

# ***ST PETER'S PRIMARY SCHOOL***

## ***PLUMBRIDGE***



### ***PARENT INFORMATION 2022-2023***

Principal: Miss S Falls

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Email: [info@stpeters.plumbridge.ni.sch.uk](mailto:info@stpeters.plumbridge.ni.sch.uk) (School office)

Twitter Account: @StPetersPlum1

Website - <https://www.stpetersplumbridge.com>

September 2022

Dear Parent/Guardian,

I hope you all have had a lovely summer break and that the children are well rested and looking forward to a new school year.

I extend a very warm welcome to our eighteen newcomers in Primary One, Rose, Brenna, Farrah, Oisín, Ellie-Mae, Eva, Grace, Eimear, Brídín, Aoibheann, Katie, Aaron, Erin, Connor, Damaris, Arianna, Evelyn and Oisín.

I would like to view your child's education as a partnership between you and the school – both working together for the good of your child. In this way, hopefully your child/children will enjoy school and have positive learning experiences. I hope that your child's time with us will be both happy and rewarding.

As the year unfolds we will keep you posted on school events mainly through the school website, text service and Seesaw. (Each class will sign up to Seesaw and messages will be sent out this way in order to reduce paper costs). The Seesaw app will be present though there are new guidelines around using the app. Messages will not be read or responded to after 4pm. Hopefully we will not have to return to remote learning.

As school returns to normal and we are living with Covid-19, we will continue handwashing and sanitizing at set times throughout the school day. We will keep you posted with any guidelines/requirements that the PTA and EA provide throughout the Autumn Term.

The cost of living has increased greatly this year and if anyone has problems meeting bills, please do contact me and we can discuss the matter. Confidentiality will be guaranteed. We do make every effort to keep bills to a minimum.

Also if anyone needs support setting up Seesaw please contact us. Moving forward this year we require all parents to complete the following questionnaire, this is used to inform our planning please click <https://forms.office.com/r/qJu5Vv7rrY>

With the co-operation of everyone, I hope this year will be a happy, safe and a successful school year for all.

Best wishes

S Falls Principal

## The School Day

- The school day begins for all pupils at 9.15 a.m.
- Children should NOT be in school before 9.00 a.m. as they will not be supervised
- **Should any incident occur before 9.00 a.m. parents will be held responsible.**

Year	School begins	School finishes
Year 1	9.15 a.m.	12 noon (until 30 <sup>th</sup> September 2022 inc.)
Year 1	9.15 a.m.	2 p.m. (from 3 <sup>rd</sup> October 2022 onwards)
Year 2	9.15 a.m.	2 p.m. (from 1 <sup>st</sup> September 2022 onwards)
Years 3-7	9.15 a.m.	3.05 p.m.

Break Time	P1 and P2	10.30 a.m. until 10.45 a.m.
	P3 to P7	10.45 a.m. until 11 a.m.

Lunch Time	P2-P7	12.30 p.m. until 1.15 p.m. to 30 <sup>th</sup> September 2022
	P1-2	12pm to 12.30 pm from 3 <sup>rd</sup> October 2022
	P3-P7	12.30 pm to 1.15 pm

On arrival at 9 a.m. in the morning all pupils go straight to their classroom.

In the interests of safety and in line with Health & Safety practices from DENI, we request that the playground is kept traffic-free, we stipulate that parents are **NOT** to drive into the school yard in the morning or at home-time. (Some pre - arranged exceptions). This is the same requirement for all schools.

All children can disembark at the top of the school path ensuring that children exit from the car using the door next to the school path. The school yard is a traffic-free zone (in some incidences special circumstances can apply). **All** parents are required to walk to the school door to collect their child/children at 2 p.m. and 3.05 p.m. Parents of children in P.1 and P.2 please collect from side exit of P1/2 room.

Indeed, I wish to thank parents for adhering to this policy as I am aware that parking is difficult. We have had discussions with PSNI and Road Safety but there have been no solutions. Therefore, it is essential that children are dropped off at the top of the lane and cars move on quickly. All children can walk down the school path. P.1 parents can walk their child down for the first week until their child is ready to walk on their own.

***During the school day the gates will be closed and will only be opened for deliveries***

## **2022 – 2023 School Holidays**

***\*These days may be subject to change***

TRAINING STAFF	3 <sup>rd</sup> October 2022
HALLOWEEN BREAK	31st OCTOBER 2022 UNTIL 4 <sup>th</sup> NOVEMBER 2022 INC
CHRISTMAS BREAK	22nd DECEMBER 2022 UNTIL 3 <sup>RD</sup> JANUARY 2023 INC
MID TERM BREAK	13 <sup>th</sup> FEBRUARY 2023 UNTIL 17 <sup>TH</sup> FEBRUARY 2023 INC
ST PATRICK'S DAY	17 <sup>th</sup> MARCH 2023
EASTER BREAK	6 <sup>th</sup> APRIL UNTIL 14th APRIL 2023 INC
BANK HOLIDAY	1st MAY 2023
BANK HOLIDAY	29 <sup>TH</sup> MAY and 30 <sup>th</sup> MAY 2023

## **Healthy Break**

In recent times much emphasis has been put on healthy eating. In keeping with the Education Authority directives and our Healthy Eating policy we would ask that you provide a healthy break for your child each day, i.e. fruit, pancake, sandwich, yoghurt. For children in Year One and Two fruit should be cut into small pieces, including grapes.

We also wish parents to support our healthy lunch boxes and **not** to pack sugary foods, crisps or chocolate into lunch boxes. This is for the benefit of your child and in line with school policy. Guides for healthy lunches can be found on the school website. Due to allergies we ask that no products containing nuts are sent into school.

## **School Meals**

School meals cost £2.60 per day or £13.00 per week per child. If your child is entitled to a free school meal, please contact the Education Authority on 028 82 411411 and ask for a Free School Meals application form. If you have applied for Free School Meals and are awaiting confirmation from EA, you will have to pay for school meals as EA do not back date payments. Even if your child does not wish to take school dinners and you are entitled to free meals please still apply as it means more finances into our school budget. Pupils who pay for school meals should bring the appropriate fee every **Friday** morning. The school meal menu is available on our website under the parent tab.

**A new requirement from the Education Authority: School meals must be paid for in the week that they are taken. Meals ordered must automatically total correctly for the week. EA requires an explanation for unpaid meals.**

For those who do not avail of school meals we require you to provide your child with a healthy lunch, i.e. sandwiches, yoghurt, cheese, fruit, milk etc (please check for any trace of nuts)

Children are encouraged to bring a bottle of water to school, preferably in a sports top bottle and stored in a side pouch of their school bag.

## **School Milk**

Milk will be available from 12<sup>th</sup> September 2022 and will be charged from this date until 21st December 2022.

All children can purchase milk on a termly basis. Once ordered, this must remain for the duration of the term. Milk costs 20p per day. **Names should be returned to the school secretary by Monday 5<sup>th</sup> September along with fee below the using the attached form at the back.**

**Milk fee: 12<sup>th</sup> September 2022 until 21st December inc. is £13.40 each (P1-P7)**

## **Music**

We are delighted that music that Mrs Sweeney will continue to teach music to all classes begin on Friday 23<sup>rd</sup> September.

Children in Year 1 and 2 will also enjoy singing, enjoying rhythm and action songs. For Year 3 children a tin whistle (Sound D) should be purchased and a file with poly pockets for their tune notes.

**Music fee: 23rd September until is 16th December inc. for each child is £10.00 (P1-P7)  
Please pay by 16<sup>th</sup> September.**

The Education Authority will provide violin lessons to selected children in P4-P7 starting Tuesday 6<sup>th</sup> September. This will be at a cost per term. At the moment the Education Authority has not yet provided us with the tuition fee but is usually in the region of £150 plus the cost of hiring the instrument. It is expected that your child commits to this contract from P4-P7.

## School Fees

Parents should ensure that all money sent into school (**on a Friday**) should **be in an envelope** clearly marked stating;

- the name of the child/children
- the date,
- what the money is for,
- the amount enclosed,

This ensures that all monies are reconciled properly. Children will always receive a receipt for any money received. We would appreciate if all parents would pay fees on a Friday morning for the outgoing week as this allows the secretary to be free to attend to other administrative duties during the week. The school secretary works Monday to Friday 9 am. to 12.pm. All phone calls should be made during this time.

## Nut Allergy/Food Allergies

We request that parents do not send any food items containing nuts into the school, i.e. Nutella, peanut butter sandwiches etc.

In the interest of inclusion and special dietary needs of children we request that no birthday cakes/treats are sent into the school. We thank you in anticipation of your co-operation. If any pupils have a nut allergy or food allergies it is imperative that you inform the school.

**If any child has a medical condition and requires to take medicine/inhalers etc. at school, the class teacher must be informed and a care plan drawn up in advance.**

## Child Safety

If your child bumps their head at school, the school will inform you by telephone and it is your responsibility to check if your child is ok. This is in line with DENI guidance on concussion. Other falls will not be reported to parents unless they are of a serious nature. Please see leaflet on website on concussion Go Our School tab and open Policies and there is a flyer from DENI on concussion.

## Period Dignity

When Parents are ready to have a discussion with their child we wish to inform you that in the Key Stage 2 toilets (girls) there is a sanitary bin and a chest of drawers which will have sanitary towels available if needed. Children can also bring their own personal bag and keep in the toilet drawers. Please do make a member of staff aware of this stage in your child's development.

## Online Safety

All children have signed up to our Online Safety code of Practice and our internet safety flyer is on the website. It is useful to go through this with your child. All children are expected to follow the proper code of practice when working with i-pads or computers. All systems within school are filtered through the Education Authority C2K system. It is the responsibility of parents/guardians to monitor their child's online activity at home. Our online learning policy and internet safety policy is also available on the website. It is essential that parents monitor online/Snapchat forums to ensure that appropriate language and behaviour is used online. Parents should adhere to the age restrictions on online games as they are stipulated for a reason.

## P.E.

Children come to school dressed in their P.E. kit on the days that they have P.E. This is currently on a Friday with Sean O'Kane and hopefully a Wednesday with Tyrone G.A.A. Parents will be kept informed by the Seesaw app of any changes to P.E. days. As we are having P.E. outside it is important that your child is dressed appropriately – waterproof coat when needed.

If any child is sick and cannot attend P.E. **they must bring in a note from home** and give it to their class teacher.

## Homework

We would ask parents to **sign** homework each night so that we know that homework time was shared with your child. Research has shown that children do much better at school when Parents show interest in their work. Each night your child in P3-P7 should read their Accelerated Reading book for at least 15 minutes. This programme will continue again this year as we have invested for another year. In class they will continue to read each day for 15 minutes and complete book quizzes. Children from P.3 to P.7 will have a homework diary and each night, except Friday, will usually have Spellings, Maths and/or English homework.

## School Books

Any books sent home we ask that care is taken of the books as these will be reused each year. We would also ask that items belonging to the school be returned, i.e. text books, library books, reading books and games.

## Photographs

In the interest of Child Protection, we ask that no photographs are taken of the children whilst at school. Photos can only be taken by the school on the school camera. Permission

Form online needs to be completed by Friday 9<sup>th</sup> September. (A hard copy can be requested) please click on the link

<https://forms.office.com/r/vDW5QbmYjJ>

**No smart watches or watches with a camera facility are permitted in line with Child Protection guidelines.**

## **GDPR**

In May 2018 the European Union's General Data Protection Regulation (GDPR) came into effect. As a school we are legally obliged to inform you that we currently hold details of your child within our C2K controlled database. The information we store is used to inform staff and other multi-agency groups within the education platform. Please complete the Permission Form online, one per family.

## **Clothing**

The complete school uniform should be worn at **all** times to school unless otherwise instructed. **School uniform should be worn at all times unless otherwise instructed as this provides children with a pride in their school and a readiness for learning.**

It is vitally important that all items of clothing are **clearly labelled**. At the end of each year we have a collection of unclaimed, good quality items of clothing which are donated to charities.

Our school uniform consists of;

- Navy sweatshirt with school crest
- **Blue** polo-shirt
- Navy trousers/skirt or pinafore (no belts please or motifs on trousers)
- ❖ It is advisable that long hair is tied up. Children should wear stud earrings only.

### **P.E. Kit should consist of:**

- Tracksuit bottoms or shorts
- T-shirt
- Trainers
- ❖ Be aware of waterproof clothing as P.E. will be outside most days.

All items of clothing and personal belongings should be clearly labelled with your child's name and the class.

## **Savings**

The Credit Union will visit the school every Thursday to encourage children to save. Collections will be made beginning 8<sup>th</sup> September. Application forms are available from the Credit Union.



## **Child Safety Requirements**

In the interest of Health and Safety and Child Protection the main entrance door to our school will be closed at 9.20 a.m. each morning. Upon arrival during the school day we ask that all parents and visitors should report their arrival to the school office.

- We would ask that pupils use the side door entrance in the mornings. (Door 3)
- Parents must provide the school with the names of adults who will collect their child/ren and must phone the school if alternative arrangements are being made. A parent wishing to collect their child for an appointment should inform the school in advance and report to the main office on arrival.
- Any parents who wish to take their child out of school early should complete the 'Signing Out' book at the office.
- Children should not be in school before 9.00 a.m. in the morning. Dropping your child off before this time is putting him/her at risk as he/she will not be supervised and the security doors open at 9.00 a.m.
- On arrival at school all children should walk straight to their classroom.

## **Child Protection**

The following staff are responsible for Child Protection in St Peter's Primary School.

**Miss Falls – Designated Teacher for Child Protection**

**Mr Rouse – Deputy Designated Teacher for Child Protection**

The school doors are operated on a security system. To gain entry press the buzzer and state your name. Our new door system will not open unless you stand in front of the camera and state your name.

All parents are requested to read the attached Child Protection flyer. We also have our detailed Child Protection policy displayed on the school notice board and on the school website.

## Special Educational Needs

A copy of the new guidance for Parents on the Statutory Assessment Process is on the school website under Policies. Mrs Bradley is our new Special Needs Co-ordinator.

## Positive Behaviour and Anti-bullying

In St Peter's we promote positive behaviour and set out clear guidance to our children on following the Golden Rules and choices they make. Again this is an area that requires full parental support and can be addressed with school and home working together for the good of **ALL** the children. Please take the time to read our Positive Behaviour AND Anti Bullying leaflet found on the website.

The six golden rules are;

- ❖ We are gentle
- ❖ We work hard
- ❖ We look after property
- ❖ We listen
- ❖ We are honest
- ❖ We are kind, helpful and fair

Every class has a code of conduct which each teacher has discussed with the class at the beginning of the year. We have currently updated our policy on positive behaviour and welcome any feedback from parents. It is important that parents and school work together to address behaviour issues. Behaviour includes on the bus, playground and online.

## Appointments

A parent wishing to speak with a teacher should make an appointment after school (from 3.30 to 4.00 p.m.) or before school (9.00 a.m. to 9.15 a.m.) so that teaching time is uninterrupted. No one should arrive to school without an appointment to see a teacher.

## School Information

It is imperative that you contact the school with any changes to your child's contact list which is held at school. This includes new address, telephone numbers or child minder telephone numbers. It is **essential** that each child has **three** contact numbers. Please complete and the data collection form no later than Friday 9<sup>th</sup> September. The link is available on the school website. One / family. <https://forms.office.com/r/cp5sShdzpc>

## Mobile phones/devices

Children are not allowed to take mobile phones into school. Mobile phones/electronic devices/smart watches with a camera facility are not permitted in school. Any parent wishing their child to bring in a mobile phone to school for after-school use should contact the school in relation to our school policy and procedures. They should also request a

consent form. If your child takes a mobile phone to school, the class teacher will telephone the parent and the mobile phone will be collected by the parent.

## Telephoning home

The school secretary works from 9. a.m. to 12 p.m. and we ask parents if they wish to telephone the school to please do so during this time as it avoids interrupting class teaching time. In order to encourage pupil self-management, we will discourage pupils from using the phone to ring home in cases where they have forgotten items.

## Attendance

When children are off school, a note or a seesaw message must be sent into the class teacher explaining the reason for absence. DENI wish schools to remind parents that children are **not** permitted to take holidays during school time. Please read the enclosed attendance slip. Attendance is monitored by the school and Educational Welfare Officer (EWO). The EWO will become involved when a child's attendance is below 85%.

## Twitter Details

Any parent who wishes to join our Twitter Account can do so by following; **@StPetersPlum1**

## School website

As an Eco-school we are reducing the amount of paper used so we will use the school website for newsletters. To help facilitate this process, parents can download the app from the website.

Always check our website and your child's school bag for letters or promotional flyers! (See summary checklist on following page)

## School text Service

This is another method of communicating with parents and is only useful if parents have kept the school informed of updated phone numbers. This text service is limited to a certain amount of characters hence messages will be brief and in many cases abbreviated!

## Exceptional Closures/Inclement weather days

There may be occasions when the school will close e.g. inclement weather, flooding or electrical or heating failure. Regarding days like these, we will inform you through our school website at approximately 8.20 a.m. ***If you have difficulty obtaining a connection to our website, please ensure that you contact another parent for any information that may be available. It is imperative to use personal judgement on these days as broadband and other electrical failures may also affect the school messaging system***

## Summary Checklist

- ✓ **Complete** SIMS Data Collection form on school website and return to school by **Friday 9<sup>th</sup> September 2022**
- ✓ **Complete** Permission Forms on the school website by **Friday 9<sup>th</sup> September 2022**
- ✓ **Complete** Questionnaire for School Development Plan P.2 -7 by **Friday 9<sup>th</sup> September 2022**
- ✓ Read Child Protection Policy and flyer, Positive Behaviour Policy, Online Safety Policy, Internet Safety Policy, Anti Bullying Policy and **sign to indicate that you have read and agree to the policies and send a signed copy into the school by 9<sup>th</sup> September 2022. This is procedure in all schools. Policies are available on the school website.**
- ✓ All monies to be paid on a **Friday** for the outgoing week.
- ✓ Milk Fee: From September 12<sup>th</sup> until 21<sup>st</sup> December is **£13.40**
- ✓ Music Fee: From September 9<sup>th</sup> until 16<sup>th</sup> December is **£10.00**
- ✓ Meals: **£2.60** per day or **£13.00** per week
- ✓ Tin whistle **£6.50** if you wish to buy from Mrs Sweeney paid by Friday 9<sup>th</sup> September
- ✓ Remember! Bring violins to school (day to be confirmed)
- ✓ Remember! Tin whistles and folder for P.3-7 children **every Friday**
- ✓ Pack of tissues in your child's school bag
- ✓ **A *Pritt stick and pencil in your child's pencil case P.3- P.7***(replaced throughout the year)
- ✓ Healthy Breaks in lunch boxes!
- ✓ Parents walk into school yard to collect children at 2 p.m. and 3.05 p.m.
- ✓ Children disembark at the top of the school path (some exceptions) at 9.00 a.m.- 9.15 a.m.  
No traffic in school playground.
- ✓ Provisional date for parent interviews – 24<sup>th</sup> and 25<sup>th</sup> October afternoon. (1.30 pm. – 4.30 pm – time slots will be sent out later).

# *St Peter's Primary School*

*415 Lisnaragh Road, Plumbridge, Omagh, BT79 8AF*

*Tel: 028 816 48412*

[info@stpeters.plumbridge.ni.sch.uk](mailto:info@stpeters.plumbridge.ni.sch.uk)



*Principal: Miss S Falls*

**Twitter account: @StPetersPlum1**

September 2022

Receipt of School Policies

I, \_\_\_\_\_ (name of parent/guardian) have read and understand the Child Protection Policy, Anti Bullying Policy, On line learning Policy, Internet –Safety Policy and Positive Behaviour Policy and other Pastoral Care Policies.

My child/children's names are \_\_\_\_\_

Class/Classes \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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## **MILK REQUEST**

I wish my child/children \_\_\_\_\_ class/es \_\_\_\_\_ to take milk this term and I have enclosed £13.40 for the period from 12<sup>th</sup> September until 21<sup>st</sup> December 2022 for each child.

