



September 2017

Dear Parents,

We welcome you to a new school year and look forward to a successful, safe and happy one for all involved in the school community.

We wish to draw your attention to the following:

School Calendar:

Term 1	Friday 1 st September – Friday 22 nd December Mid-Term: Monday October 30 th –Friday November 3 rd
Term 2	Monday January 8 th - Friday 23 rd March Mid- Term: Thursday & Friday February 15 th & 16 th St. Patrick's Day – Monday March 19 th - school closed
Term 3	Monday April 9 th - Thursday June 28 th Monday and Tuesday May 7 th & 8 th – school closed Monday & Tuesday June 4 th & 5 th – school closed

Attendance and Punctuality

- **School Timetable:**
 - 9:15 a.m. Classes begin
 - 1:55 p.m. Dismissal Junior and Senior Infants
 - 2:55 p.m. Dismissal of all other classes
- To facilitate an orderly start to the school day supervision is provided for those children who are dropped off between **9:00 a.m. and 9:15 a.m.**. Please be aware it is **not** possible to provide supervision **before 9:00 a.m.** All children, including Junior (**from Monday September 18th**) and Senior Infants, should be dropped off in the playground where they will line up on hearing the buzzer.
- This year for the safety of all in the school we have introduced controlled access to the building. The school will be locked during class time.

- **The Education Welfare Act 2000** deals with school attendance. **A written explanation is necessary when a child is absent.** If a child is not attending regularly, I am obliged under this Act to inform the Education Welfare Board. The Education Welfare Officer will then contact you. In the meantime, all absences are monitored and you will be informed when or if your child's attendance is of concern.
 - I. 10 days absence- letter from School
 - II. 15 days absence – letter from School
 - III. 20 days absence – E.W.B. informed (Education Welfare Board)
- **Children are required to be on time for class each day** (any child who arrives at school after 10 a.m. is marked absent but recorded on a late register)
- If a child shows signs of illness before leaving for school in the morning, it is advisable to keep him/her at home. It is impractical, in the interest of safety, to supervise individual children in their classrooms during breaktimes.
- **If children have to leave school early, they must be signed out in the Office by a parent or designated adult.**

School Uniform

Uniform must be worn everyday. P.E. uniform is to be worn on the day designated for P.E. For safety reasons children must wear suitable runners for P.E.

Behaviour

If the Class Teacher, Deputy Principal or Principal need to contact you about your child's behaviour, your continued co-operation is asked in helping to deal with it so that the problem does not escalate. Bullying in any form is not tolerated. Any report of bullying will be investigated. If you have mislaid your copy of the Code of Behaviour Policy, it can be viewed on the website or you may ask for a replacement copy from the office.

Safety, Health and Hygiene:

- No responsibility can be taken for pupils who arrive at the school before 9:00 a.m. or who stay after 3:00 p.m.
- Children may enter and exit the school grounds only through the gate where the School Traffic Warden works. **Parents are requested not to open the side gate.**
- Please do not park in the Staff Car Park.
- The School has a Healthy Eating Policy. There is a summary of this policy in the School Diary. Chewing gum and glass bottles are forbidden at all times.
- A good standard of hygiene is necessary where a large group of children interact. Head lice are virtually unavoidable. Please check your child's hair regularly and adhere to the guidelines issued by the Community Care Doctors and Nurses.
- If dogs come into the school playground, the Dog Warden will be notified and he will take them away.
- Hanging jewellery e.g. earrings/necklaces/bracelets may not be worn.
- Make-up of any kind must not be worn.

Child Protection and Welfare

The Board of Management has adopted the Guidelines and Procedures in relation to Child Protection and Welfare issued by the Department of Education and Science. If there is a matter of concern in relation to abuse of children, we are obliged to report this to the local Health Service Executive. They will assess the case and provide the necessary support for the child. The four areas of abuse are: **Physical Abuse, Emotional Abuse, Sexual Abuse and Neglect.** As part of the S.P.H.E. Curriculum, children will be taught the Stay Safe and R.S.E. Programmes.

Parent Teacher Meetings

There is an opportunity to discuss your children's progress with their teachers during the year. You will be notified of these meetings. If you regard it necessary to meet the teachers at other times you are welcome, **but please do so by appointment only**. Unannounced visits can cause severe class disruption.

Classes for Parents

Mrs. Linda O'Gorman is our Home School Community Liaison Co-ordinator. Details of classes/courses for Parents will be displayed on the Notice Board in the front hall. Mrs. O'Gorman promotes partnership between home and school by regularly visiting homes and by having parents working with groups of children on aspects of the Curriculum e.g. maths, crafts and shared reading. Parents are always welcome to drop in to the Parents' Room (at the back of the school).

Mobile Phones

Pupils are **not allowed** have mobile phones in their possession on school grounds. Please be advised that this rule will be strictly enforced. Parents may contact their children through the school phone and when necessary pupils may contact their parents through the school phone.

Parents are requested not to contact staff on their personal mobile phones, if you wish to communicate with a member of staff please do so by ringing the school.

School Records

To keep School records up to date, it is essential that you let us know if your child has a change of address or contact telephone number. If your child suffers from any medical condition i.e. asthma etc, please inform your child's teacher.

Homework

The following are guidelines for time spent at homework.

Junior & Senior Infants:	15 – 20 minutes
1 st & 2 nd Class:	20 – 30 minutes
3 rd & 4 th Class:	30 – 45 minutes
5 th & 6 th Class:	45 – 60 minutes

If children are unable to complete homework in this time it is advisable to arrange to meet the class teacher to discuss it.

School Lunches

Lunch is available to every child in the school and is in line with our Healthy Eating Policy. We encourage all children to avail of these lunches.

We ask that Christmas or Summer Presents not be given to members of staff. Your support and co-operation throughout the year is much appreciated.

Yours sincerely,

Avril Bolton
Principal