



NEWSLETTER (3) SEPTEMBER

Parish Administrator - 12 Months Fixed Term Contract

A vacancy has occurred to cover the Parishes of St Joseph's Stanley, St Patrick's Dipton, and The Sacred Heart Byermoor, to assist with parish administrations and will be based in Stanley. This is an excellent opportunity and an individual experienced in general office and administration duties and has excellent and up-to-date IT skills, in Microsoft packages. The post holder will have a good level of general education, including GCSEs A*-C in Maths and English or equivalent. They will also have the ability to build good relationships with all associates and have a high level of confidentiality, integrity and attention to detail. Good organisational and planning skills and experience of dealing with sensitive situations are essential. It is important that the person appointed is sympathetic to the aims and ethos of the Diocese of Hexham and Newcastle.

Hours of work 10 hours per week 2.5hours per day Tuesday to Friday.
The post is subject to an Enhanced DBS check

An Application pack is available from www.rcdhn.org.uk
Email: humanresources@diocesehn.org.uk or telephone 0191 243 3301

CLOSING DATE FOR APPLICATIONS 18TH SEPTEMBER 2017

Flower Festival for the Partnership of Pontop Saturday 16th and Sunday 17th September St Patrick's R.C. Church, North Road, Dipton, DH9 9BB

Saturday

10.00 am Opening Mass

10.30 am - 5.30 pm Festival Open to the Public

Sunday

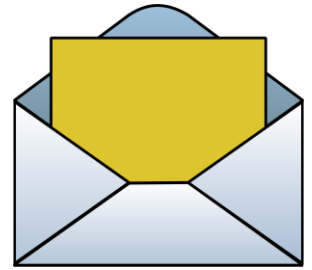
9am Family Mass

10.00 am - 5.00pm Festival open to the Public

5.00 pm Closing Service

Refreshments will be served in the School Hall, adjacent to the Church

Please ensure that **any money** that comes into school is in an **envelope marked with your child's name, year group, the amount and what it is for**. We have money coming into the office for school dinners, 8 after school clubs, school fund, trips etc. and it is essential that we know what it is for and who it is from. We have ordered packs of small brown money envelopes and they will be available to buy from the school office from Monday 25th September. 30 envelopes for £1.

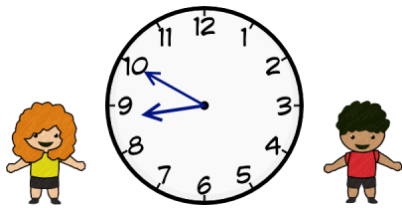


Punctuality

As you know children line up at 8.50 am.
Registration is 8.55 am.

Being late for school can be really upsetting for children; - if they miss the input at the start of the lesson, or miss the instructions for the activity, they can panic or feel "lost". The first 10 minutes is also a time for prayers and sharing news, etc. - another important part of school life.

Please ensure your child is in the school yard ready to line up at 8.50 am



School needs to be informed of all absences so if your child is unwell please phone school by 9am to let us know.



Dance/After School Clubs

There is a weekly charge of £2 per child for Dance Club and £1 per child for all other After School Clubs apart from Multi Skills and Netball which are free. Please ensure that **any money** that comes into school is in an **envelope marked with your child's name, year group, the amount and what it is for**.

Breakfast Club

Reception Class children can attend Breakfast Club from Monday 18th September. The cost is £2.50 per day and opens at 7.40 am. Those children wanting a cooked breakfast need to be in school before 8.15am at the latest as these foods will not be available after this time. Cereals, toast, crumpets and cold drinks will be available between 8.15am and 8.30am. If your child comes in after 8.30 they will be too late to have breakfast.

