

ST.FELIM'S NATIONAL SCHOOL

SN Leiter, Coill an Chollaigh, Co. Cabhain

Roll No. 18564W

Principal:

Mrs. Cathriona Molloy

LEITER

Phone: 042-9665605

BAILIEBOROUGH

Fax: 042-9665605

CO. CAVAN

Email: thevalens@outlook.ie

Website: www.thevalens.com



September 2018

Dear Parents/Guardians,

We would like to take this opportunity to welcome you all back to this new school year. A special word of welcome to our staff, our Junior Infant students and new parents.

We are delighted to inform you all that we have a new concrete play surface at the back of the school. We would like to take this opportunity to sincerely thank all members of our Parents' Association who so generously gave up their time to fundraise for this project. Without their efforts, it would not have been possible to carry out this work over the summer. We would also like to take this opportunity to thank all those who donated money to the 'Sponsor a Tree' fundraiser. Anyone who would still like to donate may still do so by contacting the school.

Our school website has had a facelift in recent months. Here you will find lots of important information about our school. We will continue adding to this as the year progresses. We will keep you updated on school events and display some of the children's work throughout the year. From this year on, our termly newsletters will only be published on our website.

School Levy

We would like to remind you about the requested levy payment (to cover costs of arts & crafts materials, photocopying etc.) of €15 per child – max. €40 per family. A payment link has been resent by text/e-mail to facilitate payment. Thank you for this much needed contribution.

Pupil Accident Insurance

The annual **Pupil Accident Insurance Form**, is attached. The Board of Management wishes to emphasise that its insurance policy does not cover costs that may arise from accidents at school, therefore, the Board strongly advises that parents avail of the personal accident insurance scheme.

Please return completed forms by **Friday 7th September**. All children can be written onto one form or copy as necessary. A payment link will be sent to you via text/e-mail to facilitate payment of this insurance fee.

Renewal of Contact Details

Please fill out the renewal contact details form attached and return to the school as soon as possible.

Finally, please take time to familiarise yourself with the guidelines which follow. These ensure the smooth running of the school.

Important School Information

School Times

9.00 am	Supervision commences
9.10am	School day begins for all children
10.50am	Breaktime – all classes
12.30pm	Junior Lunchtime: Infants – 2 nd Class
1.00pm	Senior Lunchtime: 3 rd – 6 th Classes
1.50pm	School Ends: Junior & Senior Infants
2.50pm	School Ends: 1 st – 6 th Classes
<i>The Board wishes to emphasise that no supervision is provided prior to 9am. In the interests of Health & Safety, the Board strongly recommends, that parents do not drop their children off at the school prior to the commencement of supervision.</i>	

School Attendance

Good school attendance is essential for your child to progress well academically. We observe children's attendance regularly. If a poor attendance pattern is apparent we will arrange to meet with the parents to discuss the matter further. We also notify you by letter/text message if your child has been absent for 15 days in a school year. We will notify you again if your child has been absent for 20 days in a school year.

Under the terms of the Education (Welfare) Act 2000, the Principal must inform the Education Welfare Board when your child has missed 20 school days or in exceptional circumstances where a poor attendance pattern when identified has not been improved upon.

School Policy on Mobile Phones & Electronic Devices

Pupils are not permitted to have mobile phones or other electronic devices at school. In exceptional circumstances, where it is necessary for a pupil to receive a message from a parent/guardian during the school day, (e.g. late arrival for pick-up; clinic appointment at short notice etc.), the secretary or a staff member will take the phone message and convey it to the child.

Important Points to Note

For reasons of general child safety and to prevent interruptions to teaching times in classes, please note the following:-

- Access to the school is through the main door at the front of the school only. Access through any other door is **not** permitted. All visitors must report to the school office upon arrival. This is to ensure the health and safety of pupils and staff.
- All visitors to the school must report to the secretary, where they must sign the visitors' log on arrival and departure.
- **Parents wishing to speak to a teacher are asked to make an appointment in advance, by ringing the school so that a suitable time for both the teacher and parent can be arranged.**
- Lunch boxes, or other items forgotten by pupils, must be left into the school office. They will then be given to the pupils concerned.

Important Points to Note

Collection of Pupils

- At the time of classes being dismissed in the afternoon, it is essential that the parent/guardian or nominated person arrives promptly for their collection. After 3pm, children will be supervised in a classroom in the school, parents must present themselves at the main school door in person to collect them.
- If there is any change in collection arrangements for your child/ren please ensure this information is passed on to the school in advance by putting a note in your child/ren's journal or phoning the school. This includes a change to 'the usual' nominated person who collects your child/ren.
- Parents/Guardians or persons nominated, wishing to collect pupils at times other than dismissal times, must initially report to the office and sign the child out. The secretary will then call your child to the office for collection.

Car Park

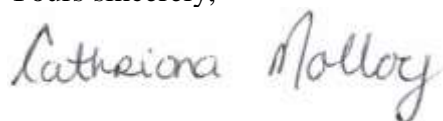
- As you are all aware the school car park is a very busy place at collection times. We would ask for your patience and vigilance when using the car park, taking into consideration access to the school bus, the wheelchair accessible car parking place and the potential danger for children crossing at the designated area and making their way through the car park.
- Parents should avoid stopping at the pick-up point directly at the gate at home time as this slows the traffic and causes an obstruction.
- As space in the car park as you all know is at a premium, staff members (**only**) will park at the front of the school as usual, and along the school wall at the road.
- For parents of children who travel by bus, please note that it is your responsibility to inform your child and the bus service whether or not your child is travelling on the bus on any given day. The school does not take any responsibility for the organisation of the buses.

Birthday Invitations

- ***We would ask parents to refrain from distributing birthday invitations through the school as this can cause distress to children who may not receive an invitation***

Thank you for your co-operation in these matters. We look forward to a successful year ahead.

Yours sincerely,



Principal

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September 2018

Re.: Renewal of Contact Details

Dear Parents,

At the beginning of a new year, we would like to renew the contact details we have on file for you. Could you please re-submit your details as follows:-

Parent(s)/Guardian(s) Names: _____

Child(ren) Names & Class: _____

Any medical conditions/allergies: _____

Address: _____

E-Mail Address/s: _____

(As we will be using these e-mail addresses where possible in communications from the school)

Home telephone number: _____

Mother's/ Guardian's mobile: _____

Father's / Guardian's mobile: _____

Other contact name & number: _____
(state relationship to child)

As these details are required to update various databases that we have, i.e. text a parent etc., we would appreciate if you could send this form back into us immediately.

Many thanks.

Cathriona Molloy
Principal

Primary School Pupil Personal Accident Application Form 2018/19

Option B - Specified Pupils

As Ireland's leading schools insurer, Allianz offers a Pupil Personal Accident policy designed to offer protection and support for the pupils of your school.

A 20% reduction off the standard premium is available when cover is arranged online. Parents/guardians have the option to retain the 20% premium saving by submitting the premium stated below less 20% to the school. Parents/guardians also have the option to submit the full premium to the school so the 20% saving can be contributed to school funds. If you are not happy to proceed on this basis please submit the amount shown less 20% to the school along with the attached application form.

Testimonial

We have had the Allianz Pupil Personal Accident Insurance in our school for several years now. The 24 hour cover is particularly good value with so many of our students involved in sport. The parents that have had cause to use it were very happy with the process and thankful to have had the cover in place. We would highly recommend it.

Bunscoil Phaidreag Naofa Tuam April 2018

Summary of Cover

This summary is only intended as a guide to policy cover and exclusions. The policy is issued to the school and contains full details of cover and all applicable terms, conditions and exclusions. A copy of the policy is available from the school.

Schedule of Benefits

The benefits shown below are payable following accidental bodily injury (i.e. bodily injury caused solely by accidental violent external and visible means) resulting in medical or dental expenses, disablement or death.

Accidental bodily injury causing:

Death	€10,000
Permanent total loss of sight in one eye or loss of use of one limb	€50,000
Permanent total loss of sight in both eyes or loss of use of both limbs	€100,000
Permanent total disability	€200,000
Total loss of hearing in one ear	€40,000
Total loss of hearing in both ears	€100,000
Medical expenses (including ambulance hire) not recoverable from any other source	Up to a limit of €50,000
Dental expenses not recoverable from any other source	Up to a limit of €50,000
Total loss of speech	€40,000
Hospital confinement payable per complete day (24 hour period) which shall continue whilst confined but not beyond 90 days from the day on which the Insured Person was first confined	€20 Per Day

Operative Time (in accordance with the option selected)

- During any school activity taking place with the full knowledge and authority of the school and including direct travel to and from such activities;
OR
- 24 hour cover during social, domestic and leisure, as well as school activities.

Age Limits

Lower age limit - 2 years 6 months. Upper age limit - 22 years.

Claims Notification Condition

Written notice should be given to the company as soon as possible with regard to any accidents likely to give rise to a claim under this policy and in any event within 730 days (2 years) after the date of the occurrence.

Excluded Activities and General Exclusions

- Whilst the pupil is engaged in (or practising/training for): flying (except as a passenger), motor racing/quadbiking, parachuting, hang gliding, horse/pony racing/jumping (unless in connection with school activities), rock climbing or mountaineering using ropes and/or guides, pot-holing, ice-hockey, bobsleighs, white water rafting.
- The pupil committing or attempting to commit suicide, willful exposure to needless peril (except in an attempt to save human life) or any involvement in a criminal act.
- The pupil being intoxicated or having taken any drug (other than prescribed).
- The pupil's employment (other than school work experience programmes).
- Boxing, mixed martial arts and/or any martial art involving combat with an opponent unless it is connected with School Activities.

Health Condition Exclusion

The insurance shall not apply in respect of any claim arising out of a pre-existing physical defect, infirmity or medical condition.

Standard acceptance criteria apply. Information correct at 31st March 2018.

Contact details:

Pupil Personal Accident helpline: 01-6133900
Claims team: 01-613 3559
E-mail address: pupilpersonalaccident@allianz.ie

Pupil Personal Accident policy wording and claim forms are available at www.allianz.ie/schools



Application form for school group policy

By providing your information, you consent to the use of your information as outlined in our Allianz data protection statement which includes processing for insurance administration and claims handling. For full details visit www.allianz.ie/schools.

Option B - specified pupils only

- School activities (including direct travel to and from such activities) _____ cost per child is €6.00
- 24 hour cover 365 days a year for school activities, social, domestic and leisure activities (including school holidays) _____ cost per child is €9.00

Name of pupil (in full) _____

School class/year _____

Name of school _____

School phone number _____

Signature of parent/guardian _____ Date _____/_____/_____

Cheque should be made payable to the school

Allianz p.l.c. is regulated by the Central Bank of Ireland. Calls may be recorded. Terms and conditions apply. Information correct at 1st March 2018.