

St. Michael's Primary School, Killean

Principal:
MR. CÓNÁN McATEER



29 KILLEAN SCHOOL RD
KILLEAN
NEWRY,
BT35 8RX

Telephone: (028)308 48522
Email: cmcateer838@c2kni.net
Website: www.killeanps.com

29th April 2024

Dear Parents/Guardian,

Re: Punctuality & Uniform

We are writing to emphasise the importance of children being in school on time. Some children are routinely arriving late or being collected late from school. School drop off is at 8:45am and **school starts** at 8.55 a.m. sharp every day. Children need to be in their class at 8.55 a.m. so that they can begin their lessons promptly. It is also vitally important that children are picked up promptly from school. Teachers have other duties after their class is dismissed.

Children who arrive late are greatly disadvantaged because they miss starting the day with their peers, the beginning of lessons, vital intervention classes or reading groups. Children who arrive late are often unsettled, very upset and confused about tasks. Their teacher will not always be able to re-explain work or catch up on vital lessons like reading. Children who arrive late not only disrupt their own learning, but very often the learning of others.

It is vitally important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

We are required to monitor children's punctuality and attendance. On-going lateness is classified as an unauthorised absence. High levels of unauthorised absences or poor punctuality can result in a referral to the Educational Welfare Officer.

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school office to inform us when you will arrive.

Please keep in mind that Breakfast Club is available to children from 8:15a.m.

Uniform

Our school uniform is part of our school identity and when children wear our uniform, they are representing our school. Our school uniform policy ensures fairness and equality. I would like to remind you of this policy.

- Children must wear black footwear (no visible other colour) when wearing their formal uniform.

- PE uniform is only to be worn on PE days or if the children are asked to by their class teacher for example, a school trip or afterschool club.
- Children can wear our school shorts or plain navy shorts (no visible branding or other colours) with their PE uniform.
- Children are permitted to wear their school tracksuit bottoms or plain navy tracksuit bottoms (no visible branding or other colours).
- Leggings **are not** part of the school uniform.
- For health and safety reasons, children with long hair should have their hair tied back with no added colours/highlights.
- Make up and nail varnish are not permitted.
- Stud earrings and a watch are the **only** jewellery permitted.

Please keep an eye on the school app as or policy may alter during the warmer weather. On the very rare occasion that your child is unable to wear their proper uniform, a note needs to be presented to the class teacher.

If you need support with school uniforms, please contact the Education Authority's Free School Meals/Uniform Grants department via their website or by calling 02890564000. You can also contact me directly. The school endeavours to support all our school community where possible.

Yours faithfully,

Mr C McAteer