



*Scoil Íde Presentation Primary School,
New Road, Clondalkin, Dublin 22.*

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School Website: www.scoilidepps.com

Principal: Orla Ní Odhráin

September 7th, 2017

Dear Parents,

Welcome back to school. We hope you all had a restful summer and we look forward to a good school year in Scoil Íde. We extend a warm welcome to our new Junior Infants and hope that their time in Scoil Íde will be happy and fulfilling. We also welcome Ms Niamh Alvey, Mr Brian Mc Carthy, Ms Emma Mc Donald & Mr Seán Mc Donagh & SNAs Agnieszka & Eileen to our staff & wish them well in their career in Scoil Íde. Here are a few items for your attention:

1. **School Doors**

The school doors close as soon as **all classes are safely inside the building with their teachers**. For **Health & Safety reasons**, given the volume of children entering through the doors of the school, we ask that parents say goodbye to their children in the yard & do not come into the school with their child. If you wish to speak with your child's teacher, please make an appointment through the Secretary. For non-urgent messages for the class teacher, please use the journal. After the doors have shut, children/parents should come to the front door to gain entry. We want to thank families, in advance, for their cooperation.

2. **Shoes & Uniform**

Full school uniform should be worn on days when your child does not have PE. Teachers will tell classes what days they do PE, so on non PE days, please ensure your child is wearing full school uniform. With school uniform, children must wear non sports shoes (**Converse, Vans, runners are not allowed.**) Sports shoes and tracksuits must be worn on PE days only.

3. **Opening/Closing Times**

The school will open to receive pupils at 8.50a.m. **No responsibility** is accepted for pupils arriving before that time. Classes will commence each day at 8:50a.m. No pupil should arrive later than 8.50am. Classes will end each day at 2.30p.m. (1:30pm for Infants) Parents who wish to have their children escorted home should make their own arrangements to have them met at the school gate and the person to escort them should be at the school **no later** than 2.30p.m as the school cannot accept responsibility for looking after the children after that time.

4. **School Letters**

Our Data Protection Policy is on our website. The Board of Management has decided that **additional** copies of letters, school reports etc. will incur a €5 charge, per letter.

5. **School Contribution**

Many thanks to all who have paid School Contribution. There are still some families who have not paid and we hope to begin contacting those families individually soon. School Contribution covers your child's journal, tests, art materials, photocopying etc. We urge all to pay it immediately.

6. **Personal Belongings**

Please label **everything** your child brings to school!

7. **Texts & Emails:**

If you have a new mobile phone number please advise the school so we can update our records. It is vital that the school can contact parents in the event of an emergency. If you have not done so, please provide us with an email address. Newsletters are emailed & posted to our website, we do not send hard copies of newsletters.

8. **Book Rental Books**

All books are now being distributed by the Parents' Association. Books must be returned in excellent condition, as they will be reused next year. We wish to thank the members of the Parents' Association for their Trojan work in getting Book Rental up & running so quickly.

9. **School Calendar**

A copy of the school calendar is attached.

10. **Anaphylaxis**

As you may know we have a strict policy prohibiting certain food items. **Children must not be sent to school with food containing nuts, peas or beans.** Pupils in our school will be at severe risk, if other children bring nuts, peas or beans into the school. We realise that many items contain these foods so we ask for your cooperation and patience as we implement this policy.

11. **School Works**

There was remedial work done in the school over the holidays funded by the Department of Education & Skills & SEAI. Scoil Íde was one of 19 schools to receive an energy upgrade. To improve energy efficiency, Scoil Íde was re roofed. We installed new lighting & radiators in all classrooms in the main building. Cavity insulation was injected into the walls of the main building. We have a BMS (Building Management System) to control & reduce our energy usage. We hope the school will be brighter and warmer because of these works. We thank John, our Caretaker for all his work during the building works.

12. **Carpark**

We would ask parents not to allow their children run around in front of the school car park or between the new building and the front of the school. This is a carpark & it is dangerous to allow children walk through it, with cars coming & going. We also ask that you do not cut in through the staff gate near Scoil Áine & walk down through the carpark as it is unsafe.

13. **Green Wristbands**

Green Wristbands: For **serious** head injuries we will continue to inform parents by phone immediately if a child is hurt. For less serious injuries we will place a wristband on a child's wrist to alert you that the child may have had a minor incident at school. Bands should be removed by parents, at home.

14. **Office Hours**

The Secretary's hours are 9:00am to 2:00pm, Monday to Friday. Outside these hours and during her lunch 11:45am to 12:15pm the office may be unattended.

15. **Collection of Children:**

In Junior Classes (Junior & Senior Infants) if you are not collecting your child yourself, please let us know. Also if a crèche is collecting your child on a regular basis, please let us know & supply contact details for the crèche. In the event of the child not being collected, we can then call the crèche & inform them. A phone call or email is all that's needed.

16. **Allianz Pupil Personal Accident Insurance**

The Parents' Association will be in the school Wednesday, September 13th & Thursday, September 14th **only** to collect €10.00 cash for Allianz Pupil Personal Accident Insurance. Please note this policy provides 24 hour coverage 365 days of the year.

Finally we wish to thank all parents for their cooperation and patience and we wish our pupils all the best for our academic year 2017/2018

Yours Sincerely,

O. Ní Odhráin,

Principal.