

Information for New Parents 2026/27 - Please read carefully and be alert for school emails in advance of children starting school on Thursday 27th August 2026.

Communication with School Office:

School Secretary: Catherine Brady

School website: www.ssnlaytown.ie

School Email: secretary@ssnlaytown.ie

School phone: 041 9828091.

School hours: 9.15am – 3pm. Lunch is 12.50pm to 1.20pm – School Office closed and no early collections permitted during lunch.

School Office is open during school hours, but is closed from 12.50pm to 1.20pm. Children may not be collected during school lunch break. There is no parking or driving onto school grounds without prior permission - please park at the car park adjacent to the school, at the roundabout.

The school Office works closely with the Principal and manages School Reception - the collection point for parents signing out children leaving during school time. The Office also manages Admissions, maintains the school database, school communications and correspondence with parents on related matters.

It is mandatory that the School Office has 2 sets of contact details for your child – both mobile and email address. *If you change mobile, email or home address - or any family circumstances occur which may adversely impact on your child's presentation at school - please inform the Office asap.*

- **2 sets of contact details are required. (2ND contact can be a spouse, guardian, relative, friend or neighbour, who has agreed to be 2nd contact). This is essential - in case of Emergency - or a sudden unplanned school closure.**
- **To connect to the Eolas App - your mobile number and email address must be the same as those recorded with the School Office.**

Databiz - Eolas App.

Databiz is our school administration database **and it is mandatory that all parents sign up to the Eolas App.** It will host details on School Events and School Calendar, School messages and emails. It also records and facilitates on-line school payments, school trips, PE Activities, etc. It also hosts your child's school reports – attendance records, standardized tests, etc. **Instructions for signing up to Eolas App are on the School Website homepage .**

School Website:

- Information on School Policies and Procedures, Admissions Policy and Notices are on the website.
- Under the **Parent** tab on the homepage:
 - **School Calendar 2026/27**
 - **School Uniform** details and **supplier contact – Rockhouse Design and Bestwear in Laytown.**
 - **Healthy Lunch Policy** – children must bring their lunch and a drink to school each day.
 - **Healthcare Plan – if your child has a medical condition – e.g. allergies or asthma, - please complete a plan for the School Office.**
 - **Book Rental Scheme** - books are on loan and copybooks are provided free. **However, there will be a School Payment for on-line resource licences, pupil journals, stamp books, arts and crafts, sports activities, etc.**
 - **School Uniform** – <https://rockhousedesigns.ie> and BestWear in Laytown. In line with recent Dept of Education guidelines with regard to skin protection, we have included the option of a **wide-brimmed hat** as part of school uniform. **Please label your child's belongings –**

particularly their school tops/jumpers. Our school uniform is navy – not black. No skinny leggings are permitted. No jewelry is permitted - except one pair of stud earrings. **We do not maintain a Lost and Found.** Any uniform items that are not claimed promptly will be disposed of - **children are expected to look after their own belongings in senior primary.**

Procedure for early collections from school:

- You must provide a written explanation for your child's early collection to your child's teacher via class dojo or School Journal, and advise the collection time. Teacher will inform the School Office so a Sign Out Form can be prepared for parent's signature at collection.
- **Children must be signed out by a parent, or designated adult, at School Reception.**
- You can also inform the office via email that you will be collecting your child early.
- **No collections are permitted during lunch break or after 2.30pm.**

Procedure for recording your child's absences from school:

- You should inform your child's teacher via class dojo or School Journal of the reason for your child's absence from school.
- You can also provide a reason on Eolas App - it will prompt for a reason once your child's class Rolla has been called.

If your child becomes unwell, or has a First Aid Incident that requires them to be collected:

- The School Office or the teacher will contact you – by mobile or email.
- If your child sustains a minor injury on yard, staff will administer first aid.
- **If your child receives a blow or injury to the head** – parent will be notified and it is up to the parent to decide if the child should remain in school or needs to go home early.

As a Green School we try to minimize the use and wastage of paper/products within our school. Green Rules for our School – Children bring a small hand towel with them on Monday and home with them on Friday (hand towels are kept in each child's pupil box). Children bring home food leftovers and waste wrappings from lunch breaks. Children bring in their drinks in re-usable bottles and lunch preferably in re-usable containers. We also have a Green School Student Committee.

Anti-bullying Friendly Friday – the last Friday in each month. This is when we revisit our school Anti-bullying policy with children. On this day - they are permitted to bring in one sweet treat with lunch.

Before children start school on 27th August 2026;

- **Please sign up to Eolas App – instructions on our homepage www.ssnlaytown.ie .**
- **Provide any outstanding documents ASAP to the School Office** – (e.g. Birth certs, School support plans, completed Healthcare plans, etc)
- **Email your child's End of year 2nd class school report to the Office.** *Please do not send a link to Aladdin – we use Databiz – please send school report as pdf or jpg attachment in an email.*
- **School Payment to be made via Eolas App – as soon as possible and before 27th August.**
- **E-scooters and e-bicycles are not allowed on school property.**
- **Children are not permitted to have mobile phones or internet enabled watches in school** - they will be confiscated and parents will have to claim them back from the Principal.