



Dear parents,

A warm welcome to our new school year to everyone. A special warm welcome to all our new KO Teddies and K1 pupils, the majority of whom seem happy and settled with us already. A warm welcome also to our new teachers Miss Helen K3B, Miss Kelliean K2A and a welcome back to Miss Vicky K1D. This year Miss Juliet will be teaching K3C, Miss Anthea K2C and Miss Mary KO.

In this letter we would like to remind you about a few matters related to school life.

- Firstly, any questions you have in relation to your child's education be it academic, social or emotional should initially be directed to the class teacher. If they are unable to resolve the issue it will be passed to me.
- All administrative questions are dealt with by the office whose hours are:
September: 8:00 – 13:30 and 14:00 – 16:00.
From October onwards: from Monday to Thursday 08:30 – 13:30 and 14:00 – 17:00. Friday 8:00 – 13:30 and 14:00 – 16:00.
- Matters related to school organisation, curriculum, etc... should be directed to me.
- Questions related to the school bus service are dealt with directly by Amanda Bus whose telephone number is 928 22 48 38.

We would like to take this opportunity of reminding all parents about our school rules and to thank-you in advance for *abiding* by these:

- The entrance gate will be opened at 8.00 am if any child needs to come to school before that time we offer you our Early Bird Club. This club will start at 7.30 am. Please note that this service will incur an extra charge of 80,00 € for the first four month period and 60,00 € for the second and third term.
- Children will begin their lessons at 8.30 am, but the gate will remain open until 8.45. am
- As always the school day finishes at 15:30 but the side gate will be opened at 3.15 pm, so the parents can wait inside the school until their children finish at 15.30 pm.



- There will be members of staff on duty until 4.00 pm. If any child is persistently collected late they will be put into an after school activity and consequently charged for this.
- Please remember we operate a “one way system” at the end of the day. This is for the safety of all our children and to ease the congestion at the main gate. Therefore, all parents to enter school by the side gate between 3.15 – 3.30 pm.
- Parents and carers of pupils in K2 and K3 can continue to use their I.D. cards from last year. If you require new/additional cards please download the form from the web or contact the office. Please be prepared to show your I.D card.
- No trolley bags are permitted in school; by this we mean school bags with wheels! They are dangerous, the children are too small to handle them bearing in mind how many steps and stairs there are within the school.
- As the children in K2 do not receive a daily contact book as they did in K1, if you would like to know how your child is eating in the dining room, please ask their class teacher.
- If you would like your child to celebrate his/her birthday at school and you decide to send a cake please remember to send plastic spoons and plates too.
- During the morning sessions all classes have a snack time and we will continue our “Healthy Snacks” which has been popular with both, pupils and parents. Therefore please send the following snacks on the correct days:

Monday: Milk, yogurt, cereals	}	+ drink
Tuesday: Fruit		
Wednesday: Sandwiches		
Thursday: Fruit		
Friday: Free choice		

We will be informing you shortly of the dates and times of your child's Assembly, Trips and School photograph.

Yours sincerely,
Deputy Head
Anthea Grubb