

# KNOCKMORE PRIMARY SCHOOL



6<sup>th</sup> January 2020

**Happy New Year to all parents and pupils**  
**Please note especially office information and procedures**

## Our School Office

Our school office presently has two part-time staff, our permanent clerical officer, Mrs Smith, who is available most mornings, and Mrs Watson who helps on a temporary basis some afternoons. **However, the office is not continually manned** and we cannot guarantee when answering machine messages will be picked up. We would remind parents to carefully read newsletters, check our website/FB page and make a note of dates and times. In accordance with Child Protection Guidelines, our outside door is locked. If you require entry, please ring the bell and wait for a response. This may not be immediate when the office is unmanned.

## Procedures

As office staff are not always available, we would like to remind you of the following procedures:

- Children should be collected at the correct time from the appropriate door/gate.
- If a child is attending a 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 EXPECT 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.
- Dojo may be used for short messages. However, remember that teachers are not immediately available to view or answer Dojo messages due to teaching commitments. They will check messages and reply (if necessary) as soon as possible, but this may be after the end of the school day. Please only send messages Monday – Friday between 8.30 am and 4.00 pm.
- Messages left on the telephone answering machine will be picked up at the earliest opportunity, but this may be the next day.
- If your child sustains a minor injury, a note will be sent home. Please check your child's schoolbag. A telephone call will be made regarding serious accident or injury, including head injuries.

## Admissions September 2020

Thank you to all those parents who came along to the Open Afternoon and thank you also to all who spread the message about the enrolment process for new Y1 children in September 2020. We have had a very encouraging response.



The Education Authority (EA) operates an online system for applications to pre-school and primary school places. 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**. **This applies to all children, even if you have a child already attending Knockmore Primary School.** Parents will continue to provide their child's birth certificate and any other verifying documents stipulated in admission criteria directly to the first preference school.

## Payment for School Meals and Free School Meals

Please order school meals on a **Monday** and try to send in the correct change. **We cannot provide a meal without payment** and we can only supply a free meal when we receive confirmation of entitlement from the Education Authority.

## Healthy Break

Booking for February needs to be made by Wednesday 22<sup>nd</sup> January 2020 (£5.00).



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## Transfer

Over the coming weeks Y7 pupils will receive information regarding transfer to post-primary school. Parents will be invited for interview during January/February to complete transfer forms.

## Half Term Break

School will finish on Friday 14th February 2020 for half-term break. School will re-open on Thursday 20th February. Please book for Clubs for 20<sup>th</sup> and 21<sup>st</sup> February by Thursday 13<sup>th</sup> February.



## Extra-curricular activities

Information regarding extra-curricular activities for this term will be sent home shortly. Please book promptly.

## Incredible Years

As per our previous letter, 'Incredible Years' for parents of children in Years 1 and 2 will be starting on 14<sup>th</sup> January at 9 am. The programme runs for twelve weeks and each session lasts for two hours. To accommodate you and your family, we will be offering free child care with our experienced members of staff. If you did not return the reply slip but are still interested in attending, please let your child's teacher know by this Friday.

## Events

During January we will have a visit from the Waste Collection Bus and also host an Amazon Jungle Show.

## 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.



## Dates to Remember:

14 <sup>th</sup> January, 9 am	-	Incredible Years
30 <sup>th</sup> January, 12 noon	-	Closing date for Year 1 applications
22 <sup>nd</sup> January	-	Deadline to order February Healthy Break
Thu 13 <sup>th</sup> February	-	Deadline to book Clubs for 20 <sup>th</sup> and 21 <sup>st</sup> Feb.
Mon 17 <sup>th</sup> – Wed 19 <sup>th</sup> Feb	-	Half-Term Holiday

## Information

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' our page so that you will see updates and 'like' and 'share' posts as they appear.

Due to unforeseen circumstances, eg, snow, arrangements may sometimes have to be changed at short notice. We will normally inform parents via Dojo and our Facebook page. We may also put information on our website or send a text message. Please ensure that the office is informed of any change in mobile number. It is the parent's responsibility to note information and return forms on time.