



Email: mmartin582@c2kni.net

St. Mary's Primary School (Lisbuoy)

www.stmaryslisbuoy.com

16 Lisnagowan Road, Carland, Dungannon, County Tyrone BT703LH

Tel./Fax.: 028 8776 1515

Principal: Mrs. M. Martin

Wednesday 2nd September 2020

New school year!

Dear Parent(s),

As at the start of every school year, there are a number of important pieces of information to share with you. We must ask you to acknowledge receipt of this information and to provide your consent, if appropriate, by sending back to school the necessary slips.

- 1) Child Protection, Pastoral Care (including Positive Behaviour), Intimate Care, Critical Incidents, RSE & Drugs Policies
- 2) Responsible use of the Internet, Internet Safety Leaflet & Parental Consent Form
- 3) School Use of Images & Parental Consent Form
- 4) Administration of Medication Policy & Consent Form
- 5) Catholic Council for Maintained Schools Complaints' Policy
- 6) Attendance Policy
- 7) First Aid Policy
- 8) Healthy Eating Policy
- 9) Educational Trips/Visits
- 10) General

** Some of our policies are currently under review and so we will be grateful for all parent contributions.*

LIFE THREATENING ALLERGY

We have a child with a life threatening 'Pea', Mango and Coconut allergy in school. For this reason, we ask that parents avoid sending peas, sugarsnap peas, chickpeas, mango, coconut and items with pea, mango & coconut extract into school for lunch. We greatly appreciate your support with this.

1. Child Protection, Pastoral Care, Intimate Care, Critical Incidents, RSE & Drugs Policies

Please see, on the school website, policies outlining the school's current procedures in relation to Child Protection, Pastoral Care, Intimate Care(included) & Critical Incidents. Please take time to read the information carefully.

2. Responsible use of the Internet in School

As part of your child's learning and the development of their ICT skills, the school provides supervised access to the Internet. We believe that safe use of the Internet is an essential skill for children as they grow up in today's world. We take positive steps to deal with the risk of children accessing inappropriate materials when using the Internet in school. Our school's Internet Provider operates a filtering system that restricts access to unsuitable material. While every effort is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible

for the nature or content of materials accessed through the Internet. The school will not be liable for any damages arising from your child's use of Internet facilities.

The access your child will have to the Internet will be highly planned for and appropriate to enhance their educational needs.

Children should know that *they* are responsible for making acceptable use of the Internet. They must discuss and agree rules for this Acceptable Use. Parents are also asked to be aware of Acceptable Use and confirm that their children will follow these rules:

- On the network, I will only use my own login username and password.
- I will not look at, change or delete other people's work/files.
- I will ask permission before entering any website, unless my teacher has already approved that site.
- I understand that I am not allowed to enter Internet Chat Rooms while using school computers.
- If I see anything I am unhappy with, I will tell the teacher immediately.
- I understand that if I break these rules I could be stopped from using the Internet.

I enclose an 'Internet Safety' leaflet and would appreciate it if you could sign and return the enclosed consent form so that your child may use the Internet in school. Should you wish to discuss any aspect of Internet use in our school, please do not hesitate in contacting me.

3. Parental Consent for Use of Images

At St. Mary's Primary School, we take the issue of child safety very seriously and this includes the use of images of pupils. During the course of the school year there may be opportunities to publicise some of the activities that your child is involved in. This may well involve filming or photographing children for use in the local media or on our school website/Facebook. As a school, we welcome these opportunities and hope that you do too. There may also be occasions when we arrange photography for our own purposes, such as displays and school brochures, and also for school publications and for appropriate websites such as CCMS and DE. Photography or filming will only take place with the permission of the Principal and carried out under the supervision of a teacher. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. if they have won a prize), and home addresses will never be given out. We believe that positive publicity benefits all involved with the school. Nevertheless, we will not involve your child without your consent. Again, I would appreciate it if you could take a few minutes to complete and return the attached consent form.

4. Administration of Medication Policy & Consent Form

Please see enclosed policy regarding arrangements for Administration of Medication within school. The Board of Governors and staff of St. Mary's Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. Where administration of **ongoing** medication is requested, a relevant doctor/nurse's care plan and consent form must be completed in advance by parents/carers, in consultation with the Principal, as necessary. If a child requires short term medication, written consent must be sent into school with the required labelled medication.

5. Catholic Council for Maintained Schools Complaints' Policy

Please see Complaints Procedure which outlines how you can raise a complaint, should the need arise.

6. Attendance Policy

Please see policy regarding your child(ren)'s attendance at school.

7. First Aid Policy

Please see policy regarding the administration of First Aid at school.

8. Healthy Eating Policy

St. Mary's Primary School, is a Health Promoting School, we are committed to encouraging and developing positive attitudes towards food and a healthy diet, in accordance with 'Every School a Good School; Food in Schools Policy'. As you all know it's important that you give your child a healthy, balanced lunch to take to school. A nutritious and healthy school meal/lunch can increase a child's concentration and have a positive impact on their educational outcomes. A healthier lunch box should be based on the Eatwell Guide food groups (included), which promote balance and variety in the diet. Parents and pupils should try to include something from each of the eatwell food groups in the lunch box and ensure that this includes a drink. The following list provides links to further resources and information that may support you in developing your healthier lunch boxes.

www.nutrition.org.uk
www.eatwell.gov.uk
www.safefood.eu
www.deni.gov.uk
www.nhs.uk/change4life.co.uk
www.schoolfoodtrust.org.uk

In line with our policy we request that parents do **not** include fizzy/sugary drinks in lunch boxes. Only water, milk or diluted juice should be provided. Sandwich fillings/spreads, such as, chocolate spread or jam should only be provided **once a week** for lunch.

Only **one** of the following may be included in lunch boxes;

- Sweets (including Winders),
- Chocolate (including biscuits and bars)
- Crisps or any packeted savoury snacks high in salt and fat, eg. Dunkers, lunchables
- Sweet cakes, e.g. sugary cakes, doughnuts
- 'Corner style' yoghurts, eg. Crunch/fruit corner yoghurts, kit kat yoghurts,
- Sweet nut bars*

*As long as there are no children with Nut Allergies in school.

We appreciate your support with this and hope that you will encourage your child to sample new lunch suggestions.

Snack will be served everyday (P5-6 @ 10.15am; P1-2 @ 10.30am): toast/milk/water. £1 per week.

9. Educational Trips/Visits/Visitors

For the time being, educational trips/visits will not be taking place. This will be reviewed at midterm. Visitors into school will also be restricted until a later date. If a *visitor, including parents and family members needs to come into school -- they **MUST** report to the School Office if visiting during the hours of 8.40am - 4.30pm.* Parents are asked not to enter classrooms without reporting to the school office. If your child needs to go home early, please telephone the school office. If you need to *spea*k to a teacher, please telephone school or arrange a call back or email. We appreciate your co-operation with this.

10. General

Just a reminder of some other key areas for which your co-operation is much appreciated:

Drop off & Pickup

We ask that parents operate a one-way system for dropping off and picking up children. Please approach school from Carland Hill to allow your child/children to exit/enter the car safely at the school gate (*P1 parents may walk their children to the door during September*). Pupils will go straight to their classrooms for temperature checks and hand washing. For pick up, please wait patiently in the traffic queue from Carland hill and we will release your child/children through the gate directly to your car. We ask that parents remain in their cars at all times. Please try to avoid turning above the school and coming back into the flow of the one-way traffic. If possible, continue to the end of the Lisnagowan Road and take left towards Donaghmore or right onto the Cookstown Road. We are aware that this may lengthen your journey slightly but it will ease congestion at the school gate, particularly on wet days. If this system is unsuccessful, we will have to consider staggered drop off & pick up times, instead. Please be aware that pupils are not insured to be on the school premises before 8.40am in the morning.

School Uniform

As we begin this new school year, could we please ask that *all* children wear a clean full school uniform to school everyday, school PE kit on PE days.

Boys: yellow polo shirt & navy sweatshirt with school crest, navy trousers or **plain** navy jogging bottoms

Girls: yellow polo shirt & navy sweatshirt with school crest, navy skirt/pinafore, navy trousers or **plain** navy jogging bottoms.

Please avoid 'skinnies', leggings and branded/striped jogging bottoms!

The school sports' kit is available to buy from the school office. It consists of a school jersey, shorts, and socks, priced at £38.

Monthly Dinner Menu

Dinner menus will be send home monthly, as well as being displayed on the school website.

Please note: Peas, mango & coconut will not be used in school dinners.

Tin Whistle/Swimming

Tin Whistle & swimming lessons will not take place until further notice.

Accelerated Reader

AR will continue this year for all P3-7 pupils, with children completing their STAR Reading Tests at the beginning of each term. Following this individual targets will be set for each child for the term. Please encourage your child at home with their reading.

Assemblies

Class assemblies will continue monthly. These will be videoed and posted on the school website and FB Page for parents to view.

Afterschools

Afterschool Clubs will not take place at this time. We will review this at midterm.

Panto

Unfortunately, the schools' annual trip to the Grand Opera House's for the Christmas Pantomime will not take place this year.

Non-Uniform Day

This year, the first Friday of each month (subject to change), will be 'Non-Uniform Day', starting on Friday 4th September. Each child will be asked to donate £1 towards school funds. Thank you in advance!

Once again, I appreciate your co-operation with all of these important matters, which greatly support the smooth running of the school and help us to meet all our statutory requirements.

Yours sincerely,

Martina Martin

Mrs Martina Martin

PRINCIPAL

SCHOOL YEAR 2020-2021

Parent(s) - Please complete and return these two pages to school.

I acknowledge that I am aware that these documents are available on the school website, and that I will read them thoroughly.

- Child Protection, Pastoral Care (including Positive Behaviour), Intimate Care, Critical Incidents, RSE & Drugs Policies (Please Sign)
- Administration of Medication Policy (Please complete if necessary)
- Catholic Council for Maintained Schools Complaints Policy
- Attendance Policy
- First Aid Policy

Name of Parent/Guardian (Please print)

Signed:

Date:

At St. Mary's, we value our parents' opinions and views. Our policies are working documents and therefore we are always changing and adapting them as needed. Please take the time to read all the policies listed above and comment below, if you have any suggestions or opinions on their content. Many thanks in advance.

Parent/Guardian Signature:

Parental Consent for Use of Images

Name of your Child/ Children at the school (Block Capitals):	
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I understand that images may be taken of my child as follows:

- By the local media in covering school activities that show the school and children in a positive light.
- By photographers acting on behalf of the school for use in displays and publicity material.
- By teachers in the school for use in classroom/school displays/school website/ Facebook, as evidence of learning/development and for the purpose of record-keeping.

Having read the statement above, do you give your consent for photographs or video images to be taken and used by the school? <i>Please tick the appropriate box)</i>		I give my consent for pictures to be taken and used.
		I do not give my consent for pictures to be taken and used.

Name of parent/Guardian (Please print)

Signed:

Date:

Parental Consent for Internet Access

I have read and understood the school rules for Acceptable Use of the Internet and give permission for my child/children to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising for the use of Internet facilities.

Name of child (Please print)

Signed:

Date:

Educational Trips/Visits

Once educational trips/visits resume, I give permission to allow my child to go on trips/visits organised and supervised by the staff of St Mary's Primary School.

Name of Pupil/s: Class/es;.....

Parent/Guardian Signature: Date:

Contact Phone Number

Please provide a primary contact phone number to receive text messages from the school. This service will be used to contact you in case of emergency, inform you of school/parish events and for marketing purposes.

I give permission for, St Mary's Primary School, to use the phone number given, for the above purposes.

Parent/Guardian Signature: Date: