

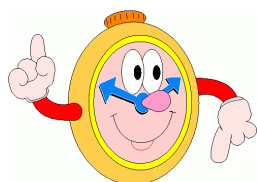
Knockmore Primary

October 2018



To aid communication between school and home, newsletters will be sent home on a regular basis. As this is our first newsletter for 2018-19, we would ask all parents to read it carefully.

Timekeeping



Please have your child in school ready to start work at 8.55 am. Children arriving after this time will be marked as 'late'. School gates open at 8.45 am. At Knockmore Primary School child safety is of paramount importance, so please do not leave pupils off before 8.45am. From 9.00 am external gates are locked, entry will only be via main entrance and late pupils **must** be signed in by parent/guardian. **In accordance with safe guarding procedures, please drop pupils off at the appropriate gate in the mornings.**

Attendance and Absences

If your child is absent from school, please send a letter of explanation on their return. Alternatively, you can telephone the school office to advise us of an absence/appointment. The Department of Education requires that we allocate a code for all absences from school. Should you not provide a reason for your child's absence, the school will need to request one from you. **Attendance and lateness are monitored by the Education Welfare Officer.** Persistently arriving late to class can be distressing for Children and has a negative impact on their learning.



Pupil collection times effective from 1st October

Y1 – Y2 (mainstream) finish at 2pm

Y3 – pupils finish at 2pm on Fridays.

Y3-7 pupils finish at 3.00 pm.

Please note year 1 mainstream children will be staying in school until 2pm from 1st October 2018.

It is vital that all Y1-2 pupils are collected promptly from the appropriate door/gate as teachers have additional teaching commitments from 2.00 pm each day. Thank you.

We would ask that you discuss with your child/children before they leave for school in the morning any changes in their usual routine eg attending clubs, home-time collection arrangements. This would alleviate any stress for your child and also help the office staff.

Halloween

We will be holding a Halloween party during School on Friday 26th October. There will be a disco, games and tuck shop. There will be a charge of £1.00 for non-uniform. Fancy dress is optional.

School dinners

School dinners cost **£2.60** per day. It would be appreciated if dinners could be ordered weekly on a **Monday** morning and the correct change be sent in. **If your child arrives to school after 9.30 am, please supply them with a packed lunch unless dinner has been ordered in advance with the class teacher.**

If you think your child is entitled to free meals and you haven't already completed the necessary forms, please contact the office as a matter of urgency to obtain a form. Forms are available on the school website.

Healthy Break

We aim to support you in encouraging your child to have a healthy snack for his/her break. We will continue to encourage children to choose healthy options and to reinforce the benefits of a healthy lifestyle. To facilitate this we can provide a healthy break for your child at £5 per month.

Knockmore Primary

School Fund

Each child is asked to bring £3.00 per term or £5.00 for a family for **School Fund**. ALL pupils benefit from this fund and I would ask you to forward School Fund money as soon as possible at the start of each term.

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. If necessary, a follow-up appointment can then be made with Mr D Cunningham, Designated Teacher (Head of Units and SENCO) or Ms A Hardwick, Deputy Designated Teacher.



Mr David Cunningham, Vice-Principal



Ms Andrea Hardwick, Principal

School Clubs



- **Breakfast Club** is held each morning from 8.00 – 8.40 am.
- **Homework Club** is held from Monday to Thursday from 3–4 pm – **Collect KS2 back gate.**
- **Play Club** is held Monday to Friday from 2-3pm for children in Yr 1-2 and available Friday for Y3-**Collect KS1, Side gate.**
- **Eco Club** is held on Mondays from 3-4pm for Year 4-7, commencing week beginning 24th September 2017- **Collect from KS2 back gate.**
- **ICT Coding** –is held on Thursdays from 3-4pm, commencing Thursday 27th September-**Collect KS2 back gate.**
- **Burns Skills School – Basketball** is held on Monday from 2-3pm for Years 1-3 and 3-4pm for Years 4-7 (12weeks) – All spaces allocated.
- **Burns Skill School – Gymnastics** is held on Wednesday from 2-3pm for Years 1-3 and 3-4pm for Years 4-7 (12weeks) – All spaces allocated.
- **Football** is held on Thursday from 2-3pm for Years 1-2 and 3-4pm for Years 3-7.

Basketball, Gymnastics and Football – any unit child attending the 2-3pm session may be collected from the taxi room NOT the front office all other children at the 3pm pick up will be at the KS1 gate. At 4pm ALL children to be collected from the KS2 gate.

DATES FOR YOUR DIARY:

Christmas Fair

We look forward to welcoming you to our Annual Christmas Fair on **Thursday 6th December** from 6 – 8 pm. We do hope you, your family and friends will attend. We will have lots of interesting stalls and Father Christmas will be in attendance. So if you want to get that Christmas gift that you might not find elsewhere, then this is your chance!

