



St. Columba's Primary School

2 Duncastle Road, Newbuildings, Derry, BT47 2QS

Phone: 028 71 347190

Principal: Mrs Caroline Callan

Dear Parents

Firstly, I hope you have had a restful summer and have enjoyed the break from school, although I am sure the children are all ready and eager to get back to normality and routine. This note is provide information and reminders to all parents about the school routines as we start the new school year. Please read the information carefully.

School Reopens for ALL children on Monday 2nd September.

Morning Routine

- **School will be open for early drop off from 8.30am. No children should be in school before this time as there is no supervision.**
- **ALL children should be in school for 9.00am.**
- **ALL children should enter through the main entrance and go straight to the hall with all their belongings. Parents should ensure their children are in the school building each morning especially the younger children as the door can be heavy to open alone.**
- **If your child is sick and will not be attending school please telephone the office to let the school know (before 9am where possible) to ensure attendance is recorded correctly.**

- **If someone different is collecting your child from school please phone the office to ensure staff know who is going to be picking your child up from school that day.**
- **ALL dinner money MUST be paid on Monday morning in an envelope marked with your child's name and the days they wish to have dinner. The cost remains the same at £2.60 per day or £13.00 per week.**

Uniform

- **ALL children should wear the FULL school uniform Monday, Wednesday and Friday: grey skirt/trousers, white shirt, tie and green school jumper/cardigan.**
- **ALL children should wear BLACK shoes which MUST be Velcro or Buckle fastening. (unless your child can tie their own laces independently).**
- **For Health and Safety reasons children should not wear sandals to school.**
- **ALL children should wear the FULL PE uniform Tuesday and Thursday: Black leggings/ Jogging bottoms and school PE T-Shirt. Please ensure leggings are $\frac{3}{4}$ length of full length as the short ones are not appropriate for school (orders for the uniform will be sent out this month for those who wish to purchase new t-shirts or hoodies)**
- **ALL children should wear Velcro/ Slip on trainers for PE (unless your child can tie their own laces independently).**
- **Children should have a coat DAILY for outdoor play no matter the weather.**

- **PLEASE ENSURE ALL UNIFORM IS CLEARLY LABELLED WITH YOUR CHILD'S NAME.**
- **Jewellery is not permitted in school except for stud ear rings and a watch (Smart Watches are not permitted due to child protection policy and procedures.)**

Bags and Bottles

- **Children in R/P1/P2/P3/P4 DO NOT need a school bag the school will provide book bags for these classes.**
- **Children in P6/7 can bring a school bag to school for their books**
- **ALL children should bring a Healthy Fruit or Vegetable snack to school each day (if in a tub or container please ensure this is labelled with your child's name.)**
- **Bottles should be refillable, and these can be refilled in school throughout the day. Please ensure the size of the bottle is appropriate for your child to manage.**

Meetings with teachers

- **If you need to speak to your child's teacher please phone the office where Mrs Deery will try to arrange a meeting or telephone call back from the teacher.**
- **The mornings and afternoons are extremely busy therefore teachers are not always available to give you their full attention so arranging a meeting to allow for time and privacy is the best way.**

- **If you need to speak to a teacher urgently please ring the office and we will endeavour to get to speak with you asap.**

Car Park

- **The children should be accompanied in the morning and collected in the afternoon from the footpath where they will be waiting with their class teacher.**
- **ALL adults dropping off and collecting the children should be reminded of this as this is to ensure the health and safety of all those using the footpath and car park area.**
- **The staff cars will park at the top of the footpath car park in order to ensure the pathway is free from obstruction and there are no moving vehicles at this part of the car park. If you are parking at the lower part of the footpath, please ensure you take care not to pull in so close that the car overhangs the footpath to cause the pathway to be difficult for those walking to navigate.**
- **Please take particular care when reversing in the car park to ensure that everyone remains safe.**
- **We are lucky to have enough car park space to allow parent access however at home time especially it is a very busy place so to ensure the safety of all we appreciate your cooperation in this matter.**

Allergies

- **Reminders due to allergies which impact on the health and wellbeing of other children our is NUT free, and kiwi free. ALL items should be checked to ensure they do not**

contain nuts or kiwi before sending them into school for lunch or break. These may include chocolate spread, cereal bars and juices so please check labels carefully.

SIMS and contact information.

- **ALL children will receive a copy of their data collection forms and consent forms this week from school. Please ensure the information on the forms is up to date and relevant in case we need to contact you in an emergency.**
- **Please ensure the forms are checked and completed and returned to school before the end of the week.**

Communication with school.

- **Please ensure you have installed the schools NI app and have accepted the request to receive messages as most communication from school is done via this app.**
- **Keep up to date with school news via the school website(<https://www.stcolumbasps.net/>), Instagram, Facebook and X pages.**
- **As always, the school office can be contacted by phoning 02871347190 or by emailing [ccallan016@c2kni.net](mailto:c2kni.net)**

We can't wait to welcome you all back to school next week and hope you are all excited to return and meet all your friends new and old.

St Columba's PS Staff Team .

