



# *St Bernadette's Catholic Primary School, Lancaster.*

*Telephone: 01524 63934  
bursar@st-bernadettes.lancs.sch.uk  
www.st-bernadettes.org.uk*

## *Newsletter*

8<sup>th</sup> October 2009

### **PARENTS EVENING**

This will take place after school this Monday, 12<sup>th</sup> October and, if you have not already done so, then please book an appointment by contacting the school office.

### **OUR HARVEST ASSEMBLY**

This is the traditional way we thank God for the food we have. Our Harvest Assembly will take place in church at 9.45 am on Wednesday, 21<sup>st</sup> October and you are warmly invited to attend. We would like a donation from each child of a packaged food (e.g. tins or packets) and not perishable goods (e.g. fresh fruit) **on the day please**. We will then distribute these donations to the needy in our area. Thank you for your co-operation.

### **SCHOOLCHILDREN FOR CHILDREN APPEAL**

We intend to have our sponsored walk/run around school tomorrow afternoon. The money raised will support our school and the appeal.

Please make sure that your child asks for sponsors from **family and friends only** and please send in your money as soon as possible. Thank you.

### **HOLIDAYS DURING TERM TIME**

Please note that absence from school can only be authorised for "exceptional circumstances" e.g. weddings, visiting relatives overseas etc. Therefore if you request your child's absence from school for a holiday then please make sure it is for "an exceptional circumstance" otherwise it will be marked as "unauthorised".

## **MEDICINES IN SCHOOL**

Parents are recommended that children on a course of medication should not be in school. However if children are in school requiring medication then the school policy is as follows:

- Prescription medicines only. Any medicines brought into school must be left with the Headteacher/School Secretary, clearly marked with written permission to supervise the pupil taking them (forms are available from school). Medicines will be kept in the medical cupboard in the secretary's room.
- A member of the Senior Management Team/School Secretary will supervise the taking of medicines. This is recorded and signed by a witness.
- No member of staff independently will be expected to administer medicines to pupils.

## **PARISH PASTORAL ADMINISTRATOR**

Initially 3 hours a week. Times of work negotiable. Main task is in co-ordinating sacramental preparation. For more information, rate of pay and job description, please contact Fr Peter either by telephone 01524 63000 or e-mail: [peterfoulkes@talktalk.net](mailto:peterfoulkes@talktalk.net) Please apply by 11<sup>th</sup> October.

**MR G H MCKEVITT  
HEADTEACHER**