

# KNOCKMORE PRIMARY SCHOOL



26th November 2019

Please make a note of dates and times during this especially busy season in our school  
Note especially information re School Meals and Arrival/Collection.

## Payment for School Meals and Free School Meals

Please order school meals on a **Monday** and try to send in the correct change. **From now on, we cannot provide a meal without payment.** If your child arrives in school without a packed lunch and does not have a dinner ordered and paid for, the school will contact you to ask you to bring in a lunch. If you believe your child is entitled to Free School Meals, please apply to the Education Authority so that they can have a meal at any time of the year. We can only supply a free meal when we receive confirmation of entitlement from the Education Authority.

## Admissions September 2020

The Education Authority (EA) operates an online system for applications to pre-school and primary school places. Parents will continue to provide their child's birth certificate and any other verifying documents stipulated in admission criteria directly to the first preference provider/school. The Education Authority will put updated information on their website from 19<sup>th</sup> December 2019.

Prospective parents of pupils beginning Year 1 in September 2020 are invited to come along to our Open Afternoon on Wednesday 27<sup>th</sup> November from 1.00 – 4.00 pm to view the school, meet staff and receive further information on the EA admission process. Please let any neighbours or friends with young children know about our Open Afternoon. The Go Live date for digital admissions is **Tuesday 7 January 2020** at 12 noon. The closing time and date for punctual applications is **12 noon on Thursday 30 January 2020.**

## Children in Need

The pupils held a 'spotty' day recently for Children in Need and raised £220.00. Well done everyone.

## Sensory Sensations

The next Sensory Sensations workshop will be held on Saturday 30<sup>th</sup> November at 11.00am. Tea, coffee and biscuits available for the adults during the workshop. Charge per Child £5.00. Please see Mrs Geddis for more information.

## Christmas Dinner

Christmas Dinner will be served on Wednesday 4<sup>th</sup> December for those children who have booked. If you have not booked a dinner, please remember to send a packed lunch as we cannot provide extra dinners (this includes children who receive free school meals but did not book a dinner). Money should be sent in on Monday 2<sup>nd</sup> Dec (£2.60).



## Christmas Fair

We look forward to welcoming you to our Annual Christmas Fair on **Thursday 5<sup>th</sup> December** from 6 - 8 pm. A separate letter has already been sent home. £1 entrance fee to support school funds, pupils are free. We do hope you, your family and friends will attend. We will have lots of interesting stalls and Father Christmas will be in attendance!

## School Milk

School milk needs to be ordered by Tuesday 10<sup>th</sup> December for Term 2 (January, February, March and April). Cost is £14.70.



## Incredible Years Coffee Morning

Tuesday 10<sup>th</sup> December 9.00 - 9:30 am. This is for parents of children in Years 1 and 2. Incredible Years aims to support parents as your child grows academically and socially. Come along and find out how this valuable programme can help your family.

Christmas Jumper/ Accessories Day



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Christmas Jumper/Accessories Day will be held on Friday 13th December. If your child doesn't have a Christmas Jumper, they can wear anything associated with Christmas. Parents can send in a donation of £1.00, with all proceeds going to "Save The Children".

## Christmas Play

Our Christmas Play will be held on 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> December and a letter was previously sent home to order tickets. Tickets are now being distributed.

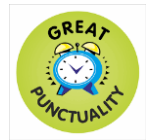
## School Clubs

Thank you to all parents who are using the slips to book clubs in advance. **Remember to book Clubs for January by 19<sup>th</sup> December.**



## Arrival and Collection of Pupils

Children arriving late to class not only miss out on their own learning, but create a distraction for the classroom when they arrive. A 'late mark' is issued each time a pupil is late. If a child is more than 15 minutes late, they will lose their attendance mark for that morning's session.



It is also important that children are collected on time. As well as teachers having other responsibilities/duties following their class time, late collection can be very distressing for the pupil. If your child is staying for an afternoon club, they should stay for the full time and be collected at the door/gate at club finishing time.

*IN LINE WITH OUR CHILD PROTECTION POLICY, EXCEPT IN AN EMERGENCY OR WHEN PRIOR NOTIFICATION IS PROVIDED, CHILDREN WILL ONLY BE RELEASED FROM SCHOOL AT THEIR FINISHING TIME. PLEASE DO NOT ASK THE OFFICE TO BRING YOUR CHILD FROM CLASS.*

If your child needs to leave school early, eg for an appointment, please send a written note to the class teacher stating collection time and reason. Your child will be brought to the foyer at the correct time.

## Procedures for concerns regarding safeguarding



If you have any concerns regarding safeguarding, please contact Mr D Cunningham, Designated Teacher (Head of Units and SENCO) or Ms A Hardwick, Deputy Designated Teacher.

Other queries should be directed to your child's teacher or classroom assistant.



## School Closures

School will finish **at 12.00 on Friday 20<sup>th</sup>** December and reopen on Monday 6<sup>th</sup> January. We wish everyone a pleasant Christmas holiday.

## Dates to Remember:

Wednesday 27 <sup>th</sup> November	-	Prospective Year 1 Open Afternoon, 1 – 4 pm
Wednesday 4 <sup>th</sup> December	-	Christmas Dinner ( <b>if it has been preordered</b> )
Thursday 5 <sup>th</sup> December	-	Christmas Fair, 6 – 8 pm
Tuesday 10 <sup>th</sup> December	-	Term 2 milk order deadline
Friday 13 <sup>th</sup> December	-	Christmas Jumper/Accessories Day
17 <sup>th</sup> – 19 <sup>th</sup> December	-	School Play
19 <sup>th</sup> December	-	deadline to book for Clubs w/c 6 <sup>th</sup> January
Friday 20 <sup>th</sup> December	-	School finishes at <b>12.00</b>
Monday 6 <sup>th</sup> January	-	School reopens for Term 2

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## Communication

You can find lots of information on our website [www.knockmoreps.co.uk](http://www.knockmoreps.co.uk) including the school calendar, school policies, class information and the Newsletters. The office endeavours to keep all of these up-to-date, so it's a great place to find answers!

Updates are also put on the Facebook page – please 'like' and 'share'.