



### **Safeguarding Team**

**Principal:** Mr Woolsey  
**Designated Teacher:** Mrs McGuire  
**Deputy Designated Teacher:** Mrs Somerville  
**Nursery Deputy Designated Teacher:** Mrs Mulholland  
**Designated Governor:** Mrs Loney  
**Chairperson:** Mr Fleming

## **News Sheet – February 2025**

### **Diary Dates for February 2025**

3 <sup>rd</sup>	Year 1 Trip to Play Away
4 <sup>th</sup>	Safer Internet Day
5 <sup>th</sup>	Years 6 & 7 'Your Life' Workshop
3 <sup>rd</sup> – 7 <sup>th</sup>	Children's Mental Health Week
7 <sup>th</sup>	Wear Red <b><u>Non Uniform Day</u></b> for Charity - £1 per pupil Parents Numeracy Workshop: 9.15am
10 <sup>th</sup> – 17 <sup>th</sup>	School Closed for Half Term and Staff Training
20 <sup>th</sup>	Post Primary Admission Application Process closes online at 12noon
21 <sup>st</sup>	Nursery Football Coaching Yr 7 visit to Stormont Yr 5 swimming block ends
24 <sup>th</sup>	Photographer in School: Class & Group Photos
25 <sup>th</sup>	School finishes at lunchtime for all pupils, dismissal times: ✓ 11.45am: Nursery ✓ 11.50am: Yrs 1 & 2 & JLSC ✓ 11.55am: Yrs 2 & 3 ✓ 12noon: Yrs 5 – 7 & SLSC
27 <sup>th</sup>	Yr 5 Egyptian Trip to Navan Centre
28 <sup>th</sup>	Pupil Council visit to Civic Centre to meet Mayor Yr 6 swimming block begins

### **School Closures – February 2025**

- A reminder that school will be closed for Half Term and Staff Training from Monday 10<sup>th</sup> to Monday 17<sup>th</sup> February 2025 inclusive. School reopens on Tuesday 18<sup>th</sup> February.
- School will also close at lunchtime (after the pupils have had their lunch) on Tuesday 25<sup>th</sup> February 2025, to facilitate staff training.

### **Staffing**

We welcome our new secretary, Mrs Burrows, to the school on Monday 3<sup>rd</sup> February. We wish her well in her new role and hope that she settles into the school very quickly. We thank Miss Duraes, who has done an amazing job in the office since the start of this year. She will be staying with us in school until the end of the year, taking various support groups of pupils and we wish her well in her new role.

### **Sickness**

You will be aware of the increased levels of sickness this winter. It is our hope that things will start to improve as we move towards Spring. A reminder that if pupils have a vomiting or diarrhoea bug they should not be sent to school and should not return to school until 48 hours after their last vomiting or diarrhoea episode. This is to protect the school community as these bugs can very quickly travel around the school. Parents are also reminded to go over the importance of good

hand hygiene and respiratory hygiene (Catch It, Bin It, Kill It) with their children. Finally, please see the latest PHA Guidance for infection control in school settings which gives recommended times for pupils to be kept off school for various illnesses:

<https://tinyurl.com/44nrzcty>

### Office Hours Reminder

Please note the office hours are as follows:

- Monday – Thursday: 8.15am – 4pm
- Friday: 8.15am – 3.45pm

Closed: 10.10am – 10.25am for break and 1.15pm – 1.45pm for lunch

### School Development Plan Audit

All schools in Northern Ireland have a statutory responsibility to have a Three Year School Development Plan in place. We are currently carrying out an audit to feed into a new plan which will begin in September 2025. As part of this audit we will be asking pupils, staff and parents to complete online questionnaires. The pupil questionnaires will be completed in school and with regard to the Parent ones, we will send you a text with a link to the questionnaire in due course. We would ask that all parents complete this questionnaire as the information from this will be vital in helping us plan for the future.

### After School Clubs

Our After School Clubs have proven to be very popular so far this year. The Club Menu for after half term will be released in due course.

### Breakfast Club

A reminder that our Breakfast Club operates in the dinner hall daily from 8.15 - 8.45am. The cost is £1 per day.

### Healthy Eating

As you know, Ballyoran Primary School is a Health Promoting School and there are a number of ways that we ensure this:

### Healthy Breaks

Nursery to Year 2 get a healthy snack provided by the school, Year 3 – 7 must bring in their own healthy snack. To help parents we have created a table of suitable and non-suitable healthy break snacks:

<b>Suitable healthy break snacks</b>	<b>Not allowed at break</b>
Pieces of fresh fruit	Any type of confectionery, eg chocolate products and sweets
Fruit pots of sliced or chopped fresh fruit	Crisps and crisp-like products such as tortilla chips, potato sticks, corn chips, prawn crackers, puff crackers;
Canned fruit in natural juice	Cakes, buns or pastries
Salad pots	Cereal or fruit bars
Raw vegetables such as tomatoes, carrots, celery, peppers and cucumber	All biscuits
Bread, pancakes or scones with a thin spread of margarine	Fizzy drinks

Breadsticks or crackers with cheese	Dried fruit that has been sugared or coated in yogurt or chocolate;
Sandwiches, bagels, baguettes, pitta bread, tortilla wraps or rolls	Pretzels
Yogurts	Nuts

**Lunch Boxes**

We encourage parents who prepare a packed lunch to ensure it is balanced and healthy and includes sandwiches and fruit. No fizzy drinks are allowed in packed lunches. A leaflet giving guidance on packing a Healthy Lunch is available at <https://tinyurl.com/2s4z9cyv>

**Water**

We encourage pupils to drink plenty of water during the day as hydration is very important for children’s concentration and learning. To do this pupils must have their own water bottle in school and we ask that you send in one with a non-spill lid.

More information on Healthy Eating can be found on the School Website at <https://ballyoran-primary-school.secure-primariesite.net/school-meals/>

**Applications for Nursery and Year 1 for September 2025**

The closing date for these was 4pm on Monday 27<sup>th</sup> January 2024. Parents will receive notification of placements on **Wednesday 9<sup>th</sup> April 2025.**

**Year 7 Transfer to Post Primary School**

Year 7 pupils and their parents are currently considering their options for post primary school. I would encourage all Year 7 parents and pupils to take their time and look closely at all the options before deciding which school best fits. We wish our Year 7 pupils well as they make this very important decision.

A reminder about the post primary admissions process. The Admissions portal opened at **12noon on Tuesday 28<sup>th</sup> January 2025** and closes at **12noon on Thursday 20<sup>th</sup> February 2025.**

Parents should log on to the EA website at <https://www.eani.org.uk/parents/admissions>  
Year 7 pupils will receive the outcome of their application on **Saturday 10<sup>th</sup> May 2025.**

**Safer Internet Day**

This year we will celebrate Safer Internet Day on **Tuesday 4<sup>th</sup> February 2025.** Children will be involved in a special assembly and complete various activities throughout the day to help inform them of some of the dangers of being online. Watch out for more information on Safer Internet Day which will be sent out to parents next week.

**Traffic Management System**

Thank you to the vast majority of parents who use our one way traffic management system appropriately on a daily basis. Unfortunately a small number of parents still choose to drive up Ballyoran Park on a regular basis, rather than use the car park and drop off zones. This causes congestion and is a risk, so I would be grateful if all parents could use the one way system. Thank you for your co-operation on this matter.

## **Pupil Attendance**

As expected with all the winter illnesses, attendance was low during the month of December. Well done to the classes with the highest attendance for December which were:

- Foundation Stage/Key Stage 1: Year 1
- Key Stage 2: Senior LSC

Thirty pupils still have 100% attendance this year.

## **Pupils Leaving School Early**

We discourage pupils being removed from school early as this means they will miss out on valuable learning. If a child, however, needs to leave school early for any reason, a reminder that they **must** be collected from Reception by an **adult**. We are unable to allow pupils to walk home on their own and this policy will be strictly enforced.

## **Picking Pupils Up**

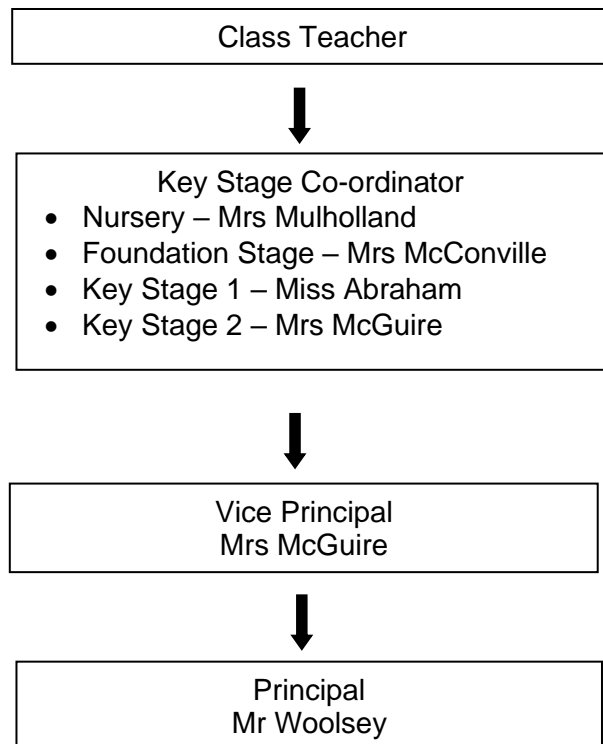
It is vital that parents are punctual when collecting their children otherwise they get anxious. If you are running late we would ask that you phone the office and inform us of this. If a child is not collected and we are unable to make contact with parents/carers and have exhausted all listed contacts, we have no option but to phone Social Services.

## **Emergency Contact Details**

It is vitally important that we hold up to date emergency contact details for our pupils. I cannot stress the importance of this enough, please keep us up to date. Again as with late pick up, if we are unable to contact a parent/carer and have exhausted all listed contacts, in the event of an emergency we will have no option but to refer this to Social Services.

## **General Queries / Concerns**

At Ballyoran Primary School we believe in a strong partnership with parents and communication between home and school is a vital part of this. 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 an email, note or speak to the secretary who will pass the message on. Meetings can be arranged with staff at a mutually convenient time through the office and we would encourage you to follow the flow chart below when raising general queries / concerns:



## Menus

Up until 7<sup>th</sup> February

<https://tinyurl.com/3cuehy9k>

A new menu will take effect from 17<sup>th</sup> February:

<https://tinyurl.com/2vdeub3u>

Thank you for your continued support and co-operation. Enjoy the Half Term break.

Richard Woolsey  
Principal