

OUR LADY'S PRIMARY SCHOOL

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Principal: Mr Tomás Mc Kee

Our Lady's P.S.



4th September 2017

Dear Parents/Carers,

Welcome back after the summer break and a special welcome to all our new pupils entering Primary One and other classes throughout the school. As new Principal of Our Lady's Primary School I look forward to getting to know you and your children. I hope that we will work together to ensure your child feels happy and secure in school and receives a high standard of education, as in keeping with the traditions of the school.

I would like to thank Mr Pat Mallon for his excellent service to the school community and all the time and support that he has given to me over the past few months. I am also very grateful to all the staff and governors who have warmly welcomed me to the school and I look forward to working with them as we aspire to deliver an excellent educational experience for all.

Please read the following important information below.

Please Note - we have made some changes to our morning supervision and afternoon collection arrangements.

Classes – 2017/18

Primary One – Mrs Karina O Hara (Mon-Thurs) & Mrs Ann Maxwell (Fri)

Primary Two – Mrs Kerry Dillon

Primary Three – Mrs Kate Comiskey

Primary Four – Mrs Aideen Mc Cloy

Primary Five – Mrs Noreen Hegarty

Primary Six – Mr Brian Kelly

Primary Seven – Mr Tomás Mc Kee (Tues, Wed & Fri) & Mrs Ann Maxwell (Mon & Thurs)

MORNING SUPERVISION - Children will be supervised in the yard from **8.30 am as normal**. On dry mornings the children will leave their school bags in designated areas outside the school and go to the top yard (P1-3) or main yard (P4-7). Teachers will collect all pupils at 9 am. On wet mornings children are to enter the school via the Foundation Stage Resource Area door and go to the assembly hall where they will wait until they are collected by their teacher. External classroom doors will not be opened in the mornings. It is vitally important that all children **arrive punctually to school**.

SCHOOL HOURS - Primary 1 – 3: **9 am – 2 pm** and Primary 4 – 7: **9 am – 3 pm**.

Break-time – **10.45 – 11 am** Lunch-times – P1, 2 & 7 – **12 – 12.45 pm** and P3, 4, 5 & 6 – **12.45 – 1.30 pm**.

Pupils are legally required to be in school during the above times. Please try to arrange medical or dental appointments outside school hours.

On your child's return to school after an absence, the school must be provided with a reason via a note to teacher. Please note that a 100% attendance can only be achieved if the child is present for a full school day.

COLLECTION OF PUPILS in Primary 1, 2 & 3 at 2pm – P1 & 2 Children will now be collected from the Foundation Stage Resource Area and P3 pupils will be collected from outside their classroom or the P3 cloakroom on wet days. These new arrangements are to ensure that we follow the Department of Education Safeguarding and Health and Safety guidelines.

Primary 4 – 7 – children can be collected from the front of the school as normal at **3pm**.

PLEASE DRIVE AND PARK SAFELY IN AND AROUND THE SCHOOL.

SCHOOL UNIFORM – Please ensure that your child is wearing the correct school uniform: plain navy trousers/skirt/pinafore, white polo shirt and crested sweatshirt. Branded trousers or polo shirts are not permitted. Polo shirts and sweatshirts are available from Dessie's in Armagh. (Plain polo shirts are acceptable), ***It is important that all uniforms and school bags are clearly labelled.***

SCHOOL DINNERS – I am delighted to welcome Mrs Briega Mackle, our new cook, to the school and I hope she will be very happy in her new role. The cost of a school dinner has increased from last year and they now cost £2.60 per day = **£13 per week.** This must be paid each **Monday in advance.** (Payable either by cash or cheque made out to the school). Please send money into school in a sealed envelope with your child's/children's name(s) and amount clearly written. School Dinners Cost £54.60 for the month of September for those parents who wish to pay monthly in advance. Please find a copy of September's dinner menu attached and it will be available on our website.

SCHOOL YELLOW ENVELOPES PACK - Costing **£1.50** are available from the office, (this is a valuable means of keeping track of all the money that comes into the school).

SNACK / FRUIT MONEY - We provide and encourage each child to have some fruit each morning, and it is very popular with most pupils. Snack/Fruit Money for every pupil will be £5 per month. This must be paid each month in advance to cover the cost of the fruit (You can pay each term or full year in advance if you wish).

LUNCHES - All pupils who take lunch must have a lunch box with their names clearly visible. As we have children who suffer from specific food allergies we request that no pears, kiwi fruit, peanuts or related products are brought to school. The school is a '**Nut Free Zone**'.

MEDICAL - Please contact the school directly if a new medical diagnosis has been made or an existing one no longer applies or has been amended. If your child has an asthma plan, please provide a copy of it with relevant medication to the office/class teacher. Pupils are not allowed to carry medication in their bags. Ensure pupils requiring glasses have them in school and the teacher is informed.

SCHOOL HOLIDAYS - Please find an updated list of school closures for the year attached and also on the school website.

IMPORTANT DATES – Friday 15th September – Jersey day

Thursday 28th September – Beginning of Year Mass in Tullysaran Church @ 10 am followed by a coffee morning

Thursday 28th September – Thursday 5th October – Book Fair

Thursday 28th September - Curriculum information evening - P2 – 7

Thursday 5th October – P1 Curriculum information evening

Beginning at the start of October – Children's Liturgy in Tullysaran @ 10 am Mass.

Monday 23rd – Thursday 26th October - Parent Teacher Meetings (after-school)

Thursday 30th November – Flu vaccinations

Sunday 6th May 2018 – Holy Communion in Our Lady's Chapel, Tullysaran @ 10 am (May Bank Holiday Weekend)

CONTACT DETAILS - Please advise the school in writing of any change of address or telephone contact details. It is essential that each pupil has a Contact Mobile Number for at least one parent to be used in the event of an emergency or to be updated for our text messaging service.

We greatly appreciate your support with the above arrangements. This ensures the smooth running of our school and provision for your child/ren of their full educational entitlement.

I would like to thank you all for your valuable contributions to last year's parent survey. As a result, we will be reviewing our preschool and afterschool provision as part of our new School Development Plan.

In this the twentieth anniversary of the opening of Our Lady's, I would like to take this opportunity on behalf of all staff to wish you and your family all the best for the school year.

Please contact the school to arrange an appointment, if you have any concerns or queries regarding your child/ren('s) education.

Many Thanks,

Mr Tomás McKee.
Principal