

“With faith, family and friends...anything is possible!”

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Dear Parent / Guardian



**WELCOME TO A NEW  
YEAR OF LEARNING!**



August 2018  
REF: 2018/01

I hope you are having a lovely summer and that the children are refreshed and ready for coming back to school.

Please find below information that you should find useful for the beginning of the school year. This will be provided as a paper copy as well for your convenience. Please keep it for reference.

### START AND FINISHING TIMES

**P2 – P7 Children RETURN on Thursday 30<sup>th</sup> and Friday 31<sup>st</sup> August 9-12pm**

On the first few days back – children will be settling in and P.2 – P.7 will finish at 12 NOON on Thursday 30<sup>th</sup> and Friday 31<sup>st</sup> August 2018. There will be NO BUSES on these days. Finish times are outlined below from Monday 3<sup>rd</sup> September. (Normal bus service begins on Monday 3<sup>rd</sup> September)

- P.1** Have their own start day and time. They will finish at 12 noon for the first 3 weeks. Full day with lunch from Monday 25<sup>th</sup> September.
- P.2** 9.00am – 1.45pm
- P.3** 9.00am – **2.00pm for September**. From Tuesday 2<sup>nd</sup> October they will finish Monday & Tuesday at 3.00pm
- P.4 – P.7** 9.00am – 3.00pm



### CHILD PROTECTION REMINDERS & PICK UP POINTS

1. Access to school during the school day: Any person requiring access to school should go to the reception window in the front hall of the school and speak to the school secretary.
2. Breakfast club remains from **8.10am at a cost of £1.50 a day**. No child should be on school grounds or entering the school buildings or corridors before 8.45a.m. unless accessing breakfast club.
3. Parents are reminded that children (if they are designated “collected”) should be picked up directly from the teacher. P.1 / P.2 / P3 parents go to the designated pick-up door. P.4 – P.7 children will be escorted to the playground by their class teacher where they will be dismissed. **P.4 and P5 pickup is in the Junior Playground. P.6 & P.7 pickup is in the Senior Playground.** For children who have to ‘walk’ to car parks/garage/church/home etc. or go on bus, a parent signature will be required and kept on file. It will be the responsibility of the parent to inform the teacher should any change happen.  
A permission letter will be sent home on the first day of school and should be returned immediately.

**N.B. No adult will be permitted to access the school buildings at any of the pick-up times**

## PICK UP POINTS FOR P1, P2 and P3 classes are as follows:



1. **P1 Mrs Mullan:** From the Fire Escape door in the mobile classroom.
2. **P1 Miss McAllister:** From the main door of the double mobile.
3. **P1 Mrs Ntareme:** From the blue P1 playground gate (collectors should not enter the play area).
4. **P2 Mrs McCaughan's** class will be dismissed to their collector at the door near the black entrance gate at the back of the junior building.
5. **P2 Mrs Sipa's** class will be dismissed to their collector at the first door facing into the junior playground (near Mrs McIntyre's office)
6. **P2 Mrs Quinn's** class will be dismissed to their collector at the second door facing into the junior playground (nearest exit door to their classroom.)
7. **P3 Mrs O'Donnell's Class:** class will be dismissed to their collector at the first door facing into the junior playground (near Mrs McIntyre's office)
8. **P3 Mrs O'Neill's** class will be dismissed to their collector at the second door facing into the junior playground (nearest exit door to their classroom.)
9. **P3 Mr Henry:** From the blue P1 playground gate (collectors should not enter the play area).

## GENERAL REMINDERS

### WAITING ROOM

**Waiting Room will start on Monday 10<sup>th</sup> September.** A paper copy of the registration form will be sent home asap. Please note registration is £20.00 a year and £1 to be paid to the teacher on the day you wish to use the waiting room. Payment must be kept up to date, please.

### OPEN DOOR POLICY

We operate an open door policy. This effectively means the class teacher will be willing to meet with you at the earliest time convenient to both. Feel free to pass on short pieces of information to the teacher at morning drop off (8.45am – 9.00am). **If you require a more lengthy discussion, please do not be offended, the teacher will ask you to make an appointment at another time as they are responsible for the children in their care from 8.45am and it is not appropriate to have lengthy discussions at this time.**

### TAKING PRIDE IN OUR APPEARANCE AND UNIFORM

- As stated in a previous communication, this academic year is a transition year to our new school uniform – so either the grey uniform or the blue uniform are acceptable.
- Summer uniform (summer dresses for girls/polo shirts for boys) can be worn for the months of **September, May and June**. From 2<sup>nd</sup> October until 30<sup>th</sup> April, all children should wear winter uniform (shirt and tie).
- **Wednesday 22<sup>nd</sup> August 2018** is the date set for the new school tie to be available at 1000 stitches, however, if you have ordered an elastic tie, these are now in store. Keep an eye on Antrim Town Facebook page where the uniform supplier will post as soon as all ties arrive.
- **Please make sure all uniform, bags and coats are labelled clearly with your child's name.**
- Footwear for school uniform must be **ALL BLACK**. No coloured / stripped trainers are allowed.
- For health and hygiene reasons, long hair **must** be tied back.
- Our school rules state that the only jewellery to be worn is a watch.



## ATTENDANCE MATTERS

- Should your child be absent for any reason, please inform the teacher. Should the absence be unforeseen (sickness) please call the school so we know not to expect your child. On their return, **please provide a note of explanation to the class teacher which we must keep on file.**
- Should you not inform the school of absence, you will receive a text requesting you to contact the school immediately. This helps keep all children safe.
- The Board of Governors state that you should not remove your child from school during term time for holidays.
- LEARNING begins each day at **9.00AM**. Please do not let your child be late for class. As a school, alongside absence, we must also monitor lateness. If your child is persistently late, they will miss out on vital learning time, which may in turn have an effect on their educational attainment. Lateness can also be distressing for a child. From 9.10am, the only access to the school will be via the front door. All external gates will be secured for the day.



## HEALTHY EATING SCHOOLS

- As a healthy eating school we encourage all children to drink water rather than fruit drinks/ flavoured water. No child should bring a fizzy drink to school.
- We encourage the child (the parent/carer) to pack a healthy choice lunch box and a healthy choice morning break snack (piece of fruit, plain biscuit etc).
- **No nuts/nutella or chocolate spread of any kind** (as we are unable to tell if it has nuts or not!) is allowed in school due to the danger to children with nut allergies.
- Parents can pay for their child to have milk in school. A letter will be sent home advising when milk can be ordered.

## TUCK AND DINNER MONEY

**Please ensure your child has the money to pay for tuck and dinners if they use it.** It becomes very difficult to manage for our teaching and canteen staff if money becomes “owed.” Again, thank you in anticipation for your help with this. **Toast 25p & Bagel 30p. Dinner £2.60**

## ‘WET DAY’ ACTIVITY BOOK

We would kindly ask if you could provide your child with a ‘Wet Day’ activity book to be labelled and be kept under your child’s desk and used if children can’t get out to play. E.g. Colour/puzzle/sudoku/note book for doodling etc. Thank you.

## UPDATED INFORMATION

Please check our website and parent notice boards at the entrances of the school at regular intervals for up to date information about school/community events.

## SCHOOL BUDGETS

I am sure that parents will be fully aware of the budget crisis currently facing Education. I am sure the education budget crisis in NI has never been worse. The budget allocation to schools simply does not give schools enough money to run to the best of their ability. With no Government minister in place, the situation does not seem like it will improve anytime soon. Our staff continue to work hard for the children however, like most schools in NI, St Comgall’s have to attempt to make cost savings in budgets. As a result, this academic year our school have to reduce our classroom assistant team by two and decrease the teaching team by one. This means that from September Mrs R O’Neill, who was teaching children with additional needs, will move back into the classroom. Mrs McIntyre, will take on a teaching timetable and work with those children with additional need. We would ask all parents to support us in education and challenge their local representatives to try to get more money into education for all of our children.

## Classrooms and Teachers.

Please use the following information to help you navigate to classroom on the first morning. School staff will be on hand to help you find your way.

### *Left Mobile Classrooms*

P1 Mrs Mullan  
P1 Miss McAllister

### *Right Mobile Classrooms*

P5 Mr Christie  
P5 Mrs Walsh

## Junior Building

Down Stairs		Upstairs	
P2 Mrs McCaughan	Room 8	P4 Mrs R O'Neill	Room 12
P2 Mrs Sipa	Room 9	P4 Mrs Black	Room 13
P2 Mrs Quinn	Room 10	P3 Mrs O'Donnell	Room 14
P1 Mrs Ntareme	Room 11	P3 Mrs L O'Neill	Room 15
		P3 Mr Henry	Room 16

## Senior Building

Down Stairs		Upstairs	
P6 Mr McShane	Room 1	P7 Mr Jones	Room 5
P5 Mrs Kelly	Room 2	P7 Mr Phillips	Room 6
P6 Mr McLaughlin	Room 3	P7 Mrs Duffy	Room 7
P6 Mrs Magee	Room 4		
P4 Miss Flanagan	Room 21		

## Update on School Extension:



This time last year I informed parents about a school extension that was to be built between the Senior and Junior building. This process is still ongoing. Unfortunately, the initial timeline set out by the architect was hampered as the public procurement process took place. I have been working very closely with the Department and the EA in the hope that the initial Departmental paperwork process will complete soon and funding will be released. Whilst the building has not begun, there has been and continues to be a lot of work going on in the background. I am hopeful that the building work will start this academic year.

**School Bus cost: 80p / School dinners cost: 2.60 / Breakfast club: £1.50**

If you have any questions, don't hesitate to speak with your child's class teacher. Looking forward to an excellent year of learning ahead.

Principal