

**Scoil Seanáin Naofa,
Cluain Lárach,
Co. an Chláir.**



**St. Senan's National School,
Clonlara,
Co. Clare.**

Uimhir Rolla: 04548V

Eircode: V94FP92

Email: office@clonlarans.ie

Tel: 061-354299

Principal: Donnchadh Kelleher

Returning to School

Dear Parent / Guardian,

We are really looking forward to welcoming back our pupils to school this Thursday, August 28th. We are particularly excited to meet our new cohort of Junior Infants who will start school over 2 days; Thursday and Friday, and to a number of pupils who are joining other classes in the school.

I am writing to you with some reminders and updates in advance of the new school year:

School Times:

Please note the school times for this academic year:

- 8:50am - School Gate opens (10 minute arrival window)
- 9:00am - Class starts (please ensure children arrive on time as class begins at 9am sharp)
- 12noon - Junior Infants home time (until September 13th)
- 1:40pm - Infant home time
- 2:40pm - All other classes go home

Uniform:

In line with our Code of Behaviour, all pupils are expected to wear their uniform to school each day. Our uniform consists of:

- Crested Half-Zip (to be purchased from Boru Sports)
- Plain Navy tracksuit pants (available from Boru Sports or any department store)
- Light grey polo shirt (available from any department store)

Please ensure that all items of uniform, along with coats/hats etc.. are clearly labelled!

School Calendar

- The school calendar for 2025/2026 can be accessed [HERE](#)
- Please note that there will be some half day/ full day closures during the year for staff training and planning. I will update you and give as much notice as possible where this arises.

Early Collection

If you need to collect your child early from school, please follow these steps:

- ☐ Use the Aladdin App/ Aladdin Connect to input the early collection
- ☐ Phone the school when you are outside
- ☐ Tania will advise you to either come to the school door or wait at the front gate

Return to School Questionnaire

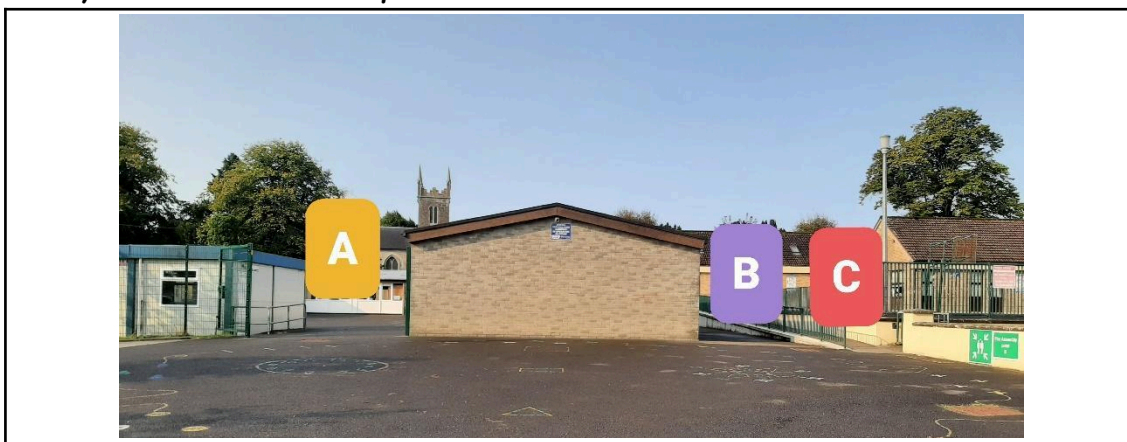
If you have not already done so, please complete the following questionnaire to supply some brief and important information about your child, for their teacher. A copy of this form is sent directly to your child's teacher. Please complete by Monday, September 1st - Link [HERE](#)

Designated Entry Points

Please refer to the graphic and table below indicating the doors/ entry routes to be used by pupils each morning as they enter the school. In order to avoid confusion, please show this to your child and advise them of their route. On the first morning, there will be additional staff on the yard to assist pupils.

Please note:

- Pupils will proceed directly to their class lines upon arrival between 8:50am and 9am. Class teachers will collect their lines and proceed to their classrooms at 9am sharp.
- On wet mornings, pupils will proceed directly to their classrooms and remain indoors until class begins at 9am.
- **Please note that on the first morning of school, Thursday, August 28th, children will proceed directly to their classrooms upon arrival to school between 8:50am and 9am.**



Route A Line up on Junior Yard	Route C Up Ramp & Line Up on Senior Yard
Ms. Forde's Junior / Senior Infants Ms. Deloughery's Junior Infants Ms. Lynch's Senior Infants Ms. Raftery/Ms. Maloney's 1 st Class	Ms. Fleming's 2 nd Class Ms. Smyth's 2 nd /3 rd Class Ms. McMahon's 3 rd Class Mr. Raftery's 4 th Class Ms. Burns/ Ms. Coughlan's 4 th /5 th Class Ms. O'Dea's 5 th Class Ms. Malone's 6 th Class
<i>on wet mornings, children who normally use 'Route C' proceed via 'Route B' - in the main door of the school and directly to their classrooms</i>	

Morning Arrangements

- Children will not be permitted to enter the school grounds before 8:50am. The school gate will be opened at 8:50am daily and pupils may enter the school grounds at this point and proceed to their class lines.
- Children will be required to proceed directly to their respective classrooms and be in situ by 9.00am. (A 10 minute window within which to enter).
- No parents will be permitted beyond the school gate. A special dispensation will be afforded to Junior Infant parents who will be permitted to walk their son/daughter to the external classroom door on their first morning.
- Junior Infants will attend school from 9.00am - 12 noon for the first two weeks of school.
- Parents are asked not to congregate outside the school gate after dropping their child off.

Collection Arrangements

- Pupils from Junior and Senior Infants will be walked to the front of the school at the end of their day. Teachers will release children one by one when they are sure an adult is there to collect them. Please wave to the teacher when your child is at the front of the line. This process will be slow for the first number of days/weeks as teachers become familiar with parent/childminder faces!
- Teachers in all other classes will walk their line to the front of the school where they will be dismissed and permitted to leave the school.
- Children who are waiting for siblings or for other pupils that they travel home with in other classes are encouraged to stand at the gable in the front yard and leave together.
- Children who travel by bus will join the 'bus line'. The 'bus line' will leave the school yard when all classes have been dismissed.
- Children who attend 'Cairde Le Chéile' childcare service will line up on the Junior Yard, outside room 15.
- Parents/childminders and those collecting children must remain outside the school gate at all times. Please be mindful to allow adequate space on the footpath for children leaving the school.

Administration of Medication

If your child has medical needs and medication will need to be administered to them during the school day or in the event of an emergency at school, please send the relevant medication with them in their school bag on their first day of school.

- We ask that you place the medication in an envelope clearly labelled with your child's name, their class and the expiry date of the medication. Parents of younger pupils may prefer to drop this directly to the school office on the first morning of school.
- Please ensure that all medication supplied to the school is in date.
- A form will be sent home with your child on their first day of school for you to sign in relation to the administration of medication. It is extremely important that this is signed and returned to the school so that a copy can be kept on their file.

If you have any queries on this, please email Siobhán Maguire on deputyprincipal@clonlarans.ie

Free Book Scheme/ Booklist

As you know, the Department of Education have provided funding to schools to provide textbooks, workbooks and copybooks free of charge to pupils. Parents will be required to provide certain items for their child. Please refer to your child's booklist for full information on this.

As per booklists, expenses are payable to the school in September. These expenses are to cover the purchase of classroom resources, pupil insurance, Aladdin Connect, Accelerated Reader etc...

An ePayment link will be sent to all parents on Monday September 1st.

Hot School Meals

- The hot school meals service is available to all pupils in the school. This service is operated by The Lunch Bag (www.thelunchbag.ie)
- If you have any difficulty in accessing the app, please contact Tania at office@clonlarans.ie
- A reminder that lunch orders must be placed at least 48hours in advance (ie: order Friday for Monday)
- The small snack/ refreshment option is available through The Lunch Bag also. This is a paid service where parents may choose to order fresh, healthy snacks which will be delivered directly to school each morning. This service is completely optional and can be used daily, weekly or for once off occasions.
- All pupils are automatically enrolled in the service each year. To avoid food waste, if you wish to remove your child from the hot meals list, please contact Tania at your earliest convenience.

Contacting Your Child's Teacher

If you wish to contact your child's teacher, please do one of the following:

- Message the school via Aladdin Connect
- Phone the school office on 061-354299
- Email office@clonlarans.ie. Tania will forward your message to your child's teacher and you will be contacted by your child's teacher at a suitable time.

School Bus

- School buses will be requested to arrive at Scoil Seanáin Naofa no earlier than 8:50am. In the event of them arriving earlier, children must remain seated on the bus until instructed to alight. Children travelling by bus will enter school grounds via the small side gate.
- There have been some issues in relation to pupil behaviour on the school bus service in recent years. This is completely unacceptable and we have been advised by Bus Éireann that pupils who are behaving in a manner that is causing hurt/upset/danger to others can be suspended or removed from the service - it would be a shame if this were to happen.
- Parents of all children travelling by bus are asked to speak with their child in relation to proper conduct and behaviour on the school bus service. A useful resource can be found [HERE](#)
- The school bus service is operated by Bus Éireann and the school does not have a role in investigating incidents of misbehaviour on the school bus. Please report directly to the bus service operator.
- In order to promote positive behaviour and adherence to safety protocols, the principal will meet with the pupils who use the school bus service early in September to reiterate the expectations for all using this service.

Road Safety

We ask all parents to be particularly vigilant when crossing the road and in walking/cycling to school. Please use the marked pedestrian crossing and remind your child(ren) of the importance of road safety. Children cycling to school should wear a helmet and bicycles can be stored at the field side of the school building.

- In order to reduce the number of cars in the immediate school vicinity, we encourage pupils to walk/cycle to school where possible.
- We also encourage parents to consider parking away from the school and walking their child to the gate where necessary.
- Please respect the local residents and refrain from parking in a manner that obstructs entry and exit from driveways.
- Please do not obstruct the entrance to the staff car park, bus parking spaces or our wheelchair parking space please.

Thank you in advance for your co-operation in this very important matter.

After School Activities

Over the coming weeks, we will see the resumption of after-school activities, including some after-school clubs. The relevant staff members will be in contact with you outlining details of their club/activity and of how you may apply for a place.

Cairde Le Chéile Before/Afterschool Childcare Service

As you know, a new before/afterschool childcare service; 'Cairde Le Chéile', operates on our school premises:

- The Board of Management, with the approval of the school patron, have licenced the use of the school premises to a third party operator and this service will be separate to all other school matters.
- All enquiries can be directed to Kate on kateogorman7@gmail.com or by text/phone on 0892143077.

We wish Kate and her team every success for the year ahead!

Bí Cineálta

Our school's Anti-Bullying Policy will be replaced with our new policy - Bí Cineálta. This will be in place from August 28th. A copy of the policy will be added to the school website in the coming days. In the meantime, a copy can be viewed [HERE](#)

Agree to Agree Project

Later in September, our Agree to Agree Committee will introduce our school community's new Internet and Technology Use Agreement. This document is the result of a year's work and valuable consultation with pupils, parents and staff. Families will be invited to 'opt-in' to the agreement, and we encourage everyone to take the time to review it and consider its long-term benefits. We look forward to strong support across the school community. Further details will follow soon!

Finally

Our aim is to re-open the school in an orderly and safe manner, while reassuring the children and making them feel comfortable, safe and relaxed with their friends as they adjust to the new school year. This will be achieved by all of us working towards this common goal. We are really looking forward to welcoming back the pupils to school later this week. Thank you in advance for your co-operation.

If you have any specific queries, please email office@clonlarans.ie

Ní neart go cur le chéile.

Le gach dea-ghuí,



Donnchadh Kelleher

Príomhoide