



# St Joseph's Primary School

## Carnacaville

25 Carnacaville Road, Maghera, Newcastle, Co. Down BT33 0JS

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Principal: Mr Christopher McCann Bsc(Hons), PGCE, PQH(NI)



August 2017

Dear Parents & Guardians,

I hope you are all enjoying the holidays and that you are looking forward to the new school year. School reopens for all pupils on **Monday 4<sup>th</sup> September**. Reception and Primary 1 pupils have been given their specific start dates.

I would like to draw your attention to a few items and ask you to consider them before the term is upon us.

### **School Uniform and Shoes**

- I would ask all parents to adhere fully to our uniform policy and provide pupils with proper uniform items from our agreed suppliers, Annett's and Bingham's in Newcastle.
- Please remember to label your child's uniform and all of his/her belongings.
- Pupils are permitted to only wear black school shoes.
- Keeping our new school clean is now a mammoth task for our caretaker and in order to reduce the time consuming task of excessive scrubbing of floors:-
- **All school shoes and PE trainers must have NON MARKING SOLES.**
- This is to protect the new flooring throughout the school and the beautiful solid wooded floor in the Sports Hall.
- Please ensure to ask for non-marking soles when purchasing shoes for your child.
- If a pupil's shoes mark the floors excessively, staff have been asked to bring it to your attention.

We are all very proud of our new classrooms and I know you will agree with me that it only takes a little effort from everyone to ensure we maintain the high standard of finish in our new building.

- I would ask you to ensure that any pupils with shoulder length or longer hair have it tied back daily in a plait or pony tail. This is for practical reasons as it keeps hair away from their face during work time, playtime and PE. It also helps to minimise the spread of head lice.
- As stated in our school Information Booklet, for health and safety reasons pupils are only permitted to wear small stud type ear rings.

## **Staffing.**

- I am delighted to welcome Miss Rachel O'Hare to Carnacaville as a new permanent member of staff. She will take over Primary 6 this year. Miss O'Hare brings an excellent skill set to our school and I know all our pupils will benefit from her talents.
- Mr Knight will step up into Primary 7 this year. I would like to thank him for his support in providing continuity for this year's senior class.
- Mrs Brennan will teach Primary 4 this year and Miss Clare Hayes returns to teach Primary 2.
- Miss Griffin takes up a new position in another school from September. She will be truly missed by staff, pupils and parents and we wish her every happiness in her new post.

## **Early Morning Service**

Our Early Morning Service will begin again on **Monday 4<sup>th</sup> September 2017.** Parents are free to use the service on whatever day(s) suit them.

We make every effort to ensure costs are kept to a minimum for parents so please note **Prices have been reduced from last year.**

The service will be available ***from 8:00am until 8:45am each morning.*** Breakfast will be provided with a choice of cereal and toast, water, juice or milk. Pupils using the service will enter the school sports hall via the fire escape door. Pupils will be supervised in the sports hall then allowed onto the yard at 8:45am where normal morning supervision will continue. The Costs are listed below.

1 child	£1:50 per day
2 children	£2:50 per day
3 children	£3:50 per day
4 Children	£4:50 per day

Money must be paid by the pupil on the day you use the service or a number of days can be paid in advance. Arrears will not be allowed to build up.

***It is important to mention: -***

***Only pupils using The Early Morning Service will gain access to school before 8:45am.*** The side gate into the yard will NOT be opened until 8:45am so please ensure an adult remains with your child until the gate is opened.

## **Adults on School Premises**

Due to child safeguarding regulations, adults are not allowed within the school building unsupervised or unless signed in as an official visitor. **All parents/carers must report to Reception front desk through the Main Front Entrance.** Adults are not permitted to go directly to a class and enter the room. If you wish to speak to a teacher, please contact the front desk to arrange a suitable time for you both. Please respect that staff will be busy preparing for the teaching day and may not, at that moment be able to give you the time you require.

## **School Meals**

School meals are available for all P1 – P7 pupils at a cost of **£2.55 per day**.

If you wish to avail of school meals please ensure that payment is made to the class teacher **on the day** dinner is needed or **in advance**. If you feel that your child is eligible for free school meals please pick up a form from the school office and complete as soon as possible.

**Free meals cannot be administered in school until the correct forms have been completed and we have been informed by the Education Authority.**

## **Nut and Kiwi Allergy**

We have some pupils who have been diagnosed with an allergy to nuts and Kiwi fruit. Children with this condition can have a severe reaction and go into anaphylactic shock if they come in contact with the nut, fruit or products containing the allergen. As a consequence of this I would ask that **no nuts, kiwi or products based on them (including Nutella) are brought into school for snacks or packed lunch.**

I hope you appreciate that it is for the safety and wellbeing of all our pupils and trust you will cooperate with us.

## **Drop Off, Pick Up and Parking**

- Please be aware of the new Entry and Exit signs at the gates.
- **UNDER NO CIRCUMSTANCES MUST CARS BE PARKED IN THE DROP OFF PICKUP ZONE.**
- All parents are asked to use this area and continue with the drop off system in the morning which was very successful last year.
- At pick up times please park **cautiously** and **considerately** in the new car park or on the road.
- Limited spaces for cars will be available under the Old School.
- **WHEN IN THE SCHOOL GROUNDS ONLY PARK IN DESIGNATED PARKING BAYS.**

- **PARKING IS ABSOLUTELY DISCOURAGED IN ANY OTHER AREA IN THE SCHOOL GROUNDS**
- Remember children will be moving among cars as parents collect them and return to their vehicles.
- When you have parked please collect your child and return to your car **immediately**.
- ***Under no circumstances must you beckon your child to cross the car park unaccompanied. They will not be allowed to do so by the teacher on duty.***

Attached below and available on the school website are a list of school closures for this academic year.

Thank you for your continued help and support in all these matters.

Kindest Regards,

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Christopher McCann  
Principal

## 2017 – 2018 Important Dates

(Please note these dates may be subject to change)

Staff Day	Friday 29 <sup>th</sup> September	School closed to all pupils
Beginning of year Mass	Friday 6 <sup>th</sup> October 2017@10:00am	Our Lady of the Assumption Church
Halloween Bun Sale & Raffle	Wednesday 25 <sup>th</sup> October @1.15pm	Pupils can come in fancy dress.
Halloween Holidays	Thursday 26 <sup>th</sup> October	School Closes for all pupils at 2:00pm
School reopens	Wednesday 1 <sup>st</sup> November	
Parent Teacher Meetings for all classes	Thursday 30 <sup>th</sup> November	School closed to all pupils
Open Morning preparation	Thursday 7 <sup>th</sup> December	School closes for all pupils @2:00pm
Open Morning	Friday 8 <sup>th</sup> December 10:00am – 12 noon	
Carol Service	Monday 18 <sup>th</sup> December @ 7:00pm	Our Lady of the Assumption Church
Christmas Holidays	Friday 22 <sup>nd</sup> December	12:00 noon finish for all classes (no bus)
School reopens for Spring Term	Monday 8 <sup>th</sup> January 2018	School reopens for all pupils
Midterm break	Friday 9 <sup>th</sup> February	School closes for all pupils @2:00pm
Midterm break	Monday 12 <sup>th</sup> February	School Closed
School reopens	Monday 19 <sup>th</sup> February	School reopens for pupils
Service of Commitment & First Confession (P3)	Wednesday 28 <sup>th</sup> February@2:00 pm	Our Lady of the Assumption Church
Green Day	Friday 16 <sup>th</sup> March	Pupils may wear St. Patrick/green costume.
St Patrick's Day	Saturday 17 <sup>th</sup> March	
First Holy Communion Commitment Service (P4)	Wednesday 21 <sup>st</sup> March @10:00am	Our Lady of the Assumption Church
Easter Holidays	Holy Thursday 29 <sup>th</sup> March	12:00 noon finish for all classes (No bus)
School reopens for Summer Term	Monday 9 <sup>th</sup> April	
First Holy Communion	Saturday 28 <sup>th</sup> April @ 11:00am	Our Lady of the Assumption Church
1 <sup>st</sup> May Bank Holiday	Monday 7 <sup>th</sup> May –	School Closed for all pupils
2 <sup>nd</sup> May Bank Holiday	Friday 25 <sup>th</sup> May & Monday 28 <sup>th</sup> May	School Closed for all pupils
School reopens	Tuesday 29 <sup>th</sup> May	
Leavers Mass	Wednesday 20 <sup>th</sup> June @7:30pm	Our Lady of the Assumption Church
School Year End	Friday 29 <sup>th</sup> June	12:00 noon finish for all classes (no bus)