



Knockmore Primary



Newsletter 2nd October 2020
2020 - 2021



While you may be familiar with many school procedures, this newsletter contains important information. Some processes have been updated and new information included.

It also contains information on current procedures due to COVID-19. We ask all parents take time to read it.

From Monday 5th October, we are making a slight amendment to our start and finish times.

Mainstream P1 – P4

**08.45 – 09.00 Start Time
14.00 Finish**

Mainstream P5 – P7

**08.45 – 09.00 Start Time
14.15 Finish Time**

Unit Classes

**08.45 Start Time
14.00 Finish Time**

There are no clubs or extra-curricular activities at present.

We continue to operate within Department of Education guidance and parents will be informed via our website and Facebook group if there are any changes.

It has been wonderful to have our pupils back in school again and a big welcome to all our new pupils and parents. We are very excited about the year ahead.

School Contact Details



028 9266 2600



info@knockmoreps.lisburn.ni.sch.uk



www.knockmoreps.co.uk

Principal: Ms A Hardwick BSc(Hons) SLT, PGCE, PQH **Vice-Principal:** Mr D Cunningham BEd(Hons), DipEd PQH, ATS (BDA)

The School Day

ATTEND TODAY, ACHIEVE TOMORROW



Drop-off: We are continuing with our varied drop-off time 8.45-9.00 am for the mainstream pupils and unit pupils will start school at 8.45 – pupils will be greeted by Classroom Assistants and brought to classrooms. Maintain social distancing with other parents. Unit pupils should use the door leading to Mrs McCann's class (at the car park). Mainstream pupils should use the gates to both playgrounds at the back of the school.

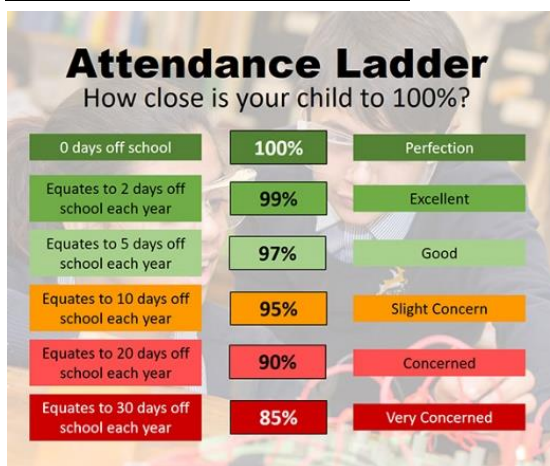
Parents should not enter the school. From 9.00 am, external gates are locked, entry will only be via main entrance.

IN LINE WITH OUR CHILD PROTECTION POLICY, EXCEPT IN AN EMERGENCY OR WHEN PRIOR NOTIFICATION IS PROVIDED, CHILDREN WILL ONLY BE RELEASED FROM SCHOOL AT THEIR FINISHING TIME.

PLEASE DO NOT ASK OFFICE STAFF TO BRING YOUR CHILD FROM CLASS. REMEMBER, THE OFFICE IS NOT CONTINUALLY MANNED.

If your child needs to leave school early, eg for an appointment, please give at least 24 hours' notice. Dojo the class teacher or telephone school stating collection time and reason. Your child will be brought to the foyer ready for collection. This will help to limit your waiting time.

Attendance and Pupil Absence



"Excellent attendance at school is important to allow a child or young person to fulfil their potential. Young people who regularly miss school without good reason are more likely to become isolated from their friends, to underachieve in examinations and/or become involved in anti-social behaviour." (DENI)

Establish a good routine for your child. Every day counts. Remember, 90% attendance may not seem too serious, but that child will have actually missed 3 weeks and 4 days of teaching!

Attendance is recorded by session, am and pm.

Focus on Punctuality

A pupil's lateness not only affects their learning and behaviour, but also all other learners in the class. Pupils arriving late disrupt the class and reduce learning time for the rest of the class. Additionally, the process of signing children in or office staff having to take your child directly to class can cause further delay. A 'late mark' is issued each time a pupil is late and attendance is monitored by the Education Welfare Officer. If a pupil arrives to school after 09.00 this is recorded as a late mark.



Children who miss school or are regularly late can never recover certain essential parts of their school day such as settling down to get ready to learn, the lesson's introduction and important announcements. Of course, being punctual from an early age also equips them with the skills to keep it up as adults.

You may think that your child is only missing a few minutes in the morning, but a pupil who is 10 minutes late every day will miss 30 hours of teaching during the year. That's a large number of teaching hours that cannot be replaced. Thank you for your support in this important area of school life.

Data Collection and Parental Permission Forms

Thank you for returning these forms. It is important that we hold up-to-date information on your child. Remember to inform the school office if details change.

Our Website – www.knockmoreps.co.uk

Our website has been updated and we trust the icons will make it easier to navigate. Some information can also be found using the 'menu' button. Thank you to Mr Deery for all his work on this.



Our School Office

Our school office presently has two part-time staff, Mrs Smith who is available most mornings, and Mrs Watson who helps on a temporary basis. However, there may be times when office staff are unavailable and we cannot guarantee that telephone messages will be picked up that day. Email is monitored regularly during school hours. We would remind parents to carefully read newsletters, check our website/FB group and make a note of dates and times. In accordance with Child Protection Guidelines, our outside door is locked. If you require entry, please ring the bell and wait for a response. This may not be immediate.

Meetings with Staff

Remember:

- If you wish to speak to a teacher, ***please telephone or email to arrange a phone call from the teacher.***
- We are discouraging notes being sent into school. Messages can be relayed to teachers via a telephone call or email through the school office. Short messages can be sent via Dojo, but please see further information in this document.
- If you have any general concerns, **the first point of contact is your child's teacher or classroom assistant.** If necessary, a follow-up appointment can then be made with Ms Hardwick or Mr Cunningham.
- If you are entering the school building for an appointment, you **must** wear a mask. Entry may otherwise be refused.



Procedures for concerns regarding Safeguarding



If you have any concerns regarding safeguarding, an appointment can be made through the school office with Mr D Cunningham, Designated Teacher (Head of Units and SENCO) or Ms A Hardwick, Deputy Designated Teacher.



Other queries should be directed to your child's teacher or classroom assistant.

GDPR Compliance and Child Protection Guidelines

We would remind you that due to the above, parents/carers need to wait outside the school building to collect children and cannot wait in the hallway.

Uniform & Equipment

Children should come to school in freshly laundered clothes every day. This can be uniform or non-uniform clothing. All items should be labelled.

Money

All cash/cheques should be sent into school in a clearly labelled envelope with child's name, class, activity and amount enclosed. These are quarantined before being processed.

Behaviour and safety

Parental support is important in reinforcing positive behaviour such as having good manners, being kind, doing your best, keeping safe, etc. As various buses and taxis enter the school car park during the day, we also ask parents to remind children to follow the guidance of the adult on duty. High standards of behaviour are expected from all associated with this school at all times. Conduct in the local area is also extremely important as this reflects on the school too.



School Dinners and Free School Meals

School dinners cost **£2.60** per day and the menu is available on the school website. **Dinners should be ordered and, if paid for, paid weekly on a Monday morning, or booked a few weeks in advance** (if your child is off, the dinner can be carried forward). Please send the correct change (or cheque made payable to Education Authority) as we do not wish to send cash home. **Money should be sent to school in a clearly marked envelope with child's name, class, days dinner required and amount enclosed.** If your child arrives to school without payment or a packed lunch, the school will contact you.

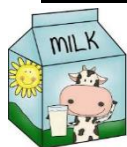


EA are still processing free school meals updates and your child will be added to free school meals as soon as we receive confirmation of entitlement. If you have applied for free school meals and we have not received confirmation, we suggest you contact EA. If you receive entitlement in the near future, you may wish to email a copy to school as it can take a number of days for EA to update us. *If you think your child is entitled to free meals and you haven't already completed the necessary forms, please go to www.eani.org.uk to apply. Our budget is affected by free meal registration. It also means you child can have a meal at any time during the year.*

Any child arriving to school after 10.00 am should bring a packed lunch (unless dinner has been ordered in advance with the class teacher). We cannot add paying or free meal children to the dinner numbers after 10 am.

Due to COVID-19, we ask parents to remember to pay on a Monday to limit cash handling in school. We apologise for any inconvenience, but this is to protect our staff.

School Milk and Healthy Break



Unfortunately, we are unable to provide these at present. Please send a healthy snack for your child's break. Please do not send any fizzy drinks, juice or 'power' drinks. Our Policy is available on the website. The school water fountains are no longer available for use.



School Policies and other downloadable documents

These can be found on our website. Alternatively, if you require hard copies, please contact the school.



Medication and First Aid

If your child needs to receive **any** medication in school, please complete a "Permission to Administer Medication" form and give this to the class teacher/classroom assistant, along with the medication. The form can be obtained from the school office or downloaded from the school website. Please do not send medication into school with your child – **please ensure that you give it directly to a member of staff.** This applies both to ongoing medication or short term medication, eg antibiotics. It would also be helpful if you could inform your child's teacher of any medication they receive at home which may impact on their wellbeing or learning in school.

Any mishaps such as a fall in the playground are dealt with by our first aid staff. If necessary, a note will be sent home with your child, or we will telephone you.

Absences and Illness

Hopefully your child will be healthy and be in school every day. However, if your child will be absent for an appointment, teachers should be notified in advance. If they are unexpectedly absent from school, for example due to illness, please telephone the school office on the first day of absence – a message can be left on the answering machine. The Department of Education requires that we allocate a code to all absences from school. If for any reason your child is not in school and we have not had notification about their absence, school will contact you to ask about the absence or an absence slip will be sent home on their return. **Attendance and lateness are monitored by the Education Welfare Officer who will contact parents if a child's attendance falls within their criteria.** As you are aware, leave of absence during term time is strongly discouraged. Please be aware that the Education Authority does not authorise leave for holidays in term time.



Many children may have a cold, cough, runny nose etc at some point over the winter period. If your child is feeling unwell, it is advisable to keep them off school until they feel better. They will recover more quickly and it reduces the risk of spreading infections. With regard to COVID-19, public health guidance should be followed and school should be kept informed.

Please do not send your child to school if they have any of the following symptoms:

- A temperature of 37.8 degrees or above
- A new and continuous dry cough
- Loss of taste or smell

You should also contact your GP or PHA immediately to seek further guidance and then contact the school.

Guidelines on attending school after illness

When should my child return to school?



Chicken Pox When all spots have crusted over	Conjunctivitis None*	Diarrhoea & Vomiting 48 hours from last episode	Glandular Fever None*	Hand, foot & mouth None*	Impetigo When lesions are crusted & healed or 48 Hours after commencing antibiotics
Measles or German Measles 4 days from onset of rash	Mumps 5 days from onset of swelling	Scabies After first treatment	Scarlet Fever 24 hours after commencing antibiotics	Slapped Cheek None*	Whooping Cough 48 Hours after commencing antibiotics
Flu Until recovered	Head Lice None*	Threadworms	Tonsillitis	*contact school if you require further information	

Allergies

Knockmore Primary School is a nut, pineapple and mango free zone. We have number of children with severe allergies and it is important that parents send in suitable foods for break and lunch. Please ensure your children wash their hands after having their breakfast at home – this will help us considerably. As a further precaution we would also ask you not to send birthday cakes or home-baked goods into school. You are welcome to send alternative items such as mini-haribo sweets for birthday occasions. Your help and understanding in this matter is very much appreciated.



Flu Vaccination

The flu vaccination will be administered on Wednesday 21st October. Please return forms promptly.

Updated Holiday Dates 2020-2021 (All dates are inclusive)

Mon 26 Oct 2020 - Fri 30 Oct 2020	(5 days)	Halloween Holidays includes 1 staff development day
Tue 22 Dec 2020 – Mon 4 Jan 2021	(10 days)	Christmas Holidays
Mon 25 – Tue 26 Jan 2021	(2 days)	Staff development days
Mon 15 Feb 2021 - Fri 19 Feb 2021	(5 days)	Spring Half Term
Wed 17 Mar 2021	(1 day)	St Patrick's Day
Mon 29 Mar 2021 – Mon 12 Apr 2021	(11 days)	Easter Holidays includes 1 staff development day
Mon 3 May 2021	(1 day)	May Day
Mon 31 May 2021	(1 day)	Spring Bank Holiday
Mon 28 June 2021	(1 day)	Staff development day
School Year Ends: Wed 30 June 2021		

Communication

Teacher-parent communication is a valuable tool in giving children the best education. School may communicate with parents in various ways including notes sent home with your child, the text messaging service, class Dojo, email, website or Facebook.



Due to COVID-19, we are keeping paperwork between home and school to a minimum, using electronic means where possible, and ask that parents do likewise.

For Dojo and SeeSaw, please only send messages Monday – Friday between 8.30 am and 4.00 pm. Remember, teachers may not be immediately available to answer Dojo messages due to teaching commitments, but will reply as soon as possible. The service may not be monitored outside school hours.

If your child needs to leave school early, eg for an appointment, Dojo the teacher stating collection date/time and reason, giving at least 24 hours' notice. If you do not have access to Dojo, please telephone school. Due to COVID-19 restrictions, office staff cannot go around school to collect pupils.

Email is checked at various times during school hours. If your query relates to a Monday morning, please contact school by the previous Friday or telephone school on the Monday morning.

You can find lots of information on our website www.knockmoreps.co.uk including the school calendar, school policies, class information and the Newsletters. The office endeavours to keep all of these up-to-date, so it's a great place to find answers! You can choose to view the site in a different language by clicking the 'world map - lang' icon.

Updates are also put on the Facebook group – you may wish to become a member so that you can set your phone to receive notifications, but this is not necessary to view the information.

The text service is normally used for emergencies and important reminders.

It is the parents' responsibility to return forms on time.

Please inform school of any changes in your details, especially mobile telephone numbers.

All of the above are in place to ensure that Knockmore Primary School is a safe and secure place for your children to be in – we really appreciate parents helping us to keep to these guidelines for the good of all our pupils. Thank you.