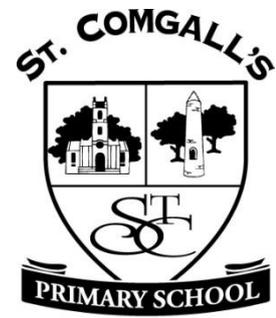


Parent Information Sheet

September 2018



Dear Parents,

Please find below useful information and reminders for the remainder of the month of September 2018.

Reconstitution of the Board of Governors

Parent Representative Required

Dear Parents, the Board of Governors is undergoing reconstitution. We require a new parent representative. A letter has been added to the end of this newsheet and a nomination form has been enclosed. If you would like to help support the running of the school we would like to hear from you.

Beginning of New School Year Mass

All parents / family / friends are invited to join our school community for the beginning of the new school year Mass. It will take place in St Comgall's Church at 10am on Wednesday 26th September. Please join us as we pray for a great year ahead.

P.1 Information

Settling Interviews 10th – 21st September

Interviews for parents of our new P.1 children will take place the week beginning 10th September. For these interviews, P.1 parents should enter school via front entrance. Please contact the class teacher if your interview has not been arranged yet.

P1 Dinner Menu Trial

On Wednesday 19th September, our P1 children will have to opportunity to try out school dinners and spend some time being introduced to the canteen and staff, before their full day routine begins on Monday 24th. On Wednesday 19th children will be brought to the dinner hall by the P1 staff, prior to the 12.15pm finish, and can trial dinners during a quiet period. A note will be sent home and if you wish your child to take part, the cost of dinners is £2.60. Alternatively, children can bring a lunch box to eat a small snack during the dinner session time that day. The children will be collected from their classroom at 12.15pm.

Reminder: School Closure

Monday 1st October will be a school closure for the children. Normal school resumes on Tuesday 2nd October.

European Day of Languages

We will celebrate European Day of Languages on Wednesday 26th September. In St Comgall's, we will celebrate diversity and languages in other countries. Each class will be given a country from which to learn a few words of the language. **Children will come to school in their uniform as normal.**

- P1 Lithuania (Lithuanian)
- P2 Slovakia (Slovak)
- P3 Poland (Polish)
- P4 India (Malayalam)
- P5 Philippines (Tagalog/Filipino)
- P6 Holland (Dutch)
- P7 China (Chinese)



Perhaps you can help them find out one interesting fact about the country they have been assigned?

Fun in Fundraising!

With a new year, the fundraisers are on the go! You are invited to support their endeavours.

Asda bag pack - will take place in Asda, Junction One, on Sunday 30th September from 1pm – 6pm. Helpers required, if you are available please contact the fundraisers or the school office.

“Starbucks” Table Quiz

We will let you know about their “Starbucks” Table Quiz which should be happening in October, it is a great fun evening.

***New Members** – The group would love new members to join and support their efforts. If you can spare an hour or two once or twice a term, please let the teacher know, leave details in school office or contact a fundraiser.

Important Information Regarding Allergies

Throughout the school, several children have very serious allergies. It is important that parents refrain from giving their children products containing nuts, lentils, pulses, peas, eggs. Some examples of these foods include, peanut butter, hazelnut or chocolate spread, lentil soup, confectionary containing nuts, (Snickers/Topic), etc. If a child with an allergy comes into contact with these, a life threatening situation could occur. Many thanks for your co-operation.

NB. Whilst some chocolate spreads are nut free, from a school perspective it is difficult to ascertain if the spread is nut-free or not. We would therefore ask if you could try to avoid chocolate spread. If your child has an allergy, please ensure that all details are given to the school secretary. If there are any changes to previous conditions, please update the office.

School Uniform

As we begin the new school year it is great to see all the children back to school wearing their full uniform. I would ask you to support us by ensuring that your child/children continue to wear their uniform to school every day throughout the year. Footwear for school uniform must be all black. **Also, please ensure that all items of uniform, coats, footwear and bags are clearly marked with the child's name and class. This helps when items of clothing or bags are lost or found.**

Travelling Book Fair

Our book fair will take place from Wednesday 3rd October to Wednesday 10th October. It will be a great way to stock up on new reads or even Christmas gifts whilst helping our school get free books. More information closer to the time.

Cool for School Photographer

Our school photographer will be present in school on Tues 9th and Wed 10th October. They will photograph all children / family groups and you will then have the opportunity to purchase the photos. We would ask that they are prepared for the photo by being dressed in their "winter" (shirt & tie) uniform.

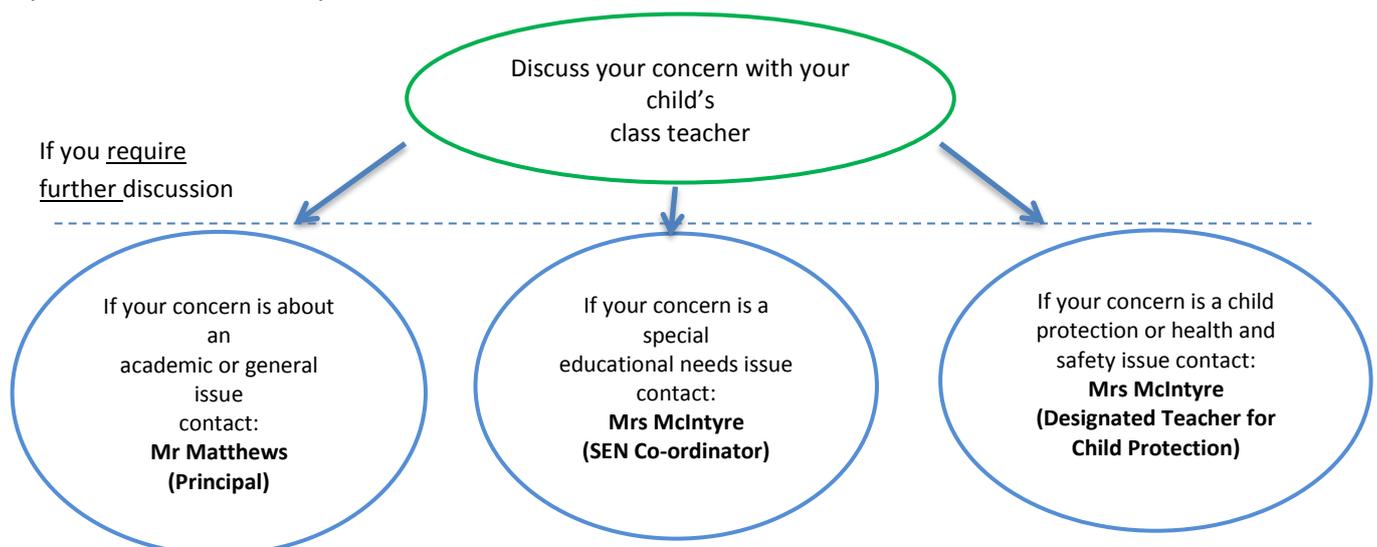
Reminder: Summer uniforms can be worn in September, May & June only.

PARENTAL CONCERNS

If you have concern about your child in school, please follow the diagram below.

Most issues/concerns can be sorted out quickly by the class teacher.

If you have a concern about your child:



OPEN DOOR POLICY: If you have a worry or concern, don't keep it to yourself, the Principal and Staff are always happy to listen. It may be possible to have a quick word between 8.45 am and 9.00 am but for anything more in-depth you can ring the office and leave a message or telephone number and the teacher will get back to you as soon as possible.

Teachers start their teaching day at 9.00am and after that it is vital that they are not disturbed.

Healthy Snack / Lunch box – birthday treats & medication needs.

The school has a healthy eating policy, which involves children bringing a healthy break to school every day. Therefore, we will be actively encouraging the children to consume the following foods and drinks at break time:

* milk and water / any fruit or vegetable / any bread product, for example, scone, sandwich, wheaten, soda, pancake, potato bread, tortilla wrap, pitta bread, bread muffin and crumpets. We would ask you to avoid sugary spreads.

We would also encourage children to bring water - in a reusable bottle - to school every day, as hydration is very important to the learning process.

It is also our intention to hold at least one event per term in school to promote healthy eating and highlight the importance of a healthy break. To extend this further and support our **children who have allergies** (some severe and life threatening) **parents are reminded not to supply birthday cake / muffins / party bags for children's birthdays to the class.** School cannot account for the ingredients in these products re: our children who have allergies and it also goes against the positive and healthy eating promotion in school. Lastly, we cannot distribute birthday invites and would ask parents to be sensitive to all children if they chose to distribute in the playground.

After Schools Clubs

After school clubs are due to start and the end of September.
More details will follow.

Passports

There will be a charge of £5.00 to complete a passport application.
All money will go towards pupil resources.

VERY IMPORTANT MEDICATION NEEDS

If your child needs any medicine administered while in school, for example, Inhalers, written consent is needed.

These forms are available from the office.

P1 Finishing Times

From Monday 24th September Primary 1 children will finish school each day at 1.45pm.

P3 Finishing Times

From Tuesday 2nd October, Primary 3 children will finish school at 3pm on a Monday and Tuesday each week.

Breakfast Club

Pupils are welcome to come to the School Breakfast Club which opens at 8.10 am at a cost of £1.50 daily. For this, breakfast (cereal, toast, fruit juice) and supervision are provided.
School starts at 9.00 am. Unless prior arrangements have been made, no child should be in school before 8.45 a.m. as no supervision can be guaranteed before this time. I would ask that all children are in school by 9.00 a.m. so that classes can begin promptly.

Waiting Room Information

From Monday 10th September the waiting room will be available to our P1 children as well as P2 and P3. Waiting room is a facility for children in P1 / 2 / 3 who wish to remain behind in school until 3pm. This service has been put in place to support parents who have in the past had to make 2 trips to school for collection or to allow a child to go home with an older sibling. Registration fee for the year is £20.00. It then costs £1 per day to use. **Please ensure payment is made promptly on the day.** Registration forms available from the school office.

Updating School Records

It is vitally important that we have your correct home address, home and mobile telephone numbers, email address plus details of your chosen contact person(s) for our records. If any of your details have changed from last year, please contact the school office. If your details change during the course of this year, please let us know.

School Policies

Complete copies of all our school policies can be obtained by contacting the school office. This includes arrangements for Child Protection, Internet Safety, Pastoral Care and Discipline.

Attention All Parents – Correct Money

Could we please ask all parents to establish a routine with their child/children, either the night before or in the morning before they set off for school, to check if they have tuck or tuck money, packed lunch or dinner money, bus money or collection arrangements at home time, so we can ensure your child's day runs smoothly, and minimise unnecessary calls home and eliminate the need to chase up unpaid monies. Thank you for your assistance.

Attendance Matters

All school attendance records are computerised and we would appreciate it when your child is absent from school that a dated letter/note of explanation is sent into the class teacher, explaining all absenteeism. If your child is going to be late for class any morning or needs to leave school for an appointment, a note of explanation is required.

Please note, the teacher cannot mark children present until they arrive in class. Following procedures stipulated by the Education Welfare Office, all unexplained absences from school will be recorded on our computer system as 'N' (no reason provided).

Also please note that in order to receive **100% attendance** for the school year pupils must be present for both the morning and afternoon sessions during the school day. Your co-operation in this matter would be appreciated.

Last year our average school attendance rate was 95.5%. We were happy with this but would like to improve on it even further this year. **Parents can help in the following ways:**

- Establish a good routine in the mornings and evenings so your child is prepared for the school day ahead.
- Make sure your child goes to school regularly and follows the school rules.
- Ensure your child arrives at school on time – not late.
- Arrange dental and medical appointments outside school hours where possible.
- Always inform the school if your child is absent due to illness – this should be followed up with a written note when your child returns to school.
- What are they doing? – Who are they with?
- Take family holidays outside term time.
- Attend parent evenings and school events.
- Praise and reward your child's achievements at school.
- Always support school staff in their efforts to control difficult or challenging behaviour.
- Take truancy seriously – if your child is not attending school as you expect, they may be putting themselves at risk
- Talk to your child about school and take an interest in their school work (including homeworks).
- Discuss any problems or difficulties with the school – staff are there to help and will be supportive.



For more information, please reference the Department of Education information leaflet '**School Attendance Matters: A Parent's Guide**'.

Traffic Reminders:

Dear Parents – for child safety and traffic management, please remember that our school car parks are **LEFT TURN ONLY** on exit during school hours. Please select the most appropriate car park to assist with your onward journey, whilst following school traffic management. Alternatively, park away from the school, walk / cycle /scoot for collection which could help ease congestion around our busy site.

Sacramental Information

Dates for sacraments are decided at Parish level, in conjunction with all parish schools and the parish diary. Sacramental dates have not yet been agreed, however, it is hoped that they will be agreed and communicated within the OCTOBER Parent Information Sheet.

Randalstown Youth Rugby

Join the Team, providing Girls and Boys Rugby for Minis P.1 to P.7. Season begins Saturday 1st September. Training every Saturday 9.30am. Membership registration is now open via the website – www.randalstownrugbyclub.uk

If you are interested please contact Randalstown Rugby Club.

Activities you might be interested in:

Nurture your Dramatic Side - Youth Lyric offer weekly classes in Clothworthy, Antrim Castle Gardens, starting Tuesday 18th Sept, for further information visit www.youthlyric.co.uk

Irish Dancing – McNicholl School of Irish Dancing – every Wednesday in St. Comgall’s Community Centre, Antrim at 6pm, for further information call 07901553505 or visit www.mcnichollschooloririshdance.co.uk

Helen O’Grady Drama Academy – Development Through Drama! – Classes take place in Antrim, for further details visit www.helenogrady.co.uk

You can see more details on our Parent Noticeboards.



Children received a paper copy in their school bags last week. Please note although the registration date has passed, you can still register when the Youth Club starts back on Friday 14th September.

Dear Parent / Guardian,

I would like to take this opportunity to introduce myself, I am Alana Molloy and I am the Youth Support Leader in Charge at St Comgall’s Youth Club. I would like to invite your child/children along on a Friday Evening from 6.30pm - 9.30pm. I have made a few changes this year and I am delighted to invite your child along from their 8th birthday (P4) along with the p5 to p7 children. We are holding registration this week on Thursday, Friday and Saturday evenings from 6.30 - 8.30 pm, starting back next Friday the 14th September. I ask that all children who wish to attend complete a registration form and pay a £10 membership fee for the coming year. There is a £1.50 entrance charge each night.

I look forward to seeing you this week for registration along with new faces.

Youth Support In Charge

Alana Molloy

07840468562

THE FACTS

- Use the advice of your GP to help you choose new modes or additional skin changes.
- Increases your risk of skin cancer, especially melanoma, after the age of 15.
- It's against the law for under 18s to use a sunbed or sunbed premises.
- Using a sunbed is not an effective way to top up Vitamin D levels.

THE MYTHS

- 'A tan is healthy and attractive' - A tan is a sign that your skin is damaged by ultraviolet (UV) radiation from the sun or sunbeds - it's not healthy. UV rays cause skin cancer and early skin ageing with wrinkling, sagging and yellowish or brown discolouring.
- 'Using a sunbed will make me look my best for a special event' - Sunbeds can speed up skin damage and cause premature skin ageing, dryness and can damage your eyes. Fake tan is an alternative to go with your natural glow.
- 'I don't want to get sunburned on holiday' - Sunbeds offer very little protection against further skin damage when in the sun. People who burn and don't usually tan in the sun will also burn on a sunbed.
- 'Sunbed tanning is safer than sun tanning' - Sunbeds do not offer safe tanning. Some sunbeds can give out UV rays many times stronger than the midday summer sun.
- 'My gym wouldn't have a sunbed if it wasn't safe' - Because your gym health club has a sunbed doesn't mean it's safe.

SHOULD I USE A SUNBED?

All sunbed users risk damaging their health but some people are at greater risk. **This includes people who:**

- Have naturally fair skin (sunny NI people when exposed to the sun)
- Are under 35 years of age
- Have a large number of moles
- Have ever had an abnormal reaction or allergy to light
- Are taking certain medications (e.g. some anti-depressants)
- Have reduced immunity (e.g. following organ transplant)
- Have had sun or sunbed exposure within the past 48 hours
- Have a history of frequent childhood sunburn
- Have been treated for skin cancer or pre-malignant skin lesions
- Have sun damaged skin
- Are pregnant
- Are wearing cosmetics

For further information visit: www.careinfohsc.ni.org

If you have any concerns about cancer call Cancer Focus Northern Ireland Freephone Nurse Line **0800 783 3339**

Monday to Friday 9am - 1pm
Calls are free from a landline
www.nurseslinecentre.co.uk

Cancer Focus Northern Ireland
40-44 Eaglestone Avenue
Belfast BT9 9DX
T: 028 9066 3281
E: info@canfocus.org
www.cancerfocus.org
Charity No: NIC 101307

Cancer Focus HSC Public Health Agency
FOCUS ON YOUR HEALTH

Printed May 2016

LOOK DEEPER INTO SUNBEDS

EXPERT VIEWS

The European Commission and its Scientific Committee on Health, Environmental and Emergencies says: "There is no safe limit for exposure to UV radiation from sunbeds."

Scientific evidence does not support the use of sunbeds for tanning.

The International Commission on Non-ionizing Radiation Protection says: "Use of sunbeds can raise the risk of skin cancer."

The World Health Organization: "Does not recommend the use of UV tanning devices for cosmetic purposes."

It's never okay to use a sunbed for tanning but if you're determined, read on...

By the sunbed operators must:

- Display a Department of Health warning
- Advise you on the risks of using a sunbed
- Provide an information sheet
- Always supervise sunbeds
- Provide protective goggles to be worn at all times while using sunbeds

Sunbed operators should also:

- Assess your general health in case you have a condition that would be made worse by sunbeds
- Assess if your skin is too fair for sunbed use
- Advise you how to use the equipment and what to do in an emergency

IF YOU HAVE ANY CONCERNS ABOUT THE SAFETY STANDARDS AT A BUSINESS WITH SUNBEDS CONTACT THE ENVIRONMENTAL HEALTH DEPARTMENT OF YOUR LOCAL COUNCIL.

PROPOSED HOLIDAYS 2018-19

**Start back on: Thursday 30th August 2018 (half day)
(P.1s start Mon 3rd Sept onwards)**

AUTUMN BREAK

Monday 1st October 1 day

HALLOWE'EN – MID TERM

Monday 29th October - Friday 2nd November 5 days

STAFF TRAINING DAY

Monday 3rd December 1 day

CHRISTMAS – close half day on 21st Dec

Monday 24th December – Friday 4th January 10 days

SPRING MID TERM BREAK

Monday 18th – Friday 22nd February 5 days

ST. PATRICK'S DAY

Monday 18th March 1 day

EASTER – close half day on 18th April

Friday 19th April – Friday 26th April 6 days

MAY DAY

Monday 6th May 1 day

MAY BANK HOLIDAY

Monday 27th – Wednesday 29th incl. 3 days

Close on : Friday 28th June 2019 – Half Day

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N.B. The above numbered days are school days off and the dates are inclusive. The Department of Education has strict guidelines concerning parents removing children from school during term time for holidays which should be taken during school holidays.

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

Principal: Mr J Matthews B. Ed (Hons)
M.Sc. P.Q.H. (NI)



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RECONSTITUTION OF GOVERNORS – PARENT REP

13-Sep-18

ELECTION OF PARENT GOVERNOR

Dear Parents/Guardians,

The Board of Governors of the school is in the process of being reconstituted and the Trustees have asked me to organise the election of a Parent Governor.

The person appointed will serve a four-year period, (2018/19 to 2021/22). Parent Governors must be elected from and by parents of pupils attending the school at the time of the election.

The relevant legislation defines the term “parent” as including a guardian and every person who has the actual custody of the pupil. The elected Parent Governor shall continue to hold office for the four-year period regardless of whether or not his/her child remains a pupil of the school.

Only eligible parents are entitled to stand for election, propose, second and vote in this election. Departmental guidelines state that “**There will be no proxy voting.**” Voting will take place for nominated candidates, by secret ballot at the office window. Forms of electronic or distance voting cannot be verified.

If you would like to nominate a candidate for election, please do so on the official nomination form enclosed with the September Parent Information Sheet. ***Please note that you will require the signed agreement of your nominee.***

The closing date for nomination is **Wednesday 3rd October @ 3.30pm.** Nomination forms should be returned to the school office. Arrangements for the election will follow after this closing date.

Yours sincerely,

A handwritten signature in black ink that reads 'J. Matthews'. The signature is written in a cursive style with a long horizontal stroke at the end.

J Matthews