



September 2019  
REF: 2019/01

Dear Parent / Guardian

## WELCOME TO A NEW YEAR OF LEARNING!

I hope you all have had a lovely summer and that the children are refreshed and ready for school.

Please find below information that you should find useful for the beginning of the school year. This will be provided as a paper copy as well for your convenience. Please keep it for reference.

### START AND FINISHING TIMES

#### **P2 – P7 Children RETURN on Monday 2<sup>nd</sup> September 9-12pm**

On the first day back – children will be settling in and P.2 – P.7 will finish at 12 NOON. There are buses on this day. Finish times are outlined below from Tuesday 3<sup>rd</sup> September.

- P.1** Have their own start day and time. They will finish at 12 noon for the first 3 weeks. Full day with lunch from Monday 23<sup>rd</sup> September.
- P.2** 9.00am – 1.45pm
- P.3** 9.00am – **2.00pm for September.** From Tuesday 1<sup>st</sup> October they will finish Monday & Tuesday at 3.00pm
- P.4 – P.7** 9.00am – 3.00pm



### CHILD PROTECTION REMINDERS & PICK UP POINTS

1. Access to school during the school day: Any person requiring access to school should go to the reception window in the front hall of the school and speak to the school secretary.
2. Breakfast club remains from **8.10am at a cost of £1.50 a day.** No child should be on school grounds or entering the school buildings or corridors before 8.45a.m. unless accessing breakfast club.
3. Parents are reminded that children (if they are designated “collected”) should be picked up directly from the teacher. P.1 / P.2 / P.3 parents go to the designated pick-up door. P.4 – P.7 children will be escorted to the playground by their class teacher where they will be dismissed. **P5 pickup is in the Junior Playground. P.6 & P.7 pickup is in the Senior Playground.** For children who have to ‘walk’ to car parks/garage/church/home etc. or go on bus, a parent signature will be required and kept on file. It will be the responsibility of the parent to inform the teacher should any change happen.  
A permission letter will be sent home and should be returned immediately.

**N.B. No adult will be permitted to access the school buildings at any of the pick-up times**

## PICK UP POINTS FOR P1, P2 and P3 classes are as follows:

1. **P1 Mrs McLaughlin:** class will be dismissed from the Fire Escape door in the mobile classroom.
2. **P1 Mrs McManus** class will be dismissed from the main door of the double mobile.
3. **P1 Mrs Ntareme:** class will be dismissed from the blue P1 playground gate (collectors should not enter the play area).
4. **P2 Mrs Sipa's** class will be dismissed to their collector at the door near the black entrance gate at the back of the junior building.
5. **P2 Mrs McCaughan's** class will be dismissed to their collector at the green doors from the HUB into the back of the school (parents enter by black gate at back of school)
6. **P2 Mrs Quinn's** class will be dismissed to their collector at the centre door facing into the junior playground (nearest exit door to their classroom.)
7. **P3 Mrs O'Donnell's** class will be dismissed to their collector at the doors from the HUB facing into the junior playground (parents enter by Jr Playground)
8. **P3 Mrs O'Neill's** class will be dismissed to their collector at the centre door facing into the junior playground (nearest exit door to their classroom.)
9. **P3 Mr Jones's** class will be dismissed from the blue P1 playground gate (collectors should not enter the play area).
10. **P4 Miss Flanagan's** class will be dismissed to their collector at the green doors from the HUB into the back of the school (parents enter by black gate at back of school)
11. **P4 Mrs O'Neill's** class will be dismissed to their collector at the door near the black entrance gate at the back of the junior building.
12. **P4 Mrs Black's** class will be dismissed to their collector at the doors from the HUB facing into the junior playground (parents enter by Jr Playground)

**PLEASE REMEMBER ADULTS ARE NOT ALLOWED TO USE THE SCHOOL BUILDING AS A SHORT CUT AT HOME TIME.**

## GENERAL REMINDERS

### WAITING ROOM

**Waiting Room will start on Monday 9th September for P2 & P3 children.** A paper copy of the registration form will be sent home asap. Please note **registration is £20.00 a year and £2** to be paid to the teacher on the day you wish to use the waiting room. As previously notified: **PLEASE NOTE DAILY INCREASE TO £2 PER DAY.** Payment must be kept up to date, please.

### OPEN DOOR POLICY

We operate an open door policy. This effectively means the class teacher will be willing to meet with you at the earliest time convenient to both. Feel free to pass on short pieces of information to the teacher at morning drop off (8.45am – 9.00am). **If you require a more lengthy discussion, please do not be offended, the teacher will ask you to make an appointment at another time as they are responsible for the children in their care from 8.45am and it is not appropriate to have lengthy discussions at this time.**

### TAKING PRIDE IN OUR APPEARANCE AND UNIFORM

- Summer uniform (summer dresses for girls/polo shirts for boys) can be worn for the months of **September, May and June**. From 1st October until 30<sup>th</sup> April, all children should wear winter uniform (shirt and tie). .
- **Please make sure all uniform, bags and coats are labelled clearly with your child's name.**
- Footwear for school uniform must be **ALL BLACK**. No coloured / striped trainers are allowed.
- For health and hygiene reasons, long hair **must** be tied back.



- Our school rules state that the only jewellery to be worn is a watch.

## ATTENDANCE MATTERS

- Should your child be absent for any reason, please inform the teacher. Should the absence be unforeseen (sickness) please call the school so we know not to expect your child. On their return, **please provide a note of explanation to the class teacher which we must keep on file.**
- Should you not inform the school of absence, you will receive a text requesting you to contact the school immediately. This helps keep all children safe.
- The Board of Governors state that you should not remove your child from school during term time for holidays.
- LEARNING begins each day at **9.00AM**. Please do not let your child be late for class. As a school, alongside absence, we must also monitor lateness. If your child is persistently late, they will miss out on vital learning time, which may in turn have an effect on their educational attainment. Lateness can also be distressing for a child. From 9.10am, the only access to the school will be via the front door. All external gates will be secured for the day.



## HEALTHY EATING SCHOOLS

- As a healthy eating school we encourage all children to drink water rather than fruit drinks/ flavoured water. No child should bring a fizzy drink to school.
- We encourage the child (the parent/carer) to pack a healthy choice lunch box and a healthy choice morning break snack (piece of fruit, plain biscuit etc).
- **No nuts/nutella or chocolate spread of any kind** (as we are unable to tell if it has nuts or not!) is allowed in school due to the danger to children with nut allergies.
- Parents can pay for their child to have milk in school. A letter will be sent home advising when milk can be ordered.

## TUCK AND DINNER MONEY

**Please ensure your child has the money to pay for tuck and dinners if they use it.** It becomes very difficult to manage for our teaching and canteen staff if money becomes “owed.” Again, thank you in anticipation for your help with this. **Toast 25p & Bagel 30p. Dinner £2.60**

## ‘WET DAY’ ACTIVITY BOOK

We would kindly ask if you could provide your child with a ‘Wet Day’ activity book labelled to be kept under your child’s desk and used if children can’t get out to play. E.g. Colour/puzzle/sudoku/note book for doodling etc. Thank you.

## UPDATED INFORMATION

Please check our website and parent notice boards at the entrances of the school at regular intervals for up to date information about school/community events.

## SCHOOL BUDGETS

I am sure that parents will be fully aware of the budget crisis currently facing Education. I am sure the education budget crisis in NI has never been worse. The budget allocation to schools simply does not give schools enough money to run to the best of their ability. With no Government minister in place, the situation does not seem like it will improve anytime soon. We would ask all parents to support us in education and challenge their local representatives to try to get more money into education for all of our children.

## Classrooms and Teachers.

Please use the following information to help you navigate to classroom on the first morning. School staff will be on hand to help you find your way.

<i>Left Mobile Classrooms</i>
P1 Mrs Mullan (Mrs McLaughlin)
P1 Mrs McManus

<i>Right Mobile Classrooms</i>
P5 Mr Christie
P5 Mrs A Walsh

### Junior Building

Down Stairs		Upstairs	
P2 Mrs McCaughan	Room 8	P4 Mrs R O'Neill	Room 12
P2 Mrs Sipa	Room 9	P4 Mrs Black	Room 13
P2 Mrs Quinn	Room 10	P3 Mrs O'Donnell	Room 14
P1 Mrs Ntareme	Room 11	P3 Mrs L O'Neill	Room 15
		P3 Mr Jones	Room 16

### Senior Building

Down Stairs		Upstairs	
P6 Mr McShane	Room 1	P7 Mr Henry	Room 5
P5 Mrs K Walsh	Room 2	P7 Mr Phillips	Room 6
P6 Mr McLaughlin	Room 3	P7 Mrs Duffy	Room 7
P6 Mrs Magee	Room 4		
P4 Miss Flanagan	Room 21 (HUB)		

### SCHOOL IMPROVEMENT WORKS UPDATE:



As mentioned to parents before and during the summer, our school has gone through MAJOR upgrade works throughout the holiday period. Our entire school heating and plumbing systems were removed and replaced and upgraded. This is fantastic work for our school as alongside our new Solar Farm on the roof of our school, we have a much more highly efficient heating and water system. Our school should be a more comfortable environment for the children, who now have fresh drinking water in every classroom.

Many thanks to our whole staff team who worked tirelessly to clean and have the school prepared for the children returning today. The school was a site of devastation all summer, but with the work of our staff team, our school is back to being a warm and inviting building for our children.

Our school improvement work continues in the next few weeks as we move towards painting the school building – which is becoming very tired and dirty.

**School Bus cost: 85p / School dinners cost: £2.60 / Breakfast club: £1.50**

If you have any questions, don't hesitate to speak with your child's class teacher.  
Looking forward to an excellent year of learning ahead.

Principal