



## News Sheet – 3<sup>rd</sup> September 2018

### Welcome Back

Welcome back to school for the 2018/19 year. We trust that everyone had a pleasant and relaxing summer. A special welcome to all our new pupils – we hope that you settle into the school very quickly.

### Staffing

Mrs McMurray will be covering Miss McKernan's maternity leave until November 2018 and Miss Lewsley will be covering Mrs Mayer's maternity leave until December 2018.

Congratulations to Miss McGibbon who was married over the summer. She returns to school as Mrs McConville.

We say farewell to a number of staff who will not be returning this year.

Mrs Stewart retired on 31<sup>st</sup> August 2018 after 25 years' service at Ballyoran Primary School as a Nursery Assistant. We thank her for her commitment and dedication to the school over the years and wish her well for the future.

Mrs Donnelly also retired on 31<sup>st</sup> August after 11 years as a Special Needs Classroom Assistant. We thank her for all that she has given to the school and wish her a happy retirement.

Miss Trainor left Ballyoran at the end of June 2018 after 3 years as a Special Needs Classroom Assistant to go to England to complete her PGCE. We wish her well for the future and her new career.

### A reminder of our policy on collecting money

All money coming into school must be in an envelope with the following information clearly written on it: Child's Name, amount and what it is for e.g. School Dinners. Also if the money is for dinners, it must clearly state the number of days and which days it is for. This policy ensures that teachers have more time to teach your child/ren as you will appreciate that counting and administering money is very time consuming.

### Data Collection Forms

It is vital that we hold up-to-date information on every child in school and to ensure this, we update our records annually. There have been changes to the Data Collection Form due to GDPR. Please help us by completing the Data Collection Form and **returning it to school by Friday 7<sup>th</sup> September 2018**. If any information changes during the year, e.g. telephone numbers, address, medical details, it is **your responsibility** to inform the school.

### School Start Time: 8.55am

It is vitally important that your child is in school on time every morning. All pupils should be in school for the 8.55am bell. If a child arrives after 9.00am they will be marked as late. Teachers will monitor punctuality and parents will be contacted if their child is persistently late. Teachers will also refer persistent late-comers to the Principal.

### School Meals

Please note the price for school dinners remains the same:

Nursery - £2.50 per day; £12.50 per week

Primary - £2.60 per day; £13.00 per week

We would encourage Dinner Money to be paid for the whole week on a Monday. Please put the money in a sealed envelope with the Child's Name, amount and what it is for written on it.

### **Free School Meals/Uniform Allowances**

Application forms for these are available from the office. If you think you might be entitled to apply for these please speak to Miss Lewsley.

### **Smoking**

As you are aware, it is School Policy that smoking is not permitted within school grounds. Please note that this Policy also includes e-cigarettes.

### **Year 1 Settling In**

Year 1 pupils will finish at **1.00pm** daily for the first two weeks of term. Year 1 parents are welcome to walk their child into class in the early days but we ask that you encourage your child to walk into school on their own as soon as possible. A date will be set when we ask that Year 1 parents do not walk them in and you will receive a note about this in due course.

### **Year 3 Daily Timings**

A reminder that Year 3 dismissal times are as follows:

Monday & Tuesday	3.00pm
Wednesday – Friday	2.00pm

### **Year 4 Daily Timings**

A reminder that Year 4 dismissal times are as follows:

Monday – Thursday	3.00pm
Friday	2.00pm

### **Cycling to School**

Only pupils in Years 5 – 7 **wearing a cycling helmet** and who have returned a consent form are permitted to cycle to school and park their bikes at the front of the school.

### **Breakfast Club**

Starts on Tuesday 4<sup>th</sup> September 2018 and is open to Nursery – Year 7 pupils daily in the Dinner Hall from 8.15 – 8.45am. The cost remains 50p per day. Permission Notes are going home today.

### **Nut Allergy Advice**

We encourage parents not to send nuts or nut based products into school to protect pupils who may have nut allergies. However we cannot guarantee that the school is completely nut free.

### **After School Clubs**

After school clubs including ICT Club will start week commencing 17<sup>th</sup> September 2018.

### **Club Finishing Times**

**All** After School Clubs/Activities will continue to finish at 4.00pm this year.

### **Milk**

Pupils in Years 3 – 7 can receive milk every day at break in school. If you wish your child to receive this, please complete the reply slip sent home today and return with the money.

### **Medication**

If your child requires any medication to be taken in school for any reason, a Consent Form must first be completed. These are available at the office or can be downloaded from the school website.

### **Car Parks**

A reminder that pupils and parents must use the Pedestrian Entrance only in the mornings and afternoons. Car Parks are for staff and visitors only. Please respect this policy by not entering the car parks in vehicles or on foot.

## **Lost Property**

A large amount of clothing was left in school at the end of June. If this is not reclaimed by the end of the first week, it will be put into the school's Clothing Bin.

## **Breaktime Snack**

Nursery parents are asked to contribute £10 per month to the Snack and Toy Fund. This should be sent into school in an envelope at the start of each month

Years 1 and 2 parents are asked to contribute £2 per week per child towards the daily snack.

Year 3 – 7 pupils must bring their own healthy snack of fruit, vegetables, yogurts or breads. No fizzy drinks, chocolate, sweets or crisps are allowed as part of our Healthy Breaks Policy.

## **Dogs**

A reminder that dogs are not permitted on the school grounds for Health and Safety reasons.

## **Swimming**

Year 5 – 7 pupils will go to Cascades Leisure Complex again this year on a rota basis. Swimming is a vital part of the Northern Ireland Curriculum for PE at Key Stage 2 and therefore is not optional. We do not charge for swimming as many schools do. Please complete the consent form which will be sent home this week and return to school immediately. Unfortunately due to financial pressures the school is no longer able to pay for swimming Year 4 pupils.

## **Speaking to Teachers**

If you need to speak to your child's teacher, you should contact the office in the first instance and a suitable time will be arranged. Unfortunately it will not be possible for parents to speak to teachers in the morning as they are busy preparing for the day and supervising pupils. If you do need to pass an urgent message to the teacher in the morning, please either send a note in or speak to the secretary who will pass the message on. Parents must not enter the playgrounds in the mornings.

## **Term 1 Diary Dates – Advance Notice**

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| • 27 <sup>th</sup> September                          | School finishes at 1pm for Staff Training                               |
| • 28 <sup>th</sup> September                          | School closed for Staff Training  |
| • 22 <sup>nd</sup> – 26 <sup>th</sup> October         | Parent/Teacher Meetings – school closes at 1pm                          |
| • 25 <sup>th</sup> October                            | Flu Vaccinations for Year 1 to Year 7                                   |
| • 29 <sup>th</sup> October – 2 <sup>nd</sup> November | Half Term   |
| • 7 <sup>th</sup> November                            | Photographer – Individual Photos  |
| • 17 <sup>th</sup> November                           | Nursery finishes at 12 noon for Staff Training                          |
| • 7 <sup>th</sup> December                            | School Canteen Christmas Dinner – pupils                                |
| • 14 <sup>th</sup> December                           | School finishes at 1pm for all pupils                                   |
| • 18 <sup>th</sup> December                           | Christmas Performances – 10am & 1.30pm - Primary                        |
| • 19 <sup>th</sup> December                           | Christmas Performance - Nursery – 10am,                                 |
| • 22 <sup>nd</sup> December                           | Last Day of Term 1 – School finishes at 12 noon, no Uniform, no dinners |

## **Information Booklet**

Every family will receive a copy of this today through the eldest pupil and we ask that you read this carefully as it contains very important information for this year.

## **School Website and New School App**

Keep up-to-date with school news, information and events by logging on to [www.ballyoranps.com](http://www.ballyoranps.com). Class Pages will be updated regularly giving parents a useful insight into what their children are doing in class. We will be launching our new school App within the next few weeks and we would encourage all parents to download and use it. More information will follow in due course.