

Dear Parents,

We hope you all had an enjoyable summer, and are ready for a new school year. We welcome back all pupils and especially those starting school for the first time. We look forward to a happy year working together.

Please take the time to read below for procedures that are in place in school throughout the year. A copy will be uploaded onto the school website.

### **Book Rental**

The Book Rental Scheme will operate as usual this year. This benefits all pupils, reducing bills significantly. Please encourage your child to take care of school books and copies and please cover books. The pupils' book lists are being sent home today.

### **Cheques**

If you are writing cheques to the school, please make them payable to Lawrencetown N.S. Management Committee.

### **Code of Discipline**

Enclosed is an extract of our Code of Behaviour i.e. Show Me Five, BEHAVE and the sanctions when pupils misbehave. Please read this with your child and return the signed form to the school and support the staff in its implementation by Friday September 8<sup>th</sup>.

### **Correspondence and Communication**

Teachers are willing to speak with parents but cannot leave children unattended. Please telephone the school to arrange an appointment if you wish to speak to a teacher.

Please ensure that the **contact details** we have for you are correct by informing us if you change your phone number or address.

### **Digital Schools**

Thank you to everyone that supported our skipathon in June. We have purchased 4 more laptops for the pupils and invested in improving the internet service to the school over the summer months. Sincere thank you to Neville Kelly for sponsoring a laptop trolley for the school.

This year we will be applying to become a Digital School of Distinction.

### **Education Welfare Act**

Welfare Officers have the authority to call to schools to look at the roll books. Pupils who miss more than 20 days must be reported to the National Educational Welfare Board (NEWB).

When a child has accumulated **15 days** of absence, a letter will be sent to the parents/guardians to inform them of the Education Welfare Act requirements.

Don't Let Your Child Miss Out (Leaflet for parents NEWB 2004) is available on the school website.

Parents are asked **to** notify the school if a pupil will be absent or if they have been absent either by writing a note or calling the school.

Pupils will receive attendance certificates for full attendance each term this year.

### **Gifts/Invitations**

We would ask that children not exchange gifts, Christmas Cards or invitations in school. Some children are invariably left out, which is very hurtful

### **Green Schools.**

This year there will be a change to Walk on Wednesdays (WOW) and it will now be known as **No Car Tuesday** (NCT). The first NCT will take place on Tuesday September 5th in the Village Square.

Once again we would like to thank Mrs. Mc Evoy for her commitment to the Green Schools Programme, the parents for helping each morning and to all of the pupils and we look forward to your continued commitment.

### **Head Lice**

Be aware, school is a place to pick up head lice. Check hair regularly. Only treat if infestation occurs. Please inform the school if you are aware of head lice. Long hair must always be worn tied back.

### **Health and Safety/Security**

As advised, we installed secure access to the school during the summer. To access the school, please press the call button at the senior entrance and access will be granted through an intercom/buzzer system.

The current system of collecting junior and senior infant pupils at 2pm from **the junior entrance** will continue.

Due to health and safety, children should be with their parents at all times once they are collected. Your co-operation in this matter would be greatly appreciated.

### **Healthy Lunches**

Please adhere to the Healthy Lunch Policy i.e. Sandwich, fruit and non fizzy drinks.

### **Homework**

Pupils' best effort should be made at presenting homework. Parents are asked to sign the school journal each night as this is the main method of communication between the home and school. No homework is given at weekends if work is satisfactory Monday to Friday.

### **Insurance**

24 hour Personal Accident Insurance is available for €8.40. We recommend all pupils avail of it. Please see attached application form. Please fill in the form and return to the school with payment before Friday September 8<sup>th</sup>. A copy of the policy is available in the school, if required.

### **Parents' Association**

Thank you to all of the parents that organised and helped with extra-curricular and fundraising activities during the 2016-17 school year.

A special thank you to the Parents Association Officers who served on the association for two years. It is greatly appreciated.

An AGM for the Parents Association will be held in September, the date has yet to be decided.

### **Parking**

We ask that parents, guardians, grandparents and childminders all park on the same side of the road as the school behind the school bus. A further letter will be sent in the coming days regarding parking. Your co-operation will be very much appreciated.

### **School Hours**

School starts promptly at 9:20 and finishes at 2pm for infants and 3p.m for 1<sup>st</sup>- 6<sup>th</sup>.

No responsibility is accepted for pupils outside of these hours, therefore pupils should not be dropped to school before 9:15 am.

### **Payments**

This year we are asking parents to **put all payments into envelopes labelled with your child's/children's names and amount payable** and to make payments on **Tuesdays and Thursdays.**

### **Photographs**

County Photos will visit the school on Friday September 8th to take the children's photographs. A few weeks after the photographs are taken, the company send proofs to the school. We will then send them home with the pupils. There is no obligation for families to purchase.

**School Uniform**

Full uniform should be worn every day. The uniform consists of a blue jumper, yellow polo shirt and navy trousers. Tracksuit bottoms may be worn on the day the pupil has PE. **All property should be labelled with the child's full name.** Children using the pitch must bring spare tracksuit bottoms, otherwise they will not be allowed to play on the pitch. Slippers to be worn inside should be black.

**Secretary**

Contact Bríd at the school telephone number on Tuesdays and Thursdays between 9am and 2:30 p.m.

**A.O.B.**

Tipp Ex, chewing gum, mobile phones and hair gel are not allowed at school.

Please find attached: Show Me Five, BEHAVE Rules, Code of Behaviour Form, Healthy Lunch ideas and Brennan Insurance Form.

Thanking you for your co-operation and support and we look forward to a happy and successful year.

Yours sincerely,

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Catherine O'Donnell - Principal

**SCHOOL CLOSURE DATES SCHOOL  
YEAR 2017-18**

**School reopens Thursday August 31<sup>st</sup> 2017  
at 9:20 am**

**Midterm break:** October 30<sup>th</sup> - November 3<sup>rd</sup>

School reopens Monday, November 6<sup>th</sup>

**School Closed:** Friday December 8<sup>th</sup> (Feast  
Day of the Immaculate Conception)

**Christmas holidays:** School closes at 12.15  
on Friday December 22<sup>nd</sup> 2017 and reopens  
on Monday, January 8<sup>th</sup> 2018

**Midterm break:** School closed on February  
15<sup>th</sup> and February 16<sup>th</sup>, 2018 (Thursday &  
Friday)

**Public Holiday:** Monday March 19<sup>th</sup>

**Easter Holidays:** School closes at 12.15 on  
Friday March 23<sup>rd</sup> and reopens on Monday  
April 9<sup>th</sup>

**May Bank holiday:** School closed on  
Monday, 7<sup>th</sup> of May

**June Bank holiday:** School closed on  
Monday, 4<sup>th</sup> of June

**Summer holidays** on Tuesday June 26<sup>th</sup> at  
12:15