



Spa N. S.
The Spa, Tralee,
Co. Kerry



Fón: 066 – 7136618

Fax: 066 – 7136619

E mail: info@spanationalschool.ie

Web site: www.spanationalschool.ie

August 26th 2022

A thuismitheoirí,

Céad míle fáilte romhaibh go léir - páistí agus tuismitheoirí - don scoilbhliain nua!

Tá súil agam go mbeidh bliain sona sásta agus tairbheach againn. I would like to take this opportunity to welcome back all the children to Spa National School on Tuesday, August 30th after the summer break. We look forward to a happy, safe and successful year for all – a year in which every pupil will reach his/her potential. I would particularly like to welcome the new junior infants. I hope that they enjoy their time in our school and leave with happy memories of friendship and personal achievements.

Please find listed below some important points of information re the day to day running of the school. I would ask you please to take the time to read them fully. If you have any questions on these, please do not hesitate to contact me in the school.

Staffing: Spa N.S. will have nine mainstream classes for the 2022-2023 academic year. We will have two junior infant classes with Mrs. O Reilly and Ms. Ahern teaching them. Ms. Niamh Murphy will cover Ms. Ahern's position for the first few weeks.

As a result of the addition of a new class, some other classes have moved to different locations in the building. All of this will be explained to the students on the first day back.

The B.O.M. has already submitted an additional accommodation application to the Dept of Education on this.

Ms. A. O Sullivan will cover Senior infants for the duration of Ms. Kelly's maternity leave.

Mr. C. Walsh and Ms. D Burke will operate a job share arrangement whilst covering 5th class this year.

School Contact Details: Please find the school's phone, e mail and website details listed above. All important notices/documents will be posted on the school website immediately.

Aladdin: The school will continue to use the Aladdin Schools software service www.aladdin.ie for administrative purposes this year. The Aladdin Connect App will give you secure access to messages and news updates from the school and to details of your child's attendance, report cards etc. Please ensure that you are registered properly in order to receive all school notifications.

Social Media: Please note that Spa N.S. does not use any social media platform including What's App for communicating official school messages and advice. More details on this will follow.

G.D.P.R.: Spa N.S. will continue to work consistently to ensure that all personal data held by the school on behalf of its data subjects will be protected fully using guidance from Europe's privacy laws.

Child Protection: Please note that Spa N.S. fully complies with the latest Children First guidelines. Our Safeguarding Statement is available on the school's website. The school's

- Designated Liaison Officer is Mr. Peter Linehan
 - Deputy Designated Liaison Officer is Mrs. Mary Griffin Crowe
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School Code of Behaviour & Anti Bullying Policies: As in previous years, both of these areas and associated policies will also be reviewed fully by the B.O.M. in the next few weeks.

Parent / School Communication: A few reminders!

- 1) The best/fastest way to contact the school is to call us on (066) 7136618.
- 2) Please remember that Rebecca, our school secretary works from 8.45 am to 2.45 pm.
- 3) If your call is not answered, please leave a voicemail and we will get back to you as soon as possible.
- 4) If you need to speak to the principal, please ring and we will arrange an appointment a.s.a.p.
- 5) If you have a question / query /concern for a teacher, please send an email to the relevant teacher and they will respond a.s.a.p.
- 6) Meetings with staff at the class door to discuss a child's concern/progress are discouraged on a number of grounds.
 - a. Staff cannot adequately supervise his/her class while at the same time speaking to a parent.
 - b. It is difficult to be discreet when so many children are standing close by.
 - c. It can be embarrassing for a child when his/her parent is talking to staff at a classroom door.
- 7) If you would like to speak at length with a teacher, please contact the office they will reply with a suitable appointment time.
- 8) Formal Parent Teacher meetings will be held during the year.

Dealing with Concerns / Complaints: Everyone in Spa N.S. wishes that any parental concern or complaint would be dealt with informally, fairly and quickly. The following is the agreed informal concern/complaints procedure to be followed in Spa N.S.

1. A parent/guardian who has a class concern/complaint should, firstly arrange an appointment with the class teacher with a view to resolving it.
 2. Where the parent/guardian is unable to resolve the complaint with the teacher he/she may approach the Principal with a view to resolving it.
 3. If the complaint is still unresolved, the parent/guardian may raise the matter with the Chairperson of the Board of Management with a view to resolving it
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2022 – 2023 School Calendar: Please find attached our 2022 / 2023 school calendar.

Opening /Closing Times: Please note

- 1) Pre-school supervision is from 8.35 a.m. to 8.50 a.m. (when the main gates of the school are opened.
- 2) Classes begin at 8.50 a.m. and finish at 2.30 p.m. (Infants finish and should be collected at 1.30 p.m.)
- 3) Post school supervision is from 2.30 p.m. to 2.45 p.m.

As required by the school's Insurance Company, the B.O.M. wishes to remind you that pupils should not be dropped on the school grounds before 8.35 a.m.

Likewise at home time, teachers will be present to supervise the collection of students until **2.45pm**. Staff members cannot be responsible for the welfare of your child (ren) after this time. **Any parent collecting a child after 2.45 pm will have to enter the school and collect them from the Principal's office.**

Please note also that our junior infants will finish at 12.00 noon every day until Friday September 9th.

Road Safety: We are delighted that the planned pedestrian crossing at the school has now been completed and I would like to thank Mr. Alan Boyle for all of his sponsorship of and support for the completion of the project.

The B.O.M. appeals to all parents/guardians to respect and adhere to the following safety rules around the dropping off of pupils before school and collection of pupils after school in order to minimise the possibility of an accident.

- 1. The Board is not responsible for the health and safety of any child once they leave the school grounds.**
 2. Please note that a **designated space** is allocated to the left-hand side of the school gate. This space has been specifically reserved for a family to aid them with the drop-off/collection of their children.
 - 3. Please respect and do not block the entrances to the school car parks or the entrances to the neighbouring properties.**
 4. The Board will insist that the **space at the front of the school is used as a drop off area only**. This space is for parents who wish to pull in, allow their children to step out of the car and enter the school and then pull out again. **We ask all parents to move your car away from the drop off area as soon as possible and ensure a free flow of traffic. Please do not use the drop off area if you are walking your child into the school.** It would also eliminate congestion in the school corridors and reduce classroom disruption if the children entered the school without adult accompaniment. It would also foster a sense of independence within the children and make the task of supervision easier.
 5. The Board would prefer if parents **didn't park alongside the old building on the Fenit side of the school** as this is the narrowest stretch of road and parking here will cause a serious bottle neck at opening and closing time.
 - 6. Please do not park on the opposite side of the road.**
 7. Please do not use the staff car parks or attempt to turn your car in the vicinity of the school.
 - 8. If your child/children are being dropped or collected by a child minder /grandparents or others please notify the school and inform them of these guidelines.**
 - 9. We ask parents to remind their children to be on their best behaviour as they exit the school at home time and as they walk to their pick-up point.**
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Booklists 2022/23: You will be aware that the board of management asks all parents to pay **€75.00 per child** to help in some way towards the cost of essential booklist extras like photocopying, art and craft supplies, standardised tests as well as insurance cover for each child in the school. These costs were listed in every child's booklist in June 2022 and it was explained that this money could be paid to the school secretary. The Board would also like to explain that this is not a 'voluntary contribution' as employed in other schools.

I would like to thank all of those parents who have already paid this subscription. If you have forgotten to pay this fee to date, please note that it can be paid via the Aladdin app. If you have any query on this please contact the school office. Please remember that the fee for all families with two children will be €150, but those with three or more children attending the school remains at €175. Parents are welcome to pay it in a series of smaller payments to the school secretary (if preferred) between now and October 21st. I thank you again for your co operation with this.

School Uniform: It is very important that all children wear their complete school tracksuit or school uniform and full black shoes/socks when attending school. The school authorities ask parents to ensure their children are wearing the correct uniform at all times. This dress code will be strictly monitored as it represents the standards set by our school. It is helpful if children have their names marked on their uniforms, tracksuits, coats and other personal belongings. Please note that

- 1) **Full Black Shoes/Runners are only accepted in Spa N.S.**
 - 2) **Only stud ear rings should be worn.**
 - 3) **Eye shadow, fake tan, make-up or nail varnish is not allowed in Spa N.S.**
 - 4) **All students with long hair are asked to keep it tied up.**
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Attendance: Every school is required to notify the National Educational Welfare Board when a pupil reaches 20 days absences. Parents are also required by the Welfare Act 2000, to explain every absence by their child. If your child misses a day, please complete, sign and date a school 'Absence Report Sheet' explaining the reason for the absence and return it to the class teacher. These forms are in every class room and are available from the office as well. **Please note that the Class Roll will be called every day at 9.50 am.**

Punctuality: Please make every effort to ensure that your child is on time for school. Late arrivals can be a serious distraction for classes and can be very upsetting for the students themselves.

Health / Administration of Medicines: If your child needs to bring an inhaler/medication with him/her to school every day, you need to notify the class teacher or ring the school secretary as soon as possible. Your cooperation in this would be very much appreciated.

Enrolments: Any parents who wish to enroll their child/children for the forthcoming academic year(s) (starting in September 2023, 2024 or 2025) should submit a **completed expression of interest form** as soon as possible. These forms can be obtained at the school secretary's office. If you know of any parents living in your locality who do not yet have children attending our school but are intending to do so, please ask them to make contact with the school as soon as possible.

Healthy Lunches: Spa N.S. is proud of its reputation as one the county's top Health Promoting Schools. We are always working to highlight to the students the importance of making the healthy lifestyle choices. We need your support in continuing with this work. A letter with guidelines on school lunches for the year ahead will be sent out asap.

Parents Association: You will be aware that we have an exceptionally good and supportive parents association in the school that has done tremendous work over the past few years. I would encourage you all to take an interest in the P.A. and give them as much support as you can in their efforts. Details of meetings will be announced soon. Anyone interested in helping out should contact the school secretary who will pass on the officers' numbers.

I look forward to working together with you all to ensure that the coming year will be another healthy, happy and successful one for all members of the school community of Spa N.S!

Kind Regards,

Peter Linehan

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Peter Linehan

(Principal)