

**S.N. CNOC NA MANACH  
MINANE BRIDGE  
CO. CORK  
Tel. (021) 4887272**

11/09/17

Dear Parent/Guardian,

We would like to take this opportunity to welcome everyone back after the Summer break with a special greeting to all our new pupils and families.

***PARKING***

With regard to general traffic safety outside the school, the Board of Management wishes to advise parents/guardians once again of the following recommendations:

- 1) *Safety would be improved if parents/guardians drop and collect their children as close as possible to the designated times. It is particularly important that children are supervised if they are crossing the road.*
- 2) *Parking facilities around the school are very limited so it is preferable to avoid double parking and a build-up of a large volume of traffic. Parents/guardians might, therefore, endeavour to make space for other cars once children are dropped off and collected,*
- 3) *Parents/guardians collecting **junior and senior infants** are requested to wait for their children **inside** the school gate area.*

***BOARD OF MANAGEMENT***

The Board of Management wishes to advise parents that the official school hours are **9.20 a.m. - 3.00 p.m.** The Board asks parents/guardians for their co-operation by dropping off/collecting their children at the designated times. *If your child is permitted to walk home from school unescorted, please forward a note to school confirming same.*

***SCHOOL MASS***

A School Mass will be held on **Friday 22<sup>nd</sup> September** at **11am** at the **Sacred Heart Church, Minane Bridge**. We request that all pupils come to school in their main school uniform, including tie, on this day. All parents are invited to attend. Following Mass, you may collect your children at the church at *11.50pm* as they will not be returning to school. The usual school bus provision will operate and children will be collected by the school buses from the church at *12.00pm*.

***SCIATH NA SCOL***

Minane Bridge boys' and girls' football teams have a number of fixtures coming up. Details are as follows:-

<u><i>Date</i></u>	<u><i>Time</i></u>	<u><i>Venue</i></u>	<u><i>Opposition</i></u>
13/09/17	11.00am	Coachford	Coachford
20/09/17	12.00pm	Minane Bridge	Bartlemy
27/09/17	12.00pm	Minane Bridge	Ballincurragh

***PHOTOGRAPHER: JUNIOR INFANTS & SIXTH CLASSES***

A photographer will visit the school on **Tuesday 26<sup>th</sup> September** to provide an opportunity for the ***Junior Infants*** to have ***individual pupil, pupil with school siblings*** and ***class group photographs***. The photographer will also be taking ***a sixth class group photograph and 6<sup>th</sup> Class individual portrait***. The photographer will forward a photo order form and details for your consideration. ***We request that children, who are having their photograph taken, wear their main school uniform, including school tie.***

***PARENT/TEACHER MEETING***

Please note that our parent/teacher meeting will be held over two days – **Wednesday 15<sup>th</sup>** and **Thursday, 16<sup>th</sup> November**. Further details will be advised in due course.

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**ePAYMENTS**

We are pleased to announce that, commencing this term, we will be rolling out the Aladdin ePayment system to parents/guardians of children in our school. A note outlining details of same is attached.

**PHOTOCOPYING**

To cover the cost of increased photocopying, standardised testing, art materials and other related expenses, there will be a charge of **€20 per child or €30 per family** per annum. ***For ease of payment and to assist with administration, the school is facilitating e-payment in respect of this collection. You will receive a text tomorrow with related payment advice details. Please refer to attached ePayment letter for further details on this payment type.*** Alternatively, there is also the option, if you wish, of forwarding the money to your eldest child's class teacher. **Friday, 22<sup>nd</sup> September** is designated date for final collection of money.

**RECORDER CLASSES (First to Sixth Classes)**

Recorder classes will recommence in October. The October – January (inclusive) fee is **€10.00 p/child**. This initiative is being subsidised by the Parents' Association. ***The school is also facilitating e-payment in respect of this collection.*** Alternatively, there is also the option, if you wish, of forwarding the money to your eldest child's class teacher. **Friday, 22<sup>nd</sup> September** is designated date for final collection of money.

Those children beginning recorder for the first time (i.e. First Class) and other children who require a recorder may purchase same at the school for **€8.00**. This amount may be forwarded to your child's class teacher no later than **Friday 22<sup>nd</sup> September**. To prevent recorders being mixed up and to help retrieve lost recorders, please **label them with your child's name.**

**SCHOOL ATTENDANCE**

Under the Education Welfare Act 2000, the school must be informed of the reason for all absences. Please ensure your child brings a note to class teacher following an absence. If your child has been absent for 20 days or more, please be mindful that the school is obliged to notify TUSLA (*Educational Welfare Services, Child & Family Agency*). Good attendance benefits your child's progress and establishes good work patterns for later life. Traditionally, school attendance is strong in Knocknamanagh N.S. and we hope to maintain this throughout the entire school year.

**TEXT A PARENT**

To keep parents informed of date or time changes of events or other important information, we operate a 'Text a Parent' service. **This service does not replace our traditional Home/School Note.** If there is a change to mobile phone contact details from last year, please advise the school office so we can update the contact list. We attach a letter pertaining to this service for new families. We request that you complete the relevant information and return same to your child's class teacher by **Friday, 15<sup>th</sup> September**.

**SOCIAL, PERSONAL & HEALTH EDUCATION (Junior Infants to Sixth Class)**

The *Relationships & Sexuality Education (RSE)* Programme is covered as part of our *SPHE* on an on-going basis. The school's policy and the resource materials in this area, together with related policies e.g. *Anti-Bullying Policy*, are available for viewing purposes in the school. Should you wish to view these resource materials, please contact the school office. There will be a particular emphasis on the 'Stay Safe' Programme and we will use 'Stay Safe' resources to teach sensitive issues. The 'Stay Safe' Parent Guide Booklets may be accessed on the following website: [www.staysafe.ie](http://www.staysafe.ie).

***ATTENDANCE POLICY / ANTI-BULLYING POLICY / HOMEWORK POLICY / MOBILE PHONE POLICY / SUBSTANCE USE POLICY/ CHILD PROTECTION POLICY***

Copies of the above school policies are available on the school's website: [www.minanebridgens.com](http://www.minanebridgens.com). We request that families acquaint themselves with same.

***ADMINISTRATION OF MEDICINE***

Should your child have a medical condition which requires the administration of medication during the course of the school day, please contact the school office and request a copy of the ***Administration of Medicine Policy***. Medication in this policy refers to medicines, tablets, adrenaline, inhalers and sprays by mouth or by injection.

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

***HOME/SCHOOL COMMUNICATION FOLDERS***

During the course of the school year, your child will receive various Home/School notes in a Communication Folder provided by the school, informing you of different aspects of general school information and events. When such a need arises, every effort will be made to distribute home school notes on a Monday. However, the nature of school life is such that there may be need for incidental communication at any time during the school week. **Please ensure that empty folders are returned to the school the day after receiving any home school communication.**

***BOOK RENTAL SCHEME***

Our school's Book Rental Scheme is now in its third year of operation and is proving to be most successful. We wish to thank parents/guardians for forwarding the relevant fees in respect of same. We would also like to acknowledge, with gratitude, Mrs. Karen O'Connor for her time and effort in co-ordinating the scheme. The continuation and expansion of the scheme is subject to available funding and the on-going co-operation and support of parents/guardians.

***LOTTO TICKETS***

We would like to draw your attention to the weekly lotto from which the **Parents' Association** receives significant funding. The majority of P.A. funds come from the lotto and these are used to subsidise your children's activities such as *school tour, recorder lessons, swimming lessons, annual sports' day etc.* The lotto tickets are put into children's communication folders each Monday. Should you wish to participate in the weekly lotto, please place €2.00 (one ticket) or €5 (three tickets), together with ticket stubs, into an envelope and return to your child's class teacher by the Wednesday. Alternatively, lotto tickets may be purchased online. Any tickets not used should also be returned to the school as they can be used again.

***PARENTS' ASSOCIATION***

The Parents' Association organises many events during the course of the school year e.g. Welcome Morning for New Parents, school rota for Tracton Lotto, social occasions and various other activities. Its fund-raising efforts subsidise activities for your children including recorder, swimming and school trips and facilitate the school in purchasing additional resources e.g. ICT equipment. The P.A. is most generous with its time and talents. However, its very successful efforts are dependent on the continued support, co-operation and practical and positive help of all parents (82 school families). **The PA will hold its AGM on Tuesday 19<sup>th</sup> September at 8pm in the school** and would like to welcome as many people as possible to their meeting to share the tasks involved in organising and planning for the various events for your children for the year ahead. Mr. O'Callaghan will also be attending the meeting. A note from the Parents' Association is attached outlining further details.

The school always endeavours to provide ample notice and to keep the cost of school activities (e.g. recorder, swimming, school tour etc.) as low as possible thus ensuring that these activities are accessible to all pupils. We are conscious of the fact that some families may find themselves temporarily in a position where meeting the costs of these activities may prove problematic. Should this be the case, we encourage you to talk to your child's class teacher, Ms. Michelle O'Kielty (Deputy Principal) or myself, and we will work with you to help resolve the matter. We will continue to ensure that any necessary school related costs are kept to a minimum.

We look forward to your continued support and co-operation during 2017/2018 and a successful school year ahead.

Yours faithfully,

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*Con O'Callaghan*  
*School Principal*

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