**Parent Information Sheet**

Classes begin at 8.55am. Children should not be brought to school before 8.45am. If children do arrive before this time it will not be guaranteed that they will be supervised. Similarly, classes are dismissed in the afternoon at 2.00pm, and 2.45pm. Children must be collected promptly at these times.

Any change in the normal routine of travelling home from school by a child should be reported by letter to either the class teacher or Principal. Only children in P4-P7 will be allowed to walk or cycle home from school. P1-P3 pupils must be collected at the school gate.

Children must not leave the classroom or school premises for any purpose during the school day without permission from the Principal or class teacher and the child must be accompanied by a responsible adult.

* Children must wear the recognised school uniform at all times, unless given permission to do otherwise.
* Children must be properly dressed for all physical activities, ie shorts/jogging bottoms/T-shirts/sweatshirt and trainers for outside games.

All jewellery, including earrings should be removed prior to the start of a PE lesson. The child should be able to remove these or alternatively earrings should not be worn on PE days. Parents are asked **NOT** to have their child’s ear pierced during the school term but to wait until the summer holidays when the piercing has had a chance to heal.

* There should be not boisterous behaviour within school grounds at any time.
* Valuables, including large amounts of money, owned by the children must be left at home as teachers cannot accept responsibility for loss or damage.
* All monies brought to school, ie dinner, saving or fund-raising must be carried in a purse, wallet or sealed envelope clearly marked.
* Children who bring bicycles to school do so at their own risk.
* Children who bring drinks should use non-breakable containers.
* No item of equipment must be brought outside, or used without a teacher’s permission.

**Courtesy**

* At all times children must be courteous to each other, their teachers and all other adults at school.
* Children should remain quiet and respectful during school assemblies.
* Children must treat their own, other children’s school property with respect.
* Reasons for absences from school should be reported to the class teacher by letter following the child’s return to school.
* Parents wishing to consult teachers will be given an appointment on request.

**Use of Building**

* Children must enter and leave the school building by the side entrance unless otherwise directed.
* Children must walk in an orderly manner inside the school.
* Children must keep to the left-hand side of all corridors when moving around the school.
* Children must line up outside their classroom in an orderly fashion until instructed by a member of staff to go in.