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| September 2022 Newsletter |
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******St Davog’s Primary School

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| Important Announcement**Safeguarding Team**The Designated Teacher for Child Protection is Mrs KeownThe Deputy Designated Teacher for Child Protection is Mrs McGaugheyThe Chairperson of the School Board of Governors is Mrs Catherine Clayton.Governor responsible for Child ProtectionMrs Christine Gilmurray |

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| **Welcome**We welcome all children back to school for a new school year but we say a very special welcome to all the P1 children and our new pupils who have joined us in the other classes. The teachers and staff are all ready to work and we hope that all the children will have a successful year. We look forward to working with all parents and carers to support the children in school and at home.**Uniform Reminder** School uniform must be worn daily. It consists of a Maroon jumper with the school logo, white shirt, marron tie and grey skirt or trousers. Your child’s teacher will be informing your child of the day chosen for PE and the equipment they need for PE. Children can wear their PE uniform, a yellow polo shirt and grey/black shorts or tracksuit bottoms on PE day. Children are expected to wear their full uniform on other school days. ***Please ensure that all items of uniform are clearly labelled with the child’s name otherwise it is impossible to identify lost property.*****School Website**As there will be regular updates that need to be communicated to all families throughout the school year we ask all parents to download the school app at stdavogspsbelleek.com. The website will be a link between school and home allowing staff to communicate with parents and post pictures of some of the children’s work and after school activities.  |
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**The School day**

Class starts for all children at 9:00am. Children can come to school after 8:45am and teachers will supervise the children and ensure that the children are ready for class at 9:00. The school doors will be closing at 9:00 and all children are expected to be in class. As the school dinners are not cooked on site the dinner order needs to be with the kitchen staff at 9:15. Children cannot expect to have a school dinner ordered if they come to school late.

**Attendance**

If your child is absent from school, please telephone the school on the first day of absence. **A note** **should be brought into school on the first day of return to school explaining the absence.** If a child is absent from school without explanation parents/careers will be contacted for information regarding the child’s absence on the second day of absence. **Lateness and absence are recorded on our attendance system and monitored by the Education Welfare Officer**. If your child is absent or needs to leave school for any reason, the request should be put in writing and your child will need to bring this to their class teacher. The Education Welfare Service monitors attendance on a monthly basis and if your child’s attendance drops below 85%, a referral will be made by the school or the Education Welfare Officer may contact you directly as they now have access to our computerized attendance records.

**Medication**

Could all parents ensure that children who require inhalers and other emergency medicine have the appropriate medicines in school. The medicines will be stored in a central location in school with the child’s name labelled on the medicine. Can all parents check that their child’s medicine is within the expiry date and has clear administration instructions**. It is essential that the school is informed of the medical needs of all children. All details of allergies need to be communicated clearly on the child’s data collection forms.**

**Collection from school**

The Health and Safety of the children in St Davog’s is paramount to all teaching and non-teaching staff and in order to fulfill the requirements of revised Child Protection regulations, it is essential that staff complete a safe handover of your children to the appropriate parents, guardians or carers. There are 3 times during the school day when children will be leaving the school and the regulations are as follows.

During September, P1 children will be leaving school at 12.30. The children will be brought to the front door of the school by their teacher or classroom assistant for collection.

From the first Monday in October, P1and P2 children will be leaving school at 2.00pm and these children will also be brought to the school front door by relevant members of staff.

As all other classes will be leaving school at 3.00pm. Children who are being collected by car will be handed over to parents at the school gate leading to the playground and children travelling home by EA transport will be supervised on to the bus by staff.

These regulations are to ensure that all staff are aware of who is collecting children and the safe handover of children at the end of the school day.

**Children will not be permitted to leave the school grounds without parents/carers.**

**School Funds**

Parents are asked to contribute to school funds as follows:

£20.00 for the eldest or only child in the family, £10.00 for each subsequent child eg £30.00 for 2 children, £40.00 for 3 children. As usual all funds will be used for the benefit of your child.

I would appreciate if all school funds were paid by the end of September.

**Dinner Money**

Dinner money for the week **MUST** be paid every Monday or Friday morning. School dinners cost £2.60 per day or £13.00 per week. Money owed for dinners cannot be carried on from one week until the next. **Could parents ensure that the money is brought to school by your child in a sealed envelope cleary labelled with the child’s name and what the money is for.**

Please find attached a copy of the school dinner menu. The dinner menu is also on the school website in the parent section. Canteen staff will be following the menu according to the dates listed at the side of the menu and supervisory staff will aim to ensure that your child gets the food that they prefer, however as the meals are not cooked on site, your child may not always be able to avail of the food of their choice.

**Milk**

Milk will be available from Monday 17th September. Milk money is payable in advance for the term. The cost of milk (20p per day) for the term 17th September until 20th December will be £13.00.

All names and money to be paid by Thursday 13th September. Names cannot be added after this date.

**CAR PARKING**

**All** parents are required to park their cars on the road outside the school gates while dropping off or collecting their children in the morning, during the day and afternoon as opposed to driving into the school grounds. Parents who insist on parking in the school grounds increase the risk of a child being knocked down and a serious accident occurring. In addition, they take up parking spaces required by staff and make it difficult for the school bus to turn.

If your child is being dropped off or collected from school by a child-minder or other relative it is essential that you inform them of this arrangement as it is of utmost importance for the safety of all pupils that this rule is fully observed.

In conclusion, I thank all those parents who continually observe this rule – your care and concern for the safety of all our pupils is much appreciated.

If you have any queries regarding any of this information, do not hesitate to contact me. I thank you sincerely in anticipation of your full co-operation in this matter. Let us work together for the safety of your children.

##### **SCHOOL HOLIDAYS**

A list of school holidays for the year is enclosed. Please keep these in a safe place for your reference. The holiday list is also available on the school website in the parents’ section.

In addition to these there will be a number of Staff Training Days this year when the school will be closed for pupils – you will be advised of these prior to each closure.

**Please note that school will be closed on Monday 3rd October for Staff training.**

**Children learn when they are at school and The Department of Education provides funding for your child to ensure that they have an education. Every day that your child is absent from school means that they are not availing of their education. Children who are absent from school due to family holidays will be marked absent if the holiday has not been agreed with school staff.**

# CONTACT NUMBERS – DATA COLLECTION FORM

In the event of your child becoming ill or injured during school hours it is vitally important that we have a telephone number at which we can contact you **immediately. If your child is exhibiting any signs of illness you will be contacted by a staff member immediately, therefore you need to contactable at all times.**

We will make every effort to contact you or a named person.

However, if you/they are unavailable please indicate on the attached form **if you** **give**

**permission** for a member of staff to bring your child to the doctor/dentist.

As we update our contact numbers every year, each family should send, on the sheet provided, **3 telephone numbers** of people who may be contacted **during school hours** (9.00 a.m. - 3.00 p.m.) **and who are available** t**o collect your child, if necessary.**

If we are unable to contact you on any of the given numbers, the school cannot be held responsible for the decision made for the well-being of your child. Could you please include pupil’s official address on this form and could you also supply an email address to which we can send correspondence to you.