

KNOCKMORE PRIMARY SCHOOL

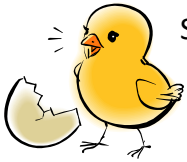


28th January 2020

School Closures

School will finish at the usual times on **Friday 14th February** for the Half Term Break. School will reopen on **Thursday 20th February**. Please book for Clubs for 20th and 21st February by Thursday 13th February.

School is closed on **Tuesday 17th March**.



School will finish at 12 noon on **Friday 3rd April** for the Easter Holidays. School dinner or after-school clubs are not provided on this day. School will be closed from Monday 6th April – Friday 17th April, reopening on **Monday 20th April**.

Healthy Break

Healthy Break money for March (£5) needs to be paid to the class teacher **by 12 noon on Wednesday 26th February**. Money cannot be accepted after this time as booking will be finalised with suppliers.



Admissions September 2020

We remind you that the online application portal closes on **Thursday 30th January** at 12 noon. Please remind any family or friends who have a child due to start school in September 2020. **Application applies to all children, even if you have a child already attending Knockmore Primary School.** Please provide your child's birth certificate, and any other verifying documents stipulated for all listed preferences, directly to the first preference school by **12 noon on 7th February**.



Transfer

Year 7 transfer interviews are currently taking place. For non-statemented pupils, the transfer form will be completed at this interview. These will then be sent to the Education Authority for processing.

School Office and Pupil Collection

We would remind parents that the office is not manned every afternoon. Children should be collected at their finishing time at the appropriate door/gate. This also applies to After-School Club collection times. Parents cannot wait in the school hallway.

School Drop-Off/Collection Points



There is a large amount of traffic congestion during the busy drop-off and pick-up periods. Only EA transport and parents of pupils who attend units should use the drop-off point in the school car park (unless otherwise arranged with the Principal). Classroom Assistants assigned to units are employed to escort pupils in units to their classrooms. **All other pupils should be dropped off/collected from their designated gate and parents should not enter the school car park.** Thank you for your co-operation in this matter.

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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.



Extended Schools

- Payments and booking slips must be in a clearly marked envelope.
- All payments and booking forms should be in separate envelopes from any other money being paid.
- School club payments must be sent directly to your child's teacher, not the office.
- Breakfast Club starts at 8.00am; children cannot be dropped off and left to wait unaccompanied before this time.

Information

Due to unforeseen circumstances, eg, school timetabling, snow, etc, arrangements may sometimes have to be changed at short notice. We will normally inform parents via Dojo and our Facebook page and again, we encourage all parents to sign up for Dojo and 'like' 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.

Text messages are normally sent to the 'Priority 1' contact on our system.

Dates to Remember:

30 th January, 12 noon	-	Closing date for Year 1 applications
Friday 7 th February	-	Deadline to submit birth certificates and other verifying documentation for Year 1 admission
Thursday 13 th February	-	Deadline to book Clubs for 20 th and 21 st Feb.
Friday 14 th February	-	Deadline to order March Healthy Break, 12 noon.
Friday 14 th February	-	School finishes for half-term break
Mon 17 th – Wed 19 th Feb	-	Half-Term Holiday
Tuesday 17 th March	-	School closed – St Patrick's Day

You can find lots of information on our website 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.