

Knockmore Primary



General Information 2021 - 2022



It is wonderful to have our pupils back in school again and a big welcome to all our new pupils and parents. We are very excited about the year ahead.

While you may be familiar with many school procedures, we ask all parents take time to read this Information Booklet and keep it for future reference.

Please note information for:

- Drop-off and collection process.
- School meals payments.
- Other money coming into school.
- Allergy and dietary requirements.
- Medical.

You will appreciate that while parents may be organising bookings/money for a few children, the office receives multiple items for almost 250 children!

Your co-operation is greatly appreciated.

Our procedures are in place to ensure school provides a safe and happy learning environment for your child.

Our website is frequently updated - 'Parent Hub' contains 'Latest Information' and 'Newsletters', as well as our school calendar. Information is also available on our Facebook group - you can join our Facebook group and set your phone to receive notifications, but this is not necessary to be able to view the information posted in our group.

School Contact Details



028 9266 2600



info@knockmoreps.lisburn.ni.sch.uk



www.knockmoreps.co.uk

Principal: Ms A Hardwick BSc (Hons) SLT, PGCE, PQH

Vice-Principal: Mr W Smyth B. Ed PGDip

The School Day

ATTEND TODAY, ACHIEVE TOMORROW



School starts at 8.45 am each morning and finishes at 2.00 pm on Friday for all pupils.

School gates open at 8.40 am - please do not leave pupils off before 8.40 am. Your child should be in school ready to start work at 8.45 am.

In accordance with child protection procedures, please drop pupils off at the appropriate gate in the mornings.

Parents should not enter the school.

From 8.50 am, external gates are locked, entry will only be via main entrance and late pupils **must** be signed in by parent/guardian – they cannot just be ‘dropped off’.

Normal pupil collection times

Y1 – Y2: 2pm (Year 1 mainstream pupils will have early finishing time at 12.00 pm for September)

Y3: 3pm Mon – Tue

Y3: 2pm Wed – Fri

Y4 – 7: 3pm Mon – Thu

Y4 – 7: 2pm Fri

Again, please collect your child on time from the appropriate exit area. Our car park can be especially busy and we have a one- way system in place. Please do not park over neighbouring driveways.

It is vital that all Y1-3 pupils are collected promptly from the appropriate door/gate as teachers have additional teaching commitments from 2.00 pm each day. Thank you.



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 OFFICE STAFF TO BRING YOUR CHILD EARLY FROM CLASS.

If your child needs to leave school early, e.g., for an appointment, please provide at least 24 hours' notice by sending a written note or Dojo to the class teacher stating collection time and reason.

Your child will be brought to the foyer ready for collection.

Data Collection and Parental Permission Forms

Please check/amend the **data collection form** and complete the **parental permission form** which will be issued to you shortly. You will appreciate the importance of having up-to-date contact information. Remember to inform the school office if details change. Both forms should be returned to the class teacher by WEDNESDAY 15TH SEPTEMBER.

Our School Office

Our school office presently has only one part-time staff, our permanent senior clerical officer, Mrs Smith, who is available most mornings. **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.

Meetings with Staff

Remember:

- If you wish to speak to a teacher, ***please make an appointment.***
- Messages can be relayed to teachers via a note with your child or through the school office. Short messages can be sent via Dojo, but please see further information in this document.
- If you have any general concerns, **the first point of contact is your child's teacher or classroom assistant.** If necessary, a follow-up appointment can then be made with Ms Hardwick or Mr Smyth.



Procedures for concerns regarding Safeguarding



If you have any concerns regarding safeguarding, an appointment can be made through the school office with one of our two DDTs, Mrs Burrows or Mrs Armstrong. If necessary, an appointment can be made with Mr W Smyth, Designated Teacher and Vice-Principal.



Mrs Burrows
Deputy Designated Teacher
Mainstream



Mr Smyth
Vice principal
Designated Teacher



Mrs Armstrong
Deputy Designated Teacher
Units

GDPR Compliance and Child Protection Guidelines

We would remind you that due to the above, parents/carers need to wait outside the school building to collect children and cannot wait in the hallway. If you are collecting/returning a child for/from an appointment, please report to the office as your child needs to be signed into/out of school.

School Policies and other downloadable documents

On our website, the 'Parent Hub' menu gives access to policies, absence slips, Morning/Afternoon Club booking forms, etc. Alternatively, if you require hard copies, please contact the school office.

School Dinners



School Dinners and Free School Meals

School dinners cost **£2.60 per** day and the menu is available on the school website. **All dinners MUST be ordered (and paid for where appropriate) weekly on a Monday morning or booked a few weeks in**

advance (if your child is off, the dinner can be carried forward). This frees up valuable teaching time and reduces risk in handling cash. Please place money in an envelope which is clearly labelled with child's name, class, days meals required and amount enclosed. Please send the correct change (or cheque made payable to Education Authority). **We cannot provide a meal without payment.** If your child arrives to school without payment or a packed lunch, the school will contact you. Please avoid putting your child in the situation where they ask for a meal which has not been paid for.

Free meals can only be supplied to a child after we have received confirmation of entitlement from the Education Authority. This process can take several weeks. *If you think your child is entitled to free meals, application should be made on the EA website www.eani.org.uk. We encourage all parents who are eligible for free school meals to apply for them. This means your child can avail of a meal at any time of the year, including our famous Christmas Dinner! Our budget is also affected by free meal registration.*

Any child arriving to school after 9.45 should bring a packed lunch (unless dinner has been ordered in advance with the class teacher). Dinner bookings close at 9.45 am and we cannot add paying or free meal children to the dinner numbers after that time.

Sending Money into School

Remember, school is a busy place and **all money for activities/events should be sent into school with your child in a clearly labelled envelope** with the child's name, class, amount and activity.

Please send the correct change or a cheque. Money envelopes are available to purchase from school (£2.50). Staff cannot accept loose change – any money not clearly marked or not accompanied with an appropriate booking slip will be sent home with your child without a booking being made.



School Fund

We ask parents to contribute to our School Fund at £5 per pupil per term. The first payment should be made by Friday 11th September. Further contributions should be made in January and April and reminders will be in the newsletters. If you wish, you may pay £15 per pupil by 11th September for the full year.



School uniform and belongings

Please ensure that your child comes to school in the correct uniform, including shoes, **with all items of uniform and belongings clearly labelled**. Children should not wear jewellery and should not bring valuable belongings into school. We cannot be responsible for these items. Information on our school uniform can be found on our website in the 'Parent Hub'.



Behaviour and safety

Parental support is important in reinforcing positive behaviour such as having good manners, being kind, doing your best, keeping safe, etc. As various buses and taxis enter the school car park during the day, we also ask parents to remind children to follow the guidance of the adult on duty. High standards of behaviour are expected from all associated with this school at all times. Conduct in the local area is also extremely important as this reflects on the school too.

Letters/ Permission Slips

Please check your child's bag/lunchbox each night and return any forms etc to school as soon as possible. Chasing up "forgotten" permission slips and forms is very time consuming for our office staff. Without your permission, your child cannot take part in events and alternative arrangements will be made for them. We appreciate your assistance with this.



Absences and Illness

Hopefully your child will be healthy and be in school every day. However, if your child will be absent for an appointment, teachers should be notified in advance. If they are unexpectedly absent from school, for example due to illness, **please telephone the school office on the first day of absence – a message can be left on the answering machine.** The Department of Education requires that we allocate a code to all absences from school. If for any reason your child is not in school and we have not had notification about their absence, school will contact you to ask about the absence or an absence slip will be sent home on their return. **Attendance and lateness are monitored by the Education Welfare Officer who will contact parents if a child's attendance falls within their criteria.** As you are aware, leave of absence during term time is strongly discouraged. Please be aware that the Education Authority does not authorise leave for holidays in term time.



Guidelines on attending school after illness

When should my child return to school?



Chicken Pox When all spots have crusted over	Conjunctivitis None*	Diarrhoea & Vomiting 48 hours from last episode	Glandular Fever None*	Hand, foot & mouth None*	Impetigo When lesions are crusted & healed or 48 Hours after commencing antibiotics
Measles or German Measles 4 days from onset of rash	Mumps 5 days from onset of swelling	Scabies After first treatment	Scarlet Fever 24 hours after commencing antibiotics	Slapped Cheek None*	Whooping Cough 48 Hours after commencing antibiotics
	Flu Until recovered	Head Lice None*	Threadworms None*	Tonsillitis None*	

*Contact school if you require further information



Medication and First Aid

If your child needs to receive **any** medication in school, please complete a "Permission to Administer Medication" form and give this to the class teacher/classroom assistant, along with the medication. The form can be obtained from the school office or downloaded from the school website. Please do not send medication into school with your child – **please ensure that you give it directly to a member of staff.** This applies both to ongoing medication and short-term medication,

e.g., antibiotics. It would also be helpful if you could inform your child's teacher of any medication, they receive at home which may impact on their wellbeing or learning in school.

Any mishaps such as a fall in the playground are dealt with by our first aid staff. If necessary, a note will be given to your child to inform you of the bump/fall or, in case of serious incident, we will telephone you.

Allergies

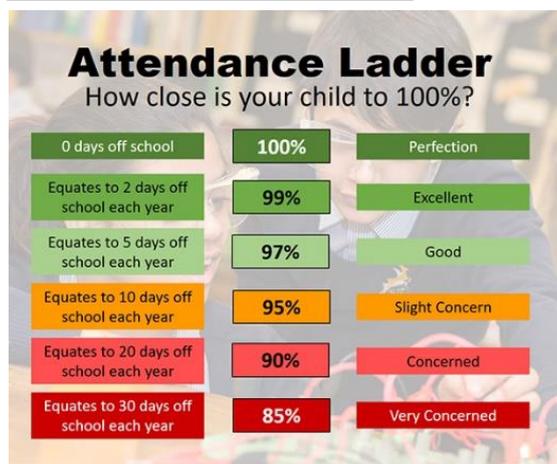
Knockmore Primary School is a nut, pineapple, egg and mango free zone. We have a number of children with severe allergies and it is important that parents send in suitable foods for break and lunch. Please ensure your children wash their hands after having their breakfast at home – this will help us considerably. As a further precaution we would also ask you not to send birthday cakes or home-baked goods into school. You are welcome to send alternative items such as mini-Haribo sweets for birthday occasions. Your help and understanding in this matter are very much appreciated.



Dietary Requirements

If your child has specific dietary requirements and requires a school meal, a meeting needs to be held with the kitchen supervisor before the kitchen will provide food to your child. Please contact school to arrange this.

Attendance and Pupil Absence



“Excellent attendance at school is important to allow a child or young person to fulfil their potential. Young people who regularly miss school without good reason are more likely to become isolated from their friends, to underachieve in examinations and/or become involved in anti-social behaviour.” (DENI)

Establish a good routine for your child. Every day counts. Remember, 90% attendance may not seem too serious, but that child will have missed 3 weeks and 4 days of teaching!

Attendance is recorded by session, am and pm.

Focus on Punctuality

Children who miss school or are regularly late can never recover certain essential parts of their school day such as settling down to get ready to learn, the lesson's introduction and important announcements. Of Course, being punctual from an early age also equips them with the skills to keep it up as adults.



You may think that your child is only missing a few minutes in the morning, but a pupil who is 10 minutes late every day will miss 30 hours of teaching during the year. That's many teaching hours that cannot be replaced.

A pupil's lateness not only affects their learning and behaviour, but also all other learners in the class. Pupils arriving late disrupt the class and reduce learning time for the rest of the class. Additionally, the process of signing children in or office staff having to take your child directly to class can cause further

delay. A 'late mark' is issued each time a pupil is late and attendance is monitored by the Education Welfare Officer.

Please ensure that your child arrives in school ready to start work at 8.45 am and support us in this important area of school life.

Holiday Dates 2020-2021 (All dates are inclusive)

Mon 25 Oct 2021 - Fri 29 Oct 2021	(5 days)	Halloween Holidays (includes 2 staff development days)
Tue 21 Dec 2021 – Mon 3 Jan 2022	(10 days)	Christmas Holidays (includes 1 staff development day)
Mon 14 Feb 2022 - Fri 18 Feb 2022	(5 days)	Spring Half Term (includes 1 staff development day)
Thurs 17 March 2022	(1 day)	St Patrick's Day
Thurs 14 April 2022 – Fri 22 April 2022	(7 days)	Easter Holidays
Mon 2 May 2022 – Tues 3 May 2022	(2 days)	May Day
Thurs 2 June – Mon 6 June 2022	(3 days)	Bank Holiday (includes 1 staff development day)
<i>School Year Ends: Thurs 30 June 2022</i>		

Swimming

Swimming will commence 10th Sept. Details to follow with class.

School Clubs

P1-7 Breakfast Club – Until our new accommodation arrives, we are restricted to the number of pupils we can facilitate in our clubs. Please register your interest in breakfast club, using the link at the bottom of this page or alternatively use the link on our website.

At this point in time, you are registering your interest, this will not guarantee that the club will be offered or that your son/daughter will receive a place.

P2 Play Club (P1 Play Club will be available from October)

Homework Club – Not offered until further notice.

P3 Numeracy and Literacy Boost – Monday and Tuesday only.

Please use the link to register your interest for any of the clubs mentioned above.

<https://forms.office.com/r/FD4kM457Yj>

Communication

Teacher-parent communication is a valuable tool in giving children the best education and ensuring the smooth running of the school.

School/parent communication may include notes sent home/to school with your child, the text messaging service, class Dojo, website or Facebook.

For Dojo, please only send messages Monday – Friday between 8.30 am and 4.00 pm. Remember, teachers may not see Dojo messages until pupils finish school or be able to answer them immediately due to teaching commitments but will reply as soon as possible. The service may not be monitored outside school hours.

If your child needs to leave school early, e.g., for an appointment, please provide at least 24 hours' notice by sending a written note with your child or Dojo to the class teacher stating collection date/time and reason. Your child will be brought to the foyer at the correct time.

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.

Queries should be directed to the school by telephone or email.

Our text service may be used for emergencies and important reminders.

Please note that the school office is not continually manned.

It is the parents' responsibility to return forms on time.

Please inform school of any changes in your details, especially mobile telephone numbers.

All the above are in place to ensure that Knockmore Primary School is a safe and secure place for your children to be in – we really appreciate parents helping us to keep to these guidelines for the good of all our pupils. Thank you.

PLEASE KEEP THIS BOOKLET FOR REFERENCE