



LETTER TO PARENTS FROM BOARD OF MANAGEMENT

September 2014

Dear Parents/Guardians,

The security and safety of our pupils is core to everything we do. With this in mind the Board of Management of St. Mark's Junior School wishes to draw your attention to the following:

The school will open to receive pupils at 8.50 a.m. daily

No responsibility is accepted for pupils arriving before that time.

Classes will end each day at 1.30 p.m. for Junior & Senior Infants.

Classes will end each day at 2.30 p.m. for 1st & 2nd Classes.

Please be on time to pick up your child.

The school cannot accept responsibility for looking after the children after these times.

Never drop and go without first satisfying yourself that the school is open - this is always relevant but particularly so in times of severe bad weather etc

Parents who wish to have their children escorted home by someone other than themselves e.g. a child minder or relative must inform the school/ teacher of this person's identity.

This person must be over 18 years.

In the case of children **traveling by bus**, the school cannot accept responsibility for escorting them from the bus to the school or from the school to the bus.

Those parents who feel that their children need to be escorted on these occasions should make arrangements to ensure that an escort is provided.

If you wish your 2nd class child to walk home alone you must provide the school/teacher with a letter of permission to do so.

Children who need to leave school for any reason (e.g. doctor's appointment) during school time **must** be collected by a **parent/guardian**.

At 8.50a.m we would ask all parents to either leave before the children start to move off yard OR to stand well back and wait until ALL children have left the yard. Please do not walk with the children as it is impossible to ensure that all children can be seen easily by their teacher

Formal teaching commences each day at 9.10 a.m.

But much informal and very valuable work is done between 8.50 - 9.10am.

Your child is missing a very important part of their day if they miss this period - so please make a special effort to ensure you are on time and in the line.

Children in the Junior school are never late - only parents!

If your child is absent from school you are required by law to provide a written explanation. To make this easier for you you will receive a number of 'absence slips' and should your child be absent simply tick the appropriate box, sign it and return it to your child's teacher.

In the interest of your child's security we would ask that everybody report to the office before proceeding through the school.

If you wish to collect your child early you will be required to sign a **Release form at the office before doing so.**

For safety reasons children may not be collected during yard time 11.15 - 11.25 a.m. and 12.50-1.20 p.m.

We ask all parents to stay away from school gates at yard times.
Children drawn over by Parents can constitute a security risk for your child.

Each child should come to school wearing full uniform.

Tracksuits should be worn on P.E. days only.

This year all children are expected to wear the uniform school jacket.

SAFETY FRIRT - PROCEDURES FOR ENTERING & EXITING SCHOOL

•For safety reasons - Pedestrians are strictly prohibited from using the Staff Carpark Gate. This is for cars only.

•In the interests of safety children are **not allowed exit from school via the Fortunestown Lane gate.**

•Children should exit via the Fernwood gate or main entrance only and make their way home along the safer routes from there.

•We ask you to strictly avoid using Fernwood entrance with cars - this is a pedestrian only entrance/exit. Cars constitute a serious hazard here and Gardai will be policing this area.

•The Church car park is the safest place to park, for every one's sake. Please observe the flow of traffic and use correct entry and exit.

A healthy diet is something we wish for all our children. We have a healthy eating policy to support this. So we ask you to ensure that your child does not bring sweets or fizzy drinks or other junk food to school for lunch. This year we are hoping to move to a water only policy for all.

We hope that Carambola will be providing healthy lunches for all the children free of charge and we encourage all children to avail of this option. Allergies etc can be facilitated.

If you have changed address/phone number or if either of these change during the coming year - please advise the school office immediately.

ALWAYS KEEP YOUR TEXT-A-PARENT NUMBER UP TO DATE.

We continue to move towards becoming a paperless school and from now on all notices will be on our website www.stmarksjs.ie

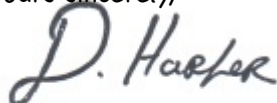
Please check regularly to stay updated. You will be advised by text or short note to check website.

If you do not have access to internet or would rather a paper copy please inform your child's teacher.

On behalf of the Board of Management of St. Mark's Junior National School we thank you for your continued co-operation in these matters.

By doing so you help ensure the health and safety of all the children in our care.

Yours sincerely,



DON HARPER

CHAIRPERSON.
BOARD OF MANAGEMENT.