



# NEWSLETTER 1

## BALLYHENRY PRIMARY SCHOOL

30/08/2019

Please download the Ballyhenry Primary School App to receive future Newsletters. Paper copies will not be sent home.

### Dates for your Diary

#### **Breakfast Club**

8:00 to 8:45 a.m. Cost: £1.50

Must be booked in advance on-line\* via the app by 8:00 a.m. daily

#### **B'Happy**

2:00 to 6:00 p.m. Cost: £2.50

Must be booked in advance on-line\* by 9:15 daily. Unfortunately we cannot accept telephone bookings or late bookings.

If your child is staying until 6:00 p.m. please send them an evening snack.

#### **Special B'Happy P1 Arrangements for September**

12:00 to 2:00 p.m. Cost: £5.00

Must be booked in advance on-line\* via the app by 9:15 a.m. daily.

P1 children staying for B'Happy must be booked into dinners or bring a packed lunch.

\*Pre-booking using cash in an envelope will be accepted in September as we get used to using the app! It is essential that you pre-book!

| Monday            | Tuesday | Wednesday        | Thursday | Friday                    |
|-------------------|---------|------------------|----------|---------------------------|
| Normal School Day |         | Swimming P5 & P6 |          | Road Show<br>1:00 to 2:30 |

## Communication and Payment App



In response to feedback received from parents we have now set-up a communication and payment app. We are very excited about how this is going to support effective communication and increase our productivity!

It is essential that all parents/carers download the app! This is easily done from the iTunes store or Google Play. Simply search for Ballyhenry Primary School. The app is free! You are also free to have other members of your family and child minders download the app as emails, newsletters, text messages and payments can all be

done through this app.

### Step by Step

1. Download the Ballyhenry Primary School App
2. Enter the password: 11111
3. Select the notifications you would like to receive (i.e. which class your child or children are in). So if your children are in P1, P4 and P7 click those classes and you will get updates from their teachers. This might be things like, "Remember your wellie boots." "Class trip tomorrow" etc. Be sure to enable notifications so that you get these updates directly to your phone.

### Start using the app

#### Payment Booking

Use this section to book and pay for the following:

- Breakfast Club
  - Healthy Break
  - Dinners (Paying only at this stage)
  - B'Happy (P1 parents should use B'Happy Special hours between 12:00 and 2:00 if they require child care in September as well as regular B'Happy).
1. Select the Booking you wish to make (there is a scroll down menu at the top).
  2. Select the relevant days (you can do this weekly, monthly termly)
  3. Go to cart
  4. Proceed to booking
  5. Enter your child's name, class and payment method (PayPal)
  6. Press continue
  7. This will take you to PayPal where you can check out using your account or as a guest using your debit or credit card.

PayPal will acknowledge your payment and you are done!

Please note: You can only do one child and one item (i.e. dinners, B'Happy, Breakfast Club) at a time. The ePrinting Company is working on this and there should be a solution soon. In the meantime we would suggest booking at least weekly to save you time. It should not be too long until it is sorted.

## **Policies**

- There is also a section for policies. This includes all the policies that we feel are relevant plus those that all schools are required to share with parents. We need to have a signed acknowledgement to confirm that you have read and understood these policies (see forms: Policy Acknowledgement).

## **Forms**

All parents/carers must also sign:

- Intimate Care Permission
- Photo Permission
- Acceptable use of the internet.

Parents/carer may also sign a consent form for P5 to P7 pupils giving them permission to walk home.

## **Medical Conditions/Special Diets**

Anyone who has a long-term medical condition, requires medication or those who have a special diet must fill out the relevant form. This is required by the Education Authority.

### **AM1: Long-term medical conditions**

This includes children with any medical conditions such as Asthma, ASD, ADHD, Heart Conditions, Mental Health Issues or rarer conditions. The Education Authority requires evidence of these conditions. Appropriate evidence includes doctor letters, diagnostic reports or a copy of a relevant current prescription. We are happy to photocopy these for you. We keep a record of all medication that the school agrees to give to a pupil.

### **AM2: This is a short-term medical condition**

This includes conditions which require a child to take medication for a short-period time like infections that require antibiotics or pain relief medication. We keep a record of all medication that the school agrees to give to a pupil.

### **AM3: Self-Administration**

This is for older pupils who are able to be responsible for keeping and using their own medication. Teachers do not keep a record of the use of medications held by pupils. It is important that children are aware of the importance of ensuring they know where their medication is at all times, when they need to take it and the importance of ensuring no one else has access to their medication. This is usually for pupils in P5 to P7 who regularly need to use an inhaler for asthma. We are happy to keep an extra inhaler for emergency purposes.

## **Special Diets**

Anyone who has a special diet needs to complete this form. The kitchen is happy to cater for all dietary needs with the appropriate notification and evidence. This is an Education Authority Requirement.

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*There is a lot of new information here. Don't worry! If you need help we are here! You can visit the school stall at the Road show for help or come to the office and we will do our best! We are even considering running a parent class to help people with the app! Just let us know!*

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## B'Happy

We are trying something new! Remember you must pre-book for the week on Monday morning. This should be done through our app on-line by 9:15 daily. Payment is required when you book your slots. For a very short period of time we will be able to accept cash bookings on Monday morning for the week. Emergency bookings can only be done on-line before 9:15 a.m. This is due to the high number of participants and the need to ensure adequate staffing. Please help us help you!



When a pupil arrives in B'Happy they are given a snack (i.e pancakes, toast, biscuits). They also have access to a fruit bowl throughout their time in the room.

If your child is going to stay beyond 5:00 you should provide them with a snack or light meal. We are using this arrangement as some families eat later (i.e 6:30 p.m.) while others would prefer their children be fed a cold meal before being collected. We have arranged for a fridge to be installed in B'Happy in order to cater to every child's need. Any food that is sent will be used for your child (children) only and be kept fresh for the week. It is okay if you send provisions for your child for the week. We feel this is the best way to cater to the needs of everyone in B'Happy. We don't want to give your child a lot of food if you expect them to eat dinner minutes later. Let us know what you think of these arrangements.

P1 children can book special hours. This should be done in advance (i.e. before 9:15 daily, preferably on a weekly basis). Remember to ensure that your child has a lunch or is booked into dinner!

## Data Capture Forms

Data Capture Forms contain essential personal information that ensure that your child's information is accurate. This allows us to contact you if your child is unwell. It also ensures that we are aware of any medical issues your child might have. Due to GDPR these forms were sent home in a sealed envelope marked "Private and Confidential". It is essential that you return the data capture forms to your child's teacher as soon as possible.

## AQE—P7 Reminder

AQE Registration for P7 Pupils choosing to do the transfer test **closes on Friday 6th September 2019**. Parents/carers need to register their own child. Remember to tick the box to share your child's score

with the school or we will not be told your score. This is important if your child's score is lost in the post and will help to facilitate school selection in February.

## Staff Car Park



The car park is for staff and deliveries only. Parents/carers must not use the car park to drop off or collect their children at **any time during the day**. We must put the children's safety first! As you are aware there were several near misses last year. It would be devastating if your child was injured or if you injured another child. It is a little known fact that most private car insurance policies do not cover accidents on school premises. We have now installed a gate to ensure that the car park is not used by parents/carers. This was a significant expense. Please respect our attempt to keep children safe!

## Safe Routes to school

When crossing the road, we encourage parents to use the patrol crossings. This will help your child learn how to cross the road safely and prepare your child for later life. We have arranged for a patrol man to be on duty at 12:00 noon for the P1 children getting out of school at this earlier time.



P5 to P7 pupils are permitted to walk home with written or digital permission from their parents. If you plan to meet your child outside the school ground (i.e. beyond the tall black gate) then your child needs permission to leave the teacher. Please send a note giving permission to your child's class teacher or complete the digital reply form. This can be done by downloading and completing the relevant form. If you do not inform us of your intention for your child, we will escort them to the office. You will be called and asked to collect your child from the office. This will happen until this form is completed.

## P1s are Special

P1 school hours are from 8:55 to 12:00. We are delighted at how settled your children are! They seem to be really enjoying school and managing their belongings very well. We now encourage you to leave your child at the door. There are members of staff at each entrance and the P7 Buddies will be delighted to help with coats and school bags! P1 pupils are welcome to use the special hours for B'Happy. This must be booked in advance on-line.

## Drop and Go Arrival

Children should go straight to class from 8:45 a.m. Teachers will be in their rooms and will set up activities/videos for the children to do/watch as they arrive. Children will be able to get themselves settled and ready for the day. Parents will be able to adopt a drop-and-go policy knowing that their children are safely in school.



There will be a member of staff at each door. They will be able to record messages for your child's class teacher and answer any questions you might have. For child protection reasons, parents/carers **should not** enter school with their child(ren). Don't worry, staff will help them hang up their coats and bags if required.

As usual, the infant door will be closed at 9:00 am. Anyone arriving after the door is closed should go to the main entrance. A staff member will remain there to check in these children and record their arrival time and the reason for their late arrival.

### Key Points:

- Parents drop and go
- Go directly to class from 8:45
- Messages passed to relevant staff (verbally).
- Arrival time is recorded if a child arrives late. This will be done on our new iPad. Remember that there is a legal responsibility to inform EWO of late arrivals as well as attendance percentages. The EWO can access attendance at any time.

## Back to School Road Show

Friday 6<sup>th</sup> September 2019

1:00 to 2:30 p.m.

We are planning a Back to School Road Show on Friday 6th September 1:00 to 2:30 p.m. The purpose of the event is to allow local groups or individuals to let the community know what is available in the Ballyhenry Area. There will be a free BBQ and entertainment. We welcome all parents, carers, grandparents, family members, friends and community members to our events. The **Senior Choir will sing at 1:20 p.m.** Everyone is welcome!



Come and join us for a cup of tea/coffee while we open our garden shed, equipment and associated facilities! This was provided by a significant grant from the PEACE Initiative through Ballyhenry Presbyterian Church. We are delighted and know that this equipment will be fundamental to obtaining our Eco Schools Green Flag! Thank you!

Would you like a stall? It is free to have a stall and you are welcome to put up signs/banners, give out flyers and chat to the local people. Set-up will be from 12:30 p.m.

We know that it is hard to pick up your children when the whole school gets out at the same time. This is especially true during our special events. The plan for dismissal during the Road Show is a little bit different. All Pupils will leave through the "Infant Gate". If you are already at the Road Show you may go to the wooden gate behind the school to collect your child. Miss Collins will be there to help you.

We understand that some Nursery pupils may leave nursery during the Road Show. We are happy for you to cross the field using the appropriate gates during this time.

We will stagger leaving times to facilitate dismissals. Sometimes there are just too many people in the playground

- All siblings will go to the youngest child's classroom at 1:40.
- P2 & P3 pupils (and older siblings) will go to the infant playground at 1:45.
- P4 & P5 pupils (and older siblings) will go to the infant playground at 1:50.
- P5 & P7 pupils (and siblings) will go to the infant playground at 2:00.

As with all events: Don't worry if you are little late, we do understand. Teachers will keep your children safe inside until you arrive.

## Free School Meals

Please remember you need to reapply for Free School Meals every year. If you think you are entitled and would like an application form, please speak with Mrs. Reid in the Office who will be happy to help. You can also download one from the Website.



Extra funding in our school is based on our percentage of Free School Meals so please apply even if your child does not want dinners! You will benefit from Uniform Grants. If your child has a statement for Special Educational Needs they may also be entitled to Free School Meals. We can't get this extra funding without you! We need another

22 people to apply in order to meet the funding target! There will be people at Road Show to help. Drop in! Help us, help you!

## Music Lessons

Our piano and guitar teachers are getting ready to start private lessons once again. There is also a possibility that we can offer other music lessons. If you are interested in hearing more about private music lessons, please contact Miss Collins or complete the digital form.



## Mums and Tots

Starting Monday 9<sup>th</sup> September 2019. Calling all mums and carers who are looking for a place to allow their children to play and relax with together. Our Mums and Tots group runs on Mondays and Fridays from 9:00 to 10:15 in the hall. Why not drop in? The cost is £1.50 a session to cover running costs.



**First session will be Monday 9th September 2019.**

## School Development Plan

We are still collating and arranging plans for the next academic year. Before the end of September you will receive a Family Friendly School Development Plan Update. We are so excited about many of the programmes we have planned for this year!

Contact School

We are here to help! Here are some of the ways you can get in touch

Website: [www.myballyhenryps.net](http://www.myballyhenryps.net)

Facebook: **Ballyhenry Primary School—Official** (closed group)

Email: [lknocker496@c2kni.net](mailto:lknocker496@c2kni.net)

**Tel: (028) 90841316**