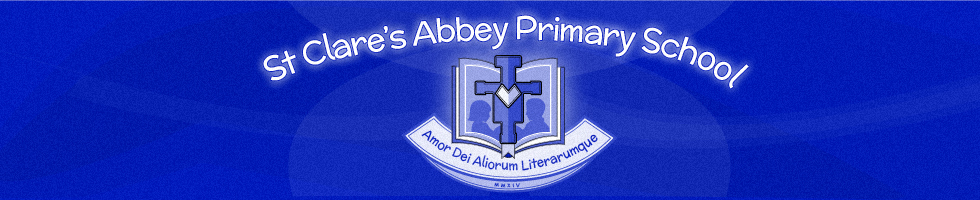
St Clare’s Abbey Primary School St Colman’s Abbey site

C/O High Street Telephone: 028 302 62175

Newry Fax: 028 302 50648

Co Down

BT34 1HD

Email: mmonaghan771@C2KNI.net St Clare’s site contact details:

Principal: Mrs M. Monaghan Telephone: 028 302 64909

M.Ed (Educational Management)PQHNI Fax: 028 302 5154201/09/15

01/09/15

Dear Parents,

I welcome you and your children back to a very exciting school year in St Clare’s Abbey and hope that you have all had a lovely summer break, in spite of the weather!!! **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 ‘kitting out’ your son(s)/daughter(s) in our new school uniform. The children look wonderful and 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- [www.stclaresabbeyps.com](http://www.stclaresabbeyps.com)

**‘Telling us about your child in a million words or less’:**

I had a wonderful summer reading the pieces you wrote about your children, ***‘in a million words or less’*** (our parents’ homework during the last week of term). They provided the teachers and me with such insight and we learnt a lot, as often we only see a little bit of your child’s personality in school. Thank you for sharing with us! We realise that this term is going to present the whole school community with many changes and challenges, but our priority is to make it as comfortable and happy for our pupils as possible and the many little insights you provided in your writings will help us to do that. I realise that due to a variety of factors some parents were unable to complete the piece in June, so the new class teachers will reissue the request and we would be most obliged if you could participate in this exercise. We are eager to know as much as possible about your child before we start, to ensure that we hold onto the personal touch that you would have enjoyed in our two smaller schools prior to amalgamation. This is very important to us.

**Building update:**

Our new school build is progressing as planned and at this stage it is anticipated that we will indeed be relocating in January. The site and new school are absolutely fabulous and I am so excited about our move, knowing that you will be as thrilled with it as I am.

**Term 1- interim arrangements:**

It will be wonderful to be reunited in January 2016, but in the meantime we will enjoy the fun of our new arrangements for the first term. The teachers have great plans to ensure that their classes will continue to stay in contact with each other so that whilst many new friendships will be forged this term, old relationships will not be forgotten. I sincerely ask you to help your child feel positive about this first term, it will be a great story for them to tell some day and whilst we can be nervous about change, it will provide lots of new and wonderful experiences. We know that we are going to have a great year together. We have such committed staff members that are totally focussed on giving your children a wonderful year.

**Daily meet and greet:**

Mr Sweeney and I will be readily available at drop off and collection times each day should you need to chat to us about any matter. Initially I will be on the Abbey site and Mr Sweeney will be on the St Clare’s site, We are looking forward to getting to know the many sets of parents that we do not yet know, so ‘be patient with us’ as we become accustomed to names etc. I have set myself the challenge of knowing all the children’s names and those of the parents who drop them off each day, by Christmas. I don’t know if my ‘maturing’ brain will manage it, but that is the plan.

**Start of year documentation:**

I attach several sheets that require your attention: (NB parents who attended P1 meeting in June have already completed these.)

* 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 (infants only)
* Notification procedure for any child who has a court order relating to parental responsibility.

Please note also that should your child require prescribed medication during the school day or to self-administer inhalers etc there are forms available from school offices which will require completion from you.

***Please return all documentation relating to your child to his/her class teacher by Friday 4th September.***

**Other information:**

I wish to draw your attention to four further items:

* **School dinners** now cost £2.50 per day. 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 have free Christmas dinner in school or to attend dinners should the menu appeal on a particular day. Forms are available in both offices.
* **Early Morning and After school clubs:** We hope to begin our programme of 2.30 – 3pm clubs next week and the 3pm – 4pm clubs in early October. In the meantime early morning provision will continue to be available from 8.15 each morning on both sites. Pupils attending early morning clubs will be brought to the club by their parents/ adult ‘dropping off’. Mr Sweeney will send out details re all clubs in the days ahead.
* **Start of year parental meetings:** The teachers in each year group will hold a start of year parental information meeting, please see attached timetable. I urge you to attend as it will give you a clear overview of the teachers’ 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 your child’s class teacher.

|  |  |  |  |
| --- | --- | --- | --- |
| Year Group | Date | Time | Venue |
| P2 classes | Monday | 2pm – 2.30 | Abbey site. |
| P3 Classes | Thurs | 2pm – 2.30 | Abbey site. |
| P4 Classes | Monday | 2.45 – 3.15 | St Clare’s Site. |
| P5 Classes | Friday | 2.30– 3.00 | St Clare’s site. |
| P6 Classes | Thurs | 2.45 – 3.15 | Abbey site. |

* Parents of pupils on Abbey site are asked to note the ‘drop off’ and ‘pick up’ locations for pupils in :
* **P1 (Main school door)**
* **P2 (Front door closest to playground) &**
* **P3 ( Front door closest to school gates).**

The teachers will come to those doors and collect their classes at 8.45 and will return for dismissal at 2.25. P6 pupils will be collected from playground @ 8.45. Mr Sweeney or I will be present at these times should there be any queries.

**Please note, parents are asked not to come into school with their children. Should a child arrive after 8.45 he/she should be left with the adult on duty at the school door, who will accompany the child to his/her class.**

Thank you for your kind attention and anticipated support for the new school year and in particular the next 16 full weeks until we move into our new school building.

Mrs M Monaghan

Principal

