

ST FRANCIS' PS AGHADERG

INFORMATION FOR PARENTS



THE SCHOOL DAY

Due to the Covid19 restrictions, the school day has been amended as follows:

Staggered Morning Drop Off Times		Afternoon Collection:	
8.45am	P6/7 & younger Siblings	1.50pm	P1 & older P2/3 siblings
9.00am	P4/5 & younger siblings	2.00pm	P2/3 children
9.10am	P1/2/3 & younger siblings	2.50pm	P4/5 & older siblings
		2.55pm	P6/7 children
		3.00pm	P4/7 walkers & bus children

- A Morning Club, which operates from 8.00am until 8.45am, is open to all children. The Morning Club costs £5 per child per week, this is payable at the beginning of each week.
- **Parents should ensure that children, except those attending the Morning Club or those brought to school by bus, are not in school before 8.45 am.** No supervision is provided for other pupils until 8.45am.
- Pupils who arrive late, **after 9.15 am**, will be recorded as such.
- Children should also be collected **within 5 minutes** of their finishing time; parents and children should not linger in the school grounds but leave promptly via the footpaths. Parents must ensure that their children are supervised following handover (at 2pm or 3pm).
 - Primary 1 – 3 children should be collected at the green gate.
 - Primary 4 -7 children should be collected from the main playground. ‘Walkers’ and Bus children will be taken by staff to the main entrance to walk home or board their bus.
- The after school ‘Bus Club’ operates from 2.00 until 3.00pm to accommodate children who (i) are entitled to transport to or from school (ii) live more than two miles from the school. The cost is **£5 per child per week** which should be paid at the beginning of each week. *This will be reviewed when the After-Schools activities recommence.*
- After school activities (GAA, EVOS, speech & drama, yoga) have been suspended until satisfactory clarification has been issued by DE and PHA.

ATTENDANCE

- In the event of an absence the school should be informed by 9.15 am. On return the child’s teacher must be informed in **writing** of the reason for this absence.
- When a child has to come to school late or has to leave early, (e.g. due to a medical appointment) the child’s teacher or school secretary must be informed of this in writing or by phone. The adult accompanying the child must also sign the register in the foyer.
- Children should not be taken out of school for family holidays during term time. Teachers are not obliged to provide work for children who have been taken out of school during term time. (Only in exceptional circumstances, such as family trauma, shall a family holiday be recorded as an approved absence.)

Our records have to be up to date and available for inspection by the Education Welfare Officer (EWO). We are required by law to inform the EWO of irregularities such as a high rate of absence or frequent late arrivals. Attendances and absences are recorded as follows:

- Arrival after 9.15 and before 9.30am will be recorded as late (code L)
- Arrival after registration closes (after 9.30am) will be recorded as absent (code U) for the morning session (half day)
- Medical appointments, where the child leaves school early or returns to school will normally NOT be recorded as an absence. All day Medical appointments will be recorded as an authorised absence (code M)
- Absence due to family holiday will be recorded as an unauthorised absence (code G), in exceptional circumstances this may be recorded as an approved absence (code F)
- Where a child has been advised by PHA Contact Tracing to isolate, Code 8 will be used.
- If a child is unwell or is kept off school because he/she displays symptoms of Covid-19 (but not yet confirmed), Code I (Illness) will be used.
- If no acceptable explanation is received for an absence, this will be recorded as an unauthorised absence (code N or H)

In our experience, the vast majority of absences have been genuine and in such cases these will continue to be recorded as ‘authorised absences’.

WELFARE

- **DURING THE COVID PANDEMIC, IF YOUR CHILD DISPLAYS ANY SYMPTOMS OF COVID-19 (HIGH TEMPERATURE, NEW PERSISTENT COUGH OR LOSS OF SMELL OR TASTE) YOU SHOULD NOT SEND YOUR CHILD TO SCHOOL.**
- **In the interest of your child’s welfare, it is the responsibility of the parents to provide the school with at least three up to date emergency contact numbers.**
- **The school uses a texting system; it is essential that a priority mobile number is nominated for this system to operate successfully.**
- **ALL parents should download the school app from the Apple App Store or Google Play.**
- If there is a change to home transport arrangements, inform either the child’s teacher in writing or the school secretary by phone.
- Should a child be ill or injure themselves on site, they will be assessed by a member of staff. If the injury causes concern the child’s parent/guardian will be contacted for advice and if necessary asked to collect their child to take him/her home.
- In line with EA Covid guidance, should a child develop a high temperature, a persistent cough or a loss of smell or taste during the school day, the child will be isolated until a family member/carer collects them.
- **Medical Conditions/Allergies:** Please inform the school of any medical conditions including allergies that your child has.
- **Medication:** If your child has a condition, which requires them having to take medication on a regular basis (e.g. tablets/medicine) the principal is prepared to keep the required medication in the staffroom. **Clear written instructions signed by the parent and a doctor’s note** must be supplied with the medication, which should be clearly marked with the child’s name. Medication will not be administered to any child other than that sent in, with clear instructions, by a parent/guardian. If your child has asthma an inhaler must be kept in school; if prescribed, **two epi-pens** must be kept in school for children with severe allergies. **Parents should ensure that medicines and instructions are up to date.**
- Occasionally your child may require additional medication (e.g. antibiotics), this will only be administered if clear written guidance is sent to school with this medication.

- **Allergies:** Due to an increasing number of children in the school with nut and egg allergies, parents are asked **not to send in birthday cakes or cupcakes**. Nuts and nut products should not be included in your child's lunchbox.

APPOINTMENTS /VISITING

- **During these Covid19 times, visitors to the school will be restricted. Parents are reminded that they should only visit the school if it is necessary and only when an appointment has been made. Visitors should wear a face mask.**
- Parents who have a concern about any aspect of their child's education are encouraged to discuss this with their child's teacher. **It is essential that parents should phone the secretary to make an appointment with the teacher.** Parents should not contact a teacher at home regarding any issue they may have about their child's education. Children should not call to visit a teacher at their home.
- **For child protection purposes all visitors, including parents bringing a child to school late or taking a child out early, should sign the register in the foyer and report to the office. Parents/visitors should not visit other parts of the school without permission.**
 - Due to limited parking spaces and the need for special, taxi and bus access, parents should not drive into the school grounds when leaving their children to, or collecting children from the school. (Contact the school if there are exceptional circumstances).
- You are asked to **park with consideration** for other school users, Newbridge College and local residents. **Parents should consider the 'Park and Stride' option:** to ease congestion at the school entrance and on Donard View Road a number of parents have arranged to collect their children in Scarva Street.
- **Parents are asked to keep the right hand lane on the roundabout free for through-traffic. Under no circumstances should a car block the right hand lane or the entrance/exit. The left hand lane should be used for dropping off children and not for long-term parking.**



HOMEWORK

REQUIREMENTS

1. Work is checked by parent/guardian, and **signed** by them to show that they are content with the standard of work.
2. The work presented reflects the child's own efforts.
3. That learning work is supported and reading is done under supervision.
4. If homework is of an unsatisfactory standard the child may be requested to redo it at home under parental supervision. If this fails, the child will complete the work at break or dinner time.



GUIDELINES FOR PARENTS

At the beginning of the school year teachers issued specific guidelines for each class. This year homework has been amended following consultations with parents and to address Covid-19 restrictions. Homework will be issued at the beginning of each week with specific homework tasks for each night; this should be returned each Friday. Occasionally homework will be given at the weekend. Some homework may be made available online through the school website or Seesaw app (parents and children should familiarize themselves with Seesaw). If there are ongoing issues with your child's homework, please contact their teacher via appointment.

SCHOOL MEALS

- To assist with the preparation of meals, parents are asked to ensure that meals are ordered by 9.30 am. Dinners are prepared on site according to current DE nutritional guidelines. **Dinners cost £2.60 and should be paid for using the slips provided (in a labelled envelope or money bag) at the beginning of each week.** Children could also use a purse or wallet.

- We are a **Healthy Eating** school. Children should bring in a ‘**healthy break**’ (fruit, vegetable, yoghurt, sandwich, etc.) **on four days per week, (Mon – Thurs)**. Fizzy drinks are prohibited. Friday will be a treat day; bars, etc can be included as part of a child’s lunch. We would expect your support with this matter.
- As part of our Healthy Lifestyles Policy, children are encouraged to drink water (NOT flavoured water) during the day; they should bring bottled water to school each day. Bottles cannot currently be refilled at the water fountain in the Resource Area.
- Healthy breaks (fruit, yoghurt, scones, toast) are available from the school kitchen. These should be paid for at the beginning of each four-week period at a cost of £6 per child (Tuesday 1st Sept, Monday 28th Oct, Mon 5th Oct.). More details are available on request.



UNIFORM

BOYS		GIRLS			
Jumper - maroon Trousers – grey Tie – maroon / grey striped Shirt – white Socks - grey		KS 1 – Pinafore – grey KS 2 – Skirt – grey Cardigan / Jumper – maroon Tie – maroon / grey striped Blouse – white Socks / tights – grey/maroon/white Summer term – red & white checked dress			
An embroidered school crest will be presented on enrolment. Additional crests, at a cost of £1, can be purchased in the school. An optional school coat/fleece is also available.					
<ul style="list-style-type: none"> • FOOTWEAR: Sensible black shoes are to worn. • PE: (all classes) Maroon sweatshirt or tracksuit top and grey jogging bottoms • <i>Indoor shoes: Trainers are recommended for PE lessons.</i> 					
Uniforms should be worn on a rota as follows:					
Class	Monday	Tuesday	Wednesday	Thursday	Friday
P1 – P4	PE Uniform	Formal Uniform	PE Uniform	Formal Uniform	PE Uniform
P5 – P7	Formal Uniform	PE Uniform	Formal Uniform	PE Uniform	Formal Uniform

GENERAL

- Children are asked to wear the proper uniform as set out above and in the School Prospectus.
- Children are encouraged **not** to bring valuables, jewellery or dangerous toys to school. These will be taken off the children and returned to the parent at the earliest possible occasion.
- Jewellery: Only one earring (stud type) can be worn per ear. Earrings are permitted only in the ear. Due to risk of injury rings should not be worn.
- Long hair must be tied up.
- Children are not to use mobile phones or smart watches in school. These will be confiscated and returned to a parent/guardian at home time. Children should not take photographs of staff or other children or use them on social media without their permission.

Additional information is available from the school website www.stfrancis.aghaderg.com or on the school app

These guidelines have been modified due to the current Covid19 pandemic. They have been drawn up to help to ensure that each child has the opportunity to learn in an enjoyable and safe environment. Parents are asked to respect these guidelines.
