

# St. Mary's Primary School Cabragh

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

Principal: Mrs Helen Lavery



## General School Rules

### **Punctuality & Attendance**

Being on time is vital for your child's learning and helps develop lifelong habits.

**School starts at 8:45 am** and children may arrive from 8:30 am. Morning routines such as assembly, prayers and notices begin promptly at 8:45 am.

Regular attendance is essential for your child's success. Excellent attendance at school is important to allow a child to fulfil their potential. Attendance is recorded twice daily. Children arriving after 12 noon or leaving before 2:45 pm will be marked absent for that session.

Full Attendance Certificates are awarded only to pupils with 100% attendance. The Education Welfare Officer regularly monitors attendance and punctuality.

### **Absences & Early Collection**

If your child is absent or late, please phone the school before 9:00 am. If a child is absent, a note giving date and reasons for absence is required by the Education Welfare Officer.

If collecting your child early, please sign them out in the foyer and notify the school in advance.

### **Appointments & Holidays**

Please try to schedule medical appointments outside school hours. Parents can also demonstrate their commitment to their child's education by not taking holidays during term time.

### **School Access & Communication**

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.

### **Mobile Devices & Uniform**

Children are not allowed to bring mobile phones or smartwatches with cameras to school.

School uniform must be worn daily. PE uniform should only be worn on PE days.

Please label ALL clothing clearly.

### **Afterschool & Dinners**

P1 & P2 Afterschool is optional. Parents must track attendance and send weekly payments in a labelled envelope.

Book school dinners weekly via the School Money App (before midnight). If you miss the deadline, please contact the school. Dinners must be paid for weekly.

**Tel: (028) 87767356**

**Email: hlavery440@c2kni.net**

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## Healthy Eating

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.

Crisps, sweets, chocolate, and fizzy drinks are not allowed.

Children may bring a healthy snack for the 10:30 am break.

One small treat is allowed on Fridays (e.g., fun-size bar). No lollipops or chewy sweets.

**Due to severe nut allergies, no nuts or nut products are permitted.**

## General Reminders

Use non-breakable containers for drinks. Label all lunch boxes and water bottles.

During bad weather, if EA transport is unavailable, parents must collect children at 2:45 pm.

Notify the school and bus driver of any changes to your child's travel arrangements.

Teachers are not responsible for toys brought to school.

Keep school bags and books in good condition.

Parents should supervise homework and sign reading logs and test results. If homework cannot be completed, send a note to the teacher.

Long hair should be tied back for hygiene. Only stud earrings are allowed—no drop earrings.

We kindly ask that birthday invitations are not distributed through school. Additionally, due to allergy concerns, we request that birthday cakes are not sent in.

The school should be informed immediately of any changes in your child's long-term state of health. (asthma, allergies, hearing, eyesight etc)

To administer medication, an AM2 form must be completed. This is available on the school website.

Children who wear glasses should bring them daily.

## Parking & Safety

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.