



Dear Parents

Over the first few weeks of each new school year it is important that we make everyone aware of the arrangements for the Safeguarding and Child Protection at Killowen Primary School & Nursery Unit. A substantial amount of information has been shared over August & September especially with regards to how we are operating in safe, protective bubbles and all the arrangements and protocols in place to mitigate risk.

A Summary version of our Safeguarding & Child Protection Policy with procedures for reporting has already been shared with you and the policy can also be viewed on the school website through the following link <https://www.killowenps.co.uk/our-school/policies-and-documents/care-welfare-and-safeguarding>

A child friendly version, called 'Wavy Davy' is prominent in each classroom and is designed to remind pupils of what to do if they are worried or in need of help. The full Safeguarding and Child Protection Policy can be found on our website along with the relevant GDPR documents. There will be additions to a number of policies in light of COVID as situations change and different ways of covering these areas require different approaches.

Each year, as part of our whole Pastoral Care Programme, we have an Anti-Bullying week throughout the school which is usually held in November. This week is part of an on-going 'Personal Safety Programme' which involves a variety of activities in conjunction with a number of outside agencies and runs throughout the year, across all classes and year groups.

It is also vitally important that the school is kept fully informed on any child who has a specific and serious medical condition, the like of which, would require swift action in an emergency. If you think your child comes under this umbrella, please make contact with the school office immediately in order to discuss how to best manage your child's health in school.

We also have a Policy for the Administration of Medication in School which is available from the School Office. Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication. *Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.* Parents must complete Form AM2: Request for a School to Administer Medication, again available from the School Office and the sharing of best practice with your child's teacher.

We would also like to remind parents of the threat to children with a severe nut allergy, and would appeal to parents to bear this in mind when packing breaks and lunches and to be aware of foodstuffs that contain nuts such as peanut butter sandwiches etc. There is a significant risk that exposure to nuts can potentially trigger an allergic reaction to a child with this condition. I am sure you will appreciate the reasons for making this request and trust that you will give it your co-operation.

- The school maintains a level of CCTV supervision across the exterior and interior areas of the campus.
- Unfortunately, there have been a number of instances of dog fouling on the school grounds leading to a safety risk to the children. We ask that all dog owners do not bring their dogs in through the school gates to maintain children's safety.
- Despite significantly reducing the footfall in the school grounds we continue to encourage our children and their families to lead an active lifestyle and either walk, scoot or cycle to school. However, we do insist that all cyclists dismount outside the school's front gates and wheel their bicycle/scooter into the grounds and to use the bicycle shelter safely. We encourage all users of the shelter to secure their property using appropriate locks etc.
- Our school counselling service **IMAGINE IF** will begin Thursday 1st October with our new counsellor Samantha. Parents are able to make a referral through the following link: <https://imagineif.org.uk/primary-schools> and the helpline number is 02891820341.

If you have any queries regarding our Safeguarding & Child Protection, Health & Safety and Pastoral Care Policies, please do not hesitate to contact us at school.

As a school, community and country, we have all been challenged this week by the Government of the need to respond to following the guidelines and to take the recommended precautions. We continue to ask for your unwavering support at keeping social distancing at a maximum, sticking to our protocols across the school day and playing your part in order to mitigate risk by **INCREASING SEGREGATION and DECREASING INTERACTION**.

We will continue to err on the side of caution when a child gets sick and we ask that parents remain vigilant over their child's health and follow the same cautious approach. Please make contact with the school office to share any medication condition that your child may have and the staff will guide you through our protocol for such circumstances. Thank you once again for your support.

- ✚ Classes are well up and running with Google Classroom and it is being used effectively for accessing the homework activities. Please support your child with these tasks and provide some feedback to their teacher upon completion of work through the online classroom platform and email.
- ✚ The emailing to class teachers or phoning into school instead of paper notes is working well. However, please do not expect a return call from the teacher during the school day as they will be teaching.

✚ REMINDERS

EXTENDED PRIMARY 1 DAY

Siblings will accompany and leave with each other.

*** From Monday 28th September P1 will stay on at school for lunch and then finish at 1.45pm. Older siblings will now be able to leave with them. Please see below.**

Families leave school together at the departure time of the youngest child	DEPARTURE TIME
P1 & all year group siblings	1.45pm
P2 & all year group siblings	1.55pm
P3 & all year group siblings	2.05pm
P4 & all year group siblings	2.15pm
P5 & all year group siblings	2.25pm
P6 & all year group siblings	2.35pm
Remaining P7 children	2.45pm
Nursery PM session - all Nursery children will depart	2.30pm

SCHOOL MEALS – EA CATERING SERVICE

- ✚ The menu for each week changes according to what is available to the kitchen. The menu is set and provided to school by the Catering staff.
- ✚ **Menu for week beginning Monday 28th September**
Mon...Chicken Nuggets & Chips
Tues...Cheese Sandwich
Wed...Chicken Curry & Rice
Thurs...Ham Sandwich
Fri...Pizza
- ✚ You will have received, by email, notification of our new cashless system called 'School Money' for the ordering of and paying of school dinners. A further email with login and password details was also sent on Thursday 24th September.
- ✚ Please continue to follow our website as we post various pieces of information. We continue to develop how we communicate with parents and would appreciate being informed of any changes to mobile and email contacts via email to info@killowenps.lisburn.ni.sch.uk

