

1<sup>st</sup> September 2022

Dear Parent

I hope that you and your family are keeping safe and well. We welcome everyone back to school and extend a special welcome to all our new pupils. It is our plan to have our school return to a 'safe normal' as soon as possible.

### STARTING SCHOOL EACH DAY



**School gates will remain locked until 8.30am each day.** In order to minimize congestion around the school gate, we would ask you to park a little bit further away and walk your child to the entrance. I would also request that parents do not park across drive ways outside Kimberly Hill or Rushcroft. The police will be monitoring the situation and may issue fines. We would request that parents do not enter the school grounds, except at home time. (Exception will be made for Primary 1 parents who will be asked to accompany their children to the external door of the classroom.) Anyone requiring access to the staff carpark **MUST** contact the school office. Primary 2 and Primary 3 teachers will collect their children inside the school gates each morning until routines are established. School gates will be closed at 9am.

\* P1 pupils will go home at 12.30pm, and P3 pupils will go home at 2pm for the first 4 weeks of September **ONLY**. Parents will **NOT** gain access to cloakroom areas or classrooms.

The pedestrian access at the back of the school has been removed, so children should continue to enter the school grounds via the main gate. **Please do not use the staff car park.** 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

At home time, parents are asked to remain outside the school grounds until the designated pick-up time for their child(ren). **Parents of P1 children must collect their child from the classroom.**

### SCHOOL MEALS AND PACKED LUNCHES



The cost of school meals is £13.00 per week (£2.60 per day). A cashless system will be in operation from the first day of school with the exception of P1 pupils, when their meals will be available to book from Monday 6<sup>th</sup> September. A separate communication will be sent via text for P1 parents **ONLY**. **All meals must be paid for in advance on the previous day or Sunday evening for the incoming week. Meals cannot be booked on the day. Booking is essential to ensure your child receives a meal.** If you consider your personal circumstances to allow you to apply for Free School Meals, please make your application online <https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants>, as soon as possible. Until school receive confirmation of acceptance for FSM, parents will have to make payments for meals. Children who take packed lunches must not bring glass bottles into school, for their own safety. Please contact the school office if your child has specific dietary requirements.

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 or low sugar bread based products 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. This includes Chocolate Spread and Peanut Butter.**

## BREAKFAST CLUB AND SCHOOL MILK SCHEME



Breakfast Club will open from 8.10am at a cost of £1.00 per day.

We have decided to recommence the school milk scheme from 26<sup>th</sup> Sept. until 30<sup>th</sup> March. The cost for this will be **£22.00** and should be paid via the Cashless System by **Thursday 15<sup>th</sup> September**.

## 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 if he/she has to be absent from school. Similarly, the school should be informed if your child is sick. This now can be done using the school office pupil absence line, otherwise an "unauthorised absence" is recorded. If children have to leave school before the end of the day, the teacher must be informed 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/CLASS 'DOJO'



We will continue using the Class Dojo App as our main means of communication. If you were not receiving messages via Class Dojo last year, or if you have recently changed your mobile phone number, please send your number into the school office as soon as possible.

All children must be connected to their class as from time to time we will send communication out to specific classes and year groups.

An increasing number of children have mobile phones that can be used to take pictures. Under Child Protection laws, we would remind you that pupils are not permitted 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.**

## 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 visitors' book and obtaining a security pass which must be returned to the office at the end of the visit. Anyone wishing to visit the school **MUST** make an appointment in advance. 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, Mrs A Buchanan, Mrs C Simpson and Mrs A Beattie. Any queries or problems should be directed to one of these five designated officers in the first instance. An updated version of our Child Protection Leaflet accompanies this letter. Please complete the Digital Response to indicate you have received a copy of this along with the updated 'Return to School' guidance.

## 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. Hair accessories should be restricted to wearing a bobble only and should be in school or neutral colours. Children should not wear hard hairbands.



**PE KIT** – Black plimsolls, white tee-shirt, black or navy shorts. No football tops

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!

## EXTENDED SCHOOLS PROGRAMME

Extra-Curricular Clubs will commence on the 12<sup>th</sup> September. Activity/Homework Club will commence on Thursday 1<sup>st</sup> September. Places at the Activity/Homework Club are limited. If your child has been offered a place, it is essential payment is made in advance via the on-line cashless system. Failure to do so may result in your child's place being offered to another child.

## PARENT TEACHER ASSOCIATION

Each year we value the work of the Parent Teacher Association Committee. After two years of curtailed activity, we hope to get the PTA up and running again. If you feel you would like to become involved, please let your child's class teacher know. As always, the PTA will strive to support our school in any way possible.



## CARE OF BOOKS/EQUIPMENT REQUIRED

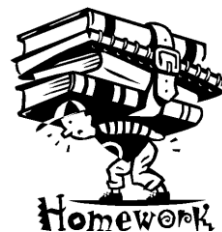


Children are encouraged and taught to take good care of all text books and exercise books. It is important, therefore, for books to be backed shortly after they are given out. Covers should not be written on or drawn on and the contents should be kept neat and tidy. On the first day, each child from P3-P7 will be asked to bring a named pencil case with the following items:

<b>Necessary equipment:</b>	<b>Other essentials:</b>
<b>2 pencils</b> <b>Rubber</b> <b>Sharpener</b> <b>Colouring pencils</b> <b>Ruler</b> <b>Glue stick</b>  <b>There will be no sharing of items. This stationery will stay in school.</b>  <b>All stationery for P1 &amp; P2 pupils will be provided by the school.</b>	<b>Water bottle/Mid-morning snack</b> <b>Lunch box (if not having school meals)</b> <b>Coat</b>  <b>PE bag</b>  <b>A box of paper tissues.</b>  <b>School bags will be permitted this year.</b>

## HOMEWORK

An online homework will be sent home once a week electronically (via Microsoft Teams/Seesaw). Tasks may be completed in exercise books, photographed and submitted using the on-line platform. All children, except for those who have just started school, receive homework each week day. 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.**

Whilst the Seesaw and Microsoft Teams apps have been invaluable during remote learning, they will continue to be used to set work and communicate information. However, some parents have used these tools to contact staff at all times of the day or night and, on some occasions, to be abusive. **Class teachers have been instructed NOT to respond to messages after 4.30pm.** Any message sent directly to the class teacher will be responded to within 24 hours. Teachers will not have time during the school day to be checking for messages, so if you need to send an urgent message to the teacher, please phone the school office.

## POSITIVE BEHAVIOUR POLICY

We continue to encourage our children to behave responsibly, as outlined in our policy and would seek your full co-operation. Reviewing our positive behaviour strategies and ethos will be part of our whole school development plan this year.



## SCHOOL HOLIDAYS

A list of this year's school holidays was given out 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. A copy of the holiday list can be viewed on our school website.

## 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, whilst in the school grounds.** Your co-operation in this matter will be greatly appreciated.

## TRANSPORT

The school bus will operate from Tuesday 30<sup>th</sup> August. At that time, children from the same household should sit beside each other, where possible. Payment for usage of the school minibus should be made to Mr Falconer in a named envelope on a Monday morning.

In order to prevent congestion at the school gate, and as a courtesy to residents in the surrounding area, we would ask that parents consider parking slightly further away from the school and walk their children to the school gate (Park & Stride).

## **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 bike to the bike stand. The bicycle shed is located 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.



## **SCHOOL DEVELOPMENT PLAN 2022/23**

Our main focus for the first term of the incoming year will be on Pastoral Support for our pupils and staff. We greatly value your support as we work together to ensure your child is reaching their full potential. Several targets from the 2021/22 academic year will continue to be developed during this academic year. These include: Tackling Under-achievement, Literacy planning and practice, Positive Behaviour strategies and the development of Art.

## **SHARED EDUCATION**

It is our intention to recommence the Shared Education programme this academic year. Details will be shared in due course.

## **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 safe 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