

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.

We would like to welcome Ms. Caroline Nee to our staff. Ms. Nee will be teaching 2nd and 3rd class until Mrs. Whiriskey returns.

We would also like to welcome our new caretaker Gerry Farrell to our staff and wish John Lyons well in the future.

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 7th**.

Community Development

The school and Lawrencetown Community Development Group have been working very closely over the past number of years.

This year there is a huge focus on developing the area beside and behind the school to provide safe access, safe parking, before and after school care and a MUGA (Multi Games Access Area) pitch.

An information evening will be held in the **Community Hall on Tuesday September 11th at 9pm.** We invite and would encourage all parents to attend to share opinions and ideas and to receive the most up-to-date information on this fantastic project.

A Monster Raffle will be held on **Sunday October 21st** in Kiltormer Sports Complex to help fund this project. Further details will follow in the coming weeks regarding how to support this.

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.

Drama

Drama will begin on Friday September 21st and continue for 10 weeks. There will be a show held in Ballinasloe Town Hall on Friday November 30th. The cost will be €20 per pupil. **Please pay by Thursday September 20th.**

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 phone call will be made or 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 we will continue with **No Car Tuesday** (NCT). The first NCT will take place on Tuesday September 4th 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

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 Compulsory Personal Accident Insurance is €8.90. We ask all pupils to avail of it. Please see attached application form. **Please fill in the form and return to the school with payment before Friday September 7th.** 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 2017-18 school year.

A special thank you to the Parents' Association Officers who served on the association. 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. 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 1st- 6th.

While the school grounds are open to pupils outside these hours, the school authorities have no responsibility for children arriving before official opening time, or remaining on the school grounds in the evenings.

Payments

We ask 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 Thursday September 6th 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/pinafore. Tracksuit bottoms may be worn on the day the pupil has PE.

All property should be labelled with the child's full name.

Navy shorts may be worn with permission during warmer months.

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.

Please leave a message on the answering machine outside of these times.

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,

Catherine O'Donnell - Principal