



September 2017 Newsletter



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Principal: Mrs Mary Bacheta

Dear Parent/Guardian

On behalf of the Governors and staff I am delighted to welcome you and your child/children back for another school year. I hope you and your family had a relaxing and enjoyable summer holiday. I would also like to welcome our new pupils and their families. We hope you will settle quickly and enjoy your new school.

We believe in maintaining close communication with parents/guardians and will try to ensure you are kept informed of all aspects of your child's/children's education. We would encourage you to contact the school if you have any concerns or queries so that your questions can be answered quickly or where necessary an appointment can be arranged. As always it is important talk to the class teacher in the first instance as issues are usually resolved much quicker this way.

As we get the school year off to a busy start it is important to share some important information relating to policies and procedures that are in place to ensure the safety and well-being of the whole school community. Please read this information carefully and keep for reference. Any additional information will follow where necessary.

Morning Arrangements

All pupils (P1-P7) can attend the Breakfast Club and must bring a donation for breakfast items.

P1 pupils will be supervised from 8.30am-9.00am in the P1 classroom.

P2-P7 pupils can wait in the hall from 8.30am-9.00am where they will also be supervised.

A short prayer assembly takes places at 8.55 am sharp. The pupils then filter to their classrooms at 9.00 am. It is important that children are not late for school.

After School Clubs

Clubs will begin on Monday 11th September. A club letter will be sent out later this week.

End of School Day Arrangements

All P1-P3 pupils should be collected by a responsible adult known to the pupil and staff. Any changes in home time arrangements should be made known to us via the office or in a written note to the teacher.

P3 and P4 pupils should be collected from the top playground. Please wait until the class teacher releases your child. P3 pupils are now big boys and girls so there is no need to come into the school to collect. If you need to see the class teacher, please ask Shauna to arrange it for you.

P5-P7 pupils will leave the school through the main reception and be released at the bottom of the main gates. This is to alleviate congestion at the top playground.

If your child is allowed to walk home a consent slip will be sent home. Please sign the consent slip provided and send into the class teacher as soon as possible.

School Website

Please download the website app onto your phone so that you receive texts from the school. This is the only text messaging service we will be using this year. The app is called **Schools NI**. Contact the office if you have any questions about this service.

Free School Meals for September 2017-June 2018

Even if you have received Free School Meals in the past, you must re-apply to:
Meals & Uniform Section

Education Authority tel: 028 8241 1239

Please Note:

Until the school has received notification of your successful application your child/children will not be entitled to Free School Meals and will be asked to pay for school dinners or to bring a packed lunch. I would urge you to apply immediately if you have not done so already.

Health and Safety-Traffic

Please take the usual precautions regarding parking and reduce your speed. Keep your child/children close by at all times.

Staff News

Welcome to Mrs Mc Shane who has joined the staff as VP and will also teach in primary 5 this year. She is very much looking forward to meeting everyone.

Miss Kerr is on a year's career break.

Mrs Mc Guckin will not be returning to us and we wish her the very best of everything for the future. She will be missed by everyone.

Mrs Barratt is currently on maternity leave.

Welcome back Mrs Jennings, Miss Mulheron, Miss Whoriskey and Miss Ciara.

Welcome also to 'Miss Caroline' in Primary 1.

Meals in School-We are a Healthy Eating School

Dinner Money is £2.60 per day/£13.00 per week.

Please this money in on a Monday.

P3-P7: Fruit money is £1.00 per week which is excellent value and provides your child with a healthy break daily.

P1 & P2 bring £2 to contribute to fruit and milk.

If your child does not eat fruit you can send a plain biscuit-no cereal/chocolate bars or crisps for break.

The school dinner menu will follow next week and can be also be accessed on the school website.

(www.chapelroadps.co.uk)

Reminder-School Closed-on Friday 29th September for Staff Professional Development.

Uniform- Thank you for your attention to the school uniform. Everyone looks amazing. As always we are so proud of our uniform which lets everyone know that we belong to the fantastic Chapel Road school community. Keep it up boys and girls!

Shepherd's Glen Gate

The steps and the paths on the boundary between Shepherd's Glen and the school will be accessible to pupils from 8.30am and again at 3.00pm. The gate is usually closed shortly after 4.00pm every evening. Our caretaker (Paul) very kindly opens and closes this gate daily to allow quicker access to the school, however, the path and steps outside the school boundary are not school property and therefore anyone using this access is not covered by school insurance. The steps are quite steep so make sure you are happy with your child/children using them. Remind your child often about taking care and being safe.

Attendance

Our Pupil Attendance Policy is guided by the Department of Education. Following recent training it is important to remind you of the importance of regular attendance at school. This includes punctuality in the morning, avoiding early collection in the evenings and time out for appointments.

In summary the following codes are applied to your child's attendance record:

Code	What does this code mean?
/	Present in school at 9.00am for morning session and 12.40/1.10pm for afternoon session
N	Absent-No reason for absence given
I	Ill
L	Late-between 9.00am and 9.15am
U	Late after register has closed-your child is marked absent for the whole of that session
M	Medical
G	Family holiday are unauthorised holidays

Only pupils in school on time at 9.00am will be marked present so it is so important to arrive in school on time.

Attendance is monitored regularly by all staff. Should attendance give cause for concern including late arrivals I am duty bound to alert you to this so that we can resolve it quickly.

The education Welfare Officer visits the school termly to check the school's attendance records and will follow up on any unresolved concerns.

All absences must be accounted for so let us know if your child is sick or not attending school.

Shauna will assist you with any queries you may have.

Reminder-Late Arrival/Early Collection

All pupils should arrive on time and attend school for the duration of the full school day as appropriate to their age. As much as is possible try to avoid making appointments during school time unless urgent and unavoidable. All late arrival and movement on or off the school premises needs to be recorded in the file at the front reception.

P1 and 2 pupils should attend school from 9.00am-2.00pm. The Extended Day facility is not compulsory however, if your child stays for this session it is more helpful if he/she remains until 3.00pm. Random and unannounced collection times between 2.00pm and 3.00pm causes unnecessary disruption.

All pupils in P3-P7 should attend school from 9.00am- 3.00pm.

If for any reason your child arrives late, has an appointment during the school day or is being collected early from school you must report to the reception so that you can sign your child in and out of the school premises.

It is important that we can account for the pupil's movement on and off site throughout the school day. We also require this information for Fire Safety Regulations. It is important that pupils (as much as possible) do not miss any valuable time away from class during the school day.

Do not go to the classroom to collect your child unannounced as this can cause unnecessary disruption to the teaching and learning. To safeguard all pupils any person(s) visiting the school during the school day must report to the reception.

We would appreciate your full co-operation with these arrangements. Thank you in advance.

We are looking forward to another successful school year and thank you for your continued support in helping us to achieve this.

Kind Regards
Mrs. Bacheta and staff

Medicine Policy

Our Medicine Policy reflects current legislation and ensures our procedures are in line with what is considered 'best practice' for staff and pupils.

The policy is lengthy and detailed and has important information for parents. It does involve filling out some paperwork so that our records are correct and up to date.

This policy is available to view on our website. You can also request a paper copy from the school office.

I would ask any parent who has a child with long term medical needs to contact the class teacher or myself so we can ensure arrangements are in place to meet your child's needs.

For any child who has been sick and returning to school on antibiotics- we have been advised the following:

****If it is a 3 times a day antibiotic-you can give it in the morning before school, at home time and at bedtime.**

****If it a 4 times a day antibiotic- come and talk to me in the morning before school and I will explain how we can help you. (Medicine must be clearly labelled with child's name and dosage otherwise we cannot administer it.)**

****We cannot administer medicine such as 'Calpol' unless it has been prescribed by the doctor and therefore will have the pharmacist sticker stating child's name and dosage.**

****No child should have medicine in their possession or school bag as this presents a serious risk.**

If your child has been suspected of or confirmed as having a nut allergy we need to know urgently.

As parents you are the experts about your child's medical needs but we are here to help.

I would encourage you to come and talk to us if you have any questions in relation to any of the above. The most important thing is that the children are happy, safe and well.

You can also refer to: Supporting Pupils with Medication Needs (Dept of Health, Social Services & Public Safety/DENI

Allergies-If your child has any allergies or medical issues, please contact us as soon as possible. No medicines to be sent to school with pupils. Please contact the office.

TERM 1 -All pupils return to school on Thursday 31st August

Friday 29th September 2017 (off)

Halloween Holidays

Monday 30th October - Wednesday 1st November (off)

Pupils return to school on Thursday 2nd November 2017

Monday 27th November 2017 (off)

Christmas Holidays

School closes on Friday 22nd December @ 12noon

Monday 25th December 2017 - Friday 5th January 2018 (off)

TERM 2 -Pupils return to school on Monday 8th Jan 2018 for Term 2

Half-term

Thursday 15th - Monday 19th February (off)

Pupils return to school on Tuesday 20th February 2018

St Patrick's

19th March 2017 (off)

Pupils return to school on Tuesday 20th March 2018

Easter Holidays

School closes on Thursday 29th March @12noon

Friday 30th March - Friday 6th April 2018 (off)

TERM 3 -Pupils return to school on Monday 9th April 2018 for Term 3

May Holidays

Monday 7th- Friday 11th May 2018 (off)

Pupils return to school on Monday 14th May 2018

Monday 28th & Tuesday 29th May 2018 (off)

Pupils return to school on Wednesday 30th May 2018

School finishes on Friday 29th June 2018 @ 12noon