



St Mary's Primary School, Cushendall

Parent Information - September 2023

Welcome back everyone, I hope you all had a lovely summer and are looking forward to the coming year. This will be our only paper copy of the Parent Information. All updates will be provided through our school website – www.stmaryspscushendall.com and Facebook page. Please remember to check your emails regularly especially the 'spam/junk' folder.

DATA COLLECTION & CONSENT FORMS

It is essential that the Data Collection Form is checked, signed and dated for each child and returned to the school office immediately. **It is your responsibility to inform the school of any changes to the information on the signed Consent Forms we already have on file** (*Primary 1 and new pupils will have the Consent Form sent home for completion with September information*).

SCHOOL BUS

Parents of all children using the school bus at 2.50p.m. are asked to contact the school office immediately so that we have a record available for staff. If your child only uses the bus occasionally then you are asked to let the school know at the start of that day. Children will not be allowed to go on the bus unless their name is on our list or we have been contacted by parents that day.

SCHOOL DAY

The school doors will open at 8.50am, please ensure your child is not on the school premises before this time.

CLASS	ENTRY POINT	START TIME	FINISH TIME
P1	Back Door (entry via infant playground)	9.00am	2.00pm (12noon Sept 2023)
P2	Side Door (entry via playground)	9.00am	2.00pm
P3	Side Door (entry via playground)	9.00am	3.00pm Monday – Thurs 2.00pm Friday
			P3 will finish at 2pm everyday September & October 2023
P4, P5, P6 & P7	Main Door	9.00am	3.00pm
PLEASE ENSURE YOUR CHILD ARRIVES AT SCHOOL ON TIME SO THEY ARE READY TO BEGIN CLASS AT 9AM			

A letter from parents is needed for children who come late to school, go home for lunch or who need to leave before the end of the school day. No child will be allowed to leave school with anyone under 16yrs or without a letter/telephone call from their parents. Please also note that all children who arrive in school after 9.00am will be marked as 'LATE' on the Attendance Register.

SAFETY

In order to ensure the safety of everyone in school, please DO NOT use the gates at the carpark entrance either coming to or going from school.

CAR PARKING AT THE SCHOOL GATE

Everyone is asked to please observe the road markings at the pedestrian gate and not park on the double yellow lines. This will help the children to cross safely when coming to or going home from school.

ABSENTEEISM

If your child is absent from school please contact the office before 10.00am. On return to school your child must have a note to explain their absence, you may email your absence note to the school office on info@stmarysps.cushendall.ni.sch.uk. This is an Educational Welfare Office regulation.

MOBILE TELEPHONE POLICY

Children should only bring mobile telephones into school in exceptional circumstances e.g. if your child has to be contacted by parents/childminder when they leave school about after school arrangements. Children who bring mobiles to school must leave them in the school safe on arrival and collect them at home time. Any child found using a mobile phone during the school day will have it removed and it will only be returned to their parents.

HEALTHY EATING

As part of our school policy, children are asked to bring a healthy option for Morning Break, i.e. fruit, vegetable pieces, scones/sandwiches (with non-sweet filling), milk or water. Please do not send crisps, fizzy drinks etc. Healthy Break should be ordered using the weekly menu provided. Money for weekly break should be sent with your child on a MONDAY in a SEALED & LABELLED plastic bag (see enclosed letter).

LUNCH / DINNER

The price of a school meal is £2.60/day (£13/week). Menus will be sent home on a Thursday for the following week (the weekly menu will also be uploaded to the school website <https://stmaryspscushendall.com>)

Please send correct money (no change will be given) in a SEALED & LABELLED plastic bag (see enclosed letter) with your child on a Monday morning **ALONG WITH THE COMPLETED DINNER CHOICES FORM**.

Children taking a packed lunch are asked not to bring fizzy drinks. In the interests of health and safety, children are not allowed to bring hot liquids or glass containers into school at any time.

If your child has any special Dietary Requirements, please contact the School Office for the relevant forms.

'Healthy Lunch Box Day' is every day and children are encouraged to bring fruit or vegetable pieces as part of their lunch.

** St Mary's is a **'Nut Free Zone'** and children are asked not to bring nuts or products containing traces of nuts into school/nursery at any time.

PHOTOGRAPHS

CS Moments Photographer will be at St Mary's on Monday 9th October 2023 to take Class groups, individual photographs and family groups. All children must wear full school uniform. If you would like to have a family school group photograph taken please fill in the enclosed form and return it to the school office. N.B. All children will have an individual photograph taken. Details on family photograph opportunity are also on the enclosed photography letter.

(Family group – Primary School children only – Nursery photographs will be taken in January 2024)

CHILD PROTECTION / PASTORAL CARE

In order to update school records, it is very important that any change in circumstances is notified to the office e.g. address, telephone number, named collectors (minimum age 16 years). We have also attached a copy of the procedure which should be used if you wish to register a concern or make a complaint regarding a child protection issue. The designated teacher for Child Protection in the Primary School is Mrs Catherine Magill. St Mary's Child Protection Policy is available in the school office and also on the St Mary's Website – www.stmaryspscushendall.com

Please remember that any child returning to school after 3.00pm. to collect forgotten items must be accompanied into the building by an adult.

'NO SMOKING POLICY'

Everyone is reminded that, in common with all public buildings, smoking is not permitted anywhere on the school/nursery site.

HOLIDAYS DURING TERM TIME

All schools are asked to strongly discourage parents from taking children out of class to go on holiday. Parents who take children on holiday during term time must collect a form from the school office. The completed form will be kept in school for record purposes.

IMPORTANT DATES

Friday 29th September - This is confirmed as a school closure for both the Primary and Nursery.

Wednesday 13th December - Pantomime Trip (See enclosed letter)

As always, if you have any concerns regarding your child/children please feel free to contact me at any time.

Mrs Helen Magee
Principal

SCHOOL RULES

Pupils Should Always:

- Be in their classroom at the correct allocated time (See table on Page 1) Doors open at 8.50am
- Use the children's gate only;
- Remain on the school premises unless permission is given to leave;
- Walk quietly at all times in the corridor in single file and on the left;
- Arrive in time for class, behave well in class and listen and co-operate with their class teacher;
- Take care of books, equipment and the school building and environment;
- Show respect and consideration for themselves and others, and for their own property and the property of others at all times;
(Violence, both physical and verbal, is completely unacceptable)
- Display high standards of behaviour outside the school premises, coming to and from school, on class walks, school trips, etc.

**It is assumed that, by attending this school,
all pupils will accept these rules and abide by them.**

HOW A PARENT CAN REGISTER A CONCERN / MAKE A COMPLAINT

