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

Monday, 26th August, 2019.

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.
- The class arrangements for September are as follows:
 - Year 1/2:** Mrs. Taggart (Class Teacher)
Mrs. Mulryan (Foundation Stage Classroom Assistant)
 - Year 3/4:** Mrs. McConnell (Class Teacher)
Mrs. Shevlin (SEN Classroom Assistant)
Mrs. McGarvey (SEN Classroom Assistant)
 - Year 5/6:** Mrs. Mulligan (Class Teacher)
 - Year 7:** Mrs. McCallan (Class Teacher) Monday – Wednesday
Mrs. Barrett (Class Teacher) Thursday and Friday
- 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, 2nd September**. Please note that pupils should not be in school prior 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 at all times.
- 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'

‘We learn to love and love to learn.’

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 school office until **Thursday, 5th September**. After this date, unidentified items will be put into our clothing bank.
- 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. Taggart has requested that pencil cases/items of stationery are not put into pupils' homework folders.
- 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.
- 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 or a Friday afternoon, 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.

Please refrain from telephoning the school office on a **Wednesday**, except in an emergency, to avoid disruption to teaching and learning in Year Seven.

Yours sincerely,

Keira McCallan

Mrs. Keira McCallan
(Principal)

‘We learn to love and love to learn.’

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.

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Monday to Friday

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Monday

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Tuesday

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Wednesday

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Thursday

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Friday

Signed:

Date: