**2nd September 2015**

**Welcome:**

I would like to take this opportunity to welcome back all of our pupils and their families to another busy year at St Michael’s. I especially welcome all of our new Primary 1’s and new families to our school.

Please read the following notices carefully as they contain some important information for the year. I thank you all for you continued support and cooperation.

Yours faithfully,

Mr S Mone (Principal)

**Holidays:**

School holidays for the year are now on the school website – [www.stmichaelsps.co.uk](http://www.stmichaelsps.co.uk) (website will be fully operational by October and contains school letters, news, menus, calendar of events, pupil work and a host of useful information for pupils and parents).

**Drop-off and collection:**

Due to safety concerns, the school is now operating a new drop-off and collection system. All children being dropped off in the morning should be left at the middle entrance steps in front of the school and enter the building via the front door.

**P1-2 Collection:** Primary 1 and 2 parents should enter the school premises via the middle entrance steps and make their way to the back door of the building where they must collect their child. (P1-2 children will not be allowed to leave the building unless accompanied by the adult collecting them). They then leave the premises back through the middle steps at the front of school. (We do not want parents/children walking through the staff car parking area as its proximity to the road makes it a dangerous area. The brown gate at car park steps will be closed.)

**P3-7 Collection:** Primary 3 – 7 will be collected at the middle entrance steps at the front of the school. Children will exit the building using the front door. The class teacher will line the children up at the bottom of the steps and release them to parents when they arrive at the top of the steps. Emma will be based at the middle entrance steps for safe road crossing, therefore we ask all parents to cross the road at this section when collecting their child.

(\*\*Reminder – Primary 1 children go home at 1pm for month of September only. Then they finish at 2pm with the Primary 2’s. Primary 3 children go home at 2pm every Friday but finish at 3pm Mon-Thurs).

**Milk:**

Individual cartons of milk can be ordered for those children who have their money in by Friday 4th September. The charge for the term is £15 and we are unable to place an order without the money.

Children who take dinner have milk included in their meal.

Please let the secretary know as soon as possible if you wish to order for your children.

**PE:**

On PE / coaching days, Primary 3 – 7 can wear their gear into school but must have their uniform with them to change back into afterwards. P1/2 children can wear grey or green tracksuit bottoms on PE days. Please see the Calendar section on the school website to see when your child has PE. [www.stmichaelsps.co.uk](http://www.stmichaelsps.co.uk)

**Swimming:**

P5/6/7 swimming lessons will begin on Thursday 10th September at the Orchard Leisure Centre Armagh. They will be double lessons and take place fortnightly. Each double lesson will cost 5pounds per child. Please complete the attached reply slip to give your child permission to take part. Keep an eye on the school website Calendar to know which dates swimming will be on.

**Clubs:**

Soccer Club begins on Wednesday 16th September for all P3-7’s. Primary 3-4 will take place during school hours from 2-3pm and Primary 5/6/7 will take place after school from 3-4pm. There is no cost. Children from P5/6/7 wishing to take part should complete the attached reply slip to stay after school for the club.

**Curriculum Meetings:**

Curriculum Meetings will take place for all parents on Wednesday 23rd September. This will give parents the chance to see what their child will be learning over the coming year and to give information on different routines, homeworks etc.

The Primary 1 and 2 parents meeting will be from 2.15 – 3pm and the Primary 3 – 7 meeting will be from 3.15 – 4pm.

**Pictures / PR:**

We will continue to promote our school through our website and local media. Children’s names may be used to accompany pictures in newspapers to celebrate successes but first names only may be used on the school website. We also hope to upload some video clips to our website showcasing the school and the children’s work. If you would not like your child to appear on the school website or in local press, please let the school know ASAP. (Please note – school website security does not allow images / clips to be copied from the site.)

**St Michael’s House System:**

A new school House System will begin next week to encourage improvement and achievement across the curriculum. Your child will be placed into one of 5 house groups named after local town lands. They will receive a coloured badge to represent their house group. This will be part of their formal uniform. House Captains, Prefects, Eco-Committee members and School Council members will also wear their badges as part of the uniform.

**Data Sheet:**

Attached is a Data Information Sheet for each family. Please fill in this sheet to the best of your ability and return to the office ASAP. It is very important that the school has at least two contact numbers in case of an emergency.

**Other Information:**

* The Breakfast Club is open each morning from 8.15am – 8.45am. Cost 50p per day. Only children who attend the breakfast club may be at school before 8.50am.
* Classes begin at 9:15am but children should be in school at 9am. Late arrivals can be disruptive so please ensure your child is on time. There will be a teacher on duty from 8.50am every morning so children can arrive in school at any time from 8.50 - 9.15am. Late arrivals will have to buzz in as for security reasons doors are locked when classes start.
* St. Michael’s PS expects a high standard of good behaviour and to encourage this, the school has a positive approach to discipline. Our positive approach ensures that children know and accept our behaviour code which is:

 **In St. Michael’s we always;**

1. Do our best.
2. Treat others with respect and kindness.
3. Act safely.
4. Care for our school.
5. Show good manners.

If any parent requires a copy of our Positive discipline policy or any other policy, these are available on request. (Policies will be available on the school website from October).

* **SCHOOL DINNERS ARE NOW PRICED AT £2.50 EACH. (£12.50 PER WEEK)** **Please ensure dinner money is paid in full on a Friday**. Money should be placed in an envelope and clearly marked with name, total and purpose. Parents can use own envelopes or alternatively, school envelopes can be purchased in the office. (£1 per 20)
* Uniform in St. Michael’s is compulsory and we will insist on this throughout the year. Please refer to letter sent in June as regards full formal uniform, this can be re-sent on request. Please label all uniforms as jumpers etc are frequently misplaced.
* Attendance in St. Michael’s is computerised and closely monitored by an outside attendance officer. Any absence must be explained by a signed parent note or telephone message. Absences with no note or message will be recorded as unauthorised.
* Our school operates a healthy break policy so fizzy drinks, crisps, chocolate bars etc are not permitted at break. This applies to children in P3-7 as P1/2 children are provided with a healthy snack each day. Contents of children’s lunchboxes are at the discretion of parents.
* If you have a concern about your child throughout the course of the year, we are always willing to discuss this. Please make prior arrangements with me or in the office for an appointment.
* Children will go on a variety of trips, blitzes and visits in the local area as part of their curriculum. Please let us know if you have any queries about these. You will be asked to complete a permission slip if a trip is far away or outside of normal school hours.

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**After Schools Club Permission (P5/6/7 only)**

I gave permission for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to take part in the After Schools Soccer Club.

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Guardian

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**Swimming Permission (P5/6/7 only)**

I gave permission for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to take part in Swimming lessons.

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Guardian