

# Knockmore Primary

2<sup>nd</sup> September 2019



It is lovely to see the pupils again and to welcome our new pupils. To aid communication between school and home, newsletters will be sent home on a regular basis and the website regularly updated.

As this is our first newsletter for 2019-20, we would ask all parents to read it carefully. You may wish to keep it for future reference.

## School Contact Details



028 9266 2600



info@knockmoreps.lisburn.ni.sch.uk



www.knockmoreps.co.uk

**Principal:** Ms A Hardwick BSc(Hons) SLT, PGCE, PQH

**Vice-Principal:** Mr D Cunningham BEd(Hons) PQH, ATS (BDA)

## The School Day

School starts at 8.45 am each morning and finishes at 2.00 pm on Friday for all pupils.



School gates open at 8.40 am - please do not leave pupils off before 8.40 am. Your child should be in school ready to start work at 8.45 am. Children arriving after this time will be marked as 'late'. **In accordance with child protection procedures, please drop pupils off at the appropriate gate in the mornings.** Parents should **not enter the school.** From 8.50 am, external gates are locked, entry will only be via main entrance and late pupils **must** be signed in by parent/guardian.

## Normal pupil collection times

Y1 – Y3 finish at 2pm

Year 1 mainstream pupils will finish at 12 noon for September.

We encourage Year 3 children to stay for Numeracy and Literacy Club from 2 – 3 pm, Mon – Thu (including Unit children if alternative transport can be arranged by parents)

Y4 – 7 finish at 3pm Mon – Thu

Y4 – 7 finish at 2pm Fri

*It is vital that all Y1-3 pupils are collected promptly from the appropriate door/gate as teachers have additional teaching commitments from 2.00 pm each day. Thank you.*

**In line with our Child Protection Policy and to minimise class disruption, except in an emergency or when prior written notification is provided, children will only be released from school at their finishing time.**

If children are booked into a club, they are expected to stay until the end of the club and will not be available for collection at an earlier time. ***We would ask that you discuss with your child/children before they leave for school in the morning any changes in their usual routine eg attending clubs, home-time collection arrangements. This alleviates stress for your child.***

## Data Collection and Parental Permission Forms

Please check and amend the **data collection form**. You will appreciate the importance of having up-to-date contact information. Remember to inform the school office if details change. Please also complete the **parental permission form** and return both forms to the class teacher by FRIDAY 6<sup>th</sup> SEPTEMBER.

## Meetings with Staff

### **Remember:**

- If you wish to speak to a teacher, ***please make an appointment.***
- Messages can be relayed to teachers via a note with your child or through the school office.

# Knockmore Primary

## School Policies

Attached is our 'Parent, Carer and Visitor Code of Conduct'. Please read this carefully, sign and return the final page by Friday 6<sup>th</sup> September. Other school policies can be viewed on our website.

## GDPR Compliance and Child Protection Guidelines

We would remind you that due to the above, parents/carers need to wait outside the school building to collect children and cannot wait in the hallway. If you are collecting/returning a child for/from an appointment, please report to the office as your child needs to be signed into/out of school.

## Procedures for concerns



If you have any concerns, the first point of contact is your child's teacher or classroom assistant. An appointment can be made through the school office. If necessary, a follow-up appointment can then be made with Mr D Cunningham, Designated Teacher (Head of Units and SENCO) or Ms A Hardwick, Deputy Designated Teacher.



Mr David Cunningham, Vice-Principal



Ms Andrea Hardwick, Principal

## Absences

Hopefully your child will be healthy and be in school every day. However, if your child will be absent for an appointment, teachers should be notified in advance. If they are unexpectedly absent from school, for example due to illness, please telephone the school office on the first day of absence. The Department of Education requires that we allocate a code to all absences from school. If for any reason your child is not in school and we have not had notification about their absence, the office staff will contact you to ask about the absence or an absence slip will be sent home on their return. **Attendance and lateness are monitored by the Education**



## Welfare Officer.



## School uniform and belongings

Please ensure that your child comes to school in the correct uniform **with all items of uniform and belongings clearly labelled**. Children should not wear jewellery and should not bring valuable belongings into school.



## Medication and First Aid

If your child needs to receive **any** medication in school, please complete a "Permission to Administer Medication" form. This can be obtained from the school office or downloaded from the school website. Please do not send medication into school with your child – if you have an arrangement for medication to be given in school, please ensure that you give it directly to a member of staff.

Minor mishaps such as a fall in the playground are dealt with by our first aid staff. If necessary, a note will be given to your child to inform you of the bump or fall or we will call you.

## Allergies

Knockmore Primary School is a nut and pineapple free zone. We have number of children with severe allergies and it is important that parents send in suitable foods for break and lunch. Please ensure your children wash their hands after having their breakfast at home – this will help us considerably.

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## Behaviour and safety

Parental support is important in reinforcing positive behaviour such as having good manners, being kind, doing your best, keeping safe, etc. As various buses and taxis enter the school car park during the day, we also ask parents to remind children to follow the guidance of the adult on duty.



## School Dinners and Free School Meals

School dinners cost **£2.60** per day and the menu (attached) is available on the school website. Dinners should be ordered weekly on a **Monday** morning. If paying, please send the correct change (or cheque made payable to Education Authority). Please do not expect your child to receive a meal if it has not been paid for.

**Any child arriving to school after 10.00 am should bring a packed lunch** (unless dinner has been ordered in advance with the class teacher). We cannot add paying or free meal children to the dinner numbers after 10 am. *If you think your child is entitled to free meals and you haven't already completed the necessary forms, please contact the office as a matter of urgency to obtain a form or go to [www.eani.org.uk](http://www.eani.org.uk). Only children on the Education Authority's list can receive a free meal.*

## School Milk

School milk will be available from Monday 30<sup>th</sup> September. The cost is as follows:

Term 1 = £11.55 (55 x 21p )

Term 2 = £12.81 (61 x 21p)

Term 3 = £10.29 (49 x 21p)

Money can be paid termly or in full and money for Term 1 must be returned by Wednesday 18<sup>th</sup> Sept. Please mark the envelope clearly for 'Milk' with your child's name, class and amount enclosed.

## Healthy Break

At Knockmore, children can avail of a healthy break from a selection of fruit. Healthy Break will commence on Monday 30<sup>th</sup> September. The cost is £5 per month, payable monthly, and the first monthly payment must be returned by Wednesday 18<sup>th</sup> Sept. Please mark the envelope clearly for 'Healthy Break' with your child's name, class and amount enclosed.

## Money

Remember, school is a busy place and **all money for activities/events should be sent into school with your child in a clearly labelled envelope** with the child's name, class, amount and activity. Money envelopes are available to purchase from school. Staff cannot accept loose change – any money not clearly marked will be sent home with your child without a booking being made.



## Extended Schools

**In order to arrange appropriate supervision, places for clubs must be booked in advance using the appropriate slip which must be clearly marked with the child's name, class, club, the days they are attending and amount enclosed. Any money not clearly labelled will be returned home.** Bookings should be made on Thursday for the following week. *We cannot add children's names to a club during the school day.* Children are expected to stay for the whole session. Clubs commence w/b 9<sup>th</sup> September and bookings for that week should be made no later than Thursday 5<sup>th</sup> September.



- **Breakfast Club** - Beginning Monday 2<sup>nd</sup> September 2019 from 8.00 – 8.40 am. The cost is 80p per day. Breakfast served until 8.30 am.
  - **Play Club** - Beginning Monday 9<sup>th</sup> September 2019, Monday to Thursday from 2.00 - 3.00 pm for Year 1 & 2 (Year 1 after their phased start).
  - **Homework Club** - Beginning Monday 9<sup>th</sup> September 2019 running Monday to Thursday from 3.00 – 4.00 pm. The cost is £1 per day.
- EXTRA CLUB:**
- To facilitate the transition of **our new early Friday finish**, we are running 2 extra Clubs on a Friday from 2 – 3 pm. Y1-Y3: Play Club. Y4-Y7: Kidz Club. The cost for each club is £1. This club will run on Friday 6<sup>th</sup> September. SPACES ARE LIMITED – PLEASE BOOK EARLY.

# Knockmore Primary

## Extra-curricular activities

Children can participate in various extra-curricular activities during the year. Information regarding dates and booking forms will be sent home separately.

Burns Skills School will be facilitating a range of clubs throughout the year. Permission slips for Term 1 will be sent out this week with additional information from Mrs Geddis.

We would encourage Year 3 children to participate in additional literacy and numeracy booster sessions with Mrs Burrows.

Monday-Thursday	<b>Numeracy and Literacy Booster Club (no charge)</b>	2.00 – 3.00 pm	Year 3 (including unit children if alternative transport can be arranged)
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## Communication, Website, Facebook and Newsletter

Teacher-parent communication is a valuable tool in giving children the best education. School is a busy place! Newsletters will be sent home on a regular basis and you can also sign up on our website to receive them automatically by email. We ask parents/carers to regularly check the website where you can find lots of information including the school calendar, school policies, class information and the Newsletters. While Facebook Messenger will no longer be available, school may communicate with parents using the text messaging service or class Dojo. Please inform school of any changes in your circumstances, especially changes to mobile telephone numbers.

## Letters/ Permission Slips

Please check your child's bag each night and return any forms etc to school as soon as possible. Chasing up "forgotten" permission slips and forms is very time consuming for our office staff. Your child cannot take part in events without your permission and alternative arrangements will be made for them. We appreciate your assistance with this.

## May Day Holiday

The Government has moved the early May Day holiday from Monday 4<sup>th</sup> May to Friday 8<sup>th</sup> May and the Education Authority has confirmed that schools will remain open on 4<sup>th</sup> May and will be closed on 8<sup>th</sup> May.

### **Holiday Dates 2019-2020 (All dates are inclusive)**

Mon 28 Oct 2019 - Fri 1 Nov 2019	(5 days)	Halloween Holidays includes 1 staff development day
Mon 23 Dec 2019 – Fri 3 Jan 2020	(10 days)	Christmas Holidays
Mon 17 Feb 2020 - Wed 19 Feb 2020	(3 days)	Spring Half Term
Tues 17 March 2020	(1 day)	St Patrick's Day
Mon 6 April 2020 - Fri 17 Apr 2020	(10 days)	Easter Holidays includes 3 staff development days
Fri 8 May 2020	(1 day)	May Day *change of date*
Mon 25 May 2020	(1 day)	Spring Bank Holiday
Fri 19 June 2020	(1 day)	Staff development day
<i>School Year Ends: Tues 30 June 2020</i>		