

5th January 2021

To all our staff, parents and pupils



PLEASE READ CAREFULLY – IMPORTANT INFORMATION

As you are aware, school has not recommenced in 2021 as expected! Thank you for your patience as we dealt with the recent New Year's Eve announcements from the Department of Education.

We are now awaiting further information from the Department of Education regarding the closure of schools for an extended period.

At present, online learning will be available from Wednesday 6th – Friday 8th January and your child's teacher will contact you about this via Dojo. Those parents who have requested that their children attend school due to 'key worker' or 'vulnerable child' status have been notified of arrangements for Wednesday to Friday. Please monitor Dojo, our Website or Facebook Group for further updates.

School Office

From Tuesday 5th January, office hours were to have temporarily changed. Office staff would normally be available Monday, Tuesday, Thursday and Friday from 2.00 pm – 5.00 pm. Therefore staff may not be available in the morning to answer the telephone. However, again depending on any further announcement from the Department of Education, office staff may now not be in school at all over the coming weeks, or it may be on an ad hoc basis. If you wish to send an email to the school info account, this is usually picked up within 24 hours. Messages left on the school answering machine will be picked up when office staff are in school.



Important

Payment for School Meals and Free School Meals

From Monday 11th January, all meals **MUST** be booked and, for paying pupils, paid for on a **MONDAY** with preferably the correct amount of money sent in – change is not being sent home to reduce the risk of Covid-19 transmission. Any surplus will be carried forward. Money should be in a clearly marked envelope with child's name, class, dates meals required and amount as these are sent directly to the office for quarantine/counting and not opened by teachers. **At present, the office can only accept bookings and payment on a Monday.** *If your child will arrive in school any day after 9.45 am, you need to provide a packed lunch (both paying and free meal pupils) as dinners are ordered with the kitchen by this time and numbers cannot be altered.* We cannot guarantee that any message you send about your child arriving to school late and requiring a school dinner will be picked up in time, so any child who is late will require a packed lunch. We apologise for any inconvenience, but trust that you understand this procedure is in place to help protect all our staff and parents.

Break-time

Thank you for ensuring that your child comes to school with an appropriate snack. Unfortunately, we are still unable to offer Healthy Break or School Milk. This will be kept under review.

KNOCKMORE PRIMARY SCHOOL



Primary Year 1 Admissions September 2021



The Education Authority (EA) operates an online system for applications to pre-school and primary school places. The Portal can be found at www.eani.org.uk. The Portal will go-live at 12 noon on Thursday 7th January 2021 and remain open until 12 noon on Friday 29th January 2021.

After submitting an application on the Portal, the parent will receive a confirmation email. Within 3 days the parent will then receive another email with a unique link where they can securely upload their child's birth certificate and supporting documents if they have been requested by any of the schools to which they have applied.



Normally, prospective parents of pupils beginning Year 1 are invited to come along to our Open Afternoon to view the school, meet staff and receive further information on the EA admission process. As this has not been possible, we trust that our website with video and Prospectus will provide the information you require. However, if you have any queries, please do not hesitate to contact us. It would be helpful if you could please let any neighbours or friends know these arrangements.

Post-Primary Admissions September 2021

Admissions to post-primary will be via the EA admissions portal. Further details to follow.

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. Mrs Jones is Head of Foundation/KS1 and Ms Colville is Head of KS2.

If you have any concerns regarding safeguarding, an appointment can be made through the school office with Mrs Burrows or Mrs Armstrong.



Mrs Burrows
Deputy Designated Teacher
Mainstream



Mr Cunningham
Designated Teacher



Mrs Armstrong
Deputy Designated Teacher
Units

Communication

As you know, circumstances can change at short notice and we would ask you to check the website regularly. Please also make sure you have access to Class Dojo.