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Principal: Mrs. Keira McCallan BA (Hons), PQH

Monday, 20th August, 2018.

Dear Parent,

- I hope you are all having a relaxing summer. Please read the following notes carefully in preparation for the start of a new school year in September.
- In order to facilitate families travelling to the **All Ireland Final** on **Sunday, 2nd September**, our school will be closed on **Monday, 3rd September**. Congratulations to the **Tyrone** players and management. We wish them every success in the final. Pupils are asked to return to school on **Tuesday, 4th September** at the usual time. Please note that this closure does not affect the Year One start dates previously distributed to parents.
- The class arrangements for September are as follows:
 - Year 1/2:** Mrs. Taggart (Class Teacher)
Mrs. Mulryan (Foundation Stage Classroom Assistant)
Mrs. Shevlin (SEN Classroom Assistant)
Mrs. McGarvey (SEN Classroom Assistant)
 - Year 3/4:** Mrs. McConnell (Class Teacher)
 - Year 5/6:** Mrs. Barrett (Class Teacher) Monday
Mr. Colton (Class Teacher) Tuesday – Friday
 - Year 7:** Mrs. McCallan (Class Teacher) Monday – Wednesday
Mrs. Barrett (Class Teacher) Thursday and Friday
Miss. Quinn (SEN Classroom Assistant)
- Please note that our school day starts at **9.10am**. Pupils are asked to arrive from **9.00am**. Pupils should not be in school earlier than this unless a special arrangement has been made with me. Please complete the slip attached if you wish your child/children to be supervised in school from 8.45am and return it to school by **Monday, 4th September**. Please note that pupils should not be in school prior

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to 8.45am, as supervision cannot be guaranteed before this time. Any parents who have previously made an arrangement with myself regarding their child arriving in school earlier than 9.00am should complete the slip also. The front door will be closed each day at 9.10am, in the interests of child protection and safeguarding. If you need to enter the school after this time, please press the buzzer beside our postbox at the front door and someone will let you in. Our back door is for exiting only and will remain locked from the outside.

- To aid speedy administration in the morning, please send in all monies in the money wallets sent home in September. Additional wallets are available from the Parents' Noticeboard at the entrance to our school. Wallets must be marked with your child's name, class, date, what the payment is for, how much money is included for each item and the total amount of money enclosed. Pupils are asked to send the wallets into their class teacher each day in their Notes folder. Alternatively all monies for the week can be sent into the class teacher in one money wallet each Monday morning.
- Some items of clothing were left behind by pupils in the school in June. Any labelled items will be returned to your child in September. Unfortunately some of the items were not labelled and we are therefore unable to identify the owners. All items not labelled will be available from the **Year Seven** classroom on **Wednesday 29th August** from **7.30pm to 9pm** if any parent would like to come in, identify and collect their child's belongings.
- **Mrs. Taggart** will be delivering an **Information Evening** for all **Year 1** parents on **Wednesday, 29th August @ 7pm** in the school Assembly Hall. During the evening Mrs. Taggart will outline the routines, teaching and learning practices, etc., in the Foundation Stage. All Year 1 parents are invited to attend. Parents will be reminded at the meeting of their child's start date. During September we operate a staggered intake with a shorter day for pupils in Year 1. This means that the children can gradually adjust to a full day at school. Information will be given to parents regarding these times at the Information Evening. We look forward to seeing you then.
- **Mrs. Taggart** will issue a letter regarding provision for **Music** when school recommences.
- Teachers have requested that pupils do not bring pencil cases into school. All necessary stationery will be provided by the school. Pupils are asked to keep any stationery purchased for the start of the new year at home for completing homework tasks. Mrs. McConnell has asked that each pupil bring a **pencil** with them each day to school.
- To avoid distraction during teaching and learning time, pupils are asked to refrain from bringing in water or juice bottles into school. Pupils who take lunch may continue to bring water in as part of their lunch. Fresh water will be available in each classroom throughout the day. Pupils will be permitted to bring water with them when attending sports events outside.

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- The school office will be open at the following times:

Monday: 8.30am to 4pm
Tuesday: 8.30am to 4pm
Wednesday: **CLOSED**
Thursday: 8.30am to 4pm
Friday: 8.30am to 12.30pm

If you need access to the school on a Wednesday, please ring the buzzer at the front door. If a member of staff is unable to come to your attention, please knock on my classroom window and someone will attend to you as soon as possible.

Yours sincerely,

Mrs. Keira McCallan
(Principal)

Morning Supervision Request

I would like my child/children _____
to be supervised by an appropriate adult in school from 8.45am to 9.00am.

Please tick as appropriate.

Monday to Friday

Monday

Tuesday

Wednesday

Thursday

Friday

Signed:

Date: