

St Martin's C of E Primary School

Lower Church Lane, Tipton
West Midlands, DY4 7P

Headteacher: Mrs R Rought

Tel: 0121 557 1543

Website: www.st-martins.sandwell.sch.uk

Email: office@st-martins.sandwell.sch.uk



'I can do all things through
Christ who gives me strength'

1st September, 2025

Dear Parents/Carers,

I hope that you have enjoyed a wonderful summer with your families and are looking forward to the new academic year. The staff have been busy making sure the school is ready to welcome their new classes back to school and we are proud of how school looks.

Below is some important information for the new term, which I hope you find useful.

School Uniform

Children are expected to attend school in school colours, this is a black or grey trousers/ skirt, a white polo shirt and a school blue jumper or cardigan, this can have the school logo, but this is not essential. Sensible black shoes should be worn.

No make-up (including nail varnish) or jewellery should be worn, except for a pair of studs (no hoops or dangling) earrings and a watch. We do not have rules about hair styles, this is how we believe children can express themselves.

Start of day arrangements:

External gates will open at 8:45am and close at 8:55am. Please ensure you arrive during this time; the teacher will have learning activities ready for your child from 8:45am.

Reception and nursery will enter school via their doors at the front of school.

Year 1 will enter through the gate on the main road directly into their classroom

Years 2, 3 and 5 will enter via the playground conservatory.

Years 4 and 6 will enter via the forest conservatory.

At 8.55am all gates will then be locked, and entrance will be through the main gate only – by ringing the bell. At this time your child will be marked late on the register. Please protect your children from being late, teaching has already started, so they are missing out on precious learning time. Most children also feel quite embarrassed about walking into their classroom late. If you are finding it difficult to be on time, please speak to one of us, so that we can offer help and support.

End of day arrangements

The main entrance gate (the one with the bell) and the gate into the playground will be opened at 3.15pm.

Nursery, Reception will leave via their classroom doors at the front of school.

Year 1 will leave through the gate on the main road directly from their classroom.

Year 6 will leave via the Main Reception exit.



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Years 2, 3 and 5 will leave through the conservatory door on the playground. Please note that Year 2 will be dismissed at 3:20pm and then years 3 and 5 at 3:25pm. Please be prompt collecting to ease any congestion around this area.

Year 4 will leave through the Forest room conservatory.

At 3.45pm all gates will be locked, and entrance will be through the main gate only – by ringing the bell, all late collections will be logged. Please protect your child from the worry of a parent or carer not being there to collect them, if you know you are going to be late, please call the office and let us know, so that we can reassure your child and make arrangements for them.

P.E Days for Autumn Term

Please send your child in their school colours for their PE day, shorts or tracksuit bottoms, white t-shirt and a school jumper or cardigan only.

Monday	Years 1 and 2
Tuesday	Nursery and Reception
Wednesday	Year 3
Thursday	Year 4 and 5
Friday	Year 6

Food in School

Remember that children are not allowed to bring in treats such as sweets, chocolate, crisps or cake into school for morning break. Please send your child with a suitable snack, ideally fruit.

Carbohydrates	Protein and Dairy	Fruit and veg
Plain popcorn	Hard-boiled egg pieces	Carrot sticks
Oatcakes	Houmous	Cucumber sticks
Plain rice cakes	Slices of cooked meat	Apple slices
Breadsticks	Natural yoghurt	Banana
Plain crackers	Cheese – BabyBel, Edam,	Seedless grapes (cut into
Corn crackers	Cheese Spread	quarters)
Crackerbread		Small orange

Please feel to send a treat in your child's lunchbox if they have a packed lunch, whilst those having a school meal will be offered a dessert. Please remember that we do not allow nuts (including Nutella) in school, as we have children and staff with allergies.



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Drinks

Drinking water is provided by the school and the children can bring their own drinks bottle to fill up. Fizzy drinks and sugary drinks are not allowed. Children can bring in no-added-sugar or sugar-free juice, squash, cordials or flavoured water if they wish. The aim with liquids to stay hydrated is to drink smaller amounts regularly rather than guzzle down huge amounts once in a while.

If your child has a school dinner, please remember that these MUST be ordered in advance, at least before midnight the night before. Children with no pre-booked meal will only be offered a jacket potato. School meals must be paid for via ParentPay.

Please do not send in sweet treats to school on your child's birthday, remember we have plans to celebrate each birthday within the school day!

After School Clubs

Our after-school clubs start on Monday 8th September, you will have confirmed your child's place in these clubs before the summer break. If payment is required, please pay via School Money.

Thank you for your continued co-operation and support, we are looking forward to a fantastic year. I will write to you again towards the end of the week to share our school developments plans for the year ahead.

Yours faithfully

Mrs R. Rought
Headteacher

