



## **SS. Michael & Peter Junior School**

Hickey's Hill, Arklow, Co. Wicklow

Phone: 0402 39861 Email: [office@ssmichaelandpeter.ie](mailto:office@ssmichaelandpeter.ie)

Web: [www.ssmichaelandpeter.ie](http://www.ssmichaelandpeter.ie)

Principal: Ms. Lisa Dempsey Deputy Principal: Mrs Patricia Stokes Roll No.: 20470C

### **School Information and Procedures**

#### **Opening/Closing Times**

- The school day for Junior Infants based in the St. Michael building will begin at 9.30am and finish at 2.10pm.
- The school day for Senior Infants based in the St. Michael building will begin at 9.30am and finish at 2.10pm.
- The school day for 1<sup>st</sup> Class based in the St. Michael building will begin at 9.30am and finish at 3.10pm.
- The school day for 1<sup>st</sup> Class and 2<sup>nd</sup> Class based in the St. Peter building will begin at 9.20am and finish at 3pm.

#### **Important Rules and Procedures**

- The Board of Management cannot accept responsibility for children who arrive before their starting time or who remain on without the permission of the school after their finishing time. 5 minutes of supervision will be provided before school on each yard for assembly. From 9.15 - 9.20 a.m. in the St. Peter building and from 9.25 a.m. - 9.30 a.m. in the St. Michael building.
- If a child is being taken from the school before finishing time, either by a parent or someone nominated by the parent, please inform the teacher in advance. The Early Collection Form must be signed.
- If a child arrives late to school the child must be signed in at the office via the Late Arrival Form.
- Children should bring a note of explanation following all absences. The school is legally bound to inform the Child and Family Agency of absences of 20 days or more.
- Any infectious diseases must be notified to the school immediately.
- In the event of a child needing medication during school hours, an indemnity form must be signed by the parent(s)/guardian(s). This



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form is available from the school. In some cases, a detailed letter of instruction for the administration of the medication must be provided in writing from the child's doctor.

- Aggressive behaviour, whether verbal, psychological, or physical is not allowed. Any behaviour, which interferes with the rights of other children or the health and safety of children or staff to play or to learn, is deemed unacceptable. Abusive language and gestures are not allowed.
- Pupils are required to show respect for each other and to teachers and visitors to the school, at all times.
- Pupils must respect all school property and keep the school environment clean and litter free. Ss. Michael and Peter Junior School is an environmentally friendly school.
- Because of the well-established link between diet and behaviour, children should always bring a sensible, nutritional lunch to school. Crisps, fizzy drinks, sweets or chewing gum are not permitted. The school would prefer if children did not bring their drink in cartons, a secure plastic screw cap bottle is more acceptable.
- Because of a number of serious nut/nut product and sesame/sesame product allergies, which are potentially life-threatening in the school foods containing these ingredients are not allowed in the school. No nuts/nut products, no sesame/sesame products, no chocolate/chocolate products are allowed under any circumstances.
- Homework is a requirement in all classes. We expect parents to supervise and take an active interest in their child's homework.
- There is a No Smoking Policy at the school. This includes the school buildings and school grounds.
- Mobile phones for children are strictly forbidden.
- No dogs (except guide dogs) are allowed inside the school environs at any time.