

Welcome to Cottesmore St Mary



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Our Mission

*As a community of life-long learners,
with Christ at the centre,
we strive to do our best and make a difference to the world.*

*Dare to dream and always have hope,
revealing Jesus to others through the choices we make,
while living life to the full.*



Mane Nobiscum Domine - Stay with us Lord

Luke 24:29

LOVE

BELIEVE

ACHIEVE

Induction for new children June 2026

Teddy Bears' Picnic



The Teddy Bears' picnic provides an opportunity for new parents to meet, exchange phone numbers and talk with other parents. We will meet with picnic lunches, and teddies, on the school field on the date below. Parents will need to stay with their children and siblings are welcome. If it is raining on the day, this event will be cancelled. You are welcome to join us for the picnic on **Friday 19th June at 10.15am-11.15am**

For this event, we ask that you arrive at the gate that can be found on The Upper Drive, further up from the main school gate (if you are walking towards the Tesco at the top of the road / Dyke Road). We ask that you arrive for this session promptly as the gate will be locked 10 minutes after the start of the session.

Story afternoon



All children are invited to visit their new classroom and meet their new teacher and teaching assistant on set days. During this time, parents are asked to stay onsite and enjoy a drink and meet other parents. The children will have time to explore their classroom and enjoy a story. Your child's story time is:

Tuesday 30th June

Group A 10.15 - 11.15am

Group B 1.20 - 2.20pm

For this event, we ask that you arrive at the gate that can be found on The Upper Drive, further up from the main school gate (if you are walking towards the Tesco at the top of the road / Dyke Road). We ask that you arrive for this session promptly as the gate will be locked 10 minutes after the start of the session.

Induction for new children September 2026

Cottesmore is committed to ensuring the induction period for new children is as supportive as possible. The children will be given a staggered start over 5 days which allows them to come into school, in smaller groups, for half days and then for lunch, before finally starting school full time. Even if children have spent whole days at nursery, school is quite different. There are new people, buildings, stairs, routines, and expectations to get used to. This can be demanding and tiring for your child, however independent they are. A gradual introduction to school can be very beneficial.

The children will be put into groups A and B for their induction period. Children in Reception will start the Autumn term on **Monday 7th September 2026**. On this day, parents / carers are welcome to stay until their child is settled and spend time a bit of time exploring the classroom together. You can find their named peg and bookbag boxes together, meet their new teachers, play with some of the equipment and generally become more familiar with their new classroom.

Children in Group A will have their first session on **Monday 7th September 9.30am - 11.15am**.

Children in Group B will have their first session on **Monday 7th September 1pm - 2.45pm**.

These were some of the comments from parents in previous years:

"A great way to see what they get up to on a day-to-day basis at school and support this at home."

"It was lovely and calm and my son felt safe and happy."

"Great to be able to find coat peg, tray and toilets together."

"Good for orientation and made a supportive start to school life."

We would like **all the children to wear their school uniform** for this session. Our aim for the session is to help children become familiar with their classroom and the adults working with them. It also provides staff with time to get to know your child. There will be no formal 'teacher input' but it will be time for us all to chat and learn more about each other. When attending this first session with your child, please come to the gate that can be found on The Upper Drive, further up from the main school gate but not as far as the sign for The Outdoors Project club (if you are walking towards the Tesco at the top of the road / Dyke Road). We ask that you arrive for this session promptly as the gate will be locked 10 minutes after the start of the session. Please pick up your child from the classroom entrance in the Infant Playground, entering the school via the gate outlined above (this gate is only ever used during Reception transition).

On Tuesday 8th September, Group A = 1pm - 2.45pm and Group B = 9.30am - 11.15am

The entrance and exit for this session will be the same as Monday.

On Wednesday 9th September, all children will come to school for the morning session. This session will take place from **8.50am-11.30am**. Please bring your child to their Reception classroom through the playgrounds. You can enter through the Upper Drive side gate (that runs parallel to the staff car park) or from Radinden Manor gate. These are the gates that are usually used for morning and after school drop off / collection. Gates will be opened at 8.45am and will close at 9.10am. At 11.30am, please collect your child from their classroom door. Both Radinden Manor and The Upper Drive gates will be opened at 11.25am and close at 11.40am to allow access into the school for the collection of your children.

On Thursday 10th September, all children will come in from **8.50am until 1.10pm**. Children can order a school dinner or bring in their own packed lunch (no nuts, sweets or fizzy drinks please). Drop off and collection details will be the same as Wednesday (see above). Gates will be opened at 8.45am and will close at 9.10am. At 1.10pm, please collect your child from their classroom door. Both Radinden Manor and The Upper Drive gates will be opened at 1.05pm and close at 1.20pm to allow access into the school for the collection of your children.

On Friday 11th September all children will come in as per Thursday **8.50am until 1.10pm**. Drop off and collection details will be the same as Thursday (see above).

On Monday 14th September, all children will start school full time. The school day officially starts at 8.40am. However, children are welcome to come into the classroom from 8.30am. Children will need to be collected at 3.10pm, unless attending an after school club. Drop off and pick up is from children's classroom doors. Entrance to the school is only ever via the Upper Drive side path or from Radinden Manor Road gate. Morning gates always open at 8.30am and close at 8.40am (children must be in class by 8.40am as classroom doors also close at this time). After school, gates always open at 3.10pm and close at 3.20pm.

Radinden Manor gate is open at 4.15pm for club collections. This gate is opened from 4.10pm until 4.25pm and children must be signed out. The hall based after-school provision, which runs from 3.10pm until 6pm, has their own buzzer system which will allow collection via the Upper Drive side path (running parallel to the staff car park). Those attending Breakfast Club, should enter via the Upper Drive pupil pathway located at the rear of the staff car park. Please press the buzzer at the gate that leads onto the KS2 playground, and a member of staff will come and collect your child.

Please note that the staff car park is for staff only. All staff have specific allocated spaces and can arrive at any time. This means that parents are unable to pull into the car park, even if just for a few moments when dropping off or picking up. Parents are required to park and walk children to the school entrance, at all times. Please refrain from walking through the staff car park / main gate and use the side path entrance instead. This path runs parallel to the car park and takes you just before the KS2 playground. You will then see the steps to the main office.

Children's Welcome Booklet

To help prepare your child for school and introduce them to the classroom, we have produced an additional booklet. The booklet shows, in a child friendly way, a normal day at Cottesmore with pictures of our class bear taking part in all the different activities. Please share this with your child and have it available for them to look at over the summer holidays.

Please note that there are parking restrictions in Radinden Manor from 10am - 11am and 1pm - 2pm.

Induction Timetable

Date		Group A	Group B
Friday 19 th June		Teddy Bears' Picnic 10.15am-11.15am The Upper Drive field gate, past the main entrance.	
Tuesday 30 th June		Storytime visit 10.15am - 11.15am	Storytime visit 1.20pm - 2.20pm
		The Upper Drive playground gate, past the main entrance (towards Tesco)	
Date		Group A	Group B
Monday 7 th September		Morning session 9.30am - 11.15am	Afternoon session 1pm - 2.45pm
		The Upper Drive playground gate, past the main entrance (towards Tesco)	
Tuesday 8 th September		Afternoon session 1pm - 2.45pm	Morning session 9.30am - 11.15am
		The Upper Drive playground gate, past the main entrance (towards Tesco)	
Wednesday 9 th September		Morning session, whole class. 8.50am - 11.30am The Upper Drive / KS2 playground gate behind the staff car park or Radinden Manor gate.	
Thursday 10 th September		Morning session and lunch, whole class. 8.50am - 1.10pm The Upper Drive / KS2 playground gate behind the staff car park or Radinden Manor gate.	
Friday 11 th September		Morning session and lunch, whole class. 8.50am - 1.10pm The Upper Drive / KS2 playground gate behind the staff car park or Radinden Manor gate.	
Monday 14 th September		All day, whole class. 8.30am - 3.10pm The Upper Drive / KS2 playground gate behind the staff car park or Radinden Manor gate.	

Helping your child prepare for school

There are many things your child can practise at home before they start school. We have listed these below, but please don't worry if your child has difficulty with any. All children are different and will achieve skills at a different rate.

- Dress and undress independently - help them to be able to put on their own hat, coat and gloves. Do bear in mind the simplicity of fasteners when buying children's clothes. We strongly suggest velcro fastenings rather than laces on shoes.
- Know when it is time to go to the toilet and ask appropriately.
- Use the toilet independently, including flushing the toilet and washing their hands with soap.
- Use a tissue.
- Eat unaided, holding the cutlery correctly. If your child has a hot school dinner, they will need to be able to use a knife and fork.
- Tidy away toys and books after use.
- Take turns when sharing games and activities. For example, Snakes & Ladders, Dominoes or matching pairs games.
- Listen at appropriate times and follow simple instructions.
- Hold a pencil correctly (in a tripod grip-using three fingers)
- Use scissors safely.
- Identify their name written down and start to write their name.
- Identify as many colours as possible.
- Count up to 10 objects.
- Share story books together and talk about what is happening in the book.
- Enjoy programmes that support learning. For example, NumberBlocks or Alphablocks.

Attending school part time

At Cottessmore St Mary we offer a full-time place to all children in line with current guidance. However, it is not a statutory requirement to start school full time until the term they are 5.

Therefore, if you would like your child to attend on a part time basis (mornings only), please complete the form below and return it to school as soon as possible. We will assume that all children will be attending school full time unless we receive this form from you.

I wish for my child.....to attend school on a
part-time basis (8.30am - 11.30am) until

Parent/carer's name.....

Parent/carer's signature.....

Date.....

Parents / Carers in Partnership

Parents are children's first and most enduring educators. When parents and practitioners work together, the results have a positive impact on the child's development and learning. We do this through:

- Children having the opportunity to meet their teacher before starting school with their parents at the Teddy Bears' Picnic, at the story afternoon and for the initial school visit in September.
- Liaising with pre-school settings.
- Listening to parents' accounts of their child's development and any concerns they have before start school. The 'All About Me' booklet encourages parents to share information with us. If you feel it necessary to speak to your child's class teacher in person before they start school, please contact the school to make an appointment.
- Gradually introducing your child to school so they can adapt to the new environment and new faces.
- Inviting parents/carers to our Meet the New Teacher Meeting in the Autumn term to help them find out how their child will be learning at school.
- Providing a Home School Agreement to support home/school links. Please read it with your child, sign and then return it to us.
- Ensuring that all parents are made to feel welcome, valued, and respected.
- Encouraging parents to talk and build up a rapport with their child's class teacher. Please ask to talk to us if there are concerns or worries. First thing in the morning is often a busy time and it may be better to arrange to meet after school.
- Sending home relevant learning activities to support the Foundation Stage curriculum.
- Asking parents/carers to tell school about important events, activities and achievements in their child's life at home.
- Keeping parents informed about their child's progress and achievements, using an Online Learning Journal, Tapestry, and by discussing any concerns as they arise.
- Inviting parents/carers to events in the Reception classes; this may be an assembly, a tea party or time to share Learning Journals.
- Inviting parents/carers to attend a Parents' Evening both in the Autumn and Spring Term to discuss their child's progress. A formal written report is sent in the Summer Term.
- Inviting parents/carers and children to a Reception only 'Welcome Disco' in the Autumn Term.

Settling into school life at Cottesmore

Morning routine

Children and parents can come onto the school playground and, children can, enter class, from 8.30am, using use the Radinden Manor Road gate or the Upper Drive side path leading to the KS2 playground. There is an unofficial 'one way' system downwards in Radinden Manor Road. We ask you to respect this on behalf of local residents, and only park in designated spaces. There is a member of staff on door duty in both the Key Stage 1 (infant) and Key Stage 2 (junior) playground from 8.30am. We ask that children do not play football, ride bicycles or scooters at this time (or at the end of the day) as there is a great deal of movement across the playgrounds. At 8.30am, doors open and there is a 'free-flow' drop in until 8:40am, when the gate closes. Class doors also close at 8.40am and all children are expected to be in class by this time. Any child arriving after the gates close will then need to be brought through the main office entrance and will be recorded as late. Teachers and teaching assistants will be available in their classrooms a few minutes before the bell if you need to give quick messages. If you need to speak to your child's teacher for a longer period of time, please visit or phone the school office to make an appointment or email teachers directly. It is important that the children enter school quickly to ensure they do not miss any learning.

Fruit/milk/water

A fruit snack is provided for all children in Reception, Year 1 and Year 2, at first break. Children in Years 3, 4, 5 and 6 are invited to bring in their own healthy snack. Reception children receive free milk until their 5th birthday. Your child is also encouraged to bring in water to drink, in a clearly named, reusable 'no spill' bottle (no glass please). This will be kept in the classroom and freely available throughout the day. Children may bring in a small, healthy snack for the afternoon.

Lunch

Reception children start lunch at 11.30am, while Year 1 have lunch at 11.45am and Year 2 have lunch at 12pm. Children in Key Stage 2 have lunch from 12.15pm. Children are taken to the hall where their teacher and teaching assistant settle them for lunch. All children in Reception, Year 1 and Year 2 are entitled to free school dinners. From Year 3 onwards, any lunches ordered will need to be paid for by parents.

Children can select one of three hot school lunch options and a desert made by Caterlink. For example, they may be able to choose from pasta bolognaise, vegetarian sausage and mashed

potato or jacket potato with tuna mayonnaise, followed by a chocolate and beetroot brownie. A salad bar, organic yogurt and fruit are also available every day. Please visit the school website for the menu.

You may of course provide your own packed lunch. Please ensure these are bought in an unbreakable lunchbox, include a drink, and are clearly named. We are a nut free school and ask that there are no sweets or fizzy drinks in children's lunch boxes.

After a period of time, Reception children can leave the hall and go to the playground. If a child has not finished their lunch, there are tables for these children to continue eating. Adults supervise them on this journey.

Homework and Home Reading

Homework will mainly consist of the phonics we have been covering, practising letter formation, maths activities and daily reading. Most of the activities we give are not compulsory, as we know family life can be busy. However, we do ask that reading diaries are completed at least weekly and that children enjoy books / read at home, ideally daily as well as complete phonics activities set by the teacher. Children are invited to take a storybook home and will be given a phonics reading book when ready. More information on Homework routines and home reading books will be shared in our Meet the New Teacher session in the Autumn term. All homework will be posted on a platform called Seesaw. Please also see year group pages on our school website for more information plus other useful home learning resources www.cottesmore.brighton-hove.sch.uk

Curriculum

We follow the Early Years Foundation Stage Curriculum, which is split into 7 areas.

The 3 prime areas are Communication and Language, Physical Development and Personal, Social and Emotional Development. These are the foundations for children's school readiness and usually the focus of pre-schools and nurseries.

Once the children are secure with the prime areas, we also include the 4 specific areas which are Literacy, Mathematics, Understanding the World and Expressive Arts and Design. These have closer links with National Curriculum subject areas.

More information regarding this and how you can support your child in all 7 areas will be discussed at the Meet the Teacher meeting in the Autumn term.

In Key Stage 1 and Key Stage 2 we follow the National Curriculum and offer a broad and balanced and creative curriculum. Please see the website for more information.

Behaviour at Cottesmore

We are strongly committed to rewarding positive behaviour, especially that which clearly shows a commitment to the Mission Statement and our School Values. We hope that you will support us in promoting our Values which are displayed in all classrooms.

- Love
- Believe
- Achieve

These are designed to promote a happy and caring environment. Our full Behaviour Policy is available on our website.



Special Educational Needs and Inclusion

Members of the teaching staff are skilled and experienced in identifying pupils' special needs. When necessary, the Inclusion Coordinator, Mrs Anna Mullans, is consulted and additional arrangements are made internally. In some cases, following discussion with the child's parents, arrangements are made with the specialist services provided by the Local Authority. Our full Special Education Needs and Disabilities policy is available on our website and you can also look at our Inclusion page which has further information.

If you have any concerns, please see your child's class teacher in the first instance. You may then wish to make a further appointment with our Inclusion Coordinator, Anna Mullans. She can be contacted directly or please see our Inclusion page on our website for more information.

www.cottesmore.brighton-hove.sch.uk/page/inclusion/

Child Protection and Safeguarding

Cottesmore Primary School is a safe place for children, where our responsibilities for safeguarding children are taken seriously. Our policies and agreed practices for child protection, health and safety, behaviour management, attendance and looked after children all comply with the recommendations for safeguarding children at school. Staff recruitment policies and practices are rigorous and comply with safe recruitment and selection requirements.

It is the responsibility of every adult working in our school to ensure that we maintain the highest level of awareness surrounding safe practices and to ensure that any issues are dealt with immediately and appropriately.

Our Designated Safeguarding Lead is Anna Mullans. Our Deputy Safeguarding lead is Cath McLoughlin. They can be contacted through the Office or directly via email (see Inclusion page on the website for further details).

A sign is displayed in the school office window regarding what to do if you have a Child Protection or Safeguarding concern and further information can be found on the school website. Our Safeguarding and Child Protection policy can also be found on the website.

If you are able to help regularly in school, you will be required to undergo a DBS check. In the first instance, you will inform the school of your regular availability and, once agreed, you will be provided with a Safeguarding and Child Protection leaflet. You will also be given documents to complete for the DBS check plus be required to provide two referees.

We are unable to allow adults into the school except when they are attending a meeting with a teacher, unless they have a DBS check, specific to our school. If you need to enter the school for another reason, we will accompany you to and from your destination. We thank you for your cooperation with this.

Parents and Carers are always welcome to attend liturgy, worship, assemblies and celebrations. We will sign all visitors into such events to ensure we have a list of who is in our school. This allows us to keep the children safe at all times. We ask that no parent enters the school building without signing in.

In order to aid security, Radinden Manor gate is open at 8.30am until locked at 8.40am and again at 3:08pm until 3.20pm and is always staffed. Please enter via the main School Office at all other times. Please do not enter the school through other entrances such as the cloister doors, classroom doors or Key Stage 1 playground door.

Website

www.cottesmore.brighton-hove.sch.uk.

Please take time to visit our website if you haven't already. We update the website regularly; the newsletter is published on here every Friday. We include pictures and reports of events that have happened in school, curriculum overviews and our current school development plans. All school policies are available on here.

Attendance and Illnesses

Your child should always attend school fit and well. If your child is absent from school, it is important you record their absence using the school's StudyBugs app before 8.40am each day of their absences. The school will call you by 9.15am of the first day if a message is not received. Schools are encouraged to monitor lateness and attendance very carefully and the school liaises closely with the Access to Education team in Brighton and Hove.

It is vitally important that children attend school punctually and regularly. It is expected that children will arrive ready for school by 8.40am. Doors are opened at 8:30am for children to go straight to class to begin early morning activities. If your child is late in arriving at school (they need to be in class by 8:40am), they should report to the Office, so the register can be adjusted accordingly. They will then be marked as late. It is especially important for class teachers to have all their class present at the start of the first lesson in the morning.

Holiday requests for leave of absence during term time will generally not be permitted. However, in the event of exceptional circumstances, for example medical reasons, or a specific family issue such as bereavement, leave of absence will be considered. Only a written request, using the term time leave of absence form, will be considered. These are available from the Office. A request by email sent to the Headteacher for an exceptional circumstance will not be considered. Decisions will be made on a case-by-case basis and requests for absence may be refused and therefore unauthorised. Please be aware that unauthorised absences do incur a fine from the Local Authority. This is currently £160 / £80, per parent, per child.

Children who have vomited or have had diarrhoea are required to remain at home for 48 hours after the last bout of sickness. Cases of contagious illness should be reported to the school as soon as a diagnosis is made. Should your child become ill or have an accident at school, we would of course telephone you so you may collect your child. It is important to keep the Emergency Contact List up to date.

Medication cannot be administered at school unless it has been prescribed by your child's doctor. The label needs to show their name, date of birth and prescribing information from

the doctor or pharmacy and parents will need to sign a form before medicines can be administered. We have a First Aid Lead who administers medicine between 12.05pm and 12.30pm each day so please do factor this in when organising doses at home.

Where children suffer from asthma, prescribed inhalers may be kept in school for the children to use as required. We also keep prescribed epipens in school for children who have a serious allergy. A consent form for these is also required. Please see the school website for the full policy. It is the responsibility of parents to ensure all medications are in date and to replace when necessary.

Where possible, medical/dentist appointments should be scheduled out of school hours. If unavoidable, school require notification, in advance, and proof of appointment.

What is an Aided School?

A Catholic aided school is one which has been provided by the local Catholic community, with substantial help from central funds. It is maintained by the Local Education Authority, which pays for nearly the whole of its running costs, including the salaries of the teachers. The Governors are responsible for 10% of any major exterior maintenance costs and any improvement projects. All parents are asked to make a minimum voluntary contribution of £10.00, or more, per term (£30, or more, a year) per pupil to the Governors' Building Fund in order to help the school to meet these commitments. This can be provided via direct debit and Gift Aid can be claimed. Forms for this are issued in Welcome Packs.

As a Catholic Aided school, we rely upon parents to assist children in the practice and development of their faith, for example by receiving the Sacraments at an appropriate age. Parents applying to have their child admitted to the school will be encouraged to ensure that their child attends Mass regularly and enters into the spirit of the Church year. Help in this way enables school, parish and home to work together for the benefit of the children.



Staff at Cottesmore 2026 – 2027

Headteacher: Mrs Rachel Breen

rachelbreen@cottesmore.brighton-hove.sch.uk

Deputy Head: Mrs Cath McLoughlin

catherinemcolughlin@cottesmore.brighton-hove.sch.uk

Inclusion Co-ordinator: Mrs Anna Mullans

annamullans@cottesmore.brighton-hove.sch.uk

For further staff information please see our website:

www.cottesmore.brighton-hove.sch.uk/page/staff/

If you have any questions or concerns, please email your child's class teacher directly (email addresses can be found on your child's year group page on the school website) and they can arrange a follow up meeting with you.

If required, you may also wish to contact the Senior Leader responsible for the behaviour, wellbeing and progress of all in your child's year group:

Reception, Year 1 and Year 2 = Mrs McFarland

katiemcfarland@cottesmore.brighton-hove.sch.uk

Year 3 and 4 = Mrs Brady Smith

erinbrady@cottesmore.brighton-hove.sch.uk

Years 5 and 6 = Mrs McLoughlin

catherinemcolughlin@cottesmore.brighton-hove.sch.uk

Should you need further support, please contact **Mrs McLoughlin** who is responsible for Teaching and Learning / Assessment (progress) as she leads the Senior Leaders noted above (email above).

Mrs Mullans can be contacted to discuss anything regarding children's additional needs / SEND support as well as behaviour support (email above).

Clerk to the Governors: Mrs Jacinta Gillies

jacintagillies@cottesmore.brighton-hove.sch.uk

Pupil Services: Kristy Braswell-Ralston

kristybraswellralston@cottesmore.brighton-hove.sch.uk

Front of House: Cassie Montagnani and Marie Heasman

admin@cottesmore.brighton-hove.sch.uk

Premises Manager: Mr Tim Clark

School Uniform

Traditionally the children at Cottesmore School wear school uniform. This is supported by the whole school community. We are very proud of the standard of uniform in the school and hope that the parents will continue to insist that their children wear the correct items. Please ensure all items are named.

Please ensure all items are labelled / named.

Left items will be placed in the lost property area which is located outside the Cloister doors on the KS2 playground. Please visit here if your child has mislaid something. Named items will be returned to the children every couple of weeks. Unnamed, uncollected items will be recycled via 'PTA second hand uniform shop' or the charity shop (if non-school uniform items) every half term. We ask that items in good condition, but that no longer fit your child, are recycled to the 'PTA second hand uniform shop' and thank you in advance for your donations. Children performing either in school or at external events or children representing the school must be in appropriate school uniform. Those receiving financial aid can be supported with funded uniform. Please contact us for more information.

Main uniform

- GREY trousers or GREY knee length shorts or GREY skirt or pinafore dress.
- Plain WHITE shirt or polo shirt. Please ensure that these are long enough to be tucked into whichever bottoms your child is wearing. Children's shirts to be tucked in at all times (apart from playtime).
- School BLUE round neck sweatshirt or cardigan with Cottesmore logo.
- School royal BLUE (not navy) and WHITE check dress may be worn in the summer. WHITE ankle or knee length socks can be worn with these dresses but only with these dresses.
- Plain smart BLACK shoes or trainers that are BLACK in their entirety eg no white logos or coloured names or markings. Parents of children wearing trainers with coloured logos or words will be contacted and expected to provide a pair that are completely black. Canvas shoes are not permitted. Black boots, ankle or full length, are also not permitted and again, families will be asked to provide alternatives if these are worn. In winter, boots can be worn to school however, children will then need to change into their school shoes when in the building. During summer, sandals may be worn. Sandals must have covered toes and straps that secure the ankle. These must be worn with socks.
- GREY socks or GREY tights for those wearing grey trousers, skirts or shorts. Socks must be knee length or just above the ankle. Sports socks and trainer socks are not permitted. White socks are permitted for children wearing the checked summer dress.
- Plain white or blue headscarf for religious observance

Accessories

- All long hair to be tied back. Hair accessories to be simple and small - a simple clip or hair band or hair tie. These are to ideally be BLUE, BLACK or NATURAL. A selection is available at the uniform shop (in addition to a range of other places). Hair is to remain its natural colour and not be shaved so short that you can see the scalp. Patterns are not to be shaved into short hair.
- Plain summer hats with Cottesmore logo. Either caps or those with neck protector.
- Children in KS1 (infants) to use book bags with Cottesmore logo. No other bag is needed and, ideally, none will be used. KS2 (junior) children will use a small rucksack instead of a book bag. Children are encouraged to use the small rucksack with the Cottesmore logo.
- Only ear studs and small sleeper earrings are permitted (these will be removed or covered during PE). The children are able to wear a simple watch but no rings, bracelets or necklaces. These will be removed if worn to school.
- Nails need to be kept short and nail polish is not permitted.
- Temporary tattoos are not permitted.

PE kit

- SKY BLUE polo shirt (no logo required, so can be purchased from any shop).
- NAVY shorts or tracksuit bottoms.
- Sweatshirts can be worn over PE kits.
- Trainers that are suitable for running, all weather and outside (these can be any colour). Plimsolls can be worn inside.

Uniform is available from Logo Sports. To purchase new items such as sweatshirts, fleeces and book bags, you can:

1. Purchase it online from the supplier's website and collect it from their premises in Hove (www.www.logo-schoolwear.co.uk)
2. Go to the supplier and buy it over the counter (Logo Sports which is located at: Industrial House, Conway Street, Hove BN3 3LW)

The PTA 'second hand uniform shop' takes place every half term and nearly new items, at incredibly reasonable prices, can be purchased.

We suggest that all items (uniform, book bags, water bottles etc) are clearly named and we recommend stickers from My Nametags www.mynametags.com

With My Nametags, you can design iron on or sticker labels that don't come off. A sheet of 21 Labels costs £11.95 with additional sheets costing £9.95 per set. If you order from here, please use our School ID: 22539 as we get money back for every purchase made

Cottesmore St Mary Governors

The school Governing Body consists of representatives from the local community, teachers and parents. The Governors meet, as a full board, once a term, to discuss matters relating to the school. Sub-committees for areas such as, curriculum and finance, meet more regularly.

The Governing Body has overall responsibility for the aims and direction of the school and is accountable to the Local Authority, the Diocese and to parents for the way the school is run. Governors give their time, effort and skills freely for the benefit of the school community.

The Governing Body are members of the school's management and help to draw up the school's strategy and ensure its implementation. The Head Teacher, who is responsible for the school's day-to-day management, is accountable to the Governing Body. The Governors are responsible for setting the school's admissions criteria. We also encourage our children to voice their views on setting priorities for the school through our active School Council, which has representatives from all school years.

You can find out more about the work of the Governing Body and the Committees, including details of the Governors and their individual responsibilities, in their Annual Newsletter that is available on the website. The Chair of Governors can be contacted by emailing the Clerk jacintagillies@cottesmore.brighton-hove.sch.uk or via the school office.

Breakfast Club

Cottesmore St Mary Catholic Primary School has a Breakfast Club. It is held every school day from 7.35am until 8.40am in the hall. Those attending Breakfast Club, should enter via the the Upper Drive pupil pathway located at the rear of the staff car park. Please press the buzzer at the gate that leads onto the KS2 playground, and a member of staff will come and collect your child. It is staffed by our own teaching assistants, and our sports coach, who know the children.

The current inclusive cost for breakfast club from **7:35am- 8:40am is £3.50** and from **8:00am- 8:40am is £3.00**. Children do not need to attend every day and do not need to book in advance. Any child in receipt of Pupil Premium can attend at no charge.

The children have a choice from a range of cereals, toast with a variety of spreads, beans on toast, porridge, fresh fruit and fruit juices. Please visit the Clubs section on the school website for more information, including a menu. Children will have access to a variety of indoor activities e.g. board games, colouring activities, Lego etc. In addition, there are sporting games and activities with Mr Buggy, our Specialist Sports Teacher, from 8am.

After School Clubs

A range of after school clubs are available throughout the year. Please see the timetable on the website or visit the School Office for more information. A charge is made for all after school clubs and this varies depending on the provider. Radinden Manor gate will be open between 4.15pm and 4.30pm for club collections. The School Office will not be open at this time as this shuts daily at 3.30pm. Children in receipt of Pupil Premium are eligible for £50 per club, per term.

After school child-care is available on site, in the school hall, from 3.10pm until 6pm. The provider, Starfish, offers a wide range of activities such as physical, indoor and outdoor, craft, construction and homework, amongst others. Children can attend from 3.10pm or from 4.20pm, if already attending a different / earlier club. Children will have access to a substantial snack and drinks throughout their time. Please see the school website for more information. Session fees will be £15 3.10pm - 6pm.

A range of music lessons (e.g. violin, drums, keyboard and guitar) are provided via an external music service for children in KS2. These take place during the school day. More information can be found at www.createmusic.org.uk.

Pupil Premium

Would you like things such as, free breakfast club, £50 towards an after school club of your choice, a free almost new uniform (from the PTA uniform shop) and heavily subsidised music tuition from the Brighton and Hove Music School? You can also access free attendance and family tickets to PTA / SOCs events including, school discos, summer fayre and film nights. If so, please register for Pupil Premium which is linked to family income. If you are eligible, it means that the school receives extra money that can be used for interventions or enrichment activities for your child.

All children in the infants (KS1) receive a free school meal daily, but if you qualify for Pupil Premium using the criteria, it means that, when your child is in KS2, their free school meal will continue as well as all that noted above.

Registering is really quick and easy. You only need to provide your name, date of birth, national insurance number and details of your child. If you think you qualify please contact the School Office or the Free School Meals Team at Brighton and Hove City Council - Telephone 01273 293497. You can also apply online at www.brighton-hove.gov.uk and follow the link to Free School Meals. Your enquiry will be dealt with sensitively and in strict confidence.

Whole School Dates 2026-2027

Autumn Term 2026

Inset Day	Tuesday 1 st September - school closed
Inset Day	Wednesday 2 nd September - school closed
Term Starts	Thursday 3 rd September (Years 1-6)
Inset Day	Friday 23 rd October - school closed
Half - term	Monday 26 th October (1 week)
Term ends	Friday 18 th December

Spring Term 2027

Inset Day	Monday 4 th January - school closed
Term Starts	Tuesday 5 th January
Half - term	Monday 15 th February (1 week)
Term ends	Thursday 25 th March

Summer Term 2027

Term Starts	Monday 12 th April
Bank Holiday	Monday 3 rd May
Half - term	Monday 31 st May (1 week)
Term ends	Tuesday 20 th July
Inset Day	Wednesday 21 st July - school closed

In September, you will receive a list of all the important dates for the school year.

Reminders

Please ensure you have returned the forms sent to you in May. If you need copies, please visit the Admission page on the school website.

- **Collecting children from school**
- **Computers at Cottesmore**
- **Data Protection**
- **E-Safety Acceptable use**
- **Emergency Contacts**
- **Governors Building Contribution and Gift Aid letter**
- **Home-School Agreement**
- **Messages Sent Home letter**
- **Parent Pay**
- **Permissions for Photographs**
- **Pupil Premium**
- **School visits**
- **Tapestry**

You will shortly receive the following, please return these also.

- **Attending school part time form (if necessary)**
- **All About Me booklet**

Please ensure all of the above has been returned to school by **Monday 15th June**.

As ever, if you have any further questions at all, please do not hesitate to get in touch - email addresses can be found on the school website.

We are delighted that you, and your child, will join our Cottesmore St Mary school family.

We value the importance of welcoming you, and your child, to our school family and we are looking forward to getting to know you.