



## WEEKLY NOTE

### ST. COLUMBA'S PRIMARY SCHOOL

Principal: Mrs C. Callan

**Date: Monday 2<sup>nd</sup> September 2019**

WELCOME BACK!

As we begin a new school year, I am delighted to welcome all our pupils and I hope you all had an enjoyable summer break. We extend a very warm welcome to our newcomers in Primary One, Reception and to the children who have recently transferred to our school. I hope that their time in St Columba's will be both happy and rewarding.

Here is a list of useful information for this new school year and this week:

#### **Classes for this year 2018/ 2019 are as follows:**

Reception / P1 / P2	Mrs C. Callan	Classroom Assistant: Miss Sharon Henry
P3 / P4/ P5	Mrs C. England	Classroom Assistant: Miss Laura Baber & Miss Emma Bonner
P6 / P7	Mr C. Doyle	Classroom Assistant: Miss Monica Wilson

#### **School Day**

School begins at 9am  
Morning Break – 10.45 – 11.00am  
Lunch – 12.15 – 1.00pm  
Reception, P1 and P2 finish at 2pm  
P3 - P7 finish at 3pm

#### **School meals**

The price of school meals for this year is **£2.60** per child per day or **£13** per week. **Dinner money must be paid on a Monday in an envelope, clearly stating which days your child is taking dinner.** In any event ALL dinner money for meals taken MUST be paid by the Friday morning of the week as each week's dinner money is sent to the Board every Friday. **Payment by cheque for dinners is no longer acceptable as the Post Office will not accept cheques.** A copy of the canteen menu is enclosed.

#### **After School Clubs**

Information about After School Clubs will be sent out in the coming weeks.

#### **School notes and school app**

The school provides a school note every Monday with essential communications for the parents on the week ahead. **It is essential that all parents access this information.**

The weekly note can also be accessed online at [www.stcolumbasps.net](http://www.stcolumbasps.net) .

**At the start of the year we will still send out paper notes so please make sure to check your child's school bag regularly as there will be other notes sent throughout the week, when**

**appropriate.** Please note that we are planning to phase these out though so we would encourage all parents to start using the app as soon as possible.

### **Lunches and Morning Break**

In recent times much emphasis has been put on healthy eating. In keeping with the Education Authority's directives and our 'Healthy Eating' policy we would ask that you provide a healthy break of fruit for your child. We would also ask you to ensure that your child has a healthy lunch if you are sending in a packed lunch.

### **Money**

Parents should ensure that **all money sent to school is in an envelope, clearly marked.** This avoids a lot of confusion, not least for the child. **Cheques cannot be accepted** except in the case of significantly larger payments of **one item only i.e. Music Tuition.**

**Please note we cannot accept loose money. Please do not leave any payments on the desk in the school office, all payments must be handed to the class teacher.**

### **Homework**

We would ask parents to sign homework each night, so that we know that a little homework time was shared with your child. Homework will start for all classes next week.

### **School Books**

We would ask that in order to maintain the care of school books that all books be covered. We would also ask that items belonging to the school be returned i.e. books, P.E. clothing etc.

### **Clothing**

It is vitally important that all items of clothing are **clearly labelled.** Sensible black shoes should be worn. Also, please remember that our school grounds host a clothing bank that generates a small donation for the school for each bag of unwanted clothes. This money helps us buy much needed resources for the school, so if you have any unwanted items in your house please use our clothing bank!

### **Child Protection Points to Note**

- Parents should NOT collect children from Reception, P1 and P2 before 2pm.
- Children in P3, P4, P5, P6 and P7 should NOT be collected before 3pm.
- Parents must provide the school with the names of adults who will be collecting their children and must phone the school if alternative arrangements are being made.
- Please ensure that the information held by the school for contacting you is up to date and has the correct information, particularly telephone numbers in case the need to contact you in an emergency arises.
- A parent wishing to collect a child for an appointment should inform the school in advance and **report to the main office on arrival.**
- Please note that we have a new **Signing Out / Signing in Register** to keep a record of every child leaving the building or arriving outside of normal school hours, for health and safety reasons. **It is therefore imperative to call into the Main Office and inform the school secretary every time you collect your child during school hours or you bring your child to school after the start of class.**
- We would also ask parents to be aware of potential dangers in the car park when dropping off or collecting children.
- **A parent wishing to speak with a teacher should make an appointment after school so that teaching time is not disrupted.**

### **P.E. Uniform**

Children are encouraged to wear a P.E. Uniform during sports activities. The P.E. Uniform consists of a green t-shirt/polo shirt with the school logo (available from Select Kidz) and grey tracksuit bottoms. Children must also wear low ankle line trainers or black plimsolls. Boot-type trainers are dangerous and should not be worn for PE.

# ST. COLUMBA'S PRIMARY SCHOOL

## Holiday List for 2019/ 2020

**School begins on Monday 2<sup>nd</sup> September 2019.**

### September

Friday 27<sup>th</sup> September: School Closed for Staff Development

### October

Wednesday 30<sup>th</sup> October – Friday 1<sup>st</sup> November: Halloween Mid-Term Break

### Christmas Holidays

School closes on Friday 20<sup>th</sup> December at 11:30am and reopens on Monday 6<sup>th</sup> January 2018.

### February

Monday 17<sup>th</sup> February – Friday 21<sup>st</sup> February: Mid-Term Break

### March

Monday 16<sup>th</sup> March – Wednesday 18<sup>th</sup> March: St Patrick's Day Break

### Easter Holidays

School closes on Holy Thursday 9<sup>th</sup> April at 11:30am and reopens on Monday 20<sup>th</sup> April 2020.

### May

Friday 8<sup>th</sup> May – Monday 11<sup>th</sup> May: School Closed for Bank Holiday and Staff Development

Friday 22<sup>nd</sup> – Tuesday 26<sup>th</sup> May: School Closed for Bank Holiday and Staff Development

**Summer Holidays:** School closes on Tuesday 30<sup>th</sup> June 2020 at 11:30am.