

# Our Lady and St Patricks Roman Catholic Primary School and Nursery


Fourth Avenue, Teignmouth, TQ14 9DT









**Executive Headteacher:** Mrs Cathy Blatchford  
**Assistant Head / SENDCo:** Mrs Rachel O'Sullivan  
**Website:** [www.olsp-rc.com](http://www.olsp-rc.com)  
**Email:** [office@olsp.uk](mailto:office@olsp.uk)  
**Telephone:** 01626 773905

Dear parents,

Welcome to our school community and thank you for choosing our school. Please find below some general information about our school.

<b><u>Website address</u></b>	<a href="http://www.olsp-rc.com/web/home/491585">http://www.olsp-rc.com/web/home/491585</a>
<b><u>Registration</u></b>	<p>School is open from 8.30am  <b>All children should be supervised before this time.</b></p> <p>Registration is at 8.45am / Collection is at 3.15pm</p> <p>If you arrive after registration has closed you will need to use the office entrance and a late mark will be given.</p> <p>KS1  Reception class - drop off and collection please walk children up the main school hill using the pedestrian path and enter and exit through the large green gates just before the school office.</p> <p>Year 1 / 2 please use the same route as above but continue along the path, passing the nursery unit onto the playground.</p> <p>KS2 (Year 3 - 6) to enter and exit through the large green gates at the top of the school and to their classroom. At the end of the day children will be walked down by their teacher to greet parents at the bottom of the hill.</p>
<b><u>Uniform</u></b>    <b><u>P.E Kits</u></b>	<p>Riviera Schooldays</p> <p><a href="https://rivieraschooldays.co.uk/product-category/schools/schools-our-lady-st-patrick-s-rc-primary-school/">https://rivieraschooldays.co.uk/product-category/schools/schools-our-lady-st-patrick-s-rc-primary-school/</a></p> <p>Winter uniform can be worn from after October half term until Easter.  Summer uniform can be worn from after the Easter holidays until October half term. Full details are given in the information pack enclosed.</p> <p>A t-shirt in the colour of their assigned house to be worn in P.E lessons;  Yellow (St Davids), Blue (St Andrew), Green (St Patrick), Red (St George).</p> <p>Second hand uniforms available via our pta 'The Friends' at OLSP. Please contact the office for information.</p>

<p><b><u>'The Friends'</u></b> <b><u>OLSP PTA</u></b></p>	<p>The Friends are a fabulous team of parents and carers of the children at OLSP. They organise fundraising for the school and bring fantastic activities and opportunities for the children to enjoy. Up and coming events are always shared via our school comms system and facebook. The Friends are always ready to welcome any new parents to help so please contact them directly on <a href="mailto:friends@olsp.uk">friends@olsp.uk</a> or via the office.</p> <p>Events : <a href="http://www.pta-events.co.uk/FriendsOfOlsp">http://www.pta-events.co.uk/FriendsOfOlsp</a></p> <p>Facebook: <a href="http://www.facebook.com/friendsofolsp">http://www.facebook.com/friendsofolsp</a></p>
<p><b><u>Breakfast and After School Club</u></b></p> 	<p>Jemma Seager Childminding 07557 282469 / <a href="mailto:jemmaseager@gmail.com">jemmaseager@gmail.com</a></p> <p>Ofsted registered since October 2020 providing before and after school childcare for children aged from 3-11 years who attend Our Lady &amp; St Patrick RC Primary, Teignmouth.</p>
<p><b><u>School Comms</u></b></p> 	<p>Most information and letters are sent out electronically via <b>School Comms</b>.</p> <p>We send out newsletters fortnightly on Monday's and also forms and news about events and activities.</p>
<p><b><u>Class DoJo</u></b></p> 	<p>Class Dojo - this is a great way for teacher and parent to communicate. Any class reminders and announcements will be posted and parents can communicate non urgent messages.</p> <p>Download the app or open in a web browser. Sign up as a parent and add your child/ren. Class Teacher will send a unique code to join.</p>
<p><b><u>Classroom</u></b></p> 	<p>Your child/ren will be given various logins by their class Teacher. These platforms will be used to track learning in class and can be used to set homework. If your child does not have access to a device at home please speak with their teacher.</p> <p>Google Classroom IXL Maths and English online (Year 1 and above) TTRS - Times Table Rock Stars (Year 1 and above)</p>
<p><b><u>Parentpay</u></b></p> 	<p>We use Parentpay for payments for trips, activities, lunch payments etc.</p> <p>Once your child is on roll we will issue you an activation letter to enable you to set up your account. This is a convenient and quick way to pay for items. Please contact the office <a href="mailto:office@olsp.uk">office@olsp.uk</a> for more information about Parentpay.</p>
<p><b><u>School Meals</u></b></p> 	<p>Children in Reception, Yr 1 and 2 receive universal free school meals and no payment is required. You can of course choose to send your child in with a packed lunch if this is preferred.</p> <p>To purchase meals for Key Stage 2 (Yr 3 and over) you can pay from £12.50 for 5 lunches on Parentpay. Alternatively your child can bring a</p>

	<p>packed lunch. Lunch choices are collected each morning by the teacher and payment collected from your Parentpay account is applicable. Menus are published on the website – go to Parent's Links.</p>
<p><b><u>Free School Meals</u></b></p>	<p>Do I qualify for free school meals?</p> <p>All children in reception, year 1 and year 2 at schools in England automatically get free school meals. However, parents and guardians are encouraged to still apply for free school meals when they enrol their child in school, as this can help their child's school to attract additional 'pupil premium' funding to support learning.</p> <p>Children whose parents are in receipt of the following are entitled to free school meals:</p> <ul style="list-style-type: none"> <li>• Income Support</li> <li>• income-based Jobseekers Allowance</li> <li>• income-related Employment and Support Allowance</li> <li>• support under Part VI of the Immigration and Asylum Act 1999</li> <li>• the guaranteed element of State Pension Credit</li> <li>• Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)</li> <li>• Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit</li> <li>• Universal Credit.</li> <li>• Children who receive any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.</li> </ul> <p>How to apply: Go to <a href="https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/en">https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/en</a> and create an account or log in to your existing account.</p> <p>Parents and carers can also ring the Education Helpline on 0345 155 1019.</p>
<p><b><u>Sickness</u></b></p>	<p>If your child is sick please contact the school on the first morning of illness and each day that they are sick to avoid an unauthorised absence mark.</p> <p>Contact: 01626 773905 and leave a message on the absence answerphone (option 1). Alternatively you can e-mail <a href="mailto:office@olsp.uk">office@olsp.uk</a></p> <p><b>Please ensure you give full details of the circumstances.</b></p>
<p><b><u>Other absences</u></b></p>	<p>If you need to request an absence for your child/ren you must complete an absence request form (S2) and submit it to the school. You can find an electronic form on the website under Parent's Links. Alternatively visit the school office.</p>

**We would appreciate paperwork enclosed with this pack being sent back to the Office asap so that we can ensure our records are updated.**