



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

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*School Website:* [www.scoilidepps.com](http://www.scoilidepps.com)

*Principál:* Orla Ní Odhráin

November 15<sup>th</sup>, 2017

Dear Parents,

1. To facilitate Parent Teacher Meetings the school will close at **2:15pm** on Wednesday 22<sup>nd</sup> November & Thursday 23<sup>rd</sup> November for children in 1<sup>st</sup>-6<sup>th</sup> class. ***Please be on time to collect your child.*** Infants go home at their normal time.

To access the main school, please use the doors near the Infant classes (where children come in at Opening Time). The New Building door will be open for parents wishing to enter the new building.

The main front door will remain closed, for security reasons. If it is unattended, please enter through the Yard, all gates will be open during the Parent teacher Meetings.

2. **Christmas Mass**

Our Christmas Mass will be held in the Church on Monday, December 21<sup>st</sup>, at 10:00am. Unfortunately, we do not have staff available for supervision, so if you don't want your child to attend Mass, kindly come to the school at **9:30am** to collect them.

3. **Sponsored Walk**

Our Sponsored Walk this year raised approximately €3,500.00. Huge thanks to everyone. If you still have outstanding money, please drop it to the school.

4. **Junior & Senior Infant Christmas Plays**

- Junior Infants Rm 1, 2 & 10 is at 11:15 on Tuesday December 19<sup>th</sup> 2017 in the Hall
- Senior Infants Rm 3 & 4 is at 11:15 on Wednesday December 20<sup>th</sup> in the Hall.

5. **School Closure**

School closes for all classes for Christmas Holidays at **12:00pm on Friday, December 22<sup>nd</sup>, 2017.**

6. **Junior Infant Vaccinations**

Junior Infant vaccinations take place on December 12<sup>th</sup>, 2017. Please see previous email for times.

7. **Absences**

The school is required to remove children from the School Roll if they reach 20 days consecutive absence. If children go on holidays during the school year, this may reach 20 days consecutive absence and they will be removed from school roll, as per NEWB Policy. Children who are removed will have to re-enrol on return and places cannot be guaranteed. There may be a charge, as per our Data Protection Policy, for retrieval of data. If your child is absent from school, please let us know the reason. All absences are recorded, with the reason. Parents receive a text at 15 days absence, as a courtesy and at 20 days absence informing them that their child will be reported to the NEWB. The school has no discretion in this matter. Our Education Welfare Officer meets with the Principal regularly to discuss absences.

8. **Substitute Teachers**

When teachers are absent on leave we try our best to get a substitute teacher. For some types of leave, we are not allowed to get a substitute by the Department of Education and Skills. It is very difficult to get substitute teachers at the moment as there is a substitute crisis, especially in Dublin. Classes must be spilt if there is no substitute allowed or we cannot get a substitute. We realise that this may be disruptive for some children but we do try to minimize the disruption. Children are marked absent if they are taken home by parents. We appreciate your understanding of this issue. If you wish to discuss it further with the Principal, please call the secretary to make an appointment.

9. **School Doors**

The school doors are closed as *soon as all classes are safely inside the building with their teachers*. The gates are closed shortly after. This is for **Health & Safety reasons**, given the volume of children entering through the doors of the school. 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, for your cooperation to date, we are happy that it is helping to make our school safer in the mornings.

10. **Email & Phone Numbers:**

**If you have change email or phone number, please let us know. Next term each family will receive an emailed link from the school which will allow parents log in to receive Newsletters, reports etc. We need a current email address for this to work.**

**Please note that, for security reason, we no longer accept cash payment. All payments must be done online. Please contact the Principal if you are having difficulty with this.**

11. **Personal Belongings**

Please label *everything* your child brings to school!

12. **Dates for your Calendar**

November 22 <sup>nd</sup> & 23 <sup>rd</sup>	Parent Teacher Meetings
December 19 <sup>th</sup>	Junior Infant Play
December 20 <sup>th</sup>	Senior Infant Play
December 21 <sup>st</sup>	Christmas Mass
December 22 <sup>nd</sup>	School closes at <u>12:00pm</u> for Christmas Holidays and will re-open Monday, January 8 <sup>th</sup> 2018
May 12 <sup>th</sup> , 2018	First Holy Communion
May 30 <sup>th</sup> , 2018	Confirmation

Yours Sincerely,

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O. Ní Odhráin,

Principal.