

INFORMATION PACK FOR NEW PARENTS/PUPILS

If you are planning to put together or revise a School Information Pack for parents of new pupils, consider adding the following components:

- Statement of School Ethos
- Complaints procedure for parents
- Code of Behaviour
- Telephone & procedures (normal contact times)
- Access to class teacher & Principal
- Homework
- Advice re. pupil illness (Admin of Medicines, First Aid etc.)
- RSE
- Going home for lunch arrangements & Indemnity form
- ICT (including Acceptable Use Policy)
- Arrangements for arriving late and leaving early
- Stay Safe Programme
- Parent/Teacher meetings
- List of staff and classes
- Learning Support
- List of BoM members
- Hours of opening
- List of PTA members
- Infant pick-up arrangements
- List of extra-curricular activities
- Guidelines on Attendance c.f. NEWB Guidelines
- Booklists
- Healthy lunches policy
- Mobile (& camera phone) policy
- School rules
- Policy in relation to iPods, Gameboys etc.
- Uniform requirements
- School calendar/holidays
- Insurance – Pupil Personal Accident Insurance Form
- Supervision letter (outside of hours, when school takes responsibility etc.)
- Annual pupil reports
- School transport
- School tours

Note: Many templates for these documents are available on the IPPN website www.ippn.ie

Note: This is a template letter to be sent to parents to gather their most up-to-date mobile phone numbers.

Dear Parent / Guardian

[Insert School Name] is introducing **TextaParent.ie**, a school-to-parent text messaging service allowing us to instantly communicate important messages to you including:

- Timetable changes e.g. a reminder of early closing for staff meeting, school re-opening
- Last minute timetable change e.g. cancellation of sports day, delayed return of tours
- Details of a school related incident or accident outside of school hours – resulting in emergency closure
- Celebration announcements e.g. victory in school football final
- Motivational message e.g. support required for fundraising event

We feel that TextaParent.ie is a faster and more reliable way of communicating with you rather than the traditional 'note home', which quite often ends up in the bottom of the school bag. However, this system will not replace school letters which contain important information that cannot be abbreviated. In order to ensure an easy transition from notes to this texting service, we will combine sending notes home with text messages on the first few occasions.

While we have a comprehensive list of parents'/guardians' phone numbers on file, to ensure that we have your most up-to-date and reliable numbers, please fill out the form below and return to the school office by [dd/mm/yy].

Thanking you for your co-operation.

Yours sincerely

Principal

Please complete the following in BLOCK CAPITALS and return to the school

Name of Pupil(s)	Class

Parent/Guardian mobile contact number(s) to receive text messages from school

Name of Contact	Mobile Number

Signed (Mobile 1) _____

Signed (Mobile 2) _____

Parental Permission Form

Each year, we ask your permission for your child to participate in certain activities. In order to cut down on unnecessary paperwork and simplify record-keeping, we have decided to include as many permissions as possible on one sheet. Please read carefully each of the items below and tick the relevant box. Not all occasions may be relevant to your child this year, but they probably will be at some stage in the future. If you have any concerns regarding any of the items below, please feel free to contact the class teacher or Principal.

I hereby give permission for my child in relation to the following:	Yes	No
Go on school tours, local educational visits/field trips and participate in school activities (eg matches, quizzes, choir)		
On occasions such as Communion, Confirmation and other school events, local press photographers take group photos of children and in some instances identify the children by name. Do you agree to the school using your child's image in this way? (Please remember that removing a child from a photo of the rest of the class can be quite upsetting for the child)		
Can we use your child's name (not photo) in relation to publicising school events and activities in our newsletter, website and similar publications?		
Images of your child and his/her work may appear on our website. Images may be of individuals or groups. Only your child's first name will be used if at all. Do you agree to the school using your child's image and first name in this way?		
The school teaches 'Stay Safe' lessons on personal safety & protection and RSE (relationships & sexual education) lessons on developing and changing. Both are recommended and vetted by the Department of Education and Skills. Lessons are developed using suitable content and appropriate language for each class. Can your child participate in these lessons?		
Do you give permission for your child to be taken immediately to a doctor or hospital in case of serious illness/accident? (In a non-emergency, it is the school's policy to inform parents/guardians if their child has had an accident in school which may require them to collect their child and take him/her home or to hospital or doctor). In an emergency it may be necessary to take the child to hospital/doctor and inform parents/guardians afterwards.		
Do you give permission for your child to make his/her First Holy Communion (2nd class)*		
Do you give permission for your child to make his/her Confirmation (6th class)*		
On occasion we administer 'Diagnostic' tests (eg Neale Analysis, MIST, Belfield Infant Screening, NRIT) to discover the educational progress of pupils. Should any concerns arise following these tests we will contact you. Do you agree to this?		

Name of Child _____

Date _____

Signature of Parent/Guardian _____

* Applies to denominational schools only

