



## Carrickfergus Model Primary School Principal's Newsletter: January 2019



Dear Parents / Carers

Welcome back to the new term at the Model! I hope you had a lovely Christmas break.

After a very busy Christmas period it is important that we re-engage the children with their learning as quickly as possible and settle them back into routine. Please help us to do this by encouraging the highest possible standards with your child's uniform, behaviour, homework, attendance and attitude towards learning. It will take everyone a few days to settle back in!

I would like to say 'welcome back' to Mrs McAuley who has been on maternity leave. Mrs McAuley is one of our classroom assistants and is shared between both Primary 3 classes. Mrs Brown has been covering Mrs McAuley's maternity leave but she is staying with us to work with Primary 4, whilst the school budget allows. They are both fantastic assets to our school team.

I would like to thank parents for contributing to our school Just Giving Page which was set up for Cruse Bereavement this year. We raised £639.00 on the Just Giving Page and a further £420.85 from the collections at our bi-annual Carol Service so thank you!

If you have a child starting Primary 1 in September 2019, the Education Authority are asking parents to make their application online. If you need any help with this, please let us know. The system did experience problems last week when it first became 'live' but it does appear to be faster now.

Our school office continues to be under pressure with the high volume of phone calls and emails from parents. Please be patient with us as we try to answer phone calls and respond to emails as Mrs Smythe is working alone in the office at present. The process for interviewing for extra office personnel has started. Any available jobs in school are advertised via the Education Authority's website. We continue to be extremely grateful for parents who volunteer to help us in school.

Finally...good luck to our Primary 7 pupils (and their parents) who are receiving their AQE results at the end of the month.

Best wishes

*J Miller*

Principal

## IMPORTANT DATES FOR THIS TERM

**Wednesday 2<sup>nd</sup> January – Thursday 31<sup>st</sup> January:** Primary 1 Admissions are open.

**Monday 7<sup>th</sup> January:** Support Groups resume.

**Thursday 10<sup>th</sup> January at 9.45am:** Group Tour for potential Primary 1 pupils, for those parents still deciding. Please book with Mrs Smythe in the office.

**Thursday 17<sup>th</sup> January at 9.45am:** Group Tour for potential Primary 1 pupils, for those parents still deciding. Please book with Mrs Smythe in the office.

**Monday 21<sup>st</sup> January:** After-School Clubs resume.

**Saturday 26<sup>th</sup> January:** AQE Results arrive with Primary 7 parents.

**Week Beginning Monday 28<sup>th</sup> January:** Primary 7 Transfer and Parent Teacher Interviews begin.

**Thursday 31<sup>st</sup> January:** Hullabaloo Performance Treat for P1 – P4 pupils.

**Monday 11<sup>th</sup> February:** School Nurse visits begin with Primary 1 pupils. Information to follow.

**Monday 18<sup>th</sup> – Friday 22<sup>nd</sup> February:** Half-Term.

**Thursday 7<sup>th</sup> March:** World Book Day. All pupils finish at 12 noon to facilitate Parent Interviews for pupils in Primary 1 – Primary 6. More information to follow.

**Thursday 21<sup>st</sup> March:** Primary 6 Transfer Meeting. Provisional date.

**Saturday 30<sup>th</sup> March:** Carrickfergus Festival begins.

**Friday 12<sup>th</sup> April:** End of Term. Pupils finish at 12 noon.

**Monday 15<sup>th</sup> April – Friday 26<sup>th</sup> April:** Easter Holidays.

*Other dates may be added in line with P6 / P7 visits to Post-Primary Schools / class trips etc.*

## PRIMARY 1 ADMISSIONS FOR SEPTEMBER 2019

This year, application forms will be in digital format for both pre-school and primary school admissions. A new portal for parents to apply online has been created and it will include the listing of preferences for schools. This replaces the current paper-based application form (although these will be available if necessary). Parents will still have to provide their child's birth certificate and any other verifying documents. The GO LIVE date for the new digital admissions is **Wednesday 2<sup>nd</sup> January at 10.00am**, closing at **midnight on Thursday 31<sup>st</sup> January**. Please refer to the Education Authority's Website: <http://www.eani.org.uk>. This is completely new for every school this year but we will assist in you in whatever we can throughout the process. Parents will receive notification in May if their child has been allocated a place.

## SCHOOL TIMINGS

### **Are you bringing your child to school on time?**

Please remember that your child should be in school for **8.45am** each day. There are too many children arriving after that time and this is highly disruptive for everyone.

### **Are you picking your child up at the right time?**

Every afternoon we experience a number of children being left at the office because they have not been picked up. This is becoming a worrying trend and will have to be addressed with individual parents. We understand that parents can run late or run into confusion about pick-up arrangements but we do not have the staff to supervise these children at 2.00pm and 3.00pm. Some children are being left to wait for 30-40 minutes and this can be very distressing for them. Please ensure this does not happen to your child and if you are running late, it is imperative that you let us know so we can reassure your child.

### UNIFORM REMINDERS

**Pupils are expected to maintain a high standard of personal appearance and to wear school uniform with pride in school and when travelling to and from school. By sending your child to the Model, you have already agreed to our uniform policy. Thank you for supporting us with this.**

- Children must wear the correct uniform for PE lessons.
- Large bows and headbands etc are not permitted. Navy and red clips, bobbles and headbands should only be worn. Individual pupils will be reminded of this if necessary. We prefer all girls to have their hair tied up.
- Boys' haircuts should be shaved no shorter than number 2 and should not have designs shaved into them. This is the rule regardless of what styles are currently in trend.
- Ear-rings / Jewellery should not be worn in school and teachers will ask these to be removed and will store them safely until the end of the school day.
- Nail polish is not allowed in school and individuals will be reminded of this.
- Black shoes only are permitted unless instructed otherwise. If your child must wear trainers for a medical reason, a note should accompany them to school.

**Most of our pupils are turned out brilliantly and we know how hard most parents work at this.**

**Please also ensure that all items of clothing and belongings are named.**

**It is so difficult in a school of over 400 children to find that missing jumper with no name!**

**May we also remind parents that chewing gum is not permitted in school.**

### INCLEMENT WEATHER ARRANGEMENTS

Just a little reminder that we will always try to keep school open in bad weather situations. A decision to close the school is not taken lightly and is a difficult decision to make. Whilst weather warnings can be given, situations can change throughout the night and into the early hours of the morning. It is also not always clear how many staff members can make it into work safely until they set out on their journeys. We will endeavour to let you know our decision as soon as possible. As always with these matters, a decision that will suit one parent may not suit another but we do take all elements into consideration. We would ask that parents do not post things on Facebook about whether school is closed or not due to the weather; this results in a huge number of phone calls and emails even before a decision has been made. Information about any closure in school will be communicated via our text message service and School App.

### DATA COLLECTION FORMS

**In order to make sure we have the correct information for each child we are sending data forms home with your child. This is the current information we have for your child. Please check the form, annotate it where necessary and send it back to school by Monday 14<sup>th</sup> January. Please remember that only the number 1 contact can receive text messages. Thank you!**

### MEDICAL APPOINTMENTS / CHILDREN LEAVING SCHOOL EARLY

Please be aware that if a child misses school for an appointment of any kind it is considered an absence. It may be an authorised absence but it is still considered an absence by the EWO. We cannot alter attendance figures, even if there is a genuine reason for your child to be off. Attendance is measured by 2 sessions per day, morning and afternoon.

## ATTENDANCE FIGURES FOR DECEMBER 2018

Primary 1 HM: 97.5%	Primary 1 SEM: 94.9%	Green = 96% +
Primary 2 SM: 96.1%	Primary 2 JD: 97.9%	
Primary 3 RJ: 90.7%	Primary 3 CR: 94.1%	Amber = 94% - 95.9%
Primary 4 LR: 94.4%	Primary 4 CG: 94.1%	
Primary 5 BM: 93.7%	Primary 5 MF: 96.0%	Red = 93.9% and below
Primary 6 JC: 94.5%	Primary 6 JH: 93.9%	
Primary 7 JK: 93.2%	Primary 7 CT: 94.1%	



Senior Leadership Team	Safe-Guarding Team	Wish to speak to the Principal or your child's class teacher?
<p>Principal: Mrs J Miller</p> <p>Vice-Principal / Head of Key Stage 2: Mrs J Kirkland</p> <p>Head of Foundation Stage: Mrs H Morton</p> <p>Head of Key Stage 1: Mrs L Robinson</p> <p>Care &amp; Welfare Co-ordinator: Miss S Manson</p>	<p>If you are concerned about the welfare of a pupil in school, please speak to Mrs S Mitchell.</p> <p><u>Designated Teacher:</u> Mrs S Mitchell</p> <p><u>Deputy Designated Teacher:</u> Mrs J Miller</p> <p><u>Designated Governor:</u> Mr N Anderson</p>	<p>We have an open-door policy when it comes to communication between home and school. However, it is hard for members of staff to be available right away, especially at the beginning of the school day. Please leave a message with the school office and we will get back to you. Emails can be sent but we would rather this is not the main avenue for bringing up issues / discussing children as it is not the personal approach we would wish to take with you and your child.</p>

### CONTACT US

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