



ST. CONOR'S PRIMARY SCHOOL & NURSERY UNIT
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Principal: Mrs Katrina McGettigan B.Ed(Hons), M.Ed, PQH(NI)

5th September 2017

Dear Parents / Guardians,

1. WELCOME BACK

A very warm welcome back to school to all our pupils and their families; and a special welcome to our Nursery and Year 1 children who are beginning their educational journey with us. We are also pleased to welcome those children who have come from other schools to join us at St Conor's this September.

The staff of St Conor's is looking forward to working in partnership with you to meet the needs of each of your children during the year ahead. We wish all our pupils a happy, healthy and successful school year!

2. HEALTH & SAFETY REMINDERS

2.1. Start of the school Day

School starts at 9.15 am. Supervision begins at 8.30 am. In the interest of health and safety no child can be on the premises before 8.30 am. (*Parents may wish to contact Play Zone, under the management of Cornabracken, for details of our Breakfast Club, available from 8 – 9 am Monday – Friday. Telephone: 028 82 249665 for further details.*)

2.2. Allergies

We have children within our school who have fatal nut allergies. We continue to ask parents to ensure that children **do not bring nuts or products containing nuts** into school for break or lunch - e.g. Nutella or cereal bars.

2.3. Asthma

If your child has a medical condition such as asthma and he/she needs to use an inhaler, please ensure that you inform the teacher and complete the relevant consent form. Please also ensure that the inhaler is labelled with his/her name and give a spare inhaler to your child's teacher in case the one they have gets lost or is forgotten.

2.4 Epi-pen

Parents of children with Epi-pens must ensure the school has two Epi-pens and that they are within the expiry date. It is parents' responsibility to replace and dispose of epi-pens that have 'expired'.

Medication must not be sent into school with children unless an 'Administration of Medicine' form has been completed by parents. (You can obtain this form from the school office). If your child develops a medical condition throughout the year please inform the school.

2.5 Parking

The car park at the front of the school is for **STAFF** cars **ONLY**. We make a plea to all parents and other drivers **NOT** to use, or block the entrance/exit to, the car park in the interest of your children's health and safety. This message also applies to parents / guardians of children attending the Nursery Unit.

3. SENDING MONEY INTO SCHOOL

We ask that all monies sent into school e.g. for dinner, milk, trips, after school activities etc., are sent into school in a **sealed envelope** – clearly marked with your child's name, class and what the money is for. The money pouch / envelope should be carried by your child in his/her school bag. Books of 'Money pouches' are available to purchase through the school priced £2.50 for a book of money pouches.

Please note:

- Lose money must not be handed to your child's teacher / assistant / secretary.
- We appreciate it when you give the **exact amount owed**. This saves the teacher / assistant a lot of valuable time sorting change. *Thank you!*

4. PUPIL ATTENDANCE & HOLIDAY ARRANGEMENTS 2017-18

If your child is absent from school for any reason please explain the absence in a [note](#) to the class teacher on the child's return to school. Homework Diaries issued to children in Years 4 – 7 have pages at the back for you to use to explain your child's absence to the teacher and/or you can email your explanation to the school office (info@stconors.omagh.ni.sch.uk). The school's Attendance Officer (based at the Education Authority) monitors all children's attendance monthly and she looks for an explanation for children's absences from school.

The daily attendance register is administered electronically by the class teacher. With this system, any child who arrives at school after 9.20 am is considered **LATE** for registration and recorded as such. This information is also monitored by the school's Attendance Officer.

The Department of Education (DENI) advises that parents should **not** take pupils on holidays in term time.

The proposed list of school closures for 2017-18 is attached.

5. MEALS

5.1 Breakfast

Breakfast is served from 8.30 am daily in the canteen. The following food items are available at a cost of 35p per portion: *Cereal & Milk; Pancakes; Bagels; Toast; Scones; Hot Chocolate; Tea; Coffee; Milk; Fruit Juice.*

5.2 Morning Snack at 10.45 am

We have a Healthy Eating Policy in school and therefore we encourage the children to bring a healthy snack at break-time (10.45 – 11.00) i.e. fruit, vegetables, water or milk. Milk is available in school from Monday 19th September at a cost of £12 for the term.

5.3 Dinner from the Canteen

School dinners cost £2.60 per day from 1st September 2017. You will have received a paper-copy of the canteen menu for 2017-18. This can also be accessed from our school website.

5.4 Free School Meals

Almost **one in five children** who are eligible for free school meals do not avail of them. It is important that all those children eligible for free school meals apply to the Education Authority for them – even if they wish to take a packed lunch. This is because we receive money in our school budget for each child registered for free school meals (irrespective of whether they take them or not).

6. UNIFORM

The children all look so smart in their uniforms – thank you for ensuring that your children have full uniform. All children should have their uniform clearly labelled. When the weather gets colder the girls may wear grey woolen tights to school instead of white socks. All children from Years 1 – 7 must wear the school's PE uniform: white polo shirt (with or without crest), royal blue shorts and suitable footwear for PE.

IMPORTANT

Mobile Phone Policy



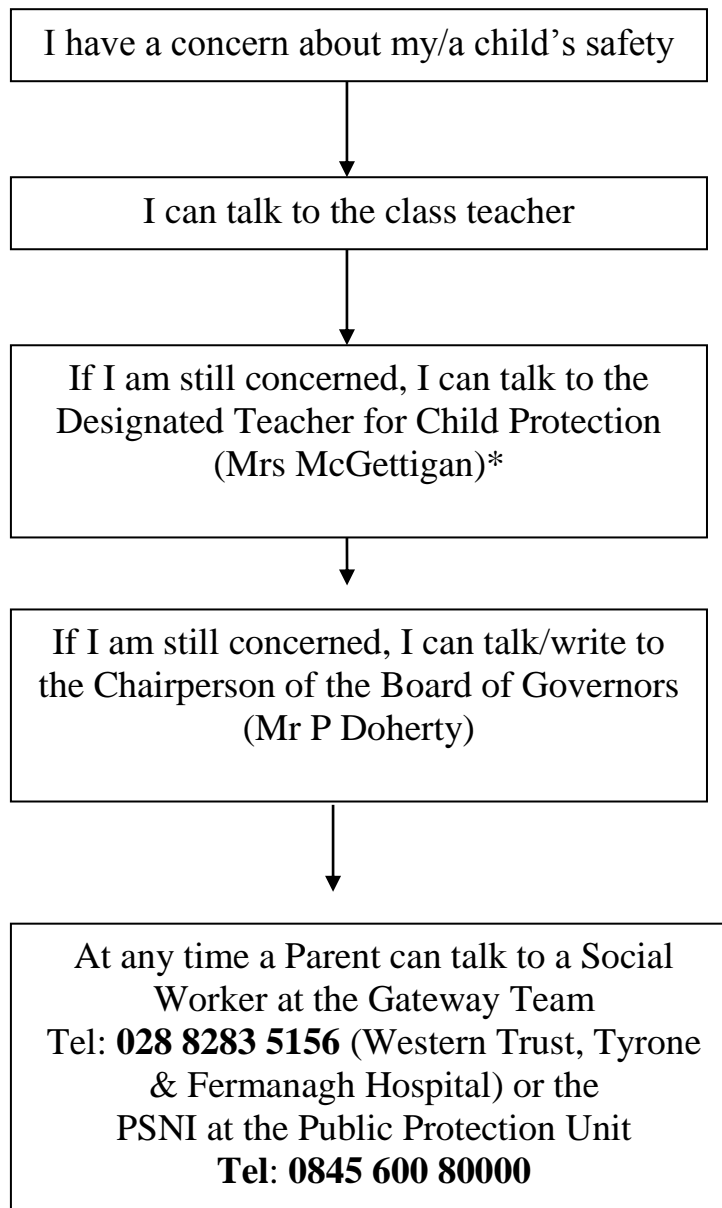
In St Conor's Primary School the welfare and well-being of our pupils is paramount.

The policy which governs the use of mobile phones in our school has been drawn up in the best interests of pupil safety and staff professionalism.

- *While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school, St Conor's Primary School **actively discourages** pupils from bringing mobile phones to school.*
- *If pupils must bring mobile phones to school, the phones **must remain switched off and never be seen while pupils are in class, the school building or the school grounds.***
- *Should parents need to contact pupils this should be done following the usual school procedures: via the school office. (Tel no. 028 82 244683)*
- *If a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated. The mobile phone will be held by the child's teacher until 3.15pm. The parents will be phoned and the pupil will be given their phone to take home at the end of the school day.*
- *If a pupil is found using a mobile phone to take photographs or video footage of either other pupils, or teachers, the device will be confiscated and the incident treated as a serious offence. (See Positive Behaviour Policy).*
- *If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a teacher.*
- *Parents are advised that St Conor's Primary School accepts no liability for the loss or damage to mobile phones which are brought into the school or school grounds.*
- *Please talk to your child about sharing his/her mobile number – to help prevent cyber-bullying.*

Child Protection Information 2017-18

How a Parent can Report a Concern



* **Child Protection Designated Teacher (CPDT)**

Mrs K McGettigan

Deputy Child Protection Designated Teachers (CPDDT)

Mrs A McDonagh; Mrs M McCormack (Nursery)

