



12 Courtenay Hill, Newry, Co Down, BT34 2EA
Phone: (028) 3026 2175

01/09/16

Dear Parents,

I welcome you and your children back to our wonderful new school, delighted that we will be able to enjoy it together from day one. Last year was such a complicated year, but your support was unwavering and I thank you sincerely for that. I hope that you and your family enjoyed a lovely summer together and that you are refreshed as you prepare to start the new school year with us.

I apologise in advance for this lengthy correspondence but I need to draw your attention to a few matters:

Uniform:

Thank you so much for the effort you have invested into ensuring that your son/daughter is wearing the correct school uniform. The children look so well and seem very proud. They will present an excellent image of our school within the community. We ask you to maintain these high standards. Please note full details and accompanying photographs are on the website: www.stclaresabbeyps.com

Diary date: Parental coffee morning:

Miss O Shea, our parental engagement co-ordinator, has met with a group of parents as a follow on from the FAST parenting programme that we hosted last year and has suggested that we host a coffee morning to give parents a chance to get to know each other. Drop off and pick up times are so busy that we often don't have an opportunity for this. We have selected Thursday 15th September for this event and will link up with the Southern Area Hospice 'Coffee Morning' initiative. Further details will follow.

Start of year documentation:

Please find a little overview sheet of the various pastoral arrangements that we have been working on for St Clare's Abbey. There are several sheets attached that require your signature:

- Permission for your child to use the internet in school (with tips for safe usage)
- Permission for your child to leave school premises for educational purposes.
- Permission for your child's photograph to be used digitally and in hard copy.
- Permission for your child to have his/her underwear changed in the event of a toileting accident (P1 & P2 only)
- Notification re our Child Protection Policy.
- Notification re our Attendance Policy.
- Notification procedure for any child who has a court order relating to parental responsibility.

Please note that should your child require prescribed medication during the school day or should he/she need to self-administer inhalers etc there are forms available from the school office/website which will require completion from you.

Please return all documentation relating to
2nd September.



your child to his/her class teacher by Friday

I wish to draw your attention to two further pieces of information:

- **School meals:** These now cost £2.50 per day. **These must be paid for in advance.**
If your child wishes to avail of paid School Meals, we would be much obliged if you could send the money into school on Monday morning each week in an envelope with:
 1. The child's name,
 2. Class teacher,
 3. Amount paid and
 4. The days of the week when he /she will be having a school meal.

Should you be eligible, please apply for Free School Meals, even if your child prefers to take lunches most days. This will allow him/her to freely attend dinners should the menu appeal on a particular day. Forms are available from the school office and the same form allows an application to be made for a uniform grant.

- **Collection of other money:** To help with the workload involved in collecting money from so many children we request that any other money paid into school for trips, snack, clubs, music etc be put into a separate envelope and marked with:
 1. The child's name
 2. Class teacher
 3. Amount paid &
 4. What the payment is for.

If this also could be paid into school on Monday it would be perfect. Thank you!

- **Early Morning and After school clubs:** We hope to begin our programme of 2.30 – 3pm clubs next week (5th September) and the 3pm -4pm clubs the next week (12th September). In the meantime early morning supervision from 8.15 each morning will commence immediately.
- **Start of year parental meetings:** The teachers in each year group will hold a start of year parental information meeting, please see attached schedule. I urge you to attend as it will give you a clear overview of the teacher's plans and expectations for the year ahead. We really believe that our children work best and achieve most when home and school have shared understanding. It will also be a great chance for you to meet with your child's teacher.

| Year Group | Date | Time | Venue |
|------------|------------------------------------|----------------|---------------|
| P2 classes | Tuesday 6 th Sept | 1.30 – 2.10 pm | Assembly Hall |
| P3 classes | Wednesday 7 th Sept | 1.30 – 2.10 pm | Assembly Hall |
| P4 Classes | Thursday 8 th Sept | 1.30 – 2.10 pm | Assembly Hall |
| P5 classes | Tuesday 6 th Sept | 2.15 – 2.55pm | Assembly Hall |
| P6 Classes | Thursday 8 th September | 2.15 – 2.55pm | Assembly Hall |
| P7 classes | Wednesday 7 th Sept | 2.15 – 2.55 pm | Assembly Hall |

Thank you for your kind attention and anticipated support for the 12 months ahead, we are going to have a great year!

Mrs M Monaghan

Principal