



Roan St Patrick's Primary School

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Principal: Mr S Mone, BA Hons, PGCE, PQH

Dear Parent

I am delighted to officially welcome you all back after what was an unprecedented end to our 2019-2020 school year. I especially welcome our new families and our 22 Primary 1 children who embark on their exciting journey through primary school life.

Enclosed with this letter you will find a number of documents that require your attention. I would particularly draw your attention to the child protection leaflet which outlines the school's procedures for safeguarding children.

Please fill in all reply/permission slips in relation to Child Protection, Intimate Care and Photographs and send into school in a sealed envelope.

If you have not already done so, please ensure that all new families provide us with contact details that will enable us to get in contact with you in case of an emergency and nominate one mobile phone number to receive school text messages. (Please update your current contact details if there are any changes).

Please download the school app available on the school website to receive letters and messages instantly from the school. You can also subscribe to the site for free to receive letters and messages direct to your email inbox.

Holiday List

The school Holiday List for 2020-21 is now available on the school website. We hope to hold our Parent Teacher Meetings on Thursday 29th October (following strict social distancing guidelines) and children will finish school at 11am on this date to facilitate the meetings.

Clothing

Can you please ensure that your children's clothes are clearly labelled. Children should not be wearing any jewellery in school for obvious health and safety reasons. Please note that the school uniform includes black shoes/runners which should be worn by all children. Next week we will begin our annual House System. Children should wear their coloured house badge as part of their formal uniform (children will receive a new house badge for the year).

For PE, children can wear the school PE jersey or a plain white polo shirt along with navy/black shorts (tracksuit bottoms for P1/2) and runners. Children must wear their PE gear into school - there will be no changing at school.

Healthy Breaks

Parents are reminded to send a healthy snack into school for break time. School dinners cost £2.60 and must be paid for on Monday mornings in the school money pouch or a clearly labelled sealed envelope; indicating the days that your child will be taking dinner (pouches available at reception for a small cost).

Learning Together, Growing Together



@roanstpatricks



www.roanstpatricks.org

This also applies to other payments which may need to be made throughout the year. Mrs Vincent will collect these payments from each class bubble. School menus are pinged out via the app at the start of the month and are available on the school website.

The Healthy Lunchboxes initiative will continue this year. The Department of Education has made it their policy to insist that all schools encourage children to develop healthy eating habits and parents have an essential role in this. Please ensure that your child's lunchbox includes only healthy options. Foods that contain chocolate, high levels of sugar, crisps and sweets are not to be included in lunch boxes. On Fridays, the children's lunch can include a treat.

Drop-off and Pick-up

Our new car park is almost complete. When the car park is marked out, we ask that parents drop their child off at the drop-off/pick-up point (at the foot of the path leading to school) and leave the car park in a clockwise direction. If you are walking your child to their class (P1/2 parents), please park in a parking space before doing so. At collection times (see below), please make sure to park your car in a parking space and stand at your door so that staff can see you and send your child to your car via the footpaths. Please follow the clockwise direction for entering and leaving and be mindful of other traffic and children entering / exiting cars when driving. If the car park is very busy, you can also use the Chapel car park and walk to the drop-off/pick-up point to collect your child. We hope to have all car park space markings on the ground by the end of the week.

Walkers will enter / exit via the roadside gate (please ensure to send in written permission for your child to walk home from school if you have not already done so). Members of staff will be on duty at both gates when they open at 8.45am in the morning (gates will be closed at 9.05am).

I would ask parents who are collecting their child at either the early or late pick-up times to try to be punctual. Very often children are not collected on time which often causes the child to become anxious and prevents the teacher from carrying out other duties. We have staggered our times to ensure that social distancing can remain in place where possible. We ask that parents refrain from bunching in groups in the car park.

Parents must notify the school if their child is going home with another family or if there is a different adult collecting them on any given day.

School pick-up arrangements:

- Primary 1 children will be walked to the new car park gate for collection at 12.15pm in September - 1.50pm thereafter.
- Primary 2 children will be walked to the new car park gate at 2pm for collection.
- Primary 3 children will be walked to the new car park gate at 2.45pm for collection (2pm on a Friday).
- Primary 4 children will be walked to the new car park gate at 2.50pm for collection.
- Primary 5 and 6 children will be walked to the new car park gate at 2.55pm for collection.
- Primary 7 children will be walked to the new car park gate at 3.00pm for collection.

Please ensure that the person who is collecting your children is aware of these guidelines.

Medical Issues

Any medical issues that your child has should be made clear to the school staff (if you have not already done so). Any child who suffers from conditions such as asthma should leave a spare inhaler in school in case of emergency. If your child requires medicine during school hours, you must complete a medical form available from the school.

French / Music Lessons

Lessons will begin at the end of the month - more details to follow.

Clubs

Breakfast Club will not be available at the beginning of the term. We hope to be able to commence the club in the coming weeks with strict social distancing. There will be no after-school clubs in Term 1.

Credit Union

Aghaloo Credit Union normally sends a representative to the school every Wednesday to provide an opportunity for parents to open a Credit Union account for their children. If you have not already opened an account and would like to do so, please let Mrs Vincent in the school office know and she will send the appropriate forms home.

PE Jerseys

We await the delivery of our latest order. Payment of £25.00 must be paid before the jerseys can be given out (we will let you know when they arrive). Mrs Vincent has a list of those that have already paid - if you are not sure, please call the school office.

House System

Our very successful school House System will begin next week. Children will receive a badge representing their House colour for no cost. There will be a cost of 50p for replacement badges.

School Website - www.roanstpatrickss.org

School news, photos and many of the school's policies are available on the school website. Please subscribe on the site for free to receive letters via your email. Also, download the school app from the website to your smart phone to receive updates of important school related news. You can also follow us on twitter @roanstpatrickss. We will update the website calendar over the next couple of weeks to show important information.

If you need to contact the school, please note that the school secretary is in the office until 1pm. As all other staff will be working with the children, the phone may not be answered in the afternoon until the children go home at 3pm. All messages left on the answering machine will be followed up.

Visitors

Under current guidance, visitors/parents will not be permitted in the school buildings without an appointment. If you would like to speak to your teacher about your child's progress, we can arrange a socially distanced meeting or a meeting over the phone. For any smaller queries or questions, please email your teacher and they will respond to you as soon as possible.

Children who are unwell or become unwell in school

Please do not send a child who is unwell in any way to school. We ask that parents take their child/children's temperature in the morning before leaving. Please contact the school if your child is unwell. You will be asked to arrange a test for Covid-19 if your child is showing any symptoms - a high temperature - a new, continuous cough - a loss or change to sense of smell or taste.

If a child presents unwell during the school day, we will contact parents immediately and arrangements must be made to take the child home. Please bear this in mind and have arrangements in place for your child's collection in this situation.

Please read the latest guidance which was made available on the school website last week.

Social Distancing

Whilst social distancing guidelines within the primary school setting have been relaxed, we will strive to keep them in place as much as possible. Classes will be 'bubbled' and we will keep interaction between classes to a minimum. This will mean staggered break and lunch times and a cessation of all clubs until further notice.

GDPR

Please read the GDPR Privacy Notice for parents and pupils on the school website Parent Area - School Policies section.

Homework

Homework will begin week beginning 14th September. We will be launching our new online platform 'Seesaw' this week and issuing each child with log-on details. We will use this platform for homework and issue parents with guidance on how homework can be completed weekly (more details to follow). We hope to use this platform for teacher-led home learning in the event of a lockdown scenario.

Yours sincerely

Stephen Mone

Principal



Roan St Patrick's Primary School

Permission Slips

Name of child/ren: _____

I consent to my child / children's images / video clips being included in the following:
(Please circle)

- local press - **YES / NO**
- school website - **YES / NO**
- school twitter page - **YES / NO**
- other productions associated with the school (show DVDs etc) - **YES / NO**

Signed: _____

I consent to my child / children taking part in school trips, educational visits and after school clubs.

Signed: _____

I consent to school staff administering first aid to my child / children in an emergency situation.

Signed: _____

Pastoral Care

Sometimes in school, incidents such as toileting accidents or falls occur which necessitate a change of clothing for a child. Appropriately vetted school staff are on hand to help the child in this situation and provide care and assistance appropriate with the age of the child. Please fill in the permission slip below to indicate your consent to staff performing this role for your child. (Pastoral Care policies are available from the school website. All other policies are available upon request from school office).

Intimate Care Policy

I the parent of: _____

Give permission for him/her to be changed in accordance with the school's Intimate Care Policy. (Policy available on school website or from school office).

Signed _____ (Parent)

Date: _____

Child Protection / Anti-Bullying

I the parent of: _____

Have read the Child Protection Policy/leaflet and Anti-Bullying Policy and am aware of the school's procedures for safeguarding children. (Please see updated Child Protection and Anti-Bullying Policies on the school website - also available from the school office).

Signed _____ (Parent)

Date: _____

E-Safety
Acceptable Use Agreement
For Pupils and Parents

Pupil's Name		Class Teacher	
As a school user of the Internet, I agree to follow the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by my school.			
Pupil Name (print)			
Pupil Signature		Date	

Parents Name			
As the parent or legal guardian of the pupil above, I give permission for my son or daughter to use the Internet in school in line with the School's E-Policy (including Email usage KS2 only when applicable). I have read and agree to support the school E-Safety Policy at home and attend (when possible) E-Safety Workshops provided by the school. (Policy available on school website or school office).			
Parents Name (print)			
Parents Signature		Date	

Please return all signed documents to school in a clearly labelled, sealed envelope. If you have any questions or queries in relation to any of these policies, please contact the school.