

# Moyallon Primary School

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Principal Mr. J. Priestley.



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Wednesday 1<sup>st</sup> September 2010

Dear parent,

On Wednesday next it will be time to welcome our pupils back to school for another academic year. A special welcome goes to the new families now associated with Moyallon and we hope that our new pupils will soon feel very much at home with us. This year we have enrolled another full class into Primary One. If your child is due to start school next year or you know someone who has a child to start please make sure we have their details as soon as possible.

**I want to highlight one area of concern which comes under the banner of Child Protection. Pupils are supervised each morning from 8.30 a.m. when the first bell rings in preparation for classes starting promptly at 8.45 a.m. In recent times pupils have been dropped off at school too early when there may have only been one member of staff present, this raises Child Protection issues. As a result pupils should not be dropped off at school until 8.30 a.m.**

As parents you can support our work in school in many ways:

- All pupils should wear **full** school uniform at all times unless directed otherwise.
- Please ensure that the preparation of reading etc. is adequate and written homework is carefully completed. Written work should be initialled to show that you are satisfied with your child's efforts.
- The safety of your children is a main priority for us. You can play your part in this by ensuring that you keep us informed as to who will be picking up your children from school. This is especially important if there is a change to the normal routine or if someone who is collecting the child is unknown to the teaching staff. Primary 1-3 pupils are collected from their classrooms each day at 1.45 p.m. (Primary 1 exceptions during September). A teacher is on duty from 2.45 – 2.55 to supervise the pick-up of the older pupils in the car park. **Please pick up your children promptly as teachers have duties following these times.**
- After collecting your child please ensure that they are properly supervised in the car park and are not allowed to run freely around.
- Please ensure that when using the car park that you do so with extreme caution. Do not park on double yellow lines and observe a strict 5 m.p.h speed limit. We have a number of pupils who need access to the disabled space so can I ask that this is left free for this purpose.
- If there have been changes to address, telephone numbers or other circumstances please let us know as soon as possible via Mrs Shepherd the school secretary.
- Dinner money should be brought to school on a Monday. Menus are provided so that you can decide which meals are suitable. The correct change is also vital as you can imagine finding change for the number of children who take dinners is impossible. Dinners cost £2.00 per day.
- Please ensure that children's uniform and belongings are clearly labelled.
- A note signed by a parent or guardian is required to cover every absence.
- A full attendance at school cannot be stressed enough and over the last number of years a lot of children have gone off on holiday during term time. If this is the case teachers will not be in a position to provide extra work for parents to take on holiday.

**No nuts or products containing nuts should be sent to school as a number of pupils suffer from allergies.**

Thank you for your continued support for Moyallon.

Yours faithfully

Principal