



Safeguarding Team

Principal: Mr Woolsey

Designated Teacher: Mrs McGuire

Deputy Designated Teacher: Mrs Heaney

Nursery Deputy Designated

Teacher: Mrs Mulholland

Designated Governor: Mrs Loney

Chairperson: Mr Fleming

News Sheet – August 2020

Welcome Back

Welcome back to school for the 2020/2021 year. After a very challenging few months for all of us, I want to take this opportunity to welcome pupils and parents back to Ballyoran Primary School for the new school year. These past few months have been unprecedented and I would like to thank you for all that you did in support of your child's education through home learning during the lockdown. We have been working very hard to prepare for the safe return of our pupils and while we are delighted to be welcoming our pupils back to school, it is far from business as usual. I would ask you to familiarise yourself with our reopening plan and all the guidance included in it, this will ensure that your child's transition back to school, after such a long absence will be as smooth as possible. I would like to thank you for your patience and support over these last five months. As I have already stated, my priority and the priority of all the staff in school, is the health, safety and well-being of our pupils.

A special welcome to all our new pupils – we hope that you settle into the school very quickly.

Managing Sickness

Pupils must not be sent to school if they have or anyone in their household have any of the following Covid-19 symptoms and parents should follow the PHA guidance:

- High Temperature
- New continuous cough (this means coughing a lot for more than an hour or 3 or more coughing episodes in 24 hrs)
- Loss of or change in sense of smell or taste

School must be informed of this.

Parents displaying any of the above symptoms must not enter the school grounds.

As our priority during this pandemic is to keep children and staff safe, we must implement much stricter procedures for managing sickness so if your child feels unwell in any way, please do not send them to school. If a member of staff has any concerns about the health of a child you will be contacted to come and collect them and parents must make arrangements for such eventualities.

Staffing

A number of our staff are currently on leave and are being covered by temporary teachers, who we welcome to Ballyoran:

| Staff member on leave | Cover |
|------------------------------|--------------|
| Mrs Biggerstaff | Mrs Muldrew |
| Mrs McCreesh-West | Miss Baird |
| Mrs Walker | Miss Doran |
| Mrs McConville | Miss Marley |

Mrs McGuire will be non-teaching for two days this year. She will teach Year 5 Monday – Wednesday. We welcome back Mrs McMurray who will teach the class on Thursdays and Fridays.

We also welcome two new Classroom Assistants: Mr Elliott who will be in the LSC and Miss Cinikaite who will be in Nursery 1.

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.

Data Capture Consent and Medical Register Forms

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 these forms and **returning to school by Friday 4th September 2020**. If any information changes during the year, e.g. telephone numbers, address, medical details, it is **your responsibility** to inform the school.

School Start & Finish Times

A reminder of our new Staggered Start & Finish Times and Entry/Exit Points:

Staggered Start Times

- 8.40 – 8.50am: A – F
- 8.50 – 9.00am: G – L
- 9.00 – 9.10am: M
- 9.10 – 9.20am: - N – Z

Please note that children from the same household with a different surname may arrive together at whichever of the times is earliest.

Anyone arriving after 9.20am must arrive through the main entrance.

Staggered Dismissals

Pupils will be dismissed as follows:

- Nursery – 3 staggered departures
1:00-1:10pm- A-F
1:10-1:20pm- G-M
1:20-1:30pm- N-Z
- Year 1 – 1pm daily until 2nd October and then 1.45pm Monday – Thursday and 1.30pm on Fridays
- Year 2 – Monday – Thursday: 2pm & 1.45pm on Fridays
- Year 3 – Monday – Thursday: 2.30pm & Fridays: 2.00pm
- Year 4 – Monday – Thursday: 2.45pm & Fridays: 1.45pm
- Year 5 – Monday – Thursday: 2.50pm & Fridays: 1.50pm
- Year 6 – Monday – Thursday: 2.55pm & Fridays: 1.55pm
- Year 7 – Monday – Thursday: 3pm & Fridays: 2pm

Please note these timings will be used on a trial basis and may need to change.

School Meals

Please note the price for school dinners is unchanged:

- Nursery - £2.50 per day; £12.50 per week
- Primary - £2.60 per day; £13.00 per week

Dinner Money must 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 www.eani.org.uk/financial-help/free-school-meals-uniform-grants. If you think you might be entitled to apply for these please fill in an application.

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 month of term. Year 1 parents are welcome to walk their child in, 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.

Parents Entering The Building

A reminder that parents are not permitted to enter the school building until further notice.

Cycling To School – Years 5 - 7

Pupils are not permitted to cycle to school until further notice. It is hoped to allow this in the coming days and we will let you know when this happens.

Breakfast Club

Started on Monday 24th August. This is for children of working parents only and must be booked in advance by emailing rmayers268@c2kni.net by the Friday of the week before. Payment for the entire week must be brought in on the first day of that week.

Nut Free School

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

After School Clubs

A reminder there will be no after school clubs until further notice.

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 this week 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

As we will no longer be able to retain a large amount of Lost Property please ensure all items have names on them.

Breaktime Snack

Nursery and Foundation Stage (Yrs 1 – 2) parents are asked to contribute £10 a month 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

There will be no swimming until further notice.

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 for the teacher to contact you by phone. If you 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.

Term 1 Diary Dates – Advance Notice

- 29th September Flu Vaccination – Yrs 1 – 7
- 19th – 23rd October Parent/Teacher Meeting Week
- 26th – 30th October Half Term
- 18th December Last Day of Term 1 – School finishes at 12noon, no uniform, no dinners

Information Booklet

Every family has received a copy of this electronically 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. Class Pages will be updated regularly giving parents a useful insight into what their children are doing in class.

New Roof

You may have noticed work going on at the school over the summer. The entire roof of the school is being replaced which will reduce leaks and improving energy efficiency. This work will be ongoing until October. As all of the work is on the roof, thankfully the smooth day to day operation of the school will not be affected.

