



# St Hugh of Lincoln Catholic Primary School

In faith and love, we learn and grow.

Weekly Newsletter

19th July 2024

## Dates for the diary

### September

**2<sup>nd</sup> Sept** – INSET Day

**3<sup>rd</sup> Sept** – INSET Day

**4<sup>th</sup> Sept** – Children return to school

**12<sup>th</sup> September** –

Meet the teacher face to face for  
parents – Years 1-6

Session 1: 3.30-3.50pm

Session 2 4.00pm – 4.20pm

Meet the teacher YR parents will  
be on **16<sup>th</sup> September** at 4.30pm

followed by the EYFS Phonics  
Workshop at 5pm

**17<sup>th</sup> September** Phonics and  
Master Readers workshop KS1  
parents 5pm

### October

**3<sup>rd</sup> October** – Lifestyle Medicine  
presentation for parents 9am

**11<sup>th</sup> October** Year 6 Class Mass 9am

**28<sup>th</sup> Oct-1<sup>st</sup> Nov** - Half Term

**22<sup>nd</sup> November** Y5 Class Mass

**29<sup>th</sup> November** Year 4 Class Mass

## Mrs Grace

Dear parents and carers,

This week we celebrated hard because there is so much to be proud of at St Hugh's. Our Ofsted Outstanding party was absolutely brilliant on Wednesday afternoon and the weather was perfect for our celebration. The children and staff had an absolute ball and it was extremely well deserved. We are so proud of everyone!

The week was tinged with sadness as we said goodbye to Fr Nick at the y6 leavers' Mass on Thursday and bade our final farewell to the wonderful year 6 today. They wowed us all with a fabulous and very funny Leavers' assembly and it was fantastic to have so many parents with us for this., Well done each and everyone one of the Year 6 children. They have been an absolute delight and have assumed their leadership roles with expertise and dedication throughout the year. What fantastic role models they are! We know that they are going to fit seamlessly into secondary school in September. We are all going to miss them and we hope that they all remember that they will always be a part of our loving St Hugh's family.

I am so grateful for your unwavering support over the year which has resulted in so much success. We are all very grateful for your generous gifts and extremely thoughtful words. Your kindness shines through in your children each and every day – it is a privilege to teach them.

I wish you all a very restful summer. In faith and love we learn and grow! God Bless! Mrs Grace

## Year 6 leavers' awards



## Information Board

### Notices and reminders for September 2024

#### We are ready, respectful safe...

#### Hair and jewellery

Children are not allowed to wear jewellery, including earrings or studs.

Long or shoulder length hair must be tied back. Hair accessories must be simple, plain, 'soft' and in school colours (red or white).

Children are not allowed to wear jewellery, including earrings or studs. Hair accessories must be plain, 'soft,' and in school colours.

Nail varnish is not permitted.

#### Phones

*Mobile phones in schools Guidance for schools on prohibiting the use of mobile phones throughout the school day February 2024*

[https://assets.publishing.service.gov.uk/media/65cf5f2a4239310011b7b916/Mobile\\_phones\\_in\\_schools\\_guidance.pdf](https://assets.publishing.service.gov.uk/media/65cf5f2a4239310011b7b916/Mobile_phones_in_schools_guidance.pdf)

This latest government guidance on the use of mobile phones in schools permits schools to make their own decisions about what they feel is appropriate.

It states, "We owe it to our children to do what we can to remove distractions and enable them to be fully present and engaged in the classroom. We also owe it to our pupils to keep them safe at school. One in five pupils have experienced bullying online. By removing mobile phones from the school day, we can create a safe space where pupils are protected from the risks and dangers associated with social media and cyber-bullying, as well as the peer pressure and possible stigma associated with owning what are often expensive devices. '

Therefore, we do not permit children to bring phones onto the school premises.

#### Pencil cases

Please provide your child with a transparent pencil case with the following resources in it:

handwriting pen with blue ink e.g. manuscript brand (not a biro), biro with purple ink for editing, pencil, 30cm ruler, rubber, sharpener, glue stick, whiteboard pen and a small selection of coloured pencils, no felt tips.

It is imperative that pencil cases are clear and flat so that children can fit them into their drawers under their desks. If they don't have an appropriate pencil case, we will provide one (and charge parents on scopay) as we will be keeping a small stock in the school office. We will also keep a small stock of some other resources such as handwriting pens and glue sticks which we will give to children when they run out and then charge parents via Scopay.



#### OXFORD Pencil Case PVC 33 x 12.5 cm

★★★★★ (1 review) | Brand: OXFORD | Viking No. 1030495



## Information Board




# Summer Reading Challenge



Your St Hugh's Reading Ambassadors would love you to keep reading in the holidays.

You can follow this link: <https://summerreadingchallenge.org.uk/>


Or use this template.



### ST HUGH'S SUMMER READING CHALLENGE

Add a sticker/ tick for every day that you read for 10 minutes.

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					





## Information Board



### Oscar and Szymon's Race for Life

Good luck to Oscar and Szymon from year 2 who are raising money for cancer research. On 20th July, Oscar and Szymon will be running, jumping, climbing and crawling their way through the 5km Pretty Muddy Kids event in Guildford with the aim of raising money for Cancer Research UK.

Good luck boys!

*Good Luck  
Year 6*







### Safeguarding

We seek to provide a safe and happy environment for all children. This means that we have a Child Protection and Safeguarding Policy and procedures in place. If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, or [dsl@sthugh-of-lincoln.surrey.sch.uk](mailto:dsl@sthugh-of-lincoln.surrey.sch.uk) as soon as possible the same day.

## Friends News

**Thank you** to everyone who has supported the Friends events over the past few years. Without volunteers to man stalls at the Disco, Christmas Bazaar and Summer Fayre, bake and sell cakes and staff the in-school shops the Friends wouldn't be able to run. A huge thank you to the parents who already offer additional support and have agreed to continue in these roles.

We do need more support. There are many phrases about more people being better – sharing the load, many hands making light work, and all of these are true. By creating roles with defined responsibilities, we hope people will be willing to come forward to offer additional support the Friends.

Please read on the next page vacant roles and see where your talents could make the Friends and the events offered to St Hugh of Lincoln school even better. Please remember any role can be shared.

### **Importantly the Friends AGM;**

Where; St Hughs school Hall

When; 3<sup>rd</sup> October

Time; 7 pm drinks, nibbles and chat

7.30pm meeting to start.

If we are not able to recruit to the chair and secretary roles at the meeting the Friends of St Hugh's will not be able to continue.

Please do contact Anna Larkham or Mrs Barker if you would like to talk more about any of the roles.





## Role Descriptions for supporting The Friends of St Hugh.

### CORE COMMITTEE ROLES AND RESPONSIBILITIES

Friends Event	Job Description	Frequency	Who are we looking for?
Chair (can be shared between 2 people)	To lead the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all members. The chair's responsibilities Chairs and facilitates meetings in a manner that encourages everyone to contribute Sets the date and agenda for meetings and keeps the discussion on track Delegates tasks to committee members Ensures decisions are implemented Liaises with the school about fundraising priorities Welcomes and motivates new volunteers Is a designated signatory on the Friends bank account Ensures the Friends is registered with regulatory bodies e.g., the Charity Commission, and submits reports where necessary. Writes annual report for the AGM Lead on Classlist – maintenance of class groups, set up of events Be a registered trustee of the Friends charity with the Charity Commission	Ongoing throughout the year	Could you be our next Friends chair, or co-chair with a friend? The chair leads meetings and steers the committee towards its aims. Sitting in the driver's seat, you should be highly enthusiastic, full of bright ideas and demonstrate good leadership skills.
Secretary (can be shared between 2 people)	Assists the chair with planning meetings Communicates with the school and committee members, including circulating the agenda before PTA meetings	Ongoing throughout the year	Think you could be our next Friends secretary? The secretary ensures that the PTA's activities run smoothly.
	Takes minutes at meetings, recording the key points, decisions made and relevant action points Ensures meetings have enough attendees to form a quorum Monitor Friends email inbox Support Classlist – maintenance of classes and events Liaises with class rep and communications volunteer for event communications Send weekly newsletter content to school		You'll use your excellent communication and organisational skills to organise meetings, take minutes and keep records
Treasurer	To keep accurate financial records To present a financial report at each Friends meeting Provide and account for cash floats and payment devices for events. Is a designated signatory on the Friends bank account Ensuring the proper counting and banking of money post events Paying agreed expenses Making agreed payments Preparing the annual accounts and arranging for someone to check these before the AGM. Completes the annual Charity Commission return	Ongoing throughout the year	Anna Larkham is happy to continue in this role

### OTHER FRIENDS ROLES

Friends Role	Job Description	Frequency	Who are we looking for?
Events team (Friends and Parish events e.g. Disco, Quiz and Curry night, Christmas Bazaar and Summer Fayre)	Do you enjoy planning parties and social events? Are you good at coordinating people to come together to make an event happen. Main roles 1. Plan events 2. Coordinate tickets 3. Coordinate volunteers to set up, run and clear up events 4. Liaise with treasurer for Sum ups and floats as required	1 event per term	We are looking for a team of people to come together to plan events for both pupils, parents and the Parish.
School shops event team (Christmas, Mothering Sunday and Fathers and heroes')	Do you like shopping for a bargain and have an eye for fabulous gifts? This could be the role for you! This role involves: 1. Inventory of current stock 2. Ordering new stock 3. Set up the sale on class list 4. Ticket allocation for all purchases 5. Setting up /tidy up on the afternoon of the sale 6. Get items to and from container	3 sales per year: December, March and June	A team of 2-3 people to organise and run the event between them. If anyone has skills with Mail-merge in excel your skills will be gratefully received to make the ticket process more efficient. Anna Larkham

## Friends News

## Role Description for supporting The Friends of St Hugh continued

			will support with Classlist event, ordering and ticketing as needed
<b>Bears at Bedtime lead</b> KS1 KS2	The popular teddy bear and film evenings need support for the refreshments 1. Event to be set up on Classlist 2. Video to be chosen 3. Popcorn to be made 4. Squash to be made and served 5. 4 parent volunteers	January	Mrs Barker will continue to lead the evenings – thank you! We need a volunteer to arrange the popcorn and squash for the events and parents to help on the evening (3 per event)
<b>Bake sale - coordinator</b>	Each class organises 1 bake sale per year. We need a coordinator to organise these 7 events and make sure everything runs smoothly 1. Set dates for 7 sales across the year 2. Make sure class reps are aware of their sale date and posters are arranged to make the rest of the school aware 3. Class rep organise cakes to be delivered on day of sale 4. Liaise with treasurer makes sure sum up is charged, log ins are arranged, and cash floats are available 5. Class parents set up and run sale on the day	7 bake sales per year	Volunteer lead needed Anna Larkham supports with Float and Sum up
<b>Donation coordinator</b>	Could you work with local businesses to request gift and voucher donations for raffles? Have you got ideas of great prizes to aim for and businesses to contact? Main responsibilities	For Christmas Bazaar and Summer Fayre	We need an individual to lead on requests to local businesses for donations to raffles and to work with Mrs Barker to make up prize hampers.
<b>Classlist administrator</b>	Are you good with words and IT? This role will support the Chair and secretary to set up events on Classlist Liaise with school office to ensure class membership is up to date	Year round	We need a volunteer to set up events on class list and lead on the admin for the system.
<b>Christmas Cards and artwork</b>	1. Order Cards and artwork format over summer holidays 2. Artwork carried out in class by end of Sep beginning of Oct.	Once a year, Autumn term	Anna Grossi has agreed to continue to run – thank you!
<b>Happy bags clothes recycling</b>	1. Liaise with Happy bags re collection dates 2. Send reminders out re collection dates and permitted items for donation 3. Coordinate donations	Year round	Izy Constanzo has agreed to continue to co-ordinate – Thank you!
<b>collection coordinator</b>			
<b>2<sup>nd</sup> Hand Uniform Volunteers</b>	1. Sort donations of second-hand uniform 2. Maintain stock list of second-hand uniform and branded stock on Classlist 3. Collate orders and pass to school office staff for distribution 4. Arrange sale of second-hand uniform and logo-ed stock at new Reception pupils event in Summer term	Year round	Thank you to Caroline Meszaros-Suard and Zsuzsanna Szelei for stepping forward to take on this role.
<b>Communications Volunteer</b>	Develop posters and other promotional materials to support Friends' events using Canva	Year Round	Thank you to Emma Martin for continuing in this role
<b>Grant Applications</b>	Support the treasurer to apply for local and national grants towards fundraising.	Year round	Tariq Phillips has agreed to support this role – thank you
<b>Class Rep Communications</b>	Send reminders and disseminate information to class reps to ensure pupils and parents are aware of events in a timely manner	Year round	Sarah Akerman has agreed to support this role – thank you
<b>Donation days</b>	Liaise with communications volunteer and chair to confirm dates and times for collection Collect items Sort items prior to event.	Christmas Bazar and Summer Fayre	Anne Rushton will continue to support this as part of her role as Parish representative on the Friends Committee – thank you!