



## News Sheet – 1<sup>st</sup> September 2017

### Welcome Back

Welcome back to school for the 2017/2018 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

We welcome Miss Abraham to the teaching staff in Year 4 this year. We also welcome Mrs McMurray who will be covering Mrs Baxter's maternity leave in Nursery 2.

Please note the following name changes to staff who were married recently. Miss Doran is now Mrs Mayers, Miss Calvert is now Mrs Stewart and Miss Moffett is now Mrs Elliott.

### 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 eg. 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.

### Medical Register and Consent Form

It is vital that we hold up-to-date information on every child in school. To ensure this, we update our medical records annually. Please help us by completing the Medical Register and Consent Forms and **returning to school by Friday 8<sup>th</sup> September 2017.**

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 increase in price for school dinners:

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 Mrs Mayers.

### 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.

## **Years 3 and 4 Daily Timings**

A reminder that Year 3 dismissal times are as follows:

Monday – Wednesday	3.00pm
Thursday and Friday	2.00pm

Year 4 pupils are in school every day until 3.00pm.

## **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 Monday 4<sup>th</sup> September 2017 and is now 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. Please note that the Breakfast Club is now open to Nursery pupils from the start of Term 1.

## **Nut Free School**

A reminder that Ballyoran Primary School is a Nut Free School to protect pupils with nut allergies.

## **ICT Suite**

The ICT Club will not be starting until later this year and you will be informed about this in due course.

## **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 and Foundation Stage (Yrs 1 – 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 4 – 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 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.

### **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**

- 2<sup>nd</sup> October School closed for Staff Training
- 26<sup>th</sup> October Flu Vaccination – Yrs 1 – 7
- 23<sup>rd</sup> – 27<sup>th</sup> October Parent/Teacher Meetings – school closes at 1pm
- 30<sup>th</sup> October – 3<sup>rd</sup> November Half Term
- 8<sup>th</sup> November Photographer – Individual Photos
- 8<sup>th</sup> December Canteen Christmas Dinner – pupils
- 18<sup>th</sup> December Christmas Performances – 10am & 1.30pm - Primary
- 19<sup>th</sup> December Christmas Performance - Nursery – 10am, school finishes at 1pm for all pupils
- 22<sup>nd</sup> December Last Day of Term 1 – School finishes at 12noon, 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**

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.

