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September 2019

Dear Parents/Guardians,

Welcome back for the new school year. A very special welcome to our 13 new students. We are all looking forward to working with you to make this an enjoyable and productive year for your child. Here are some reminders about procedures and school rules for the coming year.

Change of address

If you recently have changed your address, phone number or your emergency contact numbers, could you inform Sarah in our school office. It is extremely important that we can contact all our parents/guardians should the need arise.

School Uniform

Uniforms must be worn every day. On sports days students will bring their P.E. gear and change into it in school before going to sports. Afterwards they will change back into their uniform.

P.E/Sports

Football and girls sports are held every Friday, starting on Friday 13th September. Athletics for seniors will begin on Wednesday 11th September.

Swimming for junior - classes 2 to 6 will begin in Kells Swimming Pool on Friday 13th September for 6 weeks.

Absences from school

Commencing 2nd September, we are now required by the DES to record all absences electronically using a data base called Aladdin. The teacher will record whether your child is present, absent, or late. We are required by law to keep this information and make attendance reports to TUSLA three times a year.

It is very important that you inform the school of your child's absence and the reason for it. You can do this by writing a note to the teacher, phoning the office, or emailing the school.

Homework

Pupils get homework from Monday to Thursday nights. If you have any issue regarding homework please do not hesitate to contact your child's teacher.

Healthy Eating

Like all schools, we have a healthy eating policy. We encourage children to bring a sandwich/roll, fruit and a drink each day.

Sweets, chocolate, crisps, popcorn and fizzy drinks are not allowed. If your child has any of the above in their lunch box, they will be removed. We appreciate your understanding and cooperation on this matter. Milk is available in the school.

Code of Behaviour

Please ensure that you have read our code of behavior and discuss it with your child.

Bullying of any kind is not tolerated in our school, staff are vigilant to ensure that it does not happen. This is a reporting school and all students are encouraged to report to a member of staff if they feel that they or someone else is being bullied. The matter will then be investigated by the class teacher.

Parents/Guardians with any concerns should contact the school.

Mobile phones and other Electronic Devices

Mobile phones and other electronic devices are not allowed. They will be confiscated immediately and not returned until a parent/guardian can come to the school to collect them.

Car Parking and collecting children from school

Our school gates are now electronic, and are controlled from the school office. Should you need to collect your child early please press the buzzer on the key pad, and allow time for the gates to open.

Please do not park in the bus bay outside the school in the evening, this is reserved for two of the 24 buses that come to our school each day.

Birthday invitations

Due to new GDPR laws we cannot distribute birthday invitations, or provide addresses or phone numbers of any pupils in our school. We thank you for your support and understanding regarding this matter.

Early collections

If you wish to collect your child early from school we would ask that you notify the relevant bus driver to inform them of this early collection.

All early collections/visitors must first sign in at our school office, parents/guardians must wait at the school office for their child, only school personnel are permitted on school grounds during the day. This is part of our Health and Safety Policy and our Data Protection Policy, which ensures the safety of all our pupils.

Book Rental

Book rental for the next school year is €75 for one child, and €140 for two children. This can be given to Sarah in the office from 2nd September '19. We would greatly appreciate if all money was paid by the end of October '19.

Sacrament Classes

Our pupils making the sacrament of confirmation this year will wear their school uniform for the ceremony. This will be discussed with the parents /guardians concerned in more detail at our Patent Teacher Meetings in late October.

Calendar for Term 1

1. Football begins on Friday 13th September.
2. Swimming for junior classes 2 to 6 begins on Friday 13th September.
3. Athletics for seniors begins on Wednesday 11th September.
4. Church gate collection on Sat/Sun - 28th/29th September, St. Mary's Church, Navan.
5. P/T meetings/ IEP meetings will be held on Tuesday 22nd October from 3-5pm.
6. School closed from 28th October – 3rd November '19.
7. School reopens on Monday 4th November '19.
8. Annual Cake Sale Friday 6th December.
9. Senior school trip to the Gaiety Theatre - Tuesday 3rd December '19.
10. School closes on Friday 20th December for Christmas Holidays.
11. School reopens on Monday 6th January 2020.

Kind regards,

Jean Cunningham Principal