

30 August 2017

Dear Parent

I hope that you all have had a good summer. We welcome everyone back to school and extend a special welcome to all our new pupils.

STARTING SCHOOL EACH DAY



Teachers are responsible for their classes from 8.40 each morning and **class commences at 8.55am**. Any child arriving in school before 8.40 in the mornings should wait at the 'Meeting Circle' (or in the Link Corridor on wet days), unless they are attending the Breakfast Club. When the bell rings at 8.40am, parents of children in P1 & P2 are encouraged to accompany their child to the classroom. All other children should make their way to their classrooms unaccompanied. I would also appeal to everyone to observe the one-way system at the front of the school and to avoid parking on the double yellow lines outside the front gate.

Please note that children who arrive late cause a disruption to both their teachers, who have to stop what they are doing and adjust the register, and their classmates who will have already settled to the morning's activities/tasks. **Please try to have your child in school on time.** Persistent latecomers are noted on school records and will be notified to the Education Welfare Officer on her monthly visits. On behalf of both the teachers and other children, I thank you for your consideration in this matter.

At the moment we only have one patrol person, Mrs Simpson, outside the school gates. Mrs McCloskey who operated at the corner of Kimberley Hill has decided to retire. Her replacement will hopefully be in place shortly. It is imperative that all children use Mrs Simpson for crossing. The pedestrian access at the back of the school has been removed, so children should continue to enter the school grounds through the main front gate at all times.

Under no circumstances should parents drive into the staff car-park, either before, during or after school. At all times we want to ensure the children's safety and I am confident that all responsible parents will co-operate accordingly.

END OF SCHOOL DAYS

During the first four weeks of term all children in P1 will finish at 12.30 pm and pupils in P2 and P3 will finish at 2.00 pm. From **Monday 2nd October**, P3 children will remain in school until 3.00 pm and P1 children will remain in school until 2.00 pm. P2 children will continue to finish at 2.00pm.



I would ask that parents of children in P1 and P2 do not keep the teachers talking at 2.00 pm as they are required to cover a senior class. If you need to speak to your child's teacher, please make an appointment at a time that suits. Thank you for your co-operation in this matter.

SCHOOL MEALS AND PACKED LUNCHES



The price of school meals is £13.00 per week (£2.60 per day). As dinner money is lodged through the Post Office, we regret that no cheques can be accepted. All meals must be paid for in advance, **on Monday mornings**, to cut down on the teachers' administration time and no exceptions will be made, as the office staff must balance their books on a weekly basis.

Children who take packed lunches must not bring glass bottles into school, for their own safety. We shall be promoting the Healthy Lunch Box Scheme again this year.

As part of our Health Education Policy, children are not permitted to bring sweets or chocolate biscuits etc. for mid morning break. We would suggest a piece of fruit instead.

Pupils may bring in a bottle of still water to quench their thirst during the school day. Again, as part of our Health Education Policy, only water (or milk at break time) will be permitted.

An increasing number of children suffer from nut allergy and to ensure their safety, Lisnagelvin Primary School is a **NUT FREE ZONE**.

BREAKFAST CLUB AND SCHOOL MILK SCHEME



We fully intend to operate a subsidised Breakfast Club again this year (numbers permitting). This year we have received, once again, a small amount of funding through the Extended Schools Programme to subsidise the breakfast club to help with the cost. The total cost to run the club (based on an average of 50 breakfasts per day) works out to be £1 per person. We are therefore proposing to keep the cost for children to 50 pence for this year and the school will pay the remaining 50 pence. Adult cost will be £1.00. However, the situation will be reviewed again towards the end of the year and it is likely the cost could increase next year.

The Breakfast Club will recommence on Wednesday 30th August from 8.10am. Last meals will be served at 8.40am. Mrs McFaul will again oversee the club. Similar menus to last year will be available.

We have decided to recommence the school milk scheme from Monday 2nd October. The cost will be 18p per day and details are on the attached application form.

ATTENDANCE

The attendance register is marked twice a day. If a pupil is absent for part of the day, this is recorded. Allowances are made for medical appointments and therefore it is important to inform your child's teacher, in writing, if he/she has to be absent from school. Similarly, teachers should be informed if your child is sick, otherwise an "unauthorised absence" is recorded. **Absence notes are provided for your use.**

If/when you require more, please inform your child's class teacher. Absence notes must be provided for all absences, regardless of duration. If children

have to leave school before the end of the day, a note must be sent to the teacher in advance, otherwise permission may not be facilitated. A number of years ago the Department of Education introduced a new code to highlight unauthorised absence for family holidays during term time. **Please do not book holidays at times when your child should be in school.**

If your child is physically sick or has had diarrhoea, it is recommended that he/she should be kept off school for 48 hours after the last bout of sickness. **Please advise the school immediately if your child presents with the symptoms of Chicken Pox as we have a child in school with a severe allergy.** Your co-operation on this matter will be very much appreciated.



MOBILE TELEPHONES



We intend to continue using the text messaging service again this year. If you were not receiving texts last year or if you have recently changed your mobile phone number, please send your number into the school office as soon as possible.

An increasing number of children have mobile phones that can be used to take pictures. Under Child Protection laws, we have decided we can no longer allow pupils to use a mobile phone in school. All mobile phones should therefore be turned off during school hours. If there is an emergency situation, they will be given permission to use the school's phone to ring home.

Likewise, **we would appreciate it if parents would only telephone the office during the first hour of the day or between 1.30 pm and 2.00 pm.** It would also be very much appreciated if all parents made their arrangements for collecting their children from school before pupils leave home each day, as this will reduce the workload for the office staff and prevent any unnecessary disruption to the lessons. Your child should be aware of exactly who is picking them up after school. Thank you, in anticipation, for your co-operation.

SCHOOL SECURITY

We seek to provide a safe and secure environment for all our pupils. All exterior doors have time locks fitted. Anyone seeking admission to the school after 9.00 am must come to the front entrance. If there is no one in the office, please ring the buzzer for attention. No one can be admitted to the school without signing a visitor's book and obtaining a security pass which must be returned to the office at the end of the visit. No child will be allowed to open doors to any visitors, whether they know them or not.



Under no circumstances may parents and visitors go directly to classrooms during the school day.

CHILD PROTECTION

Our designated teacher for child protection this year will be Mrs J Caldwell and our deputy designated teachers will be Mrs J Thompson, Miss A Smith, Mrs A Beattie and Miss K Davison. Any queries or problems should be directed to one of these five ladies in the first instance. An updated version of our Child Protection Leaflet is attached. **Please sign the reply slip at the end of this letter to confirm you have received this leaflet and add any suggestions or comments if you wish.**

SCHOOL UNIFORM

We would encourage all our pupils to wear their uniform at all times. Please remember that each child must wear grey skirts or trousers and black shoes. Jeans and tracksuit bottoms are unacceptable.



PE KIT – White T-shirt and black or navy shorts

NO jewellery, other than a watch should be worn and in the case of earrings, children who have their ears pierced may wear a stud in the ear.

Please ensure that your child's name is on each article of clothing. It is amazing how many sweatshirts without names on the labels are handed into the office during the first month!

CARE OF BOOKS

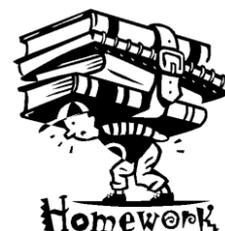


Children are encouraged and taught to take good care of all text books and exercise books. It is important, therefore, for books to be backed shortly after they are given out.

This applies especially to those books which are frequently kept in schoolbags. Covers should not be written on or drawn on and the contents should be kept neat and tidy.

HOMEWORK

All children, except for those who have just started school, receive homework each weekday. The nature of the homework set depends on the age and ability of the children. It may involve reading, learning words or tables, finding out information or doing written exercises. The length of the time spent may vary from 5 - 10 minutes for the youngest children to an hour or so for the older children. More detailed information is available in our homework policy which can be viewed on our website. A hard copy may be requested from the school office.



Parents can help with homework by providing a quiet place for the children to work, by taking an interest in what they are doing and by looking over the presentation and accuracy of their work. **Parents should sign their child(ren)'s homeworks.**

REVISED POSITIVE BEHAVIOUR POLICY



Our positive behaviour policy was revised last year. We continue to encourage our children to behave responsibly, as outlined in our policy and would seek your full co-operation.

A copy of the policy is attached. Please read it and sign the reply slip at the end of this letter, together with any suggestions or comments you wish to make.

EXTENDED SCHOOL PROGRAMME

As stated earlier, we have been re-allocated a small amount of Extended Schools Funding. We therefore intend to continue running some programmes, including the Breakfast Club and After School Homework Club. Further details will follow.

SCHOOL HOLIDAYS

A list of this year's school holidays was given out at the end of last year. We have made every effort once again to organise our staff training days around the half term holidays to accommodate parents and child minders. If you require another copy, please contact the school office or send a note into your child's class teacher. Alternatively, you can view the holiday list on our school website.

PARENT TEACHER ASSOCIATION

Each year we value the work of the Parent Teacher Association Committee. The Annual General Meeting will be arranged for later this month and I would ask you to consider serving on the committee for the coming year.



OUTDOOR PLAY EQUIPMENT



The outdoor play areas are enjoyed by the children as they develop their fine and gross motor skills. However, for Health & Safety reasons, the children will not be allowed on the equipment unless supervised by a member of staff. All children will be required to bring appropriate footwear on the days their class are timetabled to use the equipment. Only trainers or shoes with laces/straps will be allowed. (No boots, PE shoes, Pumps, etc).

Please ensure your child (or any younger sibling) does not climb on this equipment or on the grass verges before school or at home times. Your co-operation in this matter will be greatly appreciated.

BICYCLES

In keeping with various government initiatives to keep children active, we would like to promote walking or cycling to school. Children may come to school on their bicycle if they wish, providing they provide written consent by their parents, wear a helmet and have some means of locking their bikes to the bike stand.

We have erected a new bicycle shed at the side of the school beside the staff carpark. In the interests of safety, children should dismount their bicycle at the school gate and walk it to the bike shed. All children from P1 – P4 who wish to bring their bicycles must be accompanied by an adult.



CURRICULUM MEETINGS

Our parent curriculum meetings will take place on Wednesday 13th September at the following times:

6.30pm	P5 – P7
7.15pm	P3 & P4
8.00pm	P1 & P2

This is a great opportunity for you to encourage your child by showing interest, meet your child's new teacher and become familiar with what will be taught during the year. We look forward to seeing you then.

KEY DATES FOR THIS TERM

September	11	Flu Vaccine – Whole School
	13	Curriculum Meetings
	29	MacMillan Coffee Afternoon
October	20	Harvest Assembly
	23	Parent Interviews (Evening)
	25	Parent Interviews (Afternoon)
	26	PTA Disco (P5-P7 Evening)
	27	PTA Disco (P1-P4 Afternoon)
	30	Half Term
	31	Half Term
November	1	Half Term
	2	Half Term
	3	Staff Development Day (School Closed)
December	7	Supper with Santa
	12	P1 & P2 Christmas Concerts
	14	P3-P4 Pantomime at Millennium Forum
	15	P5-P7 Pantomime at Millennium Forum
	19	KS1 Carol Service
	20	School Closes at 12.00 Noon

AND FINALLY.....

The staff and I are looking forward to all the challenges and opportunities another school year brings. We would value your support during the year and trust that it will be happy and profitable for us all as we strive to give our children the best opportunities and experiences for learning for life. Should you have any queries relating to your child(ren)'s education, please do not hesitate to contact me.

Yours sincerely

C. Torrens
Principal

Encs

REPLY SLIP

LISNAGELVIN PRIMARY SCHOOL

I have received a copy of the Child Protection Policy/Leaflet.

I have received a copy of the Positive Behaviour Policy

Comments: _____

Signed: _____

(Parent/Guardian)

Date: _____