



Information Letter for Academic Year 2023/2024

25th August 2023

Dear parent(s)/carers,

I hope everyone has had a lovely Summer and that the boys and girls are excited to be returning to school next week.

Please take a few minutes to carefully read this letter which will help make the return of pupils at the start of the 2023/2024 academic year as smooth as possible.

1.Key Dates

Wednesday 23rd – Wednesday 30th August - Staff Training days

Monday 28th August- School closed for Bank Holiday

Tuesday 29th and Wednesday 30th August . Staff Training days

Nursery:

Nursery children should have all received their individual start date and times in their Induction Pack in June. Children should wear school uniform on this day

Intake Group 1 commence on Tuesday 29th August

Intake Group 2 Friday 1st September

Intake Group 3 Wednesday 6th September

Intake Group 4 Tuesday 12th September

All groups will follow the same intake pattern as follows:

Day 1 - children come to Nursery for one hour with parent.

Day 2 - children come to Nursery for 1 1/2 hours without parent.

Day 3 - children come to Nursery for full session without parent.

(If you are unsure of your starting date please contact Mrs Patterson (hpatterson448@c2kni.net))

Year 1

Year 1 Induction Sessions

Group 1 - Starts on **Thursday 31st August** (individual start times were communicated to parents in June)

Group 2 - Starts on **Monday 4th September** (individual start times were communicated to parents in June)

All Year 1 children stay until 2pm from the day they commence.

(Please ensure children have a packed lunch on Thursday 31st August)

Thursday 31st August

Year 2-Year 7

Pupils start on Thursday 31st August

Years 1-3 children in school 9.00-2.00pm

Years 4-7 in school 9.00-3.00pm

Year 3 children will attend school 9.00am-3.00pm from Monday 18th September, except on Fridays when they go home at 2.00pm

Please note there will be no school dinners on Thursday 31st August. Children should bring a packed lunch so that they can enjoy a “picnic” with their friends before going home.

Friday 1st September

Years 1-3 children in school 9.00-2.00pm

Years 4-7 in school 9.00-3.00pm

Year 3 children will attend school 9.00am-3.00pm from Monday 18th September, except on Fridays when they go home at 2.00pm

*** School dinners available for all pupils from Friday 1st September (See Website for Menu)**

Monday 4th September

Little Acorns Breakfast Club and After Schools Reopen

Little Acorns After-Schools Year 1-3 2.00pm – 3.00pm – book via school website

<https://www.omaghcounty.org/login/>

Homework Club 3.00pm – 5.30pm. book via school website

<https://www.omaghcounty.org/login/>

2. Arriving to School

Breakfast Club available from Monday 4th September 8.00-9.00 am

School gates (Campsie Rd and Crevenagh Rd) open at 8.45am to allow for flexible drop off, where children will be greeted by Ms Funston and Mrs Dempsey – children should not be dropped off or left unsupervised outside the school gates before this time.

Upon arrival, pupils should walk directly to their class lines, where their teachers/classroom assistants will be present to greet the pupils as they arrive.

To encourage independence in our pupils, we would ask parents to ‘drop off’ their children at the school gates and let them come into school themselves, except Nursery and Year 1 children who should be accompanied by an adult.

Year 2 parents can take their child to their class line for the first few days.

This will help their independence and will allow them to settle more quickly.

3. Car Parking

Please avoid parking in front of the school along the 'zig zag' lines and please remember the front carpark is for staff vehicles only

* Please keep the bus bay free *

When dropping off children at the back gate please encourage children to use the pavement when they are being dropped off and picked up.

4. School Uniform

PE kits should be worn on PE days and standard uniform the rest of the week. Class teachers will inform parents and child of their PE days next week.

Year 1 and Year 2 pupils should bring a pair of wellies and their puddle suits in a 'labelled' bag .

Please ensure all items of uniform are labelled with your child's name

Pupils should ensure that they have all the items they need on a daily basis in their school bag and lunch box etc.

Pre-Loved Uniform Items are available from the school Swap Shop if anyone still requires some items of uniform.

If anyone has uniform from last year they would wish to donate to the Swap Shop please send it into school to Miss Lockington.

5. Break and Lunch Routines

Children should bring healthy breaks to school – fruit, vegetables, cheese, crackers (No nuts, crisps or items containing nuts eg Nutella or chocolate bars etc)

NO NUTS OR PRODUCTS CONTAINING NUTS OR KIWI FRUIT SHOULD BE BROUGHT INTO SCHOOL TO SAFEGUARD STAFF AND CHILDREN WITH ALLERGIES.

Children should bring a water bottle to school with them to keep them hydrated during the day. **Please note water bottles should contain only water.** Juice may be packed in lunchboxes and consumed with lunch.

It is essential that coats are brought to school by pupils **every day**. Pupils will be brought outside during break time, irrespective of the weather. (Except in extreme weather conditions).

6. School Dinners

School Dinners are available from **Friday 1st September**.

Nursery Lunch Club will begin on Monday 4th September for all Nursery full-age children from 11.30-12.30- Mrs Patterson will be sending home details with Nursery parents next week. A copy of the dinner menu will be available on the school website in next few days. School dinners are available to all pupils.

Please send the 'correct' money in a labelled envelope. This can be brought daily or weekly.

If you think you might be entitled to Free School Meals, you need to apply (Annually) via the EA website. We would encourage all those who are eligible to please apply for this as soon as possible, as it takes several weeks to process. <https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants/apply-for-free-school-meals-uniform-grants>

6. Allergies

There are a number of children in school with allergies, several of whom can have a severe reaction if they come into contact with certain foods. Even the smell of certain foods can trigger an allergic reaction.

As an 'Allergy Awareness School' we would ask that no products containing nuts should be sent into school. **One of the most common items that contains 'nuts' is a well-known chocolate spread!!.**

NO NUTS OR PRODUCTS CONTAINING NUTS SHOULD BE BROUGHT INTO SCHOOL.

Parents of children who use Epi-pens should ensure two labelled epi-pens are brought into school.

All staff have completed Epi-pen training this week.

7. Inhalers

Parents of children requiring inhalers should ensure their child has in school a labelled inhaler at all times. These will be kept in a container by the class teacher.

All staff have completed Asthma training this week.

8. End of School Day School finishing times will be as follows.

Nursery children – 11.30am and 3.00pm

Year 1 and 2 children will finish at 2.00pm

Year 3 children will finish at 2.00pm until Friday 15th September

Year 3 children will finish at 3.00pm from Monday 18th September, except on Fridays when they will finish at 2.00pm

Year 4-7 children will finish at 3.00pm

School policy continues to be that any pupil in Nursery – Year 3 must be collected by a named adult (or an older sibling in Year 5-7). If there are any changes to 'normal' collection procedures, please contact the school office. If your older child is walking home, please ensure that your child's class teacher is aware of this. (It is also a good idea to contact the school to ensure that staff know which day your child is walking home. If staff are in any doubt, then we will keep your child in school and contact you.)

9. Wrap Around Care

Breakfast Club resumes Monday 4th September 8.00-8.45am

Year 1-7 Little Acorns Homework Club/After School resumes Monday 4th September 3.00-5.30pm

Children must be booked into Wrap Around Care in advance for school to manage staff supervision ratios.

Bookings can be made via the school website –The booking code for new users will be sent via email.

Please ensure all outstanding invoices from last year are paid in before 5th September.

Invoices are emailed on a MONTHLY basis. These must be paid immediately (within 3 working days)- NO EXCEPTIONS. Invoices can be paid in cash or through our online banking system.

Children may not attend Wrap Around Care until all invoices have been paid in full.

10. Returning items

Could all pupils please check their school bags from last year and return any school reading books and resources when they return to school.

11. Sun Protection

With an increased emphasis on outdoor learning and in the hope that we have some autumn sunshine, could you please ensure that all children have sun cream applied before school and if necessary send in sun cream in their bag with a sun hat if appropriate.

12. Cold/Flu and 'General Bugs' Prevention

It is essential that all children are reminded of the significance of personal hygiene as they return to school, particularly around the importance of regular handwashing. Children will be requested by staff to wash their hands regularly throughout the school day.

The children will be instructed to follow good respiratory hygiene, following the principle of 'Catch it, Bin it, Kill it' and will be discouraged from touching their eyes, face, nose and mouth.



All pupils should bring a box of tissues to school at the start of term and give it to their class teacher to facilitate good hygiene throughout the year.

Individual Hand Sanitiser and Tissues You know your child's skin best and with this in mind, if necessary please send a bottle of soap/hand sanitiser (Labelled with your child's name) which will remain in school to be used by your child under supervision by their teacher.

All arrangements will be kept under review and any changes will be communicated to you as and when appropriate and/or necessary. If you have any other queries or questions relating to the



reopening of school at the start of the 2023/2024 academic year that have not been answered through the information provided, please do not hesitate to get in touch.

Looking forward to welcoming everyone back next week.

Yours sincerely,

Jill Funston