

# St. Mary's Primary School Cabragh

10 Whites Road, Cabragh, Dungannon, Co. Tyrone, BT70 3AN

Telephone: (028) 8776 7356

Principal: Mrs Louise Quinn



## General School Rules

- Time - keeping is extremely important in the education of your child and is a life-long learning skill. If your child is persistently late, they are missing out on important learning opportunities at the start of the lesson. **School begins at 8.45am.** Children may be dropped off at school from 8.30 am onwards. It is very important for children to be on time for morning assembly, notices, prayers etc at 8:45 am.
- It is essential that your child attends school regularly and maintains a pattern of good attendance throughout their school career. Excellent attendance at school is important to allow a child to fulfil their potential. Morning and afternoon sessions are recorded individually for attendance. If a child is late for the morning session, he/she is marked late. If a child is not in school before 12 noon, he/she will be marked absent. If a child goes home early (not in school at 2.45) he/she will be marked absent in the afternoon. Full Attendance Certificates can only be awarded to pupils who have 100% attendance. Please note that the Education Welfare Officer regularly visits school to monitor attendance and punctuality.
- Children being taken out of school early **MUST** be collected in the foyer and signed out in the signing-out book. Please phone school giving notice that this is to happen.
- In the interests of safety, please phone the school if your child is going to be absent or late, before 9:00 am. We deem this to be a most important safety procedure. **If a child is absent, a note giving date and reasons for absence is required by the Education Welfare Officer.**
- We request that parents try to keep medical appointments out of school hours. Parents can also demonstrate their commitment to their child's education by **not** taking holidays during term time.
- In the interest of Child Protection / Security and to avoid unnecessary disruption to class teaching, parents and visitors **MUST** report to the Secretary's office. Parents should not go beyond the school entrance foyer unless accompanied by a member of staff.
- The school mobile phone is primarily a one - way system and is used for sending important notifications to parents/guardians. The school mobile phone is not regularly monitored and we kindly request that parents who wish to contact the school avoid texting the school mobile and telephone the school office on 028 877 67356 instead. We thank you for your support with this matter.
- At St Mary's, appointments must be made if a parent wishes to see a class teacher or the school principal. Please contact the school secretary 028 877 67356 to make an appointment if you wish to see a particular class teacher or the school principal.
- We kindly request that phone calls to staff members are made before 3:30 pm.
- Children are **NOT permitted to have mobile phones or smart watches** with cameras in school.
- School uniform should be worn at all times. PE uniform should only be worn on PE days. Please ensure that all items of school uniform and PE uniform are clearly labelled with your child's name.
- The P1 and P2 Afterschool is optional for P1 and P2 pupils. It is the responsibility of parents to keep a note of the dates your child attends the P1 & P2 Afterschool. Please mark your child's name on an envelope, indicate the days your child attended and enclose payment for the days attended that week. **Payment MUST be made to the school office on a weekly basis.**
- Parents should endeavour to book school dinners via the School Money App (BEFORE MIDNIGHT) on a weekly basis, selecting the days you wish your child to have dinners. If you want your child to have dinner on a particular day and you miss the midnight deadline, please do not hesitate to contact the school and we will book the child on for you. Dinner menus are available to view on the school website. **DINNERS MUST BE PAID FOR ON A WEEKLY BASIS.**
- St Mary's Primary School promotes healthy eating at school, and we are monitored by the Department of Education to check that we are doing everything possible to promote healthy eating. High fat and high sugar content foods like crisps, sweets, biscuits, chocolate and soft drinks are **not**

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permitted. Please note children with medical conditions, EG diabetics, may have specific medical dietary requirements at break/lunch time – this will be accommodated.

- All children have a break at 10.30 am. It is important that all children bring a daily snack to school for their mid-morning break. Children should bring a healthy snack (sandwich, wrap, crackers/cheese, fruit, carrot sticks etc.) We encourage water, milk and healthy snacks.
- All children are allowed one small treat on a Friday. (EG- A fun size bar, Kit-Kat, Milky Way etc) We do not permit the children to bring in lollipops or packets of chewy sweets.
- We have a large number of children with life threatening nut allergies. **Please DO NOT send nuts to school with your child or foods that contain nuts.**
- Children should not carry drinks to school in breakable containers.
- All lunch boxes and water bottles should be clearly labelled with your child's name.
- During adverse weather conditions, if EA Transport is not available and children are left to school by car, parents must collect them at home time. (2:45pm), or telephone to check if transport has recommenced.
- Should a child have alternative travelling arrangements at home time, a note or phone call to that effect, is required. A note should also be made available to the bus driver if child is getting off at a different stop.
- Teachers will not be responsible for the safe keeping of toys which are brought to school.
- Please ensure that your child's school bag and books are kept in good order.
- It is a parental responsibility to ensure homework tasks are supervised and completed. Weekly/termly class tests and reading logs should be signed. Children should endeavour to complete all homework set. We understand that there may be times, due to family circumstances, when this is not possible. In this instance, parents should send in a note to the teacher.
- Children with long hair should keep their hair tied back in the interests of hygiene.
- The school does not encourage the wearing of jewellery. If your child wears earrings, they must be studs. In the interest of health and safety **drop earrings are not allowed.**
- We request that parents do not send birthday party invitations through school.
- The school should be informed immediately of any changes in your child's long- term state of health. (asthma, allergies, hearing, eyesight etc)
- Parents must complete an **AM2 form (Request to administer medication)** if they want a member of staff to administer medication to their child or supervise their child taking the medicine themselves. Unfortunately, we cannot administer medication or supervise a child taking their own medication until the AM2 form is completed. Please see the Parent Area on the school website to download the AM2 form.
- Please ensure children who require glasses bring them to school every day.
- The school car park is for school staff and delivery vehicles only.
- In the interests of health and safety, parents must not park on the school grounds, in front of the school gates or in the bus bays at the front of the school. It can endanger both your and other children's safety. Please take note of the road markings at the front of the school.
- We kindly request that parents use a one- way system to avoid congestion at the school gates. When dropping off (picking up) your child at school, enter the Whites Road from the Dungannon / Ballygawley Road. After drop-off (pick-up), exit the Whites Road onto the Fashglashagh Road.
- Parents should ensure that their children are picked up promptly at home-time, after Afterschool clubs or after a school trip.