



St Mary's Preparatory School
The Preparatory School of Lincoln Minster School
The best in everyone™
A member of United Church Schools Trust

1st September 2011.

Dear Parents,

Another week has flown by and further preparations for the start of term have made excellent progress. I am writing now to continue to provide you with as much information as possible before the start of term although if there are any questions, please do not hesitate to contact us. The flow of communication between school and home is very important to me and as a 'new parent', I have many questions of myself. A strange situation indeed, but one which is helping me to hopefully address those you may have as well. Initially there may be some teething problems which at times are frustrating although I am confident by working together we will overcome these and we will all be able to sing effectively from the same hymn sheet.

It gives me great pleasure to inform you that the new Stable Block reception area on the EYFS and Lower School site is near completion which is located on Winnowsty Lane. This building will become the entrance and exit into the EYFS and Lower School, with the Reception area and Finance Office located here to provide easy access for parents. The upstairs within the Stable Block, will house a new purposeful Library providing a wonderful environment and space for children to enjoy. The Library as well as being used during the day can be utilised in addition to the Cottage as an extension of the After School Club. On the Upper School site, the current reception office area will continue to operate as it has, located on the left hand side corridor of the main school foyer.

Throughout the Summer Holidays we have been doing various Information Technology updating and installing. This includes the installing of new Interactive Whiteboards and an expansion of our network capacity across all sites. As you can imagine this takes time and at present we are bringing together the sites to ensure communication is as efficient as possible for you all. I do appreciate your patience in this matter.

I feel it is also important to let you know of my main office location, which at present is on the EYFS and Lower School site. I intend however to be able to spend time on both this and the Upper School site so will operate an office on the Upper School site when required. If you wish to book an appointment to see me please contact the School offices; Mrs. Kathy Coulson (for EYFS and Lower School) on 01522 523769 or Mrs. Sandra Dobbs (for Upper School) on 01522 523769. If you wish to write to us, the School address is 5, Pottergate, Lincoln, LN2 1PH.

At present we are updating the Whole School Lincoln Minster School website which will include the St Mary's Preparatory School within it. We intend for this to go live very soon and I will inform you of this exciting venture as soon as possible. The whole school calendar will be available for you to access through this website although at the initial stage further entries for the prep school will be needed as staff confirm the dates of certain events. We will aim to update the calendar as quickly as possible so you can plan ahead for these events. The website will also hold a wealth of information for you to access and we aim for the website to grow and be a dynamic and purposeful tool of communication between school and home.

Please may I remind all parents to fill in and send back the medical forms for their children as soon as possible. This is essential to ensure we have the correct information and knowledge before the start of term, in order to care properly for the children. Should you require a medical form, please contact either of the School offices.

I have also included important letters which I would be grateful of your immediate attention. Some of you may have received these before although I do want to be sure everyone has received everything possible especially as some reflect change. I would ask for their return by the start of term to the School offices to ensure our records are accurate and up to date.

Please do not hesitate to contact the School if you have any queries or questions at this stage. I am very keen to ensure that the information required is provided accurately and efficiently.

Yours sincerely,

Greg Das Gupta

Headmaster of St. Mary's Preparatory School