

12 Courtenay Hill, Newry, Co Down, BT34 2EA  
Phone: (028) 3026 2175

30 August 2023

Dear Parents

School returns for Primary 2 - Primary 7 on Friday 1 September 2023 and we look forward to welcoming your children back for this new academic year.

**If your child is starting in Primary 1 or Nursery, please check the Induction Day and time and the school start date already given. If you are unsure, please ring the school office.**

Primary Book Bags are available from school office at a cost of £10.00.

If you have been awarded Free School Meals to date, this has been added to the SchoolMoney app. Please ensure that you book dinners and packed lunches in advance of the day. **If you are not appearing as Free School Meals on the system, your claim has not yet been approved by EA and meals will have to be paid for/lunches provided.**

We remind you that we have some pre-loved uniforms in school. Please call to the school office to enquire about these.

We will continue to use the Classroom app 'Seesaw'. Instructions and a QR code will be sent home with pupils. Please follow the instructions to install this app at home. Both parents can scan the code.

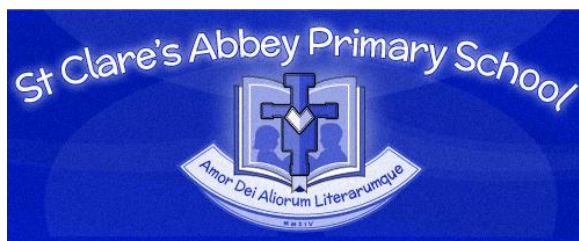
Please refer to the details below for the Entrance/Exit arrangements for each class. When pupils are walking to the gate with teachers, please do not take them from the line in transit.

**If you wish to avail of the Morning/After-school Club (2.00-3.00 pm) a form needs to be completed before your child is added to the SchoolMoney app.** Forms available from the office or by emailing [mmcneany269@c2kni.net](mailto:mmcneany269@c2kni.net). Please book these clubs in advance of the day.

**Children must not arrive for Morning Club before 8.15 am as there will be no supervision.** Collection will be from the P1/P2 side gate at the front of the school at 3.00 pm. Please ensure pupils are collected promptly.

The school bus will run from/to the Warrenpoint Road from Friday. Please let the teacher know if you child is getting the bus. A 'card' can be purchased from Translink and money added to the card regularly. Please ensure you keep this 'topped up' throughout the year. **Each journey on the bus must be paid for.**





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**We request that an adult is at the bus stop to collect children daily.**

**If pupils are off school throughout the year, please ring the office to advise on nature of absence.**

Please ensure that you have ticked the current class teachers on this app to ensure you are receiving the correct messages.

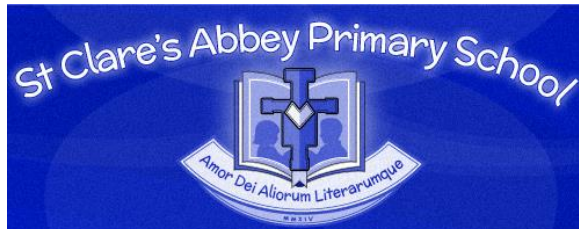
**We ask parents to park outside of the school grounds and walk to the classrooms.**

We operate a 'drive in/drop off' system in school but parking is not available within the school grounds. As in previous years, parking on site can only be used for parents of a pupil who hold a 'blue badge'. Please call to the office to complete a form if this is the case. **This year we will have to monitor this very closely as school grounds had become very busy and, therefore, a safety concern for pupils.**

We respectfully request that the two parking spots at the front door of the school are kept free for use of buses/taxis for our ECPD pupils.

School drop off/pick up can be a very busy time for everyone, we request that you are respectful to the staff on duty at these times.





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## Pupil Entrance & Exit Arrangements – 1/9/2023 onwards

Door:	Location:	Classes entering:	Exit Time:	Exit Point:
Outside Classroom Doors	Junior Playground	P1 Mrs Davey/Mrs McGoldrick P1 Mrs A McParland P1/2 Mrs Kearney P2 Miss Rocks	2.00 2.00 2.00 2.00	Outside Classroom Doors
	Senior Playground	P2 Mrs McKeown P3 Mrs McKeown/Miss McCoy P3 Miss Duffy	2.00 2.00 2.00	
A	Front Door	E.C.P.D	1.45 - 2.15	Front Door
C	Junior Playground	P5 Mrs McVeigh P5 Mrs Browne P7 Mr Clarke P7 Mrs M McParland	Door C – 3.00 Door C – 3.00 Door C – 3.00 Door D* – 3.00	Main gate Main gate Pedestrian gate Pedestrian gate
D	Senior Playground	P4 Mrs Cribbin P6 Mrs Noonan P6 Mr Hillen	Door E* – 3.00 Door D – 3.00 Door D – 3.00	Main Gate Pedestrian gate Pedestrian gate
E	Senior Playground	P4 Mrs Doherty / Mrs Donnelly P6 Mr Devlin	Door E* – 3.00 Door E* – 3.00	Main gate Pedestrian gate

