



The RC Federation of Holy Name and Our Lady's  
**Our Lady's RC Primary School**

Whalley Road,  
Whalley Range.  
Manchester M168AW  
Tel: 01612262767

E-mail: [admin@ourladys-pri.manchester.sch.uk](mailto:admin@ourladys-pri.manchester.sch.uk)  
Website: [www.ourladys-pri.manchester.sch.uk](http://www.ourladys-pri.manchester.sch.uk)

Executive Head: C Gordon, Head of School: A Ward, Chair of Governors: C Flannery

14<sup>th</sup> September 2020

Dear Families

Welcome back to the new term! It has been so wonderful to see you all once again and to see all the smiling faces of our children. It has been a very successful first week. I have to give our children credit, and say a huge thank you to you, for how brilliantly they have all come back, and how settled they all are. It is genuinely like we have all never been apart. There will be some teething issues along the way, and getting used to new routines, but what a great start! I would also like to thank you all for how smoothly things are running at the beginning and end of the school day and how brilliantly you all using the one way system in place around the school grounds. Here's to a great Autumn term!

We have a few reminders for you:

Paying for lunches – Please remember to book your child's school meals each week. At present we have a lot of parents who are not booking meals and this is causing a lot of waste. Any problems with making your bookings please contact the school office otherwise you will be asked to provide a packed lunch for your child. If you believe you may be entitled to free school meals and have not yet claimed, please contact the school office as soon as possible.

PE Kit – Please remember to send your child into school in their PE kit on their PE day, they do not need to bring their school uniform to change into after.

Emails – Remember to keep your email address up-to-date with the school office and to register for text messages on the new website as we are now using this to send out all our text messages. If you are having problems with this please let the office know and they will sort it out for you.

Reporting sickness/absence - Please don't forget that... If your child is unwell for other reasons than Covid-19, you must report the sickness absence of your child in



the usual way (call the school office) and send your child back to school when they are well. Please be clear about your child's symptoms when speaking to our office team. If you are concerned about Covid and unsure whether to send your child into school please click on <https://www.ps-connect.cloud/a/?a=mulo0z&b=119442602> for a helpful guide, if you are still unsure contact 111 for further advice. We would ask you to not approach staff members at the beginning and end of the day, please email any questions or messages you may have and we will do our best to respond within 24 hours. Please remember any medical appointments require proof to enable us to authorise them as such. These can be emailed to school.

Thank you once again for your patience and co-operation whilst we continue to make our school as safe as possible for your children and families and our staff.

Kind Regards  
Catherine Gordon