

St. Enda's National School

Dear Parents,

Welcome back to all pupils and staff. I hope you all had a good holiday. We especially welcome the new Junior Infants.

The classroom staffing allocation is as follows:

Junior Infants/Senior Infants: Mrs. Eilish O Donoghue (Class teacher)

First & Second: Ms. Helen Colfer (Class teacher)

Second & Third: Ms. Lisa Carkill (Class teacher)

Fourth & Fifth: Ms. Lorraine Canavan (Class teacher)

Fifth & Sixth: Mr. M.J. Malone (Principal)

Special Education Teachers: Mrs. Olivia Cahill, Mrs. Edel Lernihan & Ms Regina Pender

Language Support Teacher: Ms Nuala Howley

SNA: Ms Catherine Sides, Ms Eilish Honan & Mr Danny Shields

School Updates

School Day

We are open to receive pupils at 9.10 a.m. We take responsibility for pupils at this time when we collect the pupils from their line. The Board of Management asks that parents wait and supervise their children until the school bell rings at 9.10 a.m. as parents remain responsible for their children until this time. The school bus has been arranged to arrive at the school at 9.10 a.m.

The school day ends at 1.55p.m. for Infants (**Juniors will go home at 12.00p.m. until Friday 6th September**) and 2.55p.m. for First class to Sixth class. Junior and Senior Infants should be collected from the Junior end door. Pupils from First to Sixth should be collected from the school gate and walked safely to their car. Pupils travelling on the bus should walk directly to the bus.

Please make sure that your child knows who is picking them up from school. If there are any changes during the day please contact the office and we will let your child know. Please remember that punctuality in collecting your child is very important.

School Office

Mrs. Lourda Dunne is the school secretary. The office hours are Monday, Tuesday and Thursday, 9.30a.m. –3.30p.m. The best time to telephone the school is after 9.30a.m. Please leave a voicemail if the phone is unattended.

If you are sending in money to the school for anything, please send in the exact amount in a sealed envelope with your child's name on it. If for any reason you have to come to the school during the school day, please report to the office first.

Pupils online database (POD)

New enrolments please fill in the attached POD sheet. This form is required by the Department of Education and Skills in developing an electronic database of primary school pupils. I would appreciate if forms were returned by this Thursday, 5th September.

Parking

We realise parking is a problem, but children's safety is important. Please park in a designated parking bay. **Please do not park in the bus parking space as the bus needs to collect and drop off the pupils safely.**

Uniforms

Pupils are required to wear their full uniform everyday. The only exception to this rule is when they must wear a tracksuit and runners for P.E. and swimming. Pupils may wear grey shorts (no logos) and blue polo shirts during hot weather and should wear vests and jackets if it is cold. Please label all uniforms and jackets. The school crest is available to purchase from the office for €3.50. Crests should be ironed onto the left hand side of cardigans/jumpers.

Mobile phones

Pupils are not allowed to bring mobile phones to school. Any urgent messages for pupils can be relayed through the office.

Attendance

If your child is absent please complete the relevant section in the school journal for pupils in 1st-6th. Infants' parents should send a note into their class teacher. Schools are obliged to report school attendance since the commencement of the Education Welfare Act. Please note that if a pupil misses 20 days or more the school attendance officer will be notified. We are now merging with the Department of Education's attendance online system. Please note the attendance role will be called each morning at 10.10a.m.

Parents Visits to School

If you have any concern about your child, please come and talk to us. As teachers cannot be disrupted during class time, please make an appointment, letting the teacher know your area of concern. This way, we can sit down and give you our full attention. Appointments can be made through the school secretary

Sign in/Sign out

Please enter the school through the main entrance when dropping off or collecting your child outside of the set school times. If you have to collect your child before school closes or drop your child to school after school commences, please report to the office. Only if Lourda is not there, should you go directly to the classroom door. Parents/Guardians who bring pupils to the school or take pupils from the school outside of the set school times are asked to make note of this in the Sign in/Sign out folder which is located inside the main entrance.

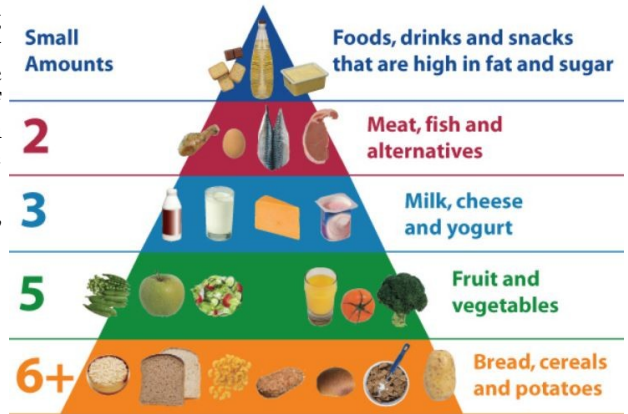


Healthy lunches Initiative

As part of our Green Schools Programme and Health Promoting Schools Initiative Programme we will be putting a focus on healthy lunches this year. Parents/ guardians are encouraged to provide children with a healthy lunch, which helps to maintain their level of concentration in the classroom throughout the day. A Healthy Lunch should include a variety of foods from the bottom four shelves of the Food Pyramid. Healthy eating will improve your child's concentration, performance and eating habits. We do not allow crisps, sweets, chocolate or fizzy drinks etc.

All children should have a lunch box and a reusable drinks container. Children will be asked to bring their waste home as part of our Green Schools Programme.

We are discouraging single use bottles and packaging and would like to encourage all pupils to have lunches that are as waste-free as possible.



Journals & Homework

School Journals have been distributed to all pupils from 1st to 6th and cost €3 each. Please read over your child's homework each night and sign the homework journal indicating how long it took to complete the homework. Homework includes oral work - reading, tables etc and written work. Homework must be completed neatly. It is of utmost importance to send in a note if your child has been absent, is late, their homework is not done or they have to be collected early. You will find the Code of Behaviour and Homework Guidelines inside each cover of the journal. Please take time to review with your child and sign.

Book Rental

Rental books for children have been distributed. These books are on loan to your child/ren from the school for the current academic year until June 2020. Please note that these books need to be kept in the condition in which they were received.

Insurance

Parents are asked to consider taking out Personal Insurance for their children for the year. There are two options: (a) school activities only €6 (b) 24 hour cover €9. Forms are being sent home for this purpose. Please have completed forms and money returned to the school by Thursday 12th September.

Individual Pupil Expenses

All families are asked to pay the Individual Pupils Expenses for art, craft, photocopying and online subscriptions.

1 child—€25, 2 children €45 & 3 children or more €60. We would appreciate if this money was sent into the school with the slip by Thursday, 12th September. When you send your payment into the school, please ensure that it is in an envelope with your child/ren's name and class marked on it. Cheques should be made payable to St. Enda's N.S.

Administration of Medicines

Forms are available from the office if there is a medical condition you need the school staff be aware of. Please request a form if necessary.

Indemnity

Please note should you wish for your child/children to attend/travel to a specific event with another person other than you the parent/s during school time an Indemnity form must be filled in prior to the event, indicating whom you wish for your child/ren to attend/travel with and take responsibility for your child/ren. For example this applies to any other non supervised school event during school hours e.g. serving mass, sporting events etc. This form can be obtained from the office or on the school website: <http://www.lisdoonvarnans.ie/school-indemnity-form/>

Garda Vetting

For the safety of the children as for the adults working with the children we are now vetting parents/volunteers who wish to help with a school supervised event i.e. school tour/trip/music etc. Please contact the school for a form if you are in a position to help throughout the year.

Donation of Books

If you are finished using any school books, we would greatly appreciate it if you would consider donating them to the school. If so, please drop them to the school at your convenience.

Football

Football will commence with Cian O'Dea tomorrow and will continue on Tuesdays for all children. Children can come to school in tracksuit on these days. Many thanks to our local St. Breckans club for funding this coaching.

Swimming calendar for the year

Lahinch Seaworld will be undergoing renovations in the near future. To ensure children get to avail of their swimming lessons we have grouped classes together this year.

Mr. Malone & Ms Canavan: 4th, 5th & 6th Classes: **September:** 5th, 12th, 19th, 26th **October:** 3rd, 10th, 17th, 24th
Ms Carkill & Ms. Colfer: 1st, 2nd & 3rd Classes: **November:** 7th, 14th, 18th, 21st, 28th **December:** 5th, 12th, 19th
Mrs. O'Donoghue: Junior & Senior Infants: **To be confirmed**

We look forward to a happy and successful year in our school.

Yours sincerely,

M.J. Malone
Principal