



Email: [mmartin582@c2kni.net](mailto:mmartin582@c2kni.net)

St. Mary's Primary School (Lisbuoy)  
16 Lisnagowan Road, Carland, Dungannon, County Tyrone BT70 3LH  
Tel./Fax.: 028 8776 1515  
Principal: Mrs. M. Martin

[www.stmaryslisbuoy.com](http://www.stmaryslisbuoy.com)

Thursday 1<sup>st</sup> September 2022

### ***New school year!***

Dear Parent(s),

I hope you are all well! 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.*

**NB: Policies are available on the school website. Paper copies are available from the school office.**

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

Please see policies outlining the school's current procedures in relation to Child Protection, Pastoral Care, Intimate Care consent (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:

*Caring, Sharing, Learning Together*



- 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 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 policy, regarding arrangements for Administration of Medication within school (If you require a form please contact the 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. Good school attendance is very important for every child.

### 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](http://www.nutrition.org.uk)

[www.eatwell.gov.uk](http://www.eatwell.gov.uk)

[www.safefood.eu](http://www.safefood.eu)

[www.deni.gov.uk](http://www.deni.gov.uk)

[www.nhs.uk/change4life.co.uk](http://www.nhs.uk/change4life.co.uk)

[www.schoolfoodtrust.org.uk](http://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 every day: toast/crackers/bread sticks/cheese/milk/water. £1 per week.

### 9. Educational Trips/Visits/Visitors

From time to time, the school programme requires pupils to travel to venues for educational and sporting visits. This would include swimming, library visits, tournaments, Sacramental preparation, Shared Education lessons, various events in the town and Parish. On any occasion when pupils leave the school they will always be closely supervised and monitored by staff to ensure their safety and well-being. Parents will be kept well informed as to when such events will be taking place by text message. For visits that need special permission, parents will be notified separately.

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 *Speak* 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. Pupils will play together in the playground before the school day begins. 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. Please be aware that pupils are not insured to be on the school premises before 8.40am in the morning. Once again, we ask that all children are in school by 8.55am.

*Could we please ask everyone to be mindful of turning on private property in the mornings and afternoons? We appreciate your co-operation with this matter!*

#### School Uniform

As we begin this new school year, could we please ask that *all* children wear their 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.

Half zips are available but are not compulsory. Please avoid 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.



### Monthly Dinner Menu

Dinner menu will be available on the school website. All dinners, £2.60 per day, must be paid for by the end of the week for auditing purposes. Unfortunately, no exceptions can be made; a text message reminder will be sent, if necessary.

### Tin Whistle/Swimming

Tin Whistle lessons will resume this term. Please ensure your child brings their tin whistle to school every week for their lesson. Primary 5-7 pupils will begin their swimming lessons on Monday 12<sup>th</sup> September. Due to the increased cost of transport and lessons, we ask parents to make a weekly £2 contribution towards swimming lessons. This is an excellent life skill for all pupils. We greatly appreciate your support.

### 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

Monthly class assemblies will continue this year. We are delighted to welcome family and community back into school for these.

### Afterschools

Afterschool Clubs will continue this year, depending on numbers. More details to follow.

### Panto

The schools' annual trip to the Grand Opera House's for the Christmas Pantomime will take place on Friday 16<sup>th</sup> December. More details about booking seats, costs & timings to follow.

### Non-Uniform Day

This year, the first Friday of each month (subject to change), will be 'Non-Uniform Day', starting on Friday 9<sup>th</sup> September. Each child will be asked to donate £1 towards school funds. Thank you in advance!

### School Calendar

Please retain the school calendar attached. These dates may be subject to change throughout the year.

### Updated Information

Please ensure that the school has the most update information regarding your children; phone number, address, allergies & medical needs.

### TRACTOR RUN

Following the success of the Tractor Run last year, it has been decided to host another Run this year. The 'Carland Run' is for Tractors, Lorries, Vintage and Performance Cars. It will take place on Sunday 11<sup>th</sup> September, at the Torrent Complex, Donaghmore. This was a fabulous family day last year; enjoyed by our families, the local community and people from far and wide. I have no doubt that this year's will be every bit as good if not better, so please come along and support it. Spread the word among your families and the community. We would be grateful if every family could please sell 2 tickets for the raffle. Tickets & money should be returned to school by Friday 9<sup>th</sup> September. More tickets are available from the school office. All support is very much appreciated and will benefit all the pupils in St. Mary's. We are looking forward to seeing you all there!!

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