



## Weekly Note

### St. Columba's Primary School

2 Duncastle Road,  
Newbuildings,  
BT47 2QS

Phone: 028 71 347190

Fax: 028 71 313814

Email: [info@stcolumbasps.newbuildings.ni.sch.uk](mailto:info@stcolumbasps.newbuildings.ni.sch.uk)

Website: [www.stcolumbasps.net](http://www.stcolumbasps.net)

Principal: Mrs C. Callan

**Date: Monday 1<sup>st</sup> September 2016**

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 2014/ 2015 are as follows:**

Reception / P1 / P2	Mrs C. Callan
P3 / P4	Mrs C. England
P5 / P6 / P7	Mr P. Flanagan
Classroom Assistant	Mrs Sally Thompson
Classroom Assistant	Miss Sharon Henry
Temporary Classroom Assistant	Miss Laura Baber

#### **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 **£2.50** per child, per day. If possible we would prefer that **each week's dinner money be paid on a Monday** in advance. **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.** We are enclosing a menu for your own reference but please be aware that there might be slight changes. If a new menu becomes available we will send out an updated copy.

We are currently in Week 1.

### **After School Clubs**

Information about After School Clubs will be available next week.

### **School Milk Scheme**

Our next school milk scheme starts on **Monday 12<sup>th</sup> September 2016**.

Each pupil pays **20p per day**, which entitles him or her to one third of a pint of milk each day. Anyone wishing to join or leave the scheme should let the school secretary know by returning the attached slip.

The cost of milk **up to the Christmas Break is £12**.

**Milk Notes MUST be returned BY TUESDAY 6<sup>th</sup> SEPTEMBER at the very latest** to ensure your child has milk on Monday. Please note that late orders cannot be accepted.

Reception children will receive milk free of charge, but please fill in and return the enclosed reply slip anyway.

Please find the reply slip at the end of this note.

### **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 should be 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.**

### **Homework**

We would ask parents to sign homework each night, so that we know that a little homework time was shared with your child.

### **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!

### **Bus fare**

Cost of the bus is **80p** per trip or **£1.30** for both ways. Bus money is paid directly to the driver. Please stress to your child the importance of safety and good behaviour both on the school bus and at the bus stop.

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

- Parents should NOT collect children from Reception, P1 and P2 before 2.10 pm.
- Children in P3, P4, P5, P6 and P7 should NOT be collected before 3.05 pm.
- 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 now 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.

**Always check school bag for school notes**

This year we will continue to send out our weekly note on a Monday, but **please make sure to check your child’s school bag regularly as there will be other notes sent throughout the week, when appropriate.**

We would advise all parents that the weekly note can also be accessed online at [www.stcolumbasps.net](http://www.stcolumbasps.net) . You will also find a list of holiday dates and a monthly calendar of school activities to assist with your own planning. We hope you will find this useful.



**MILK**

I wish my child / children ..... to receive milk up to Wednesday 21<sup>st</sup> December 2016.

- I enclose payment of £12 per child
- My child is in the Reception class and can receive free milk.

Signed .....

# St. Col umba'S Primary School

## **Holiday List for 2016/ 2017**

**School begins on Thursday 1<sup>st</sup> September 2016.**

### **September**

Thursday 29<sup>th</sup> and Friday 30<sup>th</sup> September: School Closed for Staff Development

### **October**

Monday 31<sup>st</sup> October and Tuesday 1<sup>st</sup> November: Halloween Mid-Term Break

### **Christmas Holidays**

School closes on Wednesday 21<sup>st</sup> December at 11:30am and reopens on Thursday 5<sup>th</sup> January 2017.

### **February**

Monday 13<sup>th</sup> February – Friday 17<sup>th</sup> February: Mid-Term Break

### **March**

Thursday 16<sup>th</sup> March – Friday 17<sup>th</sup> March: St Patrick's Day Break

### **Easter Holidays**

School closes on Holy Thursday 13<sup>th</sup> April at 11:30am and reopens on Monday 24<sup>th</sup> April 2017.

### **May**

Monday 1<sup>st</sup> May and Tuesday 2<sup>nd</sup> May 2017: May Day Bank Holiday

Monday 29<sup>th</sup> May – Wednesday 31<sup>st</sup> May: School Closed for Staff Development

### **Summer Holidays**

School closes on Friday 30<sup>th</sup> June 2017 at 11:30am.