**Our Lady of Victories Girls’ School,**

**Ballymun Road, Dublin 9. Roll No: 18911R**

Principal: Lorna Greene Telephone & Fax: 01 8379833

 **www.olvgns.ie** Email: victories.ias@eircom.net

17th September 2019

Dear Parents,

 Welcome back to the new school year, and a special welcome to our new pupils in 2nd class pupils who have joined us from the Infant School. We are delighted to welcome them into the school and look forward to getting to know both them, and you, over the coming months and years.

 I would like to take this opportunity to congratulate Ms Lauren Farrell-McCabe on her appointment as a permanent teacher to the school. We are also delighted to welcome back Ms Amy Behan on a fixed-term contract.

 We have been extremely busy in the school over the summer, as you can probably see from the changes in the grounds. A huge thank you to our caretakers Joe O’ Reilly and Joe Maguire for their trojan work accommodating all the outside contractors.

 We used funding granted from an application made to the Summer Works Scheme 2015 to fix the spalling issues on the building. Over the summer we also repaired the roof of the Parent’s Room, installed ramps where needed, widened the main pedestrian entrance gate and painted the front of the school! We have also upgraded the electrical supply to the campus as a whole- this work is ongoing.

We also installed CCTV in the foyer of the building for security reasons. Our Data Audit and Data Protection Policy have been updated to include this information, both are available on the school website, [www.olvgns.ie](http://www.olvgns.ie). For security reasons, we have also changed the access to the school to a ‘fobbed’ system, rather than a code pad.

 We are a growing school and have been sanctioned by the Department to build an extra classroom and more SET rooms. In the interim, we have been sanctioned temporary accommodation, these rooms are situated at the front of the school. The temporary accommodation complies with the most up to date government legislation, and both rooms are fully heated and airconditioned.

 Over the coming year your child may be offered the opportunity go on variety of trips that complement the school curriculum e.g. sports blitzes, visits to local parks/buildings, Fighting Words, visits to heritage sites, visits to local secondary schools etc. To save on paperwork, please sign the general permission slip for these visits. We will let you know via text and the school journal when a trip is taking place. If there is any reason why your child may not attend a particular trip, you can get in touch with the class teacher/office.

 All Parents/Guardians are invited to a **General Parent Teacher Meeting on Thursday 26th September 2019 at 1.45pm.** Further details will follow.

Kind regards,

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 Lorna Greene

 School Principal

**Please see the reverse for a reminder of school information and general school rules.**

**School Information and General School Rules:**

**School Opening Hours:** 8.50am-2.30pm

**School Contact Details:** Office Phone: 01-8379833; Email- victories.ias@eircom.net;

Ms Claire Thomas (HSCL Coordinator) Phone: 0874152165, Email- clairethomashscl@gmail.com

**Classrooms:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 2nd Class | Ms Holden | Room 5 |  | 5th Class | Ms Bourke | Rm 9 |
| 2nd Class | Ms Callinan | Room 10 |  | 6th Class | Ms Cassidy | Rm 1 |
| 3rd Class | Ms Farrell-McCabe | Room 2 |  | 6th Class | Ms Farrell | Rm 6 |
| 3rd Class | Ms Haughton | Room 7 |  | SET | Ms Fleming | Rm 11  |
| 4th Class | Ms Behan | Room 3 |  | SET | Ms Brennan | Rm 12  |
| 4th Class | Ms Smith | Rm 8 |  | SET | Ms Ferriter | Rm 14 (temp. building) |
| 5th Class | Ms O Dea | Rm 4 |  | SET | Ms Ní Ríain | Rm 15 (temp. building) |

**Moring Routine in the school:**

* **Yard supervision** begins at 8.40am. The Board of Management accepts no responsibility for children who are in the yard before this time.
* **Doors open 8.50am:** Children should be in their lines by 8.50am when the bell rings. They then walk into the school themselves, following direction from the teachers on duty.
* **Between 8.50am-9.00am:** Yard doors will remain open until 9am. The children say goodbye to parents at the yard door and enter the school by themselves, carrying their own belongings.
* **Parents/Guardians** may not enter the school in the morning time for safety reasons. If you need to pass on a message to the class teacher, please speak to one of the many teachers/SNAs on duty between 8.40am-9.00am, and they will deliver the message on your behalf.
* **After 9am:** Access through main school entrance only.
* **Parents/Guardians** wishing to speak to the class teacher about a school matter are asked to phone the office to request a meeting. The class teacher will be in touch via the school journal/phone call to arrange this meeting/discuss the matter over the phone.
* **Requests to meet with the school principal:** The principal will only meet with parents/guardians about a school matter if the class teacher has been approached, and enough time has been given to deal with any concerns raised. If a parent/guardian would like to meet with the principal for personal reasons, please do not hesitate to phone the office to arrange a meeting.
* **School Tracksuit:** Tracksuit days are Tuesday and Friday. Please ensure the girls wear their full uniform on other days- during the cold weather grey trousers may be worn on uniform days.
* **Hair/Jewellery:** For health reasons, any girls with long hair needs to have it tied up into a ponytail/plait/bun. Stud earrings only may be worn. Fake nails are not permitted in the school- the children cannot write properly, and the nails are a danger to others in PE and on the yard.
* **Mobile phones:** Children bringing mobiles phones to school for family reasons, must have their phones switched off before they enter school grounds (main pedestrian gate). Children must hand their phone up to their class teacher at the start of the school day. Phones may not be turned back on until the children are off school grounds.
* **Book Rental:** Book rental must be paid in full before children can receive their books and copies. Parents/Guardians who would like to set up a payment plan, please contact the office.
* **Dogs:** Dogs, other than assistance dogs, are not allowed on school grounds, even when on a lead. This is for the health and safety of all children in the school.