



St Mary's Primary School, Cushendall

Parent Information - September 2019

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.

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

Class begins at 9.15a.m. Children should come to school after 9.00a.m. However, if due to work commitments your child needs to be in school before 9.00a.m. 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. No child will be allowed to leave school with anyone under 16yrs or without a letter/telephone call from their parents.

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. 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 6th September. **Please do not send your child to school if they are unwell.**

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 envelope (see enclosed letter).

LUNCH / DINNER

The price of a school meal is £2.60/day (£13/week). Menus will be sent home on a Friday for the following week. Please send correct money in a SEALED & LABELLED envelope (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.

MILK

Can be ordered through the school each term. The amount due for Term 1 is **£13.05**. Money should be paid on **Monday 9th September (money should be included in the sealed envelope used for Dinner & Break)**.

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.)

PHOTOGRAPHS

Wednesday 18th 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 2020)

Whole Family Group Photographs The photographer will be available in school to take any other family photographs you wish from 3.00p.m. – 4.00p.m. on the same date. No appointment is needed. However, if you would like to avail of this opportunity you must 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). 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 3.00p.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

See our School Website for updates. These will normally be held on the 2nd and 4th Friday of each month. Our 'Walk To School' day for September will be Friday 13th. 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.) Please encourage your child/children to walk to/from school as often as possible as well as on 'Walk To School' days.

DAILY MILE

The 'Daily Mile' will continue every day following our lunch break – please ensure that your child has trainer type shoes for this activity and brings a coat (we only cancel for very wet/cold weather!)

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

Monday 30th 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 Helen Magee
Principál

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.

HOW A PARENT CAN REGISTER A CONCERN / MAKE A COMPLAINT

