

Newburgh CE Primary School

Back Lane, Newburgh, Nr Wigan, Lancashire. WN8 7XB

Tel: 01257 462916 Email: bursar@newburgh.lancs.sch.uk

Website: www.newburgh.lancs.sch.uk

Headteacher: Mrs R. Fowler



2nd September 2025

Dear Parents/Carers

WELCOME BACK LETTER 2025

It was lovely to welcome all our pupils back to school today. I hope you have all had an enjoyable summer. This letter contains some useful updates and reminders for you all.

General Reminders

The school bell is rung at 8.50am and registration is at 8.55am. Children who arrive late to school must be accompanied by an adult to the school office (including children in Years 5 and 6). Children arriving late to school will be marked as such in the register. The end of the school day is 3.30pm for school children and the Nursery door will be opened from 3.15pm. If someone else is collecting your children please inform the school office before the event. If your child is unwell and will not be attending school please inform the school office as soon as possible that morning and by 9.30am.

Please observe the voluntary one way system down Back Lane from the Post Office to drop off and collect children. Do not park in or obstruct the staff car park and please be respectful of our Back Lane residents when parking your car (please also share this information with anyone who may attend school to collect children). Please also turn car engines off when not in use.

Please note ball games are not permitted on the playground before the start of the school day and all children arriving to school by bike or scooter should dismount before entering the school playground. We have high-visibility vests available for loan for children walking, scooting or biking to school. Please ask at the office for more details.

School uniform is mandatory, Nursery uniform is recommended. All uniform must be labelled and hair accessories should be in school colours. Please see our [school uniform](#) page of the website for more details. Please also remember that we have a stock of pre-loved uniform should you require anything please speak to the office. We do not encourage children to wear earrings for school but if so they must be studs. Children must not however wear earrings on their P.E./swimming days unless they can remove them independently as they will not be able to participate in those lessons.

We do not encourage appointments during the school day unless absolutely necessary. If unavoidable a letter confirming the appointment should be provided to the school. Likewise medicines should not



be administered in school time unless absolutely necessary. Only doctor prescribed medicines that can not be administered out of school hours will be permitted. The medicine MUST NOT be given to children but must be handed in to the school office and the appropriate paperwork completed. We may contact parents if children require pain relief. This may be administered by parents at the school office in sight of a member of staff.

We have invested heavily in the reading scheme for children by purchasing new books. If these are lost or damaged they will need replacing and parents will be charged for this. We will also now have to charge for replacement Council/Ambassador badges.

Attendance

We encourage good attendance in school to ensure the success of children. Please consider the disruption caused to the delivery of the school curriculum for all children and the impact on your child's attainment and emotional wellbeing. It is very difficult to make up for missed time in class and on the playground. When children do return, teaching for the rest of the class is disrupted as they are not able to participate fully in the lesson. Missing the last day of term or half term means your child misses the opportunity of completing work they have worked towards all term. Missing the first day of term or half-term means missing vital opening lessons of new topics. You all have 175 days a year for family time, appointments, visits and holidays. Please teach your children that attendance is important, for school, further education and the workplace. Your support with this to ensure we can provide the highest quality of education is greatly appreciated.

Communication

Our main form of communication is through our weekly newsletter, the school website and app (School Jotter). Tapestry is also used for children in Nursery and Reception. Please download School Jotter 3 and search for Newburgh School. There is no need to sign in to the app, just enter as a guest. Most information sent via the app is also available on the school website under Class Pages, Letters for Parents, Calendars or Newsletters. Please let us know if you experience any issues accessing information.

We send our weekly Newsletter on a Friday and this goes to the school app and is available on our website.

Class Pages

Team Nursery page will be updated every half term with the Home Liaison which will also be shared on Tapestry.

Team Crane page will be updated every Monday with the Home Liaison which will also be shared on Tapestry.

Teams Lucas, Rigby and Venables pages will be updated next week with Knowledge Organisers, Homework Grids and Liaisons to support children's learning for the term ahead.

Extra Curricular Clubs, Jobs and Diary Dates

Diary dates and extra curricular clubs are being finalised this week and will be released next week. Our Year 6 children have already been invited to apply to become a prefect (please hand in all application



forms by Friday 5th September) and the Key Stage 2 jobs will be advertised from 15th September, with the closing date for applications being the 26th September.

The School and Eco Council elections will be launched in school on 8th September with time for manifestos to be shared in class before the elections on 25th September.

We would like to invite parents of children in Reception and Year 6 to a Welcome Service at Christ Church, Newburgh on Wednesday 17th September at 9.15am. This will welcome our new Reception children to Newburgh School, match them up with their Year 6 buddies and the Year 6 Prefects will receive their badges.

Helen will be in school to take individual and family photographs during the week commencing 8th September. Helen will take photographs of children individually or with siblings which you can then purchase. You have to give permission for children to participate in this using the following link:

<https://forms.gle/L1S3bGpxTt2iAmwC7>

School Meals

It is Lancashire County Council policy that school meals should not be provided to children whose account is not in credit. If your balance drops below £0 a slip will be sent home in school bags requesting ParentPay is topped up or you provide a packed lunch. If your child is in Years 3-6 and has a school meal every day their account needs to be £113.10 in credit for this half term.

Due to severe allergies we are a nut free healthy school. As such snacks and packed lunches must be healthy (no sweets or chocolate bars please though chocolate coated biscuits are permitted). Nuts in any form (including Nutella) are not permitted.

Choking hazards: firm spherical foods like grapes, cherry tomatoes, olives etc. must be sliced into halves, quarters or segments. Cylindrical foods such as cucumber, carrots & cocktail sausages must be cut lengthways into batons.

Breakfast and Afterschool Club

Our provision is currently extremely popular and space is limited. Please check with the school office if you require a space as we may not be able to make this provision currently.

We have a waiting list in operation for some sessions so we are no longer be able to hold spaces for children in debt. If you fail to check your accounts and keep up to date with payments your child's space could be given to someone else.

Change of circumstances

It is important that we have up to date contact details for you. If contact numbers or addresses change please let us know.

Swimming



Team Venables will begin swimming lessons again on Thursday 18th September. Children will need swimming costume/trunks, towel, swim hat and goggles in a large plastic bag. We politely request a contribution from parents towards the cost of coach travel to and from Tarleton Academy and this is on ParentPay. Team Rigby 4 will also have swimming lessons and we will let you know when they will commence in due course. Our swimming lessons conclude on Thursday 12th February 2024.

Birthdays

We will continue with the School Council request to acknowledge birthdays by the last Friday of the month being a non-uniform day for children and staff who have celebrated their birthday in that month (August birthdays will be acknowledged in July). As we are a healthy school and we have children with severe allergies we would ask that cake and sweets not be provided to school friends in school time. We would encourage you to buy a book to donate to school for all children to enjoy which will contain a dedication to your child in the front to recognise their gift.

We look forward to an exciting and inspiring year working alongside you all.

Kind regards



Rebecca Fowler
Headteacher

