

St. Mark's
Senior National School,
Springfield, Tallaght,
Dublin, 24.
Phone 4513138
Fax 4527808



Scoil Mharcais - Sinsir,
Achadh an Tobair,
Tamhlacht,
Baile Atha Cliath, 24.
Fon 4513138
Fax 4527808

web site: www.saintmarks.ie
email: principalstmarks@gmail.com

28th August 2012

Dear Parents / Guardians,

I would like to welcome your child Christian Name to sixth class in St. Mark's Senior School.

The school reopens on Monday 3rd September at 8.50 am. for all 6th Class children.

Children are to come to the School Hall at 8.50 a.m. They will then be divided into their classes and collected from the Hall by their teacher.

The school will be open for a full day and the children will go home at 2.30 p.m.

We are starting a new School Year and in order to ensure the smooth running of the school I would like to bring the following points to your attention.

1. School Opening

School Doors open at 8.50 a.m. and classes begin at 9.00 a.m. Please ensure your child is in school by 9.00 a.m.

2. Lunch:

You will need to provide your child with a packed lunch and drink for the first two weeks of September. Please be aware that we operate a Healthy Lunch Policy in St. Mark's, that is No Crisps, Fizzy Drinks, Sweets or Chocolate.

3. Collecting children early.

We appreciate that children have to leave school early for Dental Appointments, Doctor's Appointments etc. but we would ask that these be kept to a minimum. If you have to collect your child early, please send a note to your child's teacher.

4. Absences

If a child is absent from school for any reason, you must send a note to the class teacher explaining the reason for the absence. Please use the **Absence From School Slip** which you will find in the centre of your child's School Journal. There is no need to telephone the school.

5. Book Rental & Materials Money

Many thanks to all those who have paid the Book Rental and Materials Money. If you have not yet paid, you may pay when your child returns to school. If you wish to pay before that, the School Office will be open the last week in August from 9.30 a.m. to 1.00 p.m. each day.

6. School Books

If you have paid The Book Rental Money in full your child will receive their Books on Monday 3rd September.

7. School Uniform

All children are required to wear the full school uniform to school each day except on P.E. day when they are requested to wear their St Mark's School Tracksuit. Black or brown shoes must be worn with the school uniform.

8. Swimming

Swimming is part of the P.E. Programme in the school. The children will walk to Tallaght Leisure Centre. You will be asked to pay for this in late September.

9. Insurance

Brennan Insurance operate an insurance scheme for children. You will receive information and a form for this in early September. Should you wish to join the scheme the closing date will be 30th September 2012.

10. School Calendar for 2012/2013

The list of days off for the coming year will be on our school web site shortly.

11. Returning to School

If your child is not returning to school on 3rd September please notify the school either by email to principalstmarks@gmail.com or you may leave a message on the school phone.

I look forward to meeting you all on Monday 3rd September. With every good wish..

Your sincerely,

Richard Walsh

Principal

Principal: RICHARD WALSH
Deputy Principal: CLODAGH WHAN