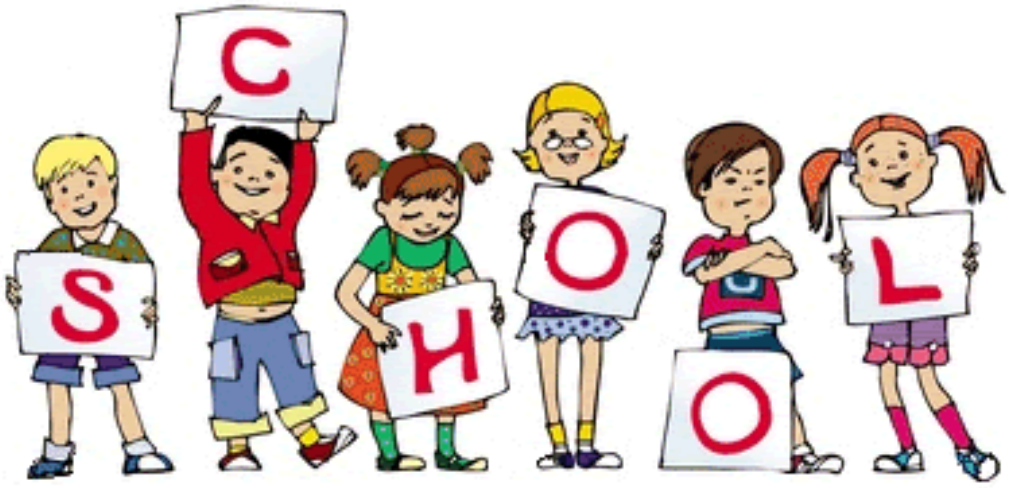
St Aloysius Primary School

&

Nursery Unit

Parental Guidance Booklet



Academic year 2026-2027

To Live, Love and Learn in a caring, Catholic community.

PLEASE KEEP IN A SAFE PLACE FOR FUTURE REFERENCE

Dear Parent,

Our school consists of many stakeholders:

- Parents
- Grandparents
- Childminders
- Principal
- Teaching staff
- Classroom Assistants
- Secretary
- Lunchtime supervisors
- Auxiliary Staff
- Canteen staff
- Board Of Governors

Ultimately, we are all involved in St Aloysius Primary School for one purpose educating… **our pupils… your child/ren.**

In St Aloysius P.S. we want to ensure each pupil:

- Experiences a rich, balanced and creative curriculum.
- Receives the highest quality of teaching and learning.
- Achieves their potential in a safe, motivating environment.
- Learns in an environment which promotes independence, lifelong learning and physical & emotional wellbeing.
- Feels safe and secure in all areas of the school site, including drop-off and pick-up times where adults are present.

To run a school smoothly it is essential to have rules and regulations and to ensure that these are clearly communicated to all stakeholders involved.
The purpose of this document is to provide all the necessary information for all those involved in St Aloysius P.S. in one central document.

Compliance with these rules and regulations ensures:

- Smooth running of our school
- Keeps our pupils safe and secure
- Promotes pupil well-being and inclusion
- Promotes communication between parents and staff
- Each family will receive a physical copy of this document to keep in a safe place for reference, as required. It will also be available on our website. Please refer to this document as your first port of call for your queries.

We look forward to and appreciate your support.
The Principal & Teaching Staff of St Aloysius P.S.

Prior to the school day

We would appreciate if you would:

- Ensure ALL pupils clothing, schoolbags, lunchboxes and water bottles are clearly labelled with their name.
- Ensure your child has an adequate snack, lunch (Endorsing schools healthy eating guidelines.) and water bottle to keep them nourished throughout the school day. Dinner must be booked in advance for ALL pupils via Eduspot and inform your child of the lunch arrangement.
  (School dinner deadline: 12 midnight previous night- set by Eduspot**)**
- Ensure all the necessary books, materials, swimming/P.E. gear required are brought to school. P.E gear should only be worn on day assigned for P.E. or attending sporting afterschool activity.
- Ensure your child comes to school wearing full school uniform including **black school shoes**. Please encourage them to take pride in their appearance.
- Use the school crossing patrol and demonstrate good road safety practice.

During the school day

We would appreciate if you would:

- Ensure your child attends school daily and on time. **Class starts promptly at 9.00 am**. We encourage pupils to arrive to school at 8.45 am to allow them time to prepare for the school day. **Pupils should not be on site prior to 8.45am** unless attending morning club, as supervision is not available prior to this time.
- **All** curricular activities during the school day are compulsory including swimming and all sporting activities. Please encourage a positive attitude to all curricular areas.
- Ensure your child is aware of their home time arrangements i.e. who is collecting the child. The school cannot be held responsible for communicating these arrangements during the school day.
- Arrange **prompt** pick-ups at home time:
  - P1 @1.55pm (Friday- 1.50pm)
  - P2-3 @ 2.00pm (Friday- 2.00pm)
  - P4-7 @ 3.00pm (Friday- 2.00pm)

  Please ensure these times are clearly communicated to grandparents and childminders, if collecting your child from school.

  Teachers have other duties after home-time therefore pupils not collected promptly will be sent to St Ally's After Schools Club and payment will be requested.

- Encourage P6-7 pupils to walk home to promote independence. **P1-P4 pupils must be collected by persons, at least 16 years old**. P5 may walk home with parent's permission.
- Parents should not be on the school grounds more than 5 mins prior to pick up. **This is a child protection issue therefore you will be asked to leave.**
- Pick-up promptly from after school activities at 3pm & 4pm from designated collection point.
- Be aware that it is illegal to park on the zigzag lines at the front of the school. Please refrain from parking either side of the school carpark entrance or in front of neighbouring driveways. Our relationship with our neighbours is important to us.

Pupil wellbeing

We would appreciate if you would:

- Ensure your child has a suitable, quiet space, free from distraction to complete their homework. Check that all work is completed, properly presented and signed, if required. **Please return on the required day**. Oral, practical and online homework has the same importance as written homework.
- Supervise your child's use of social media, **this is your responsibility as a parent.** It is illegal for primary school children to have their own social media accounts. 13years is the earliest age children are legally allowed to use many platforms. In the case of any inappropriate contact, they should immediately remove themselves from the platform and seek your advice.
- Remember that mobile phones or other personal digital devices e.g. smart watches, which allow the recording of sound or images or connect to the school's Wi-Fi are not permitted in school.
- Ensure your child gets sufficient sleep to be able to focus throughout the school day. Please discourage technology as part of their bedtime routine.
- Promote emotional wellbeing. School provides pupils with the opportunity to develop life skills. Life is full of niggles, disagreements and differing opinions. Help your child recognise these incidents as learning opportunities and help them develop personal resilience.
- Keep ALL dogs out of the school grounds.

Home & School Communication

We would appreciate if you would:

- Read and take notice of all written communication e.g., paper notes, school newsletter, emails, school texts, Seesaw messages etc.
- When unsure of any details, please check all previous communications Including this document before contacting the school.
- Respond to written communication from the school as required, respecting the deadlines. (Whilst we encourage the independence of your children, school bags should be checked regularly by the parent.)
- Recognise that without consent and payment, we are unable to permit your child to attend off-site activities.
- Develop close links with the school and attend meetings relevant to your child/children.
- Communicate respectfully and politely with staff. Like many public and private organisations, there is zero tolerance of loud or abusive behaviour. We actively discourage the use of email/Seesaw as a forum for the discussion of pastoral or academic matters to teachers. Please arrange a face-to-face appointment to facilitate such discussion.
- Any class issues regarding your child should be raised initially with the class teacher.
- Contact the school office to raise **urgent** concerns or queries. The office staff will direct the enquiry to the appropriate member of staff.
- Work in partnership with the school to help promote positive behaviour and encourage your child to take responsibility for their actions, recognising consequences. *See https://www.staloysiuslisburn.org.uk/policies-procedures.*
- Inform the school of circumstances or change of circumstances which might affect your child's life and behaviour in school. This is important to support your child's well-being.
- Ensure Emergency Contacts are correct, in particular addresses and phones numbers.
- Communication will be with those with parental responsibility. This can include parents who are no longer together.
- Sign up to the class Seesaw and actively check notifications. This is a quick and effective communication tool for your child's teacher.
- Provide communication via Seesaw should your child be absent or need to leave school. **Notification should be received prior to the school day**. It is then not necessary to communicate with school office.
- Ensure ALL non-urgent appointments are outside of school hours.

- Children should not be removed from school during term time to facilitate family holidays. The school term start dates MUST be respected.
- Administration of Medication: Complete an official form via the School Office should your child require medication during the school day, otherwise this cannot be administered.
- Remember that social media, whether public or private should not be used to voice complaints against the school, school staff, parents or children. **Think before you post!**
- Be aware that the use of mobile phones, while on the school grounds, is prohibited. This includes taking photographs of children on phones or other digital devices and applies to school events held in the school grounds.
- Be aware that direct contact with school staff, regarding school issues, via social media is prohibited.
- Be aware that communication with another pupil about school/classroom issues is prohibited. **Any concerns should be directed to the class teacher.**

NB- Even with the best planning, changes are sometimes necessary.

Any last-minute changes will be communicated via Text message.

In St Aloysius Primary School and Nursery Unit, we have long enjoyed a positive relationship with our parents and families.

We remain grateful for your support and co-operation.



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