



St Mary's Primary School, Cushendall Parent Information - September 2017

Welcome back everyone, I hope you all had a lovely summer and are looking forward to the coming year. I hope you will find the following information useful.

CURRICULUM INFORMATION

This month teachers will be sending home an Information Booklet with every child setting out the main areas covered in your child's class this year and we hope you will find it useful. Of course, if you have any concerns or questions please feel free to speak to your child's teacher or myself.

INDIVIDUAL PARENT MEETINGS WITH CLASS TEACHERS

Parent/Teacher meetings for P1-3 will be held in January/February to discuss your child's academic progress. Parent/Teacher meetings for parents of children in Primaries 4-7 will be held towards the end of Term 1 as required by DENI. However, if at any time you have a concern or worry and wish to speak to your child's teacher please contact the office and we will make every effort to arrange a suitable appointment.

SAFETY

In order to ensure the safety of everyone in school, no child/parent is allowed to use the gates at the carpark either coming to or going from school. I know it can sometimes seem more convenient but we are asking everyone to make a special effort and only use the small gate at the front of the 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.

SCHOOL BUS

Parents of all children using the school bus at 3.00p.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 Class begins at 9.15a.m. and if possible children should come to school after 9.00a.m. However, we do of course understand that work commitments may mean your child needs to be in school before 9.00a.m. and they can be supervised from 8.40a.m. onwards in the 'Morning Waiting Area' outside the school library. Please send a note to the office for our records if your child/children need to come in before 9.00a.m. A letter from parents is also needed for children who come late to school, go home for lunch or who need to leave before the end of the school day. All these absences from school will be recorded in the 'Time Out Book' in the school office for children in P3-P7. Teachers in P1 and P2 will keep their individual class record. No child will be allowed to leave school with anyone under 16yrs or without a letter/telephone call from their parents.

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. This is an Educational Welfare Office regulation.

HEALTH AND HYGIENE All parents are asked to send in one box of tissues per child and give it to your child's teacher before next Friday 8th September. This will help us to encourage safe habits when children are coughing or sneezing etc. and hopefully minimise the risk of infection to others. Please also remember it is important not to send your child to school if they are unwell.

P1 SHOEBOX

Can all children please bring a change of clothes in a named shoebox? This will be kept in school for your child and used if accidents happen.

UNIFORM

Everyone looks lovely in their neat new uniforms. Thank you for your continued support. Can everyone please make sure all coats and uniform items (especially jumpers) are clearly marked with your child's name and class? This will hopefully make it easier to find coats and jumpers etc. when they are lost.

Girl's Uniform

Maroon skirt/pinafore or
Checked school summer dress
White t-shirt
School sweatshirt
Plain white or maroon socks
Plain black or maroon tights
Plain black trousers

Boy's Uniform

Plain dark grey/black trousers or
Dark grey/black school shorts (no sports shorts)
White t-shirt
School sweatshirt

N.B. Please do not buy grey skirts/pinafores or black socks for girls.

HAIR STYLES Please remember "speed lines" or mohican cuts and dyed, tipped or excessively gelled hair should not be worn to school. This is common practice in very many schools and everyone is asked for their support in this matter.

P.E. All children who wear shoes/boots to school must have a pair of trainers in order to take part. This is in keeping with health and safety guidelines issued to all schools.

NEW POSITIVE BEHAVIOUR POLICY

In order to promote good behaviour in class and a positive attitude to learning, teachers will be talking about the rules and school procedures as set out in our new Positive Behaviour Policy. Please take time to read it and talk to your child about the importance of good behaviour and encourage them to tell you and their teacher if they are unhappy or are being bullied at school. The school can only help if we are aware of what is happening.

Home/School Link – This will remain the same as last year. All classes have a home/school link record. Please check your child's bag every day (P1-2) or every week (P3-7) to see how he/she is getting on in school (parents P3-7 are asked to sign this every week please).

HOMEWORK DIARIES

Primaries 3 to 7 use a Homework Diary. It is very important that you check that the homework given for that night has been completed to the best of your child's ability. We would also ask all parents to sign the diary every night as this lets the teacher know you have seen your child's work. You can also use the diary to write a short note to your child's teacher if necessary.

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.

MILK can be ordered through the school each term.

The amount due for Term 1 is **£13.90**. Money should be paid on/before Tuesday 5th September. *NB: Please ensure you send the correct money with your child and milk, dinner and break monies must be in separate amounts for each child. We would greatly appreciate your co-operation in this matter. (Please do not send cheques for milk/dinner money.)*

Break will also be available from the school canteen from this week and prices are set out on the menu sent home to each family.

LUNCH / DINNER

The price of a school meal is £2.60/day (£13/week) and tickets can be bought daily/weekly.

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.

'Healthy Lunch Box Day' is every Wednesday 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

Thursday 28th September – 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.

(Family group – Primary School children only – Nursery photographs will be taken in January 2018)

Whole Family Group Photographs – This is a new arrangement this year and the photographer will be available in school to take any other family photographs you wish from 3.00p.m. – 5.00p.m. on the same date. No appointment is needed. However, if you would like to avail of this opportunity please contact the school office as soon as possible. This will allow the photographer to make the necessary plans.

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). Data Collection forms have been sent out to all families and should be returned as soon as possible. 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.

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

PARENT HELPER REQUEST

Are you (parent/grandparent/other relative/carer) available to help supervise children on outings in the local community or on school trips? If you are able to help in any way please contact the school as soon as possible as we really do need your help.

N.B. Thank you to everyone who helped us last year. If you are able to help again this year please contact the school office.

'NO SMOKING POLICY'

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

'WALK TO SCHOOL' DAYS

These will normally be held on the 2nd and 4th Friday of each month. Our 'Walk To School' days for September are Friday 8th and 22nd September. On our 'Walk To School' days everyone should meet at Red Bay Boats or on the footpath on the Coast Road opposite the Police Station at 9.00a.m. sharp. Children in Primaries 1-4 must be accompanied by an adult so please make arrangements with each other to ensure your child in P1-4 has an adult to walk with. Children in P1-4 are not allowed to take part without a parent or supervising adult arranged by the parent. (The ratio required is 1 adult/6 children.)

N.B. Children will not be supervised if they wait at the top of Kilnadore Road/Barrack Brae.

Please encourage your child/children to walk to/from school as often as possible as well as on 'Walk To School' days.

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..

E-MAIL

If you would like to receive future Monthly Information letters by e-mail please complete the e-mail details on the Data Collection form which has been sent home or contact the school office at any time. If you have already asked to get information by email your name will remain on our list. It is important that you inform the school if there is any change to your email address.

IMPORTANT DATES

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

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

Mrs Anne Smart
Principal

SCHOOL RULES

Pupils Should Always:

- Be in their classroom after 9.00am and before 9.15am;
- 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.