

**Scoil Áine Naofa**  
**Loreto,**  
An Uaimh,  
Co. na Mí C15 E208



**St Anne's**  
**Loreto Primary School**  
Navan,  
Co. Meath C15 E208

Telephone: (046) 9023039  
Email: [office@stannesnavan.ie](mailto:office@stannesnavan.ie)  
[www.stannesnavan.ie](http://www.stannesnavan.ie)  
Roll No. 00883P

## **GENERAL SCHOOL REGULATIONS**

**Punctuality and Attendance:** School begins at 9.15a.m. with our front gate opening from 9.00a.m. for assembly.

The Board of Management does not accept responsibility for the supervision of children before or after school hours.

**Absenteeism:** a message of explanation on the Aladdin App should be sent to the Class Teacher if a child is absent from school. A similar message is also required when pupils need to arrive late or leave school early e.g. for an appointment.

**Collection from school:** If your usual arrangements for collection for your child/ren from school are changed for any reason please put the details of this new plan in writing / email for the attention of the class teacher or the school office including the names/s of the adult/s involved and contact numbers in advance of the specific day.

**We ask that, if possible, you do not take children on holiday during the school year.**

Punctuality and regular attendance at school is vital to your child's progress. The Education Welfare Act demands that the School Authorities notify the Education Welfare Officer if any pupil is absent for **20 days or more** in a **school year**. An automatic letter on Aladdin will issue at intervals from 10 days to alert you of such accumulating absences.

**Healthy 'Small Break' Snacks:** We ask that children bring a healthy snack to school each day. Please ensure that children have at **least** one piece of fruit and a bottle of water. We support a treat on a Friday such as:

✓ a muffin

✓ a bun or little cake

✓ a cereal bar

✓ a biscuit or two

**Please Note:** Popcorn, crisps (and other crisp-like foods), chewing gum, sticky bars/fruit winders, lollipops, frubes and fizzy drinks are not welcome.

**In order to safeguard the welfare of our pupils with nut allergies we ask that you do not send snacks or food stuffs containing nuts or traces of nuts to school with your child.**

### **Uniform:**

The school uniform consists of:

**Boys:** Navy Trousers; Pale blue shirt; Striped Tie; Navy V-Neck Jumper with embroidered crest. (Plain navy shorts of medium length may be worn in warm weather)

**Girls:** Navy pinafore/skirt/trousers; Pale blue Shirt; Striped Tie; Navy V-Neck Jumper with embroidered crest; Navy or white socks or tights. (Plain navy shorts of medium length may be worn in warm weather)

There is also a special P.E. Tracksuit and Polo Shirt which may be worn to school with trainers/runners on P. E. days or other days e.g. four days as advised by the class teacher. All items of uniform may be purchased / online in Geoghegan's, Trimgate Street, Navan or Little Folk.

Alternatively, most items are of a generic nature and can be purchased in local department stores.

**Footwear:** Suitable footwear with uniform; and runners with tracksuits. Runners **must** be worn on P.E. days.

**Parents are asked to ensure that children come to school in full uniform each day. Please put names on all items, also on lunch boxes, flasks etc. The school accepts no responsibility for the loss or damage of personal belongings.**

**Jewellery:** We permit very discreet jewellery, e.g. stud earrings only. Parents should ensure that no jewellery is to be worn on P.E. days.

**Hair:** We aim to ensure that all children maintain clean healthy hair. Parents/Guardians are asked to check their child's hair on a regular basis and treat hair if necessary. Children with long hair are advised to have it tied back during school hours to minimise the risk of contracting head lice.

**Personal Presentation:** Please note that make up including fake tan and false eyelashes, false nails and professional nail designs etc, etc are not permitted during school times.

**Mobile Phones:** Mobile phones are not needed by the pupils while at school or on the school campus. In the case of an emergency, pupils will be accommodated on the school telephone. We urge Parents/Guardians to take active responsibility and closely monitor their child's use of mobile phones and electronic devices and check the history of their use regularly. Placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and or reposted by others is regarded as bullying behaviour.

**Emergencies:** It is sometimes necessary to contact a parent during school hours because of illness or incident. **Parents are therefore asked to ensure that the office has at least a second telephone number minimum, which will be answered promptly, for emergencies in the event of a parent not being contactable.** The Aladdin App should be kept updated by you in the event of a change in details.

In the event that you change any of your contact details please be aware that you can update your information on Aladdin Connect directly otherwise you must advise the school on this matter without delay.

#### **Visits to the School:**

Parents are always welcome at St. Anne's Loreto Primary School however please be aware that teacher's timetables are full. We ask you to confine meetings to those arranged by mutual appointment only, in advance, to be assured of quality time and a thorough discussion of matters. Please contact the school in advance for an appointment. Please also note that the school office closes for lunch from 1.10pm-1.45pm daily.

**All visitors to the school are asked to report to the Secretary's Office.**

If there is any further information you require please do not hesitate to contact the school.

**Miriam McCabe**  
**Principal.**