

The Board of Management,
St. Mark's Senior National School,
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16th September 2014

Dear Parents/Guardians,

The security and safety of our pupils is core to everything we do. With this in mind the Board of Management of St. Mark's Senior National School wishes to draw your attention to the following:

1. School Opening Times:

The school will open to receive pupils at 8.50 a.m. daily

No responsibility is accepted for pupils arriving before that time.

Classes will end each day at 2.30 p.m. for children.

Please be on time to pick up your child.

The school cannot accept responsibility for looking after the children after these times.

2. Safety First - Procedured For Entering and Exiting School:

•For safety reasons - Pedestrians are strictly prohibited from using the **Staff Car Park Gate. This is for cars only.**

• **Exiting School:** Children should exit via the Fernwood gate or main entrance only and make their way home along the safer routes from there.

• **Please Avoid using Fernwood entrance with cars:** - this is a pedestrian only entrance/exit. Cars constitute a serious hazard here and Gardai will be policing this area.

•**The Church Car Park:** is the safest place to park, for every one's sake. Please observe the flow of traffic and use correct entry and exit.

3. Reading For Enjoyment And Pleasure (R.E.P.):

R.E.P. take place each morning Monday to Friday 9.00 a.m. - 9.30 a.m. This is a major School Literacy Initiative therefore is it very important that your child is in school at 8.50 a.m. each morning. Your child is missing a very important part of their day if they miss R.E.P. Time - so please make a special effort to ensure you are on time and in the line.

4. Children Leaving School Early:

Children who need to leave school for any reason (e.g. doctor's appointment) during school time must be collected by a parent/guardian. Parents who wish to have their children collected by someone other than themselves e.g. a child minder or relative must inform the school/ teacher of this person's identity. This person must be over 18 years. If you wish to collect your child early you will be required to sign a Release form at the office before doing so.

5. Child Absent From School:

If your child is absent from school you are required by law to provide a written explanation. To make this easier for you, you will receive a number of 'absence slips' and should your child be absent simply tick the appropriate box, sign it and return it to your child's teacher.

6. Carambola Lunches:

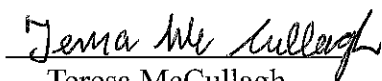
Each child in the school is entitled to avail of Carambola Lunch for free. . These lunches comply with our Healthy Eating Policy in the school. Should you decide not to avail of Carambola lunch, it is very important the you ensure your child has a health lunch. Sweets, fizzy drinks or other junk food do not form part of a healthy lunch.

7. School website Letters To Parents:

Please check out our school website www.saintmarks.ie Letters To Parents. We will send you a text message to inform you of new information on the site.

On behalf of the Board of Management of St. Mark's Senior National School we thank you for your continued support and co-operation in these matters.

By doing so you help ensure the health and safety of all the children in our care.



Teresa McCullagh

Chairperson Board of Management