



Scoil Mhuire Moynalty,

Kells,

Co. Meath.

Roll No. 17213L

Principal: Denise Ward

Deputy Principal: Rosemarie Ormiston

Routines and General Information for Parents *2016-17*

- ❖ School begins at 9.20am and ends at 2pm for all Junior and Senior Infants. All junior infants go home at 12pm for the month of September.
- ❖ There is a short break from 10.45am to 11am. Lunch is from 12.30pm to 12.55pm.
- ❖ Children should use the back door entrance when entering and exiting the building. In the interest of safety children are not allowed to enter or exit by the front door of the school except on wet days or if arriving later than 9.20am.
- ❖ In the event of a pupil being absent from school through illness or for any other reason, the class teacher should be informed by note on the pupil's return to school. If it is anticipated that the absence will be of lengthy duration, the class teacher should be informed by note or telephone call as soon as possible.
- ❖ When it is necessary for a pupil to leave school early, a note must be sent to the class teacher. Parents or guardians are asked to call personally to the school to collect the child and sign them out in the book in the main entrance area. Any person collecting a child on behalf of the parent will only be permitted to take the child if the parent has contacted the school beforehand.
- ❖ If sending money to the school for any reason, please place the money in an envelope with the child's name, their class and the reason for the money clearly stated.
- ❖ Please notify the school **immediately** if there are any changes to details given on the enrolment form e.g. changes in address, telephone/mobile numbers or alternative contact numbers etc.
- ❖ If you wish to speak with the class teacher for any reason please do not hesitate to make an appointment or telephone the school after 2pm. **Teachers are not available in the mornings unless by prior appointment.**

Looking forward to seeing you in September