



**St. Canice  
Primary School  
and Nursery Unit**

***Parent Handbook  
2023/2024***



# Welcome to our school!

Dear Parents / Guardians,

Please find information for the upcoming academic year September 2023 to June 2024.

Should you require any further information, please contact the School Office (02877741457 or [smartin958@ckni.net](mailto:smartin958@ckni.net))

Any updated information about Term 1 for 2023 will be posted on our school website during the last week of August.

<https://www.stcanicepsdungiven.com/>

Yours sincerely

Ciarán Loane

Principal



# Key Information

- **Y1 & Y7 ONLY will start school on Thursday 31<sup>st</sup> August 2023** (Y1 Home time 12 noon) (Y7 Home time 12 noon)
- **Y2-Y6 will start school on Friday 1<sup>st</sup> September 2023** (Y1 Home time 12 noon) (Y2- Y7 Full Day)

- Class starts at 9.15a.m.
- Children should wear their full, clean school uniform to school every day.

Children need to bring a coat for break time, lunchtime and outdoor learning.

- Children will be supplied with the necessary stationery.
- Please ensure your child has a healthy break with them each day as well as a bottle of water.  
Nut products are strictly forbidden due to children with life threatening allergies.
- Children should come to school in PE clothing on days of P.E. Information about your child's P.E days will be sent home at the start of Term.

# Healthy Breaks Policy

- The school operates a Healthy Break Policy. All pupils are encouraged to eat fruit at break-time. Pupils must bring their own fruit to school on a daily basis. Breakfast/biscuit bars are not permitted.
- Chewing gum and sweets are not permitted.
- Milk can be purchased for your child which is paid on a termly basis to the school office. Further information to follow regarding prices.



# Dinners /Lunches

- The school canteen is available for free school meals and paid dinners from the 1<sup>st</sup> September.  
Cost of £2.60 per day or £13.00 per week.
- Any money or dinner money should be sent in a sealed plastic bag, with clear labelling of the child's name and what the money is to be used for.
- Lunch boxes should be clearly labelled. All Lunch boxes should be Healthy boxes.
- Please ensure no nuts are packed in lunch boxes.

# Breakfast Club



- The “Breakfast Club” is due to start on Friday 1<sup>st</sup> September 2023.
- Those Parents who wish to avail of this Breakfast Club must book a place for each child. **To do this an email must be sent to [smartin958@c2kni.net](mailto:smartin958@c2kni.net) before 12noon on the Thursday of the week before the place is required.** Confirmation of a place will be sent via email. We do not allow “drop offs”.
- The club will be based in the school canteen. It will start at 8.15a.m. and finish at 9.00a.m. Pupils must be in the canteen **BEFORE** 8.40a.m.

Pupils should enter the canteen through side doors located to the left of the school kitchen.

A charge of £1.00 per child per day will be applied. This payment can be made on the morning that the child attends.

The child should give the money to the supervising adult.

Children should bring additional money to purchase breakfast. A price list will be posted on the school website.



# Free School Meals

If you need to find out if you are eligible for a grant for school uniform, please use this link for more information. <https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants/apply-for-free-school-meals-uniform-grants>



# Medication

- Pupils who need medication during the school day must bring medication to school in a plastic bag.
- Parents are requested to complete the appropriate administration forms.
- Forms can be found on the school website in the Parents Area. Once completed these forms should be emailed to the School Office.
- **We will not administer medication** to your child until we have received the completed parental form.

<https://forms.gle/HmRUhxHNUUs19zsV8>





# Arriving to School

- Children are asked to arrive at school between 9.00- 9.15a.m.
- **There will be no early drop-off.**
- All entrance doors will be closed at 9.15a.m. to ensure the safety of our pupils and staff.
- If you arrive late with your child, you and your child should report to the Main Front door, press the buzzer and wait until a member of staff arrives.
- There will be a specific GATE entrance and exit door for all classes.
- These entrance/exit doors will be used for drop-off and collection every day.

	Class	Door to Enter School
<b>GATE 1</b>	Y1 Mrs Kelly	Y1 Side door
	Y1 Mrs Gribbin	Y1 Side door
	Y2 Mrs Barry / Mrs Mc Gill	Assembly Hall door
<b>GATE 2</b>	Y3 Mrs Mc Illvenny	Main Front door
	Y3 Mr Mc Guigan	Main Front door
	Y5 Mr Mc Cutcheon	Main Front door
	Y6 Mrs O Kane	Main Front door
<b>GATE 3</b>	Y4 Mrs Bateson	White Back door
	Y4 Mrs Polley	White Back door
	Y5 Miss Barry	White Back door
	Y7 Mr Tracey	White Back door



# Home Time Procedures and Pick up Times

Year 1	Year 2	Year 3	Year 4 and Year 5	Year 6 and Year 7
<p><b>From Thursday 31<sup>st</sup> August until Friday 15<sup>th</sup> September</b></p> <ul style="list-style-type: none"> <li>Year 1 children should be picked up from Year 1 Entrance Door at 12 noon.</li> <li>Pupils entitled to free meals can have dinner.</li> <li>Parents should collect pupils who are taking dinner at 12.15</li> <li>No lunch required for non-free meal pupils.</li> </ul> <p><b>From Monday 18<sup>th</sup> September</b></p> <ul style="list-style-type: none"> <li>Year 1 children will be going Home daily @ 2.00p.m</li> </ul> <p>To help settle our new P1s into school, one parent can walk their children directly to the P1 entrance door. The child will be met by staff.</p> <p><b>Year 1 use Gate 1</b></p>	<p><b>From Friday 1<sup>st</sup> September</b></p> <p>Children should be picked up daily @ 2.00pm.</p>	<p><b>From Friday 1<sup>st</sup> September until Friday 15<sup>th</sup> September</b></p> <p>Children should be picked up daily @ 2.00p.m.</p> <p><b>From Monday 18<sup>th</sup> September</b></p> <ul style="list-style-type: none"> <li>Y3 pupils will be going Home daily at 2.50p.m.</li> </ul>	<p><b>From Friday 1<sup>st</sup> September</b></p> <p>Children should be picked up daily @ 2.50p.m.</p>	<p><b>From Thursday 31<sup>st</sup> August (Y7)</b></p> <p><b>From Friday 1<sup>st</sup> September (Y6)</b></p> <p>Children should be picked up daily @ 3.00p.m.</p>
	<b>Year 2 use Gate 1</b>	<b>Year 3 use Gate 2</b>	<b>Year 4 and Year 5 use Gate 2</b>	<b>Year 6 and Year 7 use Gate 3</b>

**Pupils in Y6 or Y7 who have siblings in Y4 or Y5, may go home at 2.50p.m.**

**If such an arrangement is required, please contact the school office.**



# School Transport

- School buses and taxis will be running as normal beginning on Thursday 31<sup>st</sup> August.
- More information about applying for school transport is through this link -  
<https://www.eani.org.uk/financial-help/home-to-school-transport/how-to-apply-for-transport-assistance-for-my-child>



# School Uniform and Grant

- If you need to find out if you are eligible for a grant for school uniform, please use this link for more information.

<https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants/apply-for-free-school-meals-uniform-grants>



# School Closures

Term 1	Term 2	Term 3
<p><b>Term 1 begins on</b> <b>Thurs 31<sup>st</sup> August 2023</b></p> <p><b>Teacher Training:</b> Monday 26<sup>th</sup> Sept</p> <p><b>Mid Term Break:</b> Mon 30<sup>th</sup> Oct – Fri 3<sup>rd</sup> Nov</p> <p>Reopen Monday 6<sup>th</sup> Nov</p> <p><b>Christmas Holidays:</b> School closes: Fri 22<sup>nd</sup> Dec @11.00a.m. Mon 25<sup>th</sup> Dec – Fri 5<sup>th</sup> Jan</p>	<p><b>Term 2 begins on</b> <b>Mon 8<sup>th</sup> January 2024</b></p> <p><b>Mid Term Break:</b> Mon 12<sup>th</sup> Feb – Fri 16<sup>th</sup> Feb Reopen Monday 19<sup>th</sup> Feb</p> <p><b>St Patrick's Day:</b> Mon 19<sup>th</sup> March</p> <p><b>Easter Holidays:</b> School closes: Thurs 28<sup>th</sup> March @11.00a.m. Fri 29<sup>th</sup> Mar – Fri 5<sup>th</sup> April</p>	<p><b>Term 3 begins on</b> <b>Mon 8<sup>th</sup> April 2024</b></p> <p><b>Mid Term Break:</b> Mon 6<sup>th</sup> May - Wed 8<sup>th</sup> May</p> <p><b>Bank Holiday:</b> Mon 27<sup>th</sup> May</p> <p><b>The school year ends on</b> <b>Friday 28<sup>th</sup> June 2024.</b></p>