

**ST. PATRICK’S PRIMARY SCHOOL**

 **12 Ballymacbredan Road, Magheralin, Craigavon. BT67 OQU**

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**Principal: Mrs. M. McGrath. BA(QTS), PQHSH, DipPD.**

**‘Together we learn, together we grow, developing our future, wherever we go!’**

31st August 2022

Dear Parent/Guardian

On behalf of the whole school team, I hope that you have had an enjoyable summer break. I am sure that the children are looking forward to the start of a new school year with their friends and teachers.

Below you shall find information relating to school return and procedures.

* **School Closure Dates for 2022/2023**

- Thursday 1st September 2022 – School re-opens for the new school year!

- Monday 31st October to Friday 4th November -School closed - Halloween break and Staff

 Development

- Thursday 22nd December 2022 – Wednesday 4th January 2023 -School Closed - Christmas

 break and Staff Development

- Monday 13th – Friday 17th February - School Closed - Half Term

- Friday 17th March and Monday 20th March - School Closed - St Patrick’s Day and Staff

 Development

- Thursday 6th April – Friday 14th April - School Closed – Easter break

- May 1st - School closed - Bank Holiday

- Monday 29th and Tuesday 30th– School closed – Bank Holiday and Staff Development

- Friday 30th June - School closes for the academic year.

**Dates are inclusive**

**Please note that you should not take family holidays during term times.**

**One Way System in school and class entry / exit points**

We will continue to operate a one-way system inside and outside the school building. We ask that as far as possible all parents drop their children off at the playground gate and allow them to proceed to their classroom. Any parent walking their child into the school playground must follow the one-way system.

* Reception and Primary 1 should enter school by the middle door. Please walk around the one-way system and you will be met by the class teacher at this door.
* P2 should enter the school using the bottom door.
* P3/4 and P5/6 children should go straight to their classroom in the mobile each morning. P3 will be released from their mobile door at 2pm each day.

P4 and P5/6 will be released from the playground at 3pm.

* P7 children will enter and exit school using the front main door.

If you wish your child in KS2 classes (P5 to P7) to walk to meet you at the school carpark or school gate, please put this in writing to your child’s class teacher.

**School Times**

The school day is busy and to get the very best from your children and the curriculum, punctuality is very important. The school’s Educational Welfare Officer monitors attendance and punctuality. Teachers must note lateness for records. School times are as follows;

* 9:00am School Opens (Registration will be taken at 9:15 to allow parents to stagger their arrival time)
* 2:00pm P1-3 Home Time (P3 finish at 2pm Term 1 and Term 2 only)
* 3:00pm P4-7 Home Time

**Reminder: ALL children will go home at 2pm each Friday.**

**School Uniform**

* Full School Uniform should be worn on each day.
* PE uniform should be worn on PE days ONLY. Your child’s class teacher will inform you in due course as to which days your child will have PE.
* School shoes should be black and school trainers should be worn on PE days.
* Please ensure that footwear is Velcro strapped if your child cannot tie their own lace.
* Jumpers get lost. Parents are advised to label their child’s uniform.
* Provide your child with a coat each day. We aim to bring the children out to play and exercise every day.

**Breakfast, Drop off and Afterschool Club**

Arrangements for Breakfast Club and Drop Off Club will continue this year.

Breakfast Club - 8am - £3.50 per child per morning

Drop Off Club – 8:30am - £1:50 per child per day

Afterschool club is £3:50 per hour

**Please note that bookings must be made 1 full week in advance. These bookings are also non-refundable. You must also receive text confirmation of your booking before your child arrives. We can NOT accept any child who has not been previously booked in.**

Breakfast/Drop Off club will open on Thursday 1st September from 8am

Afterschool Clubs will open from Monday 5th September (Monday to Thursday from 2pm to 5pm and Friday 2pm to 3pm)

Uptake of numbers at Afterschool Club are vital to its continuation. We will review times and uptake of numbers at Halloween. You will be informed at that point if there are to be any changes.

**Homework**

As our children are settling back to school, Homework will begin gradually throughout the month of September.

**Dinners**

**Free School Meals applications** can be made via the Education Authority Portal. Please contact the EA as soon as possible if you wish to avail of a Free School Meal for your child/ren. (Tel no. 028 3751 2523).

We ask that dinners are booked and paid for in advance at the start of each week. If your child is ill, this can be refunded in the morning of their absence. It is important that the school office is notified before 9:30am each morning about your child’s absence to cancel their dinner.

**Medication**

Please be advised that our staff is not trained in giving medication to children in school.

Hopefully most medications can be administered before and after the school day by a parent.

If your child requires medication please inform their class teacher with a note, clearly identifying the purpose of the medication and when it should be taken. The medication must be put into a clear bag with your child’s name and class written on it.

Your child should be able to administer the medication by themselves. If they cannot administer it themselves, please contact the school to organise arrangements for it to be administered by you, or an approved adult.

If your child has a medical condition whereby their medication is stored in school, please contact your child’s class teacher to ensure that the medication is still in date.

**School Data**

Over the last number of years, we have noticed changes in the various contact details that we hold on our children. If a parent thinks their child’s details may have changed, please request a new data collection sheet from the school office. **It is very important that contact numbers are kept up to date in case of emergencies.** If you require to make changes to the current data form we hold for your child/ren, we ask that you request and return this form as soon as is possible.

**School Grounds**

It is asked that parents park in the allocated spaces only. **Bays are for drop off and pickups only.** The children may be dropped off at the school gate as we have a direct path to the school. The safety of the children is our primary concern. Please also be mindful of residents parking and access to their premises.

We look forward to seeing you all from Thursday 1st September and having a great school year. We ask for your continued prayers and support as the school year progresses.

Yours sincerely

Mrs McGrath

PRINCIPAL