

# St. Francis of Assisi Primary School

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16th October 2020

Dear Parent/ Guardian,

Following the recent Government announcement, our school will be closed for an extended half term break from Monday 19<sup>th</sup> October – Friday 30<sup>th</sup> October inclusive.

I would like to thank the pupils, parents and staff for their support in what has been a very busy but welcome return to school. We have most certainly returned to a classroom very different to what came before, and the pupils must be commended on the manner in which they have enthusiastically embraced this change. The reunion with friends has thankfully brought with it many smiles and lots of laughter!

The entire school staff have worked tirelessly to ensure our pupils are being afforded the best opportunities to push forward with their learning in a safe, relaxed and happy environment and should be applauded for their great efforts in what has been a very challenging time for all.

#### Parent Teacher Meetings:

- We as staff feel that it would be more beneficial to hold meetings in Term 2, allowing pupils more time to settle back into school routine, when a more in-depth and accurate assessment of their learning can be reported. However, if any parent has a concern and wishes to speak to the teacher before this, a meeting can be facilitated via telephone call.
- Parents of pupils currently on Individual Education Plans will receive notification of targets and progress after the Halloween break.

#### Health and Well-Being:

- As we enter into the winter season it is extremely important that we continue with our good practice in relation to the regulations set out in September.
- Class bubbles and regular hand hygiene practices have been very effective in helping prevent transmission of any infection.
- The staggered start and finish times has ensured a smooth start to the year, as did the collection points at designated areas. I thank the parents/guardians for following the measures put in place.
- The one-way traffic system with the drop off zone has proved very effective and safe. Please remember to continue into the chapel car park, parking well back from the front entrance and also refrain from turning cars at the school entrance on Madden Row or at the Parish House.
- A little reminder to our working parents - pupils in the morning time should not gather outside the gate or be dropped off unsupervised before 8:45am.
- The last group of pupils in, those with no other siblings in the school, should please be in promptly at 9:10am as staff on duty are needed back in the classrooms after this time.

#### ParentPay - Cashless Payment System:

- The system is now up and running very well. While it proves a little complicated at first to manage bookings, parents are reminded that you cannot pay for dinners on this system if the date has already passed. Bookings can only be made in advance.
- Mrs McQuillan who works in the office every Friday, will continue to monitor accounts and bookings. If you experience any difficulty please email details to [pmcquillan272@c2kni.net](mailto:pmcquillan272@c2kni.net) along with your child's name and class. Mrs McQuillan will answer email queries only on a Friday.
- Any child who pays for dinner and is absent this money is refunded to your account balance.
- **Anyone with an account in arrears please ensure you have adequate funds in your account before this Monday 19<sup>th</sup> October. The school must forward outstanding dinner money to the Education Authority ASAP. If arrears continue your child will be asked to take a packed lunch until the outstanding balance is cleared.**

### **School Texts used for urgent messages from Mrs Hughes -System Update:**

- In anticipation of the current situation the texting provider updated our system at the beginning of this week.
- A text from 'St Francis' worded 'TEST 1' was sent to all families on Tuesday 13th October at 12pm.
- One parent in each family should have received this text.
- Parents were asked to reply to the class teacher via Seesaw/GC or by gmail, confirming if you DID or DID NOT receive the text from 'St Francis'. Many thanks to the parents who did this.
- If you have NOT received this text and have NOT informed the teacher, unfortunately until this notification is received the texting provider will be unable to rectify the problem.

**There will be NO school work or homework during the two weeks we are closed.**

### **Guidance ONLY in the off chance that schools enter into an extended lockdown post-holiday closure:**

- It is vitally important that your child is registered and is able to access and use the class online forum: P1-3 Seesaw and P4-7 Google Classroom. All teaching videos and work will be posted on this forum. We ask that a parent/guardian monitors this forum for uploaded work and updated messages.
- Staff will prepare work which will enable us to continue teaching the curriculum. This will include new content in both Literacy and Numeracy. Teachers will record and post teaching videos which can be used, paused and replayed when necessary. Teaching aids may also be used to support the teachers' videos and any worksheets relating to the new topics will be posted for completion.
- It is expected that work from every child will be returned when it is due via the online forum.
- AR books for P4-7 will be sent home today to allow for independent reading. If reading during the holiday period, we would strongly recommend that these are the books that are used.
- Reading books will also be sent home today. Please do not rush ahead and read the 'Guided Reading Books'. Teachers will assign specific pages weekly and will post guided reading activities and comprehension questions to correspond with these pages.
- P1-3 Phonic work and High Frequency Words - should be practised daily and teachers will add to these weekly.
- P4-7 Spelling Lists and Activity Booklets - Only to be completed at the teachers' request as unassigned work will only be repeated if children return to school. NB: There is no benefit in completing multiple pages if the grounding in sound work has not been covered with the class!

**PLEASE KEEP HOMEWORK FOLDERS AND ANY BOOKS SAFE - INCLUDING ALL READING BOOKS AND WORKBOOKS SENT HOME. THESE MUST BE RETURNED TO SCHOOL WITH YOUR CHILD ON THE FIRST DAY WE RETURN. MISPLACED OR DAMAGED BOOKS MUST BE REPLACED AT A COST TO THE PARENT/GUARDIAN.**

### **School Clubs:**

- In light of continued uncertainty there will be no Breakfast Club or After School Clubs until the present situation improves. This decision will be reviewed at a later date.

### **School Photographs:**

- Photographs are to be ordered online from Lafayette Photography using the codes given to the children yesterday.
- These codes are in your child's homework folder. The school does not hold copies of the codes. Please ensure that these codes are not misplaced.
- Photographs should be available to view this afternoon Friday 16<sup>th</sup> October.

### **Return to School:**

If for any reason you need to contact me over the holidays please email [stfrancisenquiries@gmail.com](mailto:stfrancisenquiries@gmail.com). I remain hopeful that our schools will reopen on Monday 2nd November as planned and that any further disruption to the children's education is minimal. In the meantime, please take care. Wishing you and your families a safe, enjoyable and well-deserved mid-term break.

Kind Regards

*F Hughes*

Mrs F Hughes  
Principal