



St. Louis Senior Primary School, Williams Park, Rathmines, Dublin 6

Our motto is: “Growing and Learning Together”

September 2018.

Dear Parents/Guardians,

We welcome your child back to school and we extend a special welcome to the children in second class, who successfully graduated from the Infant School in June. I hope all pupils will have a very successful and happy year. In order to help the children, settle into school again after the summer break, it is important that a good school routine is established.

- It is important that your child is in school before class teaching starts. The school cannot take responsibility for the safety of children who arrive on the school premises before the school doors open at 8.40am. The official **opening time** of the school is **8.50am**, with classes starting at 9.00am.
- School closes at **2.30pm**. Please ensure that you have arrangements in place to pick up your child on time. It is important from a child safety perspective that your child knows who is picking them up at the end of the school day.
- As part of our school policy, it is important that your child is wearing their school uniform every day.
- The **school tracksuit** and runners may be worn on **PE/swimming day only**. Tracksuits should **not be worn** on any other day.
- Check that **all items are ready** for school each day – uniform, bag, books, copies, pens, pencils, lunch etc.
- Please ensure that all belongings are **clearly marked with your child's name**.
- **No “weird and wonderful haircuts” or hair colour are acceptable in our school** and we appreciate your co-operation on this matter.

School Attendance: Children are asked to attend school each day and frequent or even occasional absences should be discouraged. Parents/guardians must supply notes to the teacher to explain all absences. Schools are obliged by law under the Education (Welfare) Act, 2000, to submit reports on school attendance to the Education Welfare Services of the Child and Family /Agency.

Home Contacts: The school **must have contact number/s and a current address in case of an emergency**. You are asked to fill in the form at the end of this letter so that we can revise our records. On occasion, during the year you will receive a text from the school to inform you about an important event. In such instances there is no need for you to reply to the text message. Your **mobile number** is required for this facility.

Lunches: Pupils have two breaks daily. They eat a small snack for the first break and the main lunch is eaten at lunchtime. Milk and sandwiches are provided free of charge in the school by Dublin City Council. We are a “**Green School**” and we must make every effort to retain our flags. Each child is asked to have an **airtight lunch box**. All wrappings, containers, plastic bottles, etc. are to be taken home in the lunch box.

Health and Hygiene: Your child will be coming into close contact with other children in the classroom, so therefore particular attention should be paid to health and hygiene. Check your **child's hair** weekly for

head lice. If your child has contacted head lice, please treat it immediately and send a note to the class teacher. The school will respond by issuing a letter to all of the children. When you receive that letter it is extremely important that you check your child`s hair and treat it.

* If your child has a particular health problem, please advise the school. Children who are sick should not be sent to school. When a child is ill in school, we will contact the child`s parent/guardian or minder.

Homework: The school has a policy of giving homework from Monday to Thursday. It is advisable to **establish a definite routine in your home for homework.** Positive encouragement and praise will help your child enormously.

Parent /Guardian – Teacher Communication: Parent / Teacher meetings take place in November. This is an important opportunity for Parents and Guardians to engage with their child`s teacher as to their child`s progress in class. Outside of this meeting, if you wish to meet your child`s teacher on any other occasion, you must schedule an appointment with the teacher directly or through the school secretary **Ms Josie Mulligan at Tel: 01 497 6098.**

Please ensure when you are meeting a member of the school staff that you notify your arrival on the school premises with the school secretary. For the safety of the children, it is important that the school administration knows who is on the school premises at all times.

School Fees: Thank you to parents/guardians who have paid their school fees this year. This money covers Book Rental, Photocopying, Art/ Crafts, Standardised Tests, Personal Insurance - A charge of €90 has been made to cover these costs –see Book Bills. Parents may make an arrangement with the class teacher to pay in 2 instalments e.g. €50 and €40, if they wish.

Swimming: We are delighted to have the use of the swimming pool in Rathmines at Swan Leisure and we look forward to using these wonderful facilities. Swimming lessons will be offered to all classes this year on a termly basis. It is part of the primary school curriculum **that all** pupils must attend. There will be a cost involved and we will endeavour to keep these costs as low as possible. Pupils receive professional swimming lessons and it is wonderful to see them make progress over the course of their lessons.

Fáilte: On behalf of the school community of St Louis Senior Primary School, I would like to welcome back all our teachers and staff. We have new staff members this year. Ms. Barbara Munnis, Ms. Róisín Bennett and Ms. Elaine Diffney. Ms. Fiona Corbett is our new Special Needs Assistant and Ms.Sinead Leydon is covering for Ms. Emily Maguire who is on maternity leave.

There has always been a strong tradition of parental support and engagement in St Louis Senior Primary School and I look forward to another successful school year.

Le gach dea ghúí,

Dolores Hanrahan
Principal

Updating Records: September 2018

Please fill in this form and return to the school as soon as possible. Place the completed form in an envelope marked with your child's name and room number. All information will be treated confidentially.

Name of Child	
Date of Birth	
Name of Mother	
Name of Father	
Address of Mother	
Address of Father (if different)	
PPSN Number	
<u>Contact Phone Numbers</u>	
IMPORTANT NOTE: to ensure you can be contacted at all times please make sure your mobile phone is always on. If your number has changed or changes in the future, please inform the school immediately.	
Mother	Home
	Work
	Mobile
Father	Home
	Work
	Mobile
e-mail address (only 1 needed)	
Contact number for Relative/Guardian	Phone Number: Relationship to child:
Health Concerns:	
Other necessary information regarding your child's welfare:	
<p>Note: If your child has an emergency while at school and we are unable to contact any of the numbers you have supplied, I/ we give permission for the school to contact the doctor or to bring our child to the hospital or dental clinic if necessary.</p> <p>Please tick: Yes ____ No ____</p>	
Signed: _____ (Parent/Guardian.)	

Education Welfare Act 2000 and the National Welfare Board

Under the Education (Welfare) Act, 2000, parents/guardians are responsible for making sure their child receives an education. Parents/ Guardians are advised to send their children to school regularly and to avoid unnecessary absences. **Punctuality** in the morning is also important and must be monitored.

If your child is unavoidably absent, parents are asked to notify the teacher **in writing**. The school will retain these notes and has an obligation under the Act (Education Welfare Act 2000) to **report absences of 20 days or more to the NEWB**, which now happens automatically. Each school will be visited by an EWO (Education Welfare Officer). The EWO will check on absences and may call to see families where there is a concern for the child's educational welfare. **Extenuating circumstances**, such as illness, will be taken into consideration.

“Notification of Child`s Absence From School.”

Summary.

Parents/ Guardians are requested to inform the school **in writing** of any absence of their child from school. Notification must be received **in writing** even if a parent/ guardian has informed the school by telephone. Notes will be retained in the school in compliance with the Education Welfare Act 2000. Children who are absent 20 school days or in excess of 20 school days are automatically reported to the Education Welfare Board.

****Parents/ Guardians are asked to sign the form below indicating that they have read the above on the Education Welfare Act 2000 and Notification of Absence from School.**

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I have read this information on the Education Welfare Act 2000 and Notification of Absence from school.

***Signed: _____ Parent/ Guardian.**

Name of Child: _____

Room No. _____ Class: _____