

Lusk J.N.S.

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Charity Number: 20205410

Parish of St. Maccullin



S.N.S Lusca

Bóthar an tSéipeil, Lusca, BÁC

Guthan: 8709242

Website: www.luskjns.ie

Dear Parents/Guardians,

We would like to take this opportunity to say that we are looking forward to welcoming all of our returning pupils and our new pupils next Thursday 29th! We can't wait to see you all after the summer break!

We would like also to welcome some new and returning staff members this school year. We are delighted to welcome back Ms Behan, Ms Cahill, Ms McCarthy and Ms Lokko to the school. We are also delighted to welcome Ms Monahan who will be joining our teaching team.

We hope you have enjoyed your summer holidays and we are looking forward to seeing you next week. Before returning to school we would like to draw your attention to some of the following procedures:

Entry and Exit:

As both the junior and the school senior schools have a very large number of children entering and exiting the campus each day, it is important that the entry and exit procedures are adhered to by everyone, to ensure the safe ease of movement of all.

Children must be supervised each morning until they enter the Junior School building. Children in the Junior School are young and should not be left waiting at the gate unaccompanied before school starts. Children and parents will, once again, **enter the school yard via the GP Hall gate.** Once children have been brought to their entry door, parents will then **exit the school grounds via the gate behind the Scout Den.** This will also be the procedure for pick up in the afternoon.

Children will enter the school via the following doors:

Entry/Exit Door	Class Group/Teacher
Door 1 Nearest the GP Hall	2nd Class: Ms Cahill Room 16
	2nd Class: Ms Lynch Room 15
	Junior Infants: Ms Kelly Room 8
	Junior Infants: Ms Halpin Room 7
Door 2	2nd Class: Ms Sherry: Room 14
	2nd Class: Ms McCarthy and Ms Morris: Room 13
	Junior Infants: Ms Dixon: Room 6
	Junior Infants: Ms Price: Room 5
Door 3: Main Foyer Door	1st Class: Ms Behan: Room 12

Órfhlaith Clarke, Principal: B.Ed.; Dip. Psych.; MA Ed Psych

Sinéad White McKenna, Deputy Principal: B.Ed.; MSc HR and Training; Dip. Management

	1st Class: Mr Daly: Room 11
	Senior Infants: Ms McCormack/Ms O'Boyle Room 4
	Senior Infants: Ms Monahan: Room 3
Door 4: Door Closest to Scout Den	1st Class: Ms Ní Chonaráin: Room 10
	1st Class: Ms Fay: Room 9
	Senior Infants: Ms Dunne: Room 2
	Senior Infants: Ms Lokko: Room 1

As you know, the Junior and Senior schools are extremely busy during drop off and pick up times. Unfortunately, the school cannot facilitate parking for parents on school grounds during the morning drop off time. Anyone parked during this time will be instructed to move on from the set down area.

New Junior Infants:

On the first morning only (Thursday 29th August), parents of new Junior Infants pupils will be invited to accompany their child into their classroom for a brief period of time. Please be aware that parents will be asked to leave the classroom by 9:10am, in order to allow the children an opportunity to settle. On Friday 30th August, children will enter their classrooms themselves with the help of the teachers and SNAs assigned to their classrooms.

Starting/Finishing Times:

The school's teaching time starts at 8:50am each day. Although we understand that children can be late occasionally, we hope that children will be on time for class the majority of the time. As a result, it is important that all children be in their seats when lessons begin at 8:50am. All late entrants to school will be noted by their teacher in the official attendance records on databiz. If applicable, please discuss any reason for the ongoing late arrival of your child confidentially with the class teacher.

The gates to the school will open just after 8:45am each day and children can access their classrooms from the yard at this time. Children will walk to the classroom themselves via their entry door. The entry gates will be closed shortly after school begins at 8:50am. Anyone arriving to school after this time should sign their children into school at the office.

School finishes at 1:30pm for Junior Infants and Senior Infants. It finishes at 2:30pm for 1st and 2nd Class. At the end of the day, the class teacher will escort the children in their class to the Junior Yard, where they can be collected.

Junior Infants:

Junior Infants will finish at the slightly earlier time of 11:50am for the first week and a half. From Monday 9th September, they will finish at the usual time of 1:30pm.

Attendance:

At Lusk JNS, attendance is encouraged every day. All schools are legally required to make school attendance returns to the Educational Welfare Officer (Túsla Child and Family Agency) twice yearly. The name of any child who has missed 20 school days or more must be reported to Tusla via these attendance returns.

In the event that a child has to miss a day of school, it is imperative that the reason for absence is given confidentially to the class teacher, as the reason for absence must be recorded by schools (e.g.

illness, urgent family reasons, holiday etc). Reason for absence can be communicated via the Eolas app. In the event that a reason for absence is not communicated by a parent/guardian, the reason for absence will be documented as 'unexplained'. Parents/guardians will receive a text when a child has missed 10, 15 or 20 days. If an issue arises that effects your child's attendance, it is imperative that you make an appointment to discuss the issue with the class teacher and/or principal.

Early Pick Up:

In the event that you are required to pick up your child early from school, please let the class teacher know in advance so that the child can be ready to leave school at an arranged time.

As the office is closed between 12:15 and 12:45, early pick up cannot be accommodated during this time. Please arrange pick up either directly before or after this lunch time period.

In addition, the period immediately prior to going home is extremely busy. We ask that early pick ups are not requested from 1:10pm onwards for Junior and Senior Infants, nor from 2:10pm onwards for 1st and 2nd class, unless an emergency situation arises.

Dogs:

As a result of health and safety, and with the exception of service dogs, the Board of Management does not permit any dogs on the school campus at any stage during the school day. This includes dogs that are carried by its owner.

Healthy Eating:

We would like to remind you that Lusk JNS has a healthy eating policy in place. As per our Healthy Eating Policy, children in Lusk JNS should have a healthy lunch in school each day. However, on a Friday, children may bring one small treat to school e.g. a fun size chocolate bar/ a small bag of jellies, a small bun etc. **Unfortunately, due to a number of allergies within the school, we cannot permit food items from the home to be distributed to other children in your child's class to celebrate birthdays etc.**

Please remember that all classrooms in Lusk JNS are **nut free**, which means that no child can bring nuts or nut containing products to school. As a result, chocolate spread is not permitted in school, even on a Friday as a 'treat'.

Communication:

If you have a general query about school, you can email the school at office@luskjns.ie or ring 01 8709242.

In addition, our school website (www.luskjns.ie) offers a lot of information in regard to the day to day running of the school. Please remember to keep an eye on the website in regard to important information and/or ongoing updates from the various classes.

If you have a brief query for your child's teacher, you can send an email by using the relevant email address below. Please put the name of your child's teacher in the subject bar. We ask that such emails be brief. Please also note that responses will not be immediate as your child's teacher will not reply during teaching time.

JuniorInfants@LuskJNS.ie (Junior Infant Teaching Team)

SeniorInfants@LuskJNS.ie (Senior Infant Teaching Team)

1StClasses@LuskJNS.ie (1st Class Teaching Team)

2ndClasses@LuskJNS.ie (2nd Class Teaching Team)

JNSSET@LuskJNS.ie (Special Education Teaching Team)

NB: Please do not include confidential or sensitive information about your child in emails to your class teacher, or information about other children. We ask that if you need to inform your child's teacher about a confidential or sensitive matter, that you arrange a meeting with the teacher either by phone or in person. Emails should be used to share generic information only.

Eolas App:

We ask that all parents/guardians download the eolas app, if you have not already done so. Details of attendance, meetings, school reports etc can be accessed via the app. Please contact the office if you have difficulty in downloading the app.

Wishing you and your children a happy, enjoyable and healthy school year ahead. We can't wait to see you all next week.

Kind regards,

Órfhlaith Clarke