



Parteen National School

Parteen

Co. Clare

www.parteenschool.ie

parteenoffice@gmail.com

(061) 340457

Principal: Gerard Ruane

Deputy Principal: Mairéad Guckian

Reminders for the Smooth Running of the School

- As you know, school starts at 9am. Teachers start work at 9am and if their cars are outside the school before this time they are in school of their own accord to prepare for the day. We appreciate however that all pupils can't arrive at exactly 9am. **Therefore we will accept children from 8.50am.** Children should not arrive before that time. Children must line up in the yard. If it is raining, children will be taken inside the main building at 8.50am. This is not playtime. They will be supervised from 8.50am.
- If you have any concern about your child, **please make an appointment**, letting the teacher know your area of concern. This way we can sit down and give you our full attention.
- Please read over your child's **homework** each night and sign the homework journal indicating how long it took to complete the homework. Homework includes oral work - reading, tables etc. Homework must be completed neatly.
- Please ensure all belongings are **labelled**.
- If your child comes to school, they should be **fit and well** enough to participate in normal day to day school activities, especially

going outside for some fresh air at break time. This is an essential part of the day. If it is wet or too cold, we will keep all children inside.

- It is of utmost importance that a **note** be sent in if your child has been absent, is late, their homework is not done or they have to be collected early.
- It is essential that you arrange for the **prompt and safe collection** of your children – please be there to receive your children at either 1.40pm or 2.40pm. Please ensure children know who is collecting them and/ or how they are getting home. It is your responsibility to arrange for your child getting home safely.
- Please see www.parteenschool.ie for **policy** documents or contact the school office.
- Please keep track of the school website for school **newsletters**.
- **All** persons entering the school must **report to reception**. Please use the main front door. **Under no circumstances should anybody go straight to any classroom**. This is for security purposes and child protection purposes. If you have to collect your child before school closes, sign them out using the book outside the office. If bringing them back to the school, or coming to the school late, sign them in. All visitors to the school must sign in.
- **Punctuality** is expected at all times.
- Please inform us of any **change** to your address, contact numbers or emergency contact number. Please also let us know if there is a change in **family arrangements**.
- The Board of Management does not accept responsibility for children's **property**.

- If your child is being collected by somebody other than the usual person, parents/ guardians must contact the school office or send a note to the class teacher to **let us know**.
- Please check that your child has adequate **school supplies** – pens, colours etc.

Uniform Policy

Uniform

Bottoms: Grey trousers/skirt/dress with grey tights/socks.

Shirt: Grey shirt.

Tie: School tie available from school office or Fennessy's.

Top: Purchase a generic grey jumper and sew on the school crest which is available from the school office or purchase a crested jumper from Fennessy's.

PE Tracksuit

Bottoms: Plain navy tracksuit bottoms (no logos) or O' Neills tracksuit bottoms which have the dark navy logo.

T-Shirt: Plain white t-shirt or plain navy t-shirt (no logos).

Top: Purchase a generic navy sports top and sew on the school crest which is available from the school office or purchase a crested PE Rugby top available from Fennessy's.

Junior and Senior Infants may wear the PE tracksuit each day or Junior and Senior Infants may wear the grey uniform and wear the PE Tracksuit on PE Days.

1st - 6th wear PE tracksuit on PE days only or on days when there are sporting events on during the school day.

Child Protection

Gerard Ruane is the Designated Liaison Person (DLP) and Sheila Quinn is the Deputy DLP for **Child Protection** purposes.