



*Parteen National School*

*Parteen*

*Co. Clare*

[www.parteenschool.ie](http://www.parteenschool.ie)

[parteenoffice@gmail.com](mailto:parteenoffice@gmail.com)

*(061) 340457*

*Principal: Gerard Ruane*

*Deputy Principal: Mairéad Guckian*

### **Reminders for the Smooth Running of the School**

**2019/ 2020**

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. This is not playtime. If it is raining, children will be taken inside the main building at **8.50am.** They will be supervised from 8.50am. **Please do not stay with children inside the building if it is raining – supervisors are in place.**

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 typical 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. Equally, if children attend after-school activities, please ensure they are collected on time.

Please see [www.parTEENSCHOOL.ie](http://www.parTEENSCHOOL.ie) for **the following policies:** Healthy Eating, Uniform, School Development Plan, Code of Behaviour, RSE/ SPHE, Charities, Acceptable Use of I.T., Parental Complaints, Admissions, Child Protection Safeguarding Statement and Risk Assessment. Board of Management Agreed Reports are also published on the website.

Gerard Ruane is the Designated Liaison Person and Sheila Ryan is the Deputy Designated Liaison Person for **Child Protection Purposes.**

**Please read newsletters.** We have occasionally received calls from parents/ guardians saying they didn't know about an event or a school closure. This will not be an issue if you read the newsletter. You will receive a text when a newsletter is uploaded with a link to the website. If you require a hard copy please write a note to Catherine in the office.

**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 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 **school office is unattended** between 10.20am and 10.35pm and 1.00pm-1.30pm. Please call outside of these times.

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.

If you take **photographs or videos** at school events, please do not share them on social media if they include children other than your own.

**Children should not return to the school grounds or into the school building** after being dismissed.