**1st September 2017**

**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.

**Holidays:**

School holidays for the year are now on the school website – [www.stmichaelsps.co.uk](http://www.stmichaelsps.co.uk)

**Policies:**

School Policies are available under the Parents’ section of the school website including our Child Protection and Pastoral Care policies. All Policies are also available on request from the school office.

**Drop-off and collection:**

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 P1/2 bottom 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 green gate at car park steps will be closed.)

**(\*\*Reminder – Primary 1 children go home at 1pm for month of September only. Then they finish at 2pm with the Primary 2’s for the remainder of the year. Primary 3 children go home at 2pm for the first full week and every Friday, but finish at 3pm Mon-Thurs after the first full week beginning 11th Sept).**

**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. (Please do not wave your child across the road for safety reasons).

**PE:**

On PE / coaching days, Primary 1 – 7 to wear their PE uniform. Please see the Calendar section on the school website to see when your child has PE (this will be updated over the next week). [www.stmichaelsps.co.uk](http://www.stmichaelsps.co.uk)

**Swimming:**

P5/6/7 swimming lessons will begin on Thursday 7th September at the Orchard Leisure Centre Armagh. They will be double lessons and take place fortnightly. Each double lesson will cost £5 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 Thursday 14th September for all P3-7’s and will run for 10 weeks. Primary 3-4 and 5 will take place during school hours from 1.30-3pm and Primary 6/7 will take place after school from 3-4pm. There is no cost. Children from P6/7 wishing to take part should complete the attached reply slip to stay after school for the club.

Gardening Club begins on Wednesday 13th September for 6 weeks for P6/7.

Additional clubs shall be organised for other year groups throughout term 1 and 2.

**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:**

Over the next couple of weeks, your child will be placed into one of 4 house groups named after famous authors. 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 9.10am. 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 - 9.10am. 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 £2.60 EACH. (£13 PER WEEK)** **Please ensure dinner money is paid in full on a Monday for the week in advance**. 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 coats and jumpers.
* Attendance in St. Michael’s is computerised and closely monitored by an outside attendance officer. Any absence should be reported in advance or on the day by phone or message with sibling. 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. We encourage all children to take a piece of fruit, prepared vegetable, bread stick or healthy sandwich each day to have at 10.45am. It is very important that all children have water with them to school to keep themselves hydrated (only natural water- not fizzy or flavoured).

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.

C Murphy

Principal

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**After Schools Club Permission (P6/7 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