

WELCOME

I am delighted to welcome you and your family to Bloomfield Primary School (and for most of you another year). We are looking forward to another interesting and exciting year for you and your children.

This booklet is made to provide you with the key information that you will need to know, as a matter of routine, throughout the year. A school is a very busy place so please read this booklet carefully and keep it to refer back to. For those of you who receive this booklet annually, please be aware that each year changes are made, so please take the time to read this booklet carefully.

Throughout the year we will inform you of other events and important information. As a school we will be endeavouring to go as paperless as is possible, and will be communicating mostly via "See-Saw", so please make sure you download the App now and we will be sending your child's QR codes home asap. We will also be making sure that the School's Website, www.bloomfieldps.co.uk and "Friends of Bloomfield" Facebook page are kept up to date as quickly as we possibly can.

Communication between home and school will be talked about further in this booklet.

Best wishes to you all for a great year of learning in Bloomfield Primary School.

R. Bishop

Day to day!

DROP OFF ZONES AND PICK UP GATES

- ✓ There are **3** pedestrian access gates for the school. These are the **3** gates that should be used by adults and children entering and leaving the school. **DO NOT USE THE VEHICLE ENTRANCE.**
- ✓ There is no through access beside the Nursery to the rest of the school.
- ✓ The infant playground, nearest the P2 classrooms, must not be used by children in the mornings. It is an outdoor learning area that must only be used under teacher supervision.

ACCESS BY CAR

As our car park is already full and pedestrians are using it for access in the mornings and afternoons we cannot allow parental cars or non Education Authority arranged transport to enter our premises at **ANY TIME**. However, if you or your child have a disability, or there are exceptional circumstances, and you require this access to school, please apply for a pass in writing to the school governors.

SCHOOL STARTING TIMES

Our teaching in the school day begins at **9:00 am**, however the doors open at **8:50 am** in the morning to allow children to walk in to school and get themselves organised for the day ahead. We recommend that children **DO NOT** need to be in school **before 8:50 am** unless they are going to the breakfast club as there is no supervision in the playground in the mornings. Children do not come into the school via the front door unless it is by prior arrangement e.g. for a preschool club.

Between 8:50 and 9:00am children can walk into school by themselves. They do not need to be accompanied by an adult.

Inclement Weather:

If there are harsh weather conditions that create an unsafe environment for the children to be outside in e.g. very icy playgrounds or extremely strong winds, we recommend that all children come in to school accompanied by an adult and no earlier than **8:50 am** so that they can walk directly into school. If the weather conditions propose a risk to individuals, we may change the access options in to school, and may even have to close the school. You will be notified of this via Social Media and the School Texting Service.

SCHOOL FINISHING TIMES:

School finishes at the following times:

Nursery am: 11.30 am Nursery pm: 3:00 pm

P1 and 2: 1:50pm

P3: Mon, Wed, Fri: 1:55 pm Tues and Thurs: 3:00pm

P4: 3:00 pm every day

P5-7: 3:00 pm every day.

Please make sure that:

- You are here **promptly** to pick up your children at these times. Our teachers have other commitments e.g. KS2 classes to teach, clubs, training and meetings to go to after these times.
- Your children know the arrangements for home time before coming to school in the morning and if needs be write a note to their class teacher to inform them of a change, especially if your child is in P1 –P4 e.g. if your child is going to a friend's house to play that afternoon and they are going with that parent please let the teacher know via letter. **Do not phone the office with last minute changes to arrangements unless in the case of an extreme emergency.**

All children in P1-3 should be collected by a **parent/guardian or adult** that is known to them. We prefer P4 children to be collected as well, however if you as their parents feel happy to let them walk home, please make sure we have it **in writing**. We have enclosed a letter regarding pick up arrangements for you to complete within this pack

Pick up points:

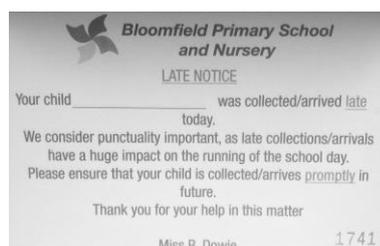
P1, P3 and P4: Middle Pedestrian gate

P2: LH corner gate (access gate to Nursery)

P5-7: Ballyree Drive Gate

LATE DROP OFFS OR PICK UPS

Each time your child is late for school or you are late to pick up your child after school, they will be given a "LATE NOTICE" slip. We will have a carbon copy of this slip in school, which will assist with our record keeping and help us to spot, very easily, any persistent offenders. If your child is coming to school after 9:15am they must come in **through the front entrance** of the school and will be marked late on the computerised register.



If you are late to pick up your child in the afternoon they will go with their teacher either back to the classroom or to the KS2 classroom that their teacher is teaching from 2:00 – 3:00pm. You will receive a phone call from Mrs White if you are late. You must come to

the front door to ask for your child and he /she will be brought down to you. Children **will not** be supervised in the after school KSI club unless you have pre-booked and paid for a place.

TEACHER TIME, TEACHER TRAINING AND TEACHER ABSENCE

I hope by now that you all aware of the financial difficulties that all schools are facing in this time of austerity, and lack of direction from a working Government in Northern Ireland. As a school we want to maintain a high level of provision for our pupils, including having a highly skilled and effective staff – both teaching and non-teaching.

Coordinating and Training: Within the organisation of our school, teachers have many responsibilities beyond the classroom which ensure that we are an organisation that self-evaluates and monitors our progress. We do this, not only to know how well we are doing, but to find out where we may need to make improvements. Subject area co-ordinators need **time** to monitor and evaluate what is happening in school, they need **time** to plan for new strategies; and teachers need **time** to be trained in new initiatives which help us to improve our provision for your children. There will be days when coordinators and staff will need to be released from their class e.g. carrying out other work in the school or attending training at some point in the year, and that your child will be taught by a substitute teacher. As a school we endeavour to aim for consistency of the substitute teachers we use, but this is not always possible.

Teacher Illness: We too are human and can become sick requiring absence from school; but I am very pleased to say that our staff attendance record is very good. In the event of teacher illness the following will happen:

A substitute teacher will be sought to cover a known period of long term sick leave, however sickness is often unpredictable and can give very little notice, and getting a substitute teacher is often not possible at the last minute, in which case the following will happen:

P1: class will be split between the other P1 and the 2 P2s for the first 3 days of illness. If the period of absence is to last longer than 4 days, substitute cover will be sought.

P2 and P3: class will be split with work between the P1s – P3s for the first 3 days of illness. If the period of absence is to last longer than 4 days, substitute cover will be sought.

P4-P7: class will be split with work between the P4s – P7s for the first 3 days of illness. If the period of absence is to last longer than 4 days, substitute cover will be sought.

Please note: Each time a substitute teacher is brought in it costs the school, on average, £180 per day.

BREAKFAST CLUB: BEGINS THURSDAY 30th August 2018

This year Breakfast Club supervision will start at 8:15 am every morning. Children get a cereal, toast and a drink of milk or juice at a cost of **80p**. The school subsidises this club heavily and makes no profit from it. The money simply covers *some* of the cost of the breakfast, and the school pays for the Classroom Assistant Supervision. You do not need to pay or give notification in advance. Your child simply turns up at 8.15am in the morning and pays the kitchen staff each morning they decide to come. This service is provided for pupils from Primary 1 to Primary 7 (Not Nursery).

KEY STAGE I CLUB

Parents with children from P.1 to P.3 can this year again enjoy the use of our **Key Stage I Club**. This runs between 2-3pm from Monday to Friday. It costs £2 per hour. If your child attends they will receive a snack, quality supervision and a range of fun afternoon activities. This means parents with older children can do one pick up at 3pm rather than returning to school twice. Please find a booking form in this pack if you would like your child to attend the club.

NB. You need to book your places on a Monday for the week (indicating and paying only for the days you want: you do not have to commit to all 5 days) as there are only 30 places daily. We **WILL NOT be taking last minute bookings.**

What we need from you!

I know that by this point you have already taken a lot of information in. Please take the time to read these next few pages to ensure that Bloomfield Primary School is operating efficiently for your children.

PARENTAL CONSENT BOOKLET (Being sent home)

Due to the changes in the GDPR we will be seeking consent from you on an annual basis. Please make sure that you read the privacy notice that is on the website.

Please read through all of the information carefully and read it with your children so that they understand it too. As you read each page tick and sign the boxes that are applicable for you and your child. This does not mean that you cannot change your mind at any time, but if you do want to change you **MUST** do that in writing to the class teacher so that she can staple it to your child's consent booklet.

ATTENDANCE:

Attendance at school is a **parental responsibility**. Please make sure your child is **in school** and **on time** every day. Your child must be in school on all the dates that are in **WHITE** boxes below. **DO NOT BOOK HOLIDAYS** for term time dates.

School Name: Bloomfield Primary School

2018-19	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W				
August			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
September						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
November				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									
December						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
January		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
February					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28										
March					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30												
May			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
June						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											

	Harmonised Closures
	Teaching Days
	5 Baker / Inset Day (Non-teaching days)
	School Development Day (Up to 5 days)
	Optional Closure Day

Any absence **MUST** be explained fully in writing whether the absence is due to a valid reason/ by agreed prior arrangement, or not. (See also the Building Blocks Award Scheme)

On a monthly basis children with 100% attendance will have their names entered in to a whole school raffle to win a prize for the **whole** family!

APPOINTMENTS:

As far as possible please try to avoid making appointments during school hours. If your child does have an appointment during school time then please notify the school in writing, **with proof of appointment** and arrange to pick your child up at the entrance hall and sign them out. Each child needs to be signed back in on their return to school.

HEALTHY BREAK and LUNCHES

Just a reminder about keeping up those healthy breaks. As a school we encourage all children to develop a fit and healthy lifestyle and as a small part of this we insist on all children having a healthy break.

We are providing the P1 children with a free healthy snack every day, but P2 – P7 children must bring their own healthy snack which should be a piece of fruit or vegetables, chopped up cheese or cooked meat (**no Dairylea Munchables**); or if particularly hungry, a savoury sandwich. Children can drink either milk or water.

We would also encourage you to ensure that **packed lunches** have a healthy and balanced combination of snacks e.g. a wrap or sandwiches with a savoury filling, a piece of fruit or a vegetable snack and a maximum of one treat e.g. biscuit, a bag of crisps or a yogurt; water, milk or a fruit juice to drink at lunch. **(NO FIZZY DRINKS OR PACKETS OF CRISPS OR SWEETS: THESE WILL BE SENT HOME)**

School dinners provided by the canteen are now £2.60 per day and the menu will be sent out in due course.

Our lunch times are not very long and we want to allow the children as much time as possible outside in the fresh air and to get some exercise and a break from sitting; so please do not send a huge lunch with enough food to feed an army.

NUT FREE / ALLERGY AWARE SCHOOL:

There are now several pupils in the school who suffer from allergies which may lead to anaphylaxis. This is a medical condition which causes a severe and in certain instances life-threatening reaction to specific foods. In the case of our pupils, nuts, peanuts & kiwi fruit present the highest risk. If peanut butter, Nutella or even the smallest amount of peanut or any type of nut either enters the body through eyes, nose or mouth, or touches the skin of these pupils, they may experience strong reactions. In certain cases, this reaction can lead to death without immediate medical intervention.

After discussion with the school's health advisors, it has been suggested that the best way to ensure the safety of the pupils is to make the school a nut, peanut & kiwi free environment. It is in this context that we ask for your support. If your child brings food into school for their break or lunch, please make sure that it does not contain nuts or kiwi. This obviously applies to products such as peanut butter and 'Nutella', but it may apply to other foods such as cereal bars or chocolate bars where nuts are a hidden ingredient. Where you are in doubt, please read the product's labelling.

I am aware that this will take time to become accustomed to if you are preparing your child's break or lunch, and I therefore greatly appreciate your support and understanding of this condition.

Some parents like to send in a birthday cake for the class to share on their child's birthday (though this is not compulsory!). Please make sure that you send in **bought** cakes **only** that are nut free, so that the teacher can check the other ingredients and avoid children with specific allergies from being harmed.

If your child has specific dietary requirements and takes school dinner then please arrange to meet with myself and Ms Mawhinney (School Catering) as soon as possible.

MEDICAL CONDITIONS THAT REQUIRE MEDICATING IN SCHOOL

Please make sure that you read the full medicating policy on our website (or again available from the office). Please complete the permission form for ANY medication that must be administered in school e.g. inhalers. This form is only valid for the dates you specify or for the academic year, August 2017- June 2018.

SCHOOL UNIFORM

As always it was great to see all the pupils returning to school in their new **school uniform**. They look fantastic! I appreciate your support in maintaining our agreed policy. As a school we discourage jewellery being worn. Although earrings (only silver or gold studs) are acceptable we **strongly discourage them**. Earrings, however, **can not be worn** during sports activities (including football) and P.E. lessons. As this year we hope to see even greater opportunities for our children to get involved in such activities please keep earrings at home.

COMMUNICATION BETWEEN HOME AND SCHOOL: Seesaw

We started using Seesaw last year and have found it a very useful app for exhibiting your child's work and progress and for keeping you informed about your child's learning on a regular basis. Some classes used it as a means of sending notes home and this proved very effective. Therefore, we are now going to do this as a whole school to try to reduce the amount of paper we use and photocopying we do in school. Please make sure you have the app downloaded as your child will be coming home with a new QR code for this academic year.

There will only be permission seeking notes coming home in paper form (drastically reduced) that require e.g. options to be chosen and/or permission slips to be completed in writing by yourselves. All other information will be sent to you via Seesaw, on the website or via Facebook.

There is no set time when these notes/letters will come home therefore it is important that you check your child's book bag and/or school bag **every day** for letters that may have been sent home. Do not assume that your child, no matter what age they are, will remember to let you know if there is a note or not so please, **CHECK THEIR BAG**

We **MUST** have permission from you to do certain events and to allow your child to go on trips and visits **IN WRITING**. Permission gained by phone is no longer acceptable, therefore we will not be chasing up for permission by phone. If we do not have a permission slip completed and signed, or permission given in a letter and signed by a parent or legal guardian, then the child/ren will not be allowed to take part in that event or trip. Sending in the money without the permission slip does not give the assumption of permission. **PERMISSION MUST BE GIVEN IN WRITING.**

MONEY

For your convenience we have had money envelopes created for our school. These envelopes allow you to very easily put that week's dinner money, after school club money and trip money in an envelope at the beginning of the week. Packs of 40 envelopes (1 envelope for each week of the school year) can be purchased from the class teacher at a cost of £2

BLOOMFIELD PRIMARY SCHOOL AND NURSERY									
Child's Name:								
Class:					Date:		
Dinners (Tick Days)	Mon	Tues	Wed	Thurs	Fri	DINNER TOTAL			
	<input type="checkbox"/>	£							
After Schools (Tick Days)	Mon	Tues	Wed	Thurs	Fri	AFTER SCHOOLS TOTAL			
	<input type="checkbox"/>	£							
Other	£					Please Specify			
TOTAL AMOUNT ENCLOSED						£			
									

FRIENDS OF BLOOMFIELD (P.T.A.)

A note from the Chair of our family organisation, Mrs Janine Mitchell (please contact at friendsofbloomfield@gmail.com)

Our PTA is made up of parents and teachers all wanting to create a great school together for our children. We like to call it Friends of Bloomfield because it's not just for parents, it's for carers, grandparents, aunts, uncles and so on.

I have been involved in the PTA for about 6 years and really have enjoyed how we work closely with the staff of the school and other parents, we have a good relationship as we do things together for the school. I feel as a parent this helps my children to settle in school and have fun. We really love to have new people along with fresh ideas and help. Just this year we loved the suggestion of a cup of tea at our family night to a parent helping purchase our new sensory equipment. We understand that not all parents/ carers can get involved but we are a welcoming bunch and we would love to have you to help in any capacity. We know our school is full of people with great ideas and lots of skills.

Could you help at an event? Do you have fundraising ideas? Could you make it along to a meeting once a month?

We do a lot to raise funds for the kids so they can have extra activities and extra equipment that the school wouldn't have the money in their budget for but we also like to have fun. For example, this year we are putting on again our Bloomfield's Got talent show that every child can be part of. This takes a lot of work to put on. Could you help with that?

We try and create a good balance of fun for the kids and raising money.

I know turning up to a group for the first time but we would love to have you along. You could speak to me at the school or text or phone me on 07788928672.

Our next meeting is Wednesday 5th September at 7pm in the Globe Library.

Thanks,

Janine

Term Dates 2018-2019

***TERM TIMES written in bold** (the start dates and finish dates inclusive when your child must be in school)

**Staff development dates and holiday dates are in Italics*

TERM 1:

Your child must be in school: 30th August – 28th September 2018

Staff Development Day: Monday 1st October 2018

Your child must be in school: 2nd October – 26th October 2018

Autumn Half Term Break: 29th October to 2nd November 2018

Your child must be in school: 5th November – 21st December 2018

(school finishes at 12:00 midday)

Christmas Holidays: 24th December 2017 – Friday 4th January 2018

TERM 2:

Staff Development Day: Friday 4th January 2019

Your child must be in school: 7th January – 13th February 2018

Staff Development Day: Thursday 14th February 2019

February Half Term Break: 14th -19th February 2018

Your child must be in school: 20th February – 16th April 2019

(school finishes at 12:00 midday)

Easter Holidays: 17th April – 26th April 2019

TERM 3:

Your child must be in school: 29th April – 3rd May 2019

May Day Holiday: Monday 6th May 2019

Your child must be in school: 7th – 24th May 2019

May Day Holidays: 27th - 29th May 2019

Staff Development Day: Tuesday 28th and Wednesday 29th May 2019

Your child must be in school: 30th May – 28th June 2018