

ST FRANCIS' PRIMARY SCHOOL

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Dear Parents/ Guardians,

22/8/24

Welcome back!

The Management, Staff and Governors are looking forward to welcoming our pupils back for another great year at St. Francis'.

Pupils in P2/3/4/5/6/7 will return on **30/8/24** for a settling in day from **9 – 2** for pupils. Pupils will enter the green gate beside the P7 classroom as normal, leave bags in their own cloakrooms and proceed to the yard for supervised play until the bell rings at 9. Any pupils arriving after 9 will need to be signed in by a parent at the front foyer and a reason given for their late arrival.

Arrangements for P1 remain as described in the settling in pack sent in June with P1s starting their settling in routine on 2/9/24.

Pupils will need a packed lunch for the 30/8/24. Normal catering services will be available to book on Parent Pay from 2/9/24. There will be no transport services available on 30/8/24, all pupils will need to be dropped off and lifted from school.

Teaching arrangements for 24/25:

P1 will be taught by Miss O'Brien.

P2 will be taught by Mrs Trainor, our VP who will take on the role of acting Principal when Mrs McKeown begins maternity leave.

P3 will be taught by Mrs McKeown and Mrs Cochrane until their maternity leave begins, Miss Scapatucci will then take over this role in October.

P4 will be taught by Mrs Downey who is a new member of our team this year. Mrs Downey has taught P4 for a number of years previously and has a wealth of experience supporting and preparing pupils for their sacraments both in P4 and P7. A keen netball player, Mrs Downey is looking forward to supporting our own athletes this year – the impressive rise of 'the Swifts' will continue under her care.

P5 will be taught by Mr McCartan who is well-known to our pupils as he has worked in the school as the former P7 principal release teacher and P5 cover in May and June last year. Mr McCartan brings with him a wealth of experience and is well-placed to support our Gaelic athletes this coming year.

P6 will be taught by Mr O'Malley.

P7 will be taught by Mrs Woods.

Arrival arrangements:

P1 parents will follow guidance issued in June regarding morning drop off.

All other parents/ guardians should remain at the top gate, when your child reaches the green low gate please return promptly to your car. Please note, the drop off zone is solely the lay-by on the left and children should NOT be released from their car on the inner lane of the turning circle which is demarcated by double yellow lined zone. This places pupils in danger from cars pulling away from the lay-by and pupil safety is our sole priority.

Parents are not permitted beyond the green low gate for safeguarding reasons. If you wish to pass on a message to your child's teacher, please visit Mrs Conlon via the foyer. Unless pre-arranged, we are unable to facilitate before-school meetings/ chats as teachers have supervision responsibilities at this time. The only exception is in relation to child protection/ safeguarding. Please ask to speak to a member of the safeguarding team in these circumstances.

Home-time arrangements:

We recognise that home-time presents a particular challenge for parents/guardians due to our access and parking arrangements, the management and Governors have been liaising with EA health and safety team about this. Until a better resolution is reached we would ask that parents/ guardians **please consider others as well as prioritising pupil safety** when parking their car to collect their child. Limited parking is available at 2pm in New-Bridge bus lane but this is NOT available for 3pm pick ups. Instead, families will need to park on the Legananny Road and walk up to collect their child(ren). The inner lane of the turning circle CANNOT be used as a parking place as we need to guarantee emergency vehicle access 24/7 without exceptions.

Breakfast club:

Please note that Breakfast Club will be available to all pupils from 8am – 8.45 am. Due to rising costs we have had to increase the charge to £2.50 per day. £2 charge for additional siblings. Please ensure your child is booked on by from Sunday night so that we can ensure safe staffing levels.

123 club:

Please note that 123 club will be available to pupils in P2/3 from 2/9/24 and for P1 when they have completed their settling in period, as indicated in the June information provided. Due to rising costs we have had to increase the charge to £2.50 per child per day. Please ensure your child is booked on by Sunday night so that we can ensure safe staffing levels.

Free School Meals

If you applied for free school meals but have not had confirmation all dinners must be paid for until notification is received. We strongly encourage any household who might qualify, to apply for School Meals and/or uniform assistance using this link: <https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants/apply-forfree-school-meals-uniform-grants>

As a school we get more money in our budget if we have more children entitled to free school means.

General points

- Please note that communication with class teachers can be facilitated by phone calls through the school office after teaching time as soon as is possible. Please let the school secretary know what your call is in relation to.
- Parents of children requiring medication during the school day should contact the school for an administration of medicine form. No medication can be administered without a completed form. Medicine must be handed to a member of staff in a clearly labelled box/ bottle and parents are responsible for ensuring expiry dates are checked and adhered to.

Please ensure ALL uniform items are clearly labelled, including coats and hats to improve the chances of lost items being returned to their owners.

- Homework will begin during the week beginning Monday 9th September. Homework will be completed in an exercise book (P4 – P7) or folder (P1 – P3) and will be corrected by the teacher. All homework must be signed by a parent/care giver when completed.
- Water: Pupils will need to bring their own bottle of water to school each day.
- Hygiene: Pupils are encouraged to bring a packet of tissues to catch sneezes or coughs.
- Hand Dryers: All toilets have hand dryers for children to dry their hands with. Please talk to your children about the importance of washing their hands with soap and water after using the toilet and drying them using the hand dryers.
- Pencil Cases: Only P3 to P7 should bring pencil cases. All pencil cases should be labelled and contain 3 sharpened pencils, a rubber, a sharpener, a small ruler, a glue stick and a small set of sharpened colouring pencils. Please ensure equipment is labelled with your child's name to avoid loss.
- Pupils in P.1 – P.3 will be provided with all the writing/drawing/colouring equipment they need in the classroom and should keep their personal writing equipment at home.
- We will continue to use our school website/app and messaging service to keep you up to date over the course of the year. Please delete and re-download the school app to ensure you are getting up-to-date messages.
- Please refer to our school app and website for the school calendar dates year ahead.
- Sacramental dates are yet to be confirmed but we will update you as soon as we know.

Every school year brings opportunities for change, renewal and improvement, and this year will be no exception. The management and staff look forward to working with our parents and new Governance team to achieve the very best outcomes for our pupils and the staff who support them.

We would also like to wish Mrs Macauley and Mrs Murphy every blessing and good wish for the future as they begin their retirement.

Thank you for your continued support of our school as we work to give our pupils the very best start at St. Francis' PS.

Sincerely,

S. McKeown