macmillan coffee morning at 9.00 am-11.00 am	Parents/carers and friends all welcome
Tuesday 13 th October	Open Morning for new starters (for September 2027) to school	Open Morning to welcome families with children eligible to start school in September 2027
Friday 16 th October	INSET DAY	School closed to pupils
Monday 19 th October – Friday 30 th October	Half Term Break	
Monday 2 nd November	Return to School	
Tuesday 3 rd November	Minster Students visiting St Matthews	History day commemorating St Matthews 250 th Anniversary year
Thursday 5 th November	National child measurement programme	For children in Reception and Year 6



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Wednesday 11 th November	Remembrance Day	
Friday 13 th November	Children in Need Day	Details to follow
Monday 16 th November – Friday 20 th November	Anti-Bullying Week	
Monday 16 th November	Odd Socks Day	Details to follow
Thursday 26 th November	Parents Evening	Bookings via Arbor- details will follow
Tuesday 8 th December	KS1 and EYFS Nativity- St Matthews Church at 2.30pm	
Thursday 10 th December	Pantomime at Newark Palace theatre	Whole school to attend. Joined by Norwell
Thursday 10 th December	Christmas Disco	School led disco for the children after school 3.30-5pm
Wednesday 16 th December	Christmas dinner and Christmas Jumper Day	Children are encouraged to decorate their own jumpers in a fun Christmas theme
Friday 18 th December	Christmas Party Day	Party Dress for Party fun
Monday 21 st December – Friday 1 st January 2027 Christmas Holiday		
Monday 4 th January 2027	Return to school	



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