



Parteen National School

Parteen

Co. Clare

www.parteenschool.ie

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(061) 340457

Principal: Gerard Ruane

Deputy Principal: Mairéad Guckian

Reminders for the Smooth Running of the School

2020/2021

Please Read Plan for Reopening of Our School published in the Policy Section to review procedures for reopening in the context of Covid-19. The following points are annual reminders and not specifically covered by the Reopening Guidelines.

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/ call you and give you our full attention.

Please ensure all belongings are **labelled**.

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. 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.parateenschool.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.

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.