

# Donemana Primary School



September 2017  
Information Booklet

Welcome to a new school year at DPS!

I would like to start by congratulating Miss Connor who is now Mrs Timoney and now a permanent member of our teaching team!

This year Miss Nutt will be teaching P1/2, Mrs Hay and Miss Sayers will be teaching P2, Mrs Timoney will be teaching P3/4, Mrs McCusker and Mrs Young will be teaching P4/5 and Mr Potts will be teaching P6/7.

Mrs Young is our senior teacher and deputises for Mrs Hay when she is absent from school.

This booklet includes a lot of important information on our school and the year ahead. Please read it carefully.

#### Pastoral Care Information for Parents

It is the aim of Donemana Primary School to provide a safe and secure environment within which your child can develop to his / her full potential.

The moral, intellectual, personal and social development of the children is promoted by all members of staff within a climate which is characterised by good relationships and mutual respect.

The school is very dependant on the support of parents, working in partnership with the school.

Positive achievements are highlighted and communicated throughout the school and at home in order to promote a positive ethos.

#### Child Protection

To ensure the safety of all children and to ensure we are fully compliant with Child Protection requirements the security lock on the school doors will be in operation from 9.15 am – 3pm. Children arriving to school after 9.15am simply need to ring the buzzer to gain entry. Parents collecting children are asked to wait at the pedestrian gate for the children to be released.

A copy of the updated child protection policy will be sent to all families during this academic year. You will be asked to sign a slip and return it to the school office to ensure all families receive this important policy.

Our Designated Teacher for Child Protection is Mr Potts and our Deputy Designated Teacher for Child Protection is Mrs Timoney (Miss Connor)

#### Primary 1 home time

For the month of September Primary 1 home time is 1.05pm. Please collect your child from the pedestrian gate. Please do not take children home directly from the playground or come into the school building at this time.

From Monday 2nd October onwards Primary 1 home time is 2pm.

### Primary 3 home time

Home time for P3 children is 2pm from Friday 1<sup>st</sup> – Tuesday 12th September and 3pm from Wednesday 13<sup>th</sup> September onwards.

If someone different is collecting your child from school, even a family member they know, you must telephone school to notify us. Children will not be released unless we have been given this information. If your child usually goes home on the school bus but will be collected a day you must also telephone school to notify us of this.

### Medication and Falls/Accidents

In line with Department of Education advice, teaching staff will no longer be required to administer medicines to children. There are some children with a long term condition who require regular medication (e.g. asthma). Parents will have to complete a Medication Plan for these pupils and medication may be securely stored. Where possible, medication should be prescribed in dose frequencies that allow it to be taken outside school hours. Over the counter medication will be treated in the same way as prescribed medicine. (This includes cough sweets) Please request a Medication Plan if your child requires one and do not send medication to school until the plan is confirmed by school. If you send medication to school, including inhalers, we ask you to check the supply of medication each month to ensure it is within date and there are sufficient quantities. Please arrange this with Miss Browne.

Most mishaps which happen at school only require a cold compress however we do administer plasters if required, therefore you must notify the office if your child has an allergy to plasters. If your child suffers any bump to the head or neck you will be notified via telephone. If your child receives any first aid treatment you will receive a form to notify you of this and the reply slip at the bottom must be signed and returned to the school office the next day.

### School Uniform

Money envelopes and a small stock of school uniform items are available to purchase from the office **(Tuesday - Thursday from 9.30 am – 11.30 am)**. Copies of the school uniform policy are available upon request.

### PE kits

To participate in PE children in P1 must wear a school PE t-shirt and PE slippers or trainers. In P2 – P7 children must wear a school PE t-shirt, tracksuit bottoms or shorts and PE shoes or trainers. Children come to school in school uniform as usual and change for PE unless they own an official DPS PE uniform. PE uniform may be worn all day on days your child's class has PE or is staying for an after school sports club. **Other items of sports gear cannot be worn to school** and tracksuit bottoms must be school bottoms or completely plain navy. Leggings are not part of school uniform and we ask children not to wear them to school. They can change into them for PE lessons and back into school uniform for other lessons if they have no tracksuit bottoms to wear.

## Absences

All absences **MUST** be explained. Every time your child is absent from school a note must be sent to the school office explaining the absence.

School starts at 9.15am and if your child is late this will be recorded against their attendance. The Department of Education equate two lates with one absence and if your child is later than 9.25am (when registration closes) this is considered as a half day unauthorised absence.

We ask for appointments e.g. dentist to be made outside of school hours however if this is not possible we ask for a copy of appointment letters/cards to have a record of reasons for absence. Any appointment during school hours also affects attendance.



## EVERY SCHOOL DAY COUNTS –

Every single day a child is absent from school equates to a day of lost learning.

Attendance percentages can be misleading.

100% Attendance	0 Days Missed	Excellent
95% Attendance	9 Days of Absence 1 Week and 4 Days of Learning Missed	Satisfactory
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of Learning Missed	Poor
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of Learning Missed	Very Poor
80% Attendance	38 Days of Absence 7 Weeks and 3 Days of Learning Missed	Unacceptable
75% Attendance	46 Days of Absence 9 Weeks and 1 Day of Learning Missed	Unacceptable

For some parents, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year – that's nearly 4 school weeks.

In DPS we firmly believe in the importance of recognising and celebrating success, both inside and outside of school which is why we have our Community Nominated Achievement Award which has been working well and will continue this year. Please forward all nominations to Jayne by the last Tuesday in each month and the teaching staff will select one winner each month.

We also have our Pupil of the Week and Pupil of the Month awards, house points, AR opoly, stickers and treasure box prizes!

We further aim to encourage children to choose good behaviour by rewarding them with Golden Time every Friday afternoon. This involves 30 minutes of free choice activity being available to each child. Each child starts the week with a full quota of 30 minutes, and providing they abide by the rules they enjoy their full entitlement on Fridays.

In the case of the child misbehaving a staged approach is adopted (this applies at all times in school including lunch time)

1. Rule reminder
2. Warning
3. Lose 5 minutes Golden Time.

A copy of our positive behaviour policy is available on our school website.



### Money

No loose money will be accepted by any staff member. All money must be sent in a labelled envelope and placed in Miss Browne's post office. There are spare envelopes above the post office.

### Access

The school operates a Controlled Door Access System. The doors are open at 8.30am in the morning to allow children to access breakfast club. The doors are controlled from 9.15am and after this time anyone wishing to access the school must ring the buzzer and report to the office.

Parents are asked to leave children off at the pedestrian gate or for P1 and P2 children to the school foyer and allow them to develop their independence by making their own way from here to breakfast club or their cloakroom. Between 8.30am and 9 am children must go directly into breakfast club. Between 9am and 9.15am children may put bags in their cloakroom before playing in the playground until school commences at 9.15am. Parents are asked not to go into the corridors or cloakrooms during the school day unless accompanied by a member of staff.

Parents seeking to speak to teachers should do so outside teaching hours. These conversations should be arranged in advance to ensure a confidential place and adequate time is available.

### Free School Meals

Don't forget to apply for Free School Meals - even if your child will not be taking the meal – as the number of children entitled to Free School Meals increases the funding we receive to run our school.

Parents/Guardians can apply if:

If your son or daughter is in full-time education and if you are in receipt of one of the following benefits:-

- Income Support;
- Income-Based Jobseeker's Allowance;
- Income-Related Employment and Support Allowance;
- The Guarantee Element of State Pension Credit;

Child Tax Credit or Working Tax Credit with an annual taxable income of £16,190 or less.

Or:-

- if you are an Asylum Seeker supported by the Home Office Asylum Support Assessment Team (ASAT); or

if your child has a statement of special educational needs and is designated to require a special diet.

Application forms are available from the school office.

### School dinners

School dinners cost £2.60 per day, £13 per week. Dinner money must be put in **Miss Browne's post box on a Monday morning in a money envelope labelled with the days your child will have dinner.** Dinners must be paid for in a timely manner as we in turn have to pay the meals service and do not have the funds to cover overdue dinner money.

### Packed lunches

Children who bring a packed lunch to school are expected to eat healthily. Only one small treat item is allowed per lunch box and no fizzy drinks. Grapes are to be sliced lengthways as they can present a choking hazard. There will be random checks on lunch boxes and house points awarded for healthy contents.

Since 2009 we have been working with the Health Promotion Department, WHSCT, to promote The Munch Box Challenge (a lunch box initiative). WHSCT guidelines suggest that at lunch time children's lunch boxes should consist of at least one healthy portion from each of the four main food groups of:

Bread, Cereals and Potatoes; Fruit and Vegetables; Milk and Dairy Products; Meat, Fish and Alternatives

and that children should be encouraged to reduce their daily fat, sugar and salt intake.

**Please ensure your child knows each day whether they are having a packed lunch or a school dinner.**

### School Milk

Milk will be available for your child from Monday 11<sup>th</sup> September. If you would like your child to have milk £13.80 must be sent in by Wednesday 6<sup>th</sup> September. No late money can be accepted. The costs for the rest of the year will be as follows:

£11 for January – March due by Friday 15<sup>th</sup> December; £11.40 for April – June due by Friday 23<sup>rd</sup> March

This is a total of £36.20 for the school year for anyone who would like to pay in advance.

Please note only Semi Skimmed milk will be available as the Education Authority will no longer allow glass bottles in schools.

### Snack money for Primary One and Primary Two

Please send in £13.80 for snack money. This is for up until the Christmas Holidays.

The costs for the rest of the year will be as follows:

£11 for January – March due by Friday 15<sup>th</sup> December; £11.40 for April – June due by Friday 23<sup>rd</sup> March

This is 20p per day per child and is a total of £36.20 for the school year for anyone who would like to pay in advance.

### Break

In line with our efforts to encourage our children to have healthy lifestyles we would like to further encourage our children to eat fruit. Fridays will now be **fruit only Fridays** which means children can only bring or buy fruit for break on Fridays. Every other day children are also encouraged to eat fruit but may also bring breadsticks and cheese or yogurts to eat. We also believe in the importance of a healthy diet including the occasional treat and so we will have a naughty break on the last Friday of each month when the children can bring or buy **1 small** treat for break that day.





## To Promote Healthy Eating And Improve Oral Health In Children

Always include in your child's lunch box at least one healthy option from each of the four main food groups listed here  
Bread, other cereals and potatoes, Fruit & Vegetables, Milk & Dairy Products and Meat, Fish & Alternatives.

### 10 DAYS OF HEALTHY LUNCH BOX IDEAS

**1** Ham and cheese sandwich • Fruit yoghurt • Apple • Cherry tomatoes • Diluted fruit juice. One part to 10 parts water. (No added sugar).

**2** Chicken, peppers and salad pitta pocket • Pot of rice pudding • Banana • Milk (semi-skimmed or whole).

**3** Tuna, onion, cucumber and sweet corn in tortilla wrap • Yoghurt • Fresh fruit salad • Water.

**4** Turkey bagel • Cheese cubes • Two clementine oranges • Celery sticks • Fruit Smoothie.

**5** Egg and spring onion bread roll • Yoghurt • Bunch of grapes • Carrot sticks • Milk (semi-skimmed or whole).

**6** Vegetable soup • Crusty bread • Cheese cubes • Cherry tomatoes • Banana • Water.

**7** Pasta salad • Yoghurt • Pineapple and melon chunks • Cucumber slices • Diluted fruit juice. One part to 10 parts water. (No added sugar).

**8** Ham, cheese and tomato sandwich • Pot of rice pudding • Pear • Milk (semi-skimmed or whole).

**9** Tinned salmon and salad pitta pocket • Bunch of grapes • Carrot sticks • Fruit Smoothie.

**10** Slice of pizza (toasted bread with tomato puree and cheese topped with chicken and various vegetables) • Fruit yoghurt • Orange • Cherry tomatoes • Water.



# HELPFUL HINTS TO PACK A HEALTHY LUNCH BOX

**1**

Packed lunches don't have to be boring! Include one portion from each of the four food groups to put together a lunchbox that's full of tasty treats to enjoy!

**Begin with breads, cereals and potatoes to GO**

**GO GO! Try different types of bread.**

• Sliced bread • Bread rolls • Baps • Bagels  
• Muffins • Pancakes • Pitta pockets • Tortilla wraps • Baguettes • Crackers • Bread sticks.

Eat a **variety** of breads - brown, wholemeal, granary or high fibre white.

Once in a while, instead of using bread, try potatoes, rice or pasta.

**2**

**Use a yummy filling of meat, fish or alternatives to help the blood flow!**

You can also add nuts, fruit and vegetables to make your sandwich more exciting!

Some suggestions you could use • Cheese, lettuce, tomato and spring onion • Egg with grated carrot and sliced cucumber • Chicken, mixed peppers and salad • Ham, pickle and pineapple • Mashed sardines and tomatoes • Tuna and onion/sweet corn • Eggs and spring onion • Turkey • Bacon and eggs.

**3**

**Gimme 5 to help you glow!**

We should include five portions of fruit and vegetables in your diet every day. Make sure at least one is in your lunch box. There are so many choices!

Some ideas include • Apples, oranges, pears, peaches, plums • Chopped fruit pieces - kiwi, banana, apple, grapes, mango, melon strawberries and pineapple • Chopped vegetables - celery sticks, cherry tomatoes, cucumber chunks, carrot sticks or a small salad of lettuce, tomatoes, peppers and onion • Homemade fruit juice or fruit smoothie.

**4**

**Milky madness will help the bones grow!**

Add one of the below to build strong bones and teeth • Yoghurt (plain or with fruit) • Natural yoghurt (add your own chopped fruit)

• Cubes of low fat cheese • Milk pudding of rice or custard.

**5**

**Thirst quenching drinks.** No lunch box is complete without a drink!

Choose from • Water • Milk (semi-skimmed or whole) • Pure fruit juice (no added sugar) • Diluted squash (1 part squash to 10 parts water) • Fresh fruit smoothie • **Don't forget your hot soups in the winter!**

## Curriculum Evening

On Tuesday 19<sup>th</sup> September we will be holding our annual curriculum evening. This evening is designed for parents to talk to our staff and receive some information about what the children will be learning this school year. The timetable below shows the plan for the evening, times will be confirmed as soon as possible. School will be open from 5.45pm and tea and coffee will be available.

We realise that it may be difficult for parents to attend, especially due to child care requirements, but we very much hope to see as many of you as possible as the night will provide a lot of important information.

Each teacher will give a short presentation in their classroom covering areas such as homework, literacy and numeracy. There will also be presentations by Timothy from MathsImprovementNI who we, as a staff, have been working with for the last two years. He will be explaining to parents ways to assist children with improving their maths skills, especially in the area of problem solving, looking at the mental strategies, seeing how maths strategies have changed, helping prepare our children for real life experiences in maths, making links with ict . Problem solving and real life maths are areas we have been working very hard on in school and would very much appreciate your support by attending the presentation and helping your child at home to further develop the skills we are helping them to learn in school.

You may also have a look around the other classrooms and areas of the school such as the library. All we ask is that you do not enter a classroom if the door is closed as this means the teacher has begun his / her presentation.

This evening is also open to others who may be considering sending their children to our school in the future or extended family members. They may not want to attend the presentations but are more than welcome to come for a look around.

Topic	Presenter	Location	Time
Tea, coffee, buns and a chat with other parents		Assembly hall	5.45pm onwards
Maths	Timothy	Assembly hall	TBC
Primary 4/5	Mrs McCusker	Mobile classroom	TBC
Primary 1/2	Miss Nutt	Room 2	TBC
Primary 2	Miss Sayers	Room 3	TBC
Primary 3/4	Miss Connor	Room 1	TBC
Primary 6/7	Mr Potts	Room 4	TBC

### After school clubs

Again this year, there will be a range of after school clubs on offer. You will receive permission slips about these when they are available.

We have:

Breakfast club 8.30 – 9am every day, breakfast items individually priced.

Busy bees (games and play for P1 and P2) 2 - 3pm every day, £1 per session.

Busy Bees Xtra (more games and play for P1 and P2) 3 - 4.25pm

Homework help (for P3—P7) 3 – 4pm every day, £1 per session.

Late Club 4 – 5.20pm (games and activities for P3 p P7) every day, £1 per session.

For children being picked up at 4.25pm (P1-2) or 5.25pm (P3-P7) the daily charge will be £3 regardless of what other clubs they are attending during this time.

For these clubs places must be booked in advance by booking form only. Bookings are taken on a first come first served basis. In cases of emergency you may make a last minute booking by telephone. We will always do our best to accommodate parents but we also have strict ratios which we must stick by and therefore appreciate your understanding if we cannot offer your child a place on a day you request one.

<b>September 2017 After Schools Booking Form</b>					<u>Children's names:</u>
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b>	
				2-3 busy bees ____ 3-4.25 busy bees <u>xtra</u> ____ ----- 3-4 homework ____ 4-5.25 late club ____	
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	
2-3 busy bees ____ 3-4.25 busy bees <u>xtra</u> ____ ----- 3-4 homework ____ 4-5.25 late club ____	2-3 busy bees ____ 3-4.25 busy bees <u>xtra</u> ____ ----- 3-4 homework ____ 4-5.25 late club ____	2-3 busy bees ____ 3-4.25 busy bees <u>xtra</u> ____ ----- 3-4 homework ____ 4-5.25 late club ____	2-3 busy bees ____ 3-4.25 busy bees <u>xtra</u> ____ ----- 3-4 homework ____ 4-5.25 late club ____	2-3 busy bees / football ____ 3-4.25 busy bees <u>xtra</u> ____ ----- 3-4 homework / football ____ 4-5.25 late club ____	

Payment must be received by Friday of each week. If payment has not been received by Friday you will receive a reminder bill which includes an administration fee. Any parents who are late to collect children will receive a bill for a late pick up fee. This fee will be £1 for every 15 minutes you are late.

We will also have:

Booster Club (P7) 3 - 4pm Free of charge	Mr Potts Mondays	11th September - 27th November
Jo-Jingles (P1) 1 - 2pm Free of charge	Wednesdays	20 <sup>th</sup> September – 11 <sup>th</sup> October
Eco-Club 3—4pm Free of charge	Miss Sayers Wednesdays	20th September—25th October
Relax Kids (P1 and P2) 2pm—3pm £1 per session	Relax Kids teacher	28th September—26th October
SU (whole school) 3 – 4pm Free of charge	Mrs Gamble and Mrs Gamble!	3rd October – 14 <sup>th</sup> November 21st February - 28th March
Recorder Club (P4 - P7) 3 - 4pm Free of charge	Miss Nutt Tuesdays	21st November - 19th December
Art Club (p4—P7) 3 - 4pm £1 per session	Miss Connor Thursdays	9th November—14th December
STEM Challenge Club (P5 - P7) 3 - 4 pm £1 per session	Mrs McCusker Thursdays	
Party Snacks Cookery (P3) 3 – 4 pm £1.50 per session	Jayne TBC	TBC
Football 2 – 3pm (P1 and P2) 3 – 4pm (P3 – P7) Free of charge	Kick Start Coaching Fridays	P1 and P2: 6 <sup>th</sup> October – 22nd June P3 – 6 <sup>th</sup> October – 22nd June P4 – P7: 8 <sup>th</sup> September – 23 <sup>rd</sup> June

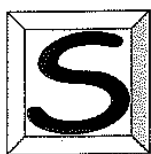
Please note these dates and times will not be sent out again unless there is a change so please keep this letter safe.

If any further clubs become available we will let you know.

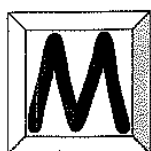
## Internet Safety

In Donemana Primary School we have an Internet Safety Policy which ensures that safe use is made of the internet by pupils and staff. We use a filtered internet service provider and the children's use of the internet is supervised. Children are informed about and understand internet safety rules. We also arrange regular training on internet safety by external professionals who are up to date on all the changes in the world of the internet for both parents and children.

Follow these **SMART** Tips when using the Internet



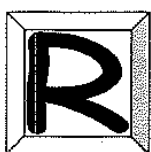
**SECRET** - Always keep your name, address, mobile phone number and password private - it's like giving out the keys to your home.



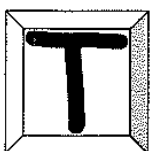
**MEETING** - Someone you have contacted in cyber-space can be dangerous. Only do so with your parent's/carer's permission, and then when they can be present.



**ACCEPTING** - E-mails or opening files from people you don't know or trust can get you into trouble- they may contain viruses or nasty messages.



**REMEMBER** someone on-line may be lying and not be who they say they are. Stick to the public areas in chat rooms and if you feel uncomfortable simply get out of there.



**TELL** your parent or carer if someone or something makes you feel uncomfortable or worried.





### Accelerated Reader

This year we will be continuing our emphasis on reading for pleasure using the Accelerated Reader programme. Please encourage your child to read for 30 minutes each day and keep up to date on their progress using home connect. Please check home connect regularly to check your child is on track to meet his/her target each term. We would also love to have a millionaire reader (a child who reads a million words) this year so keep encouraging your child to read.

### Text messaging service

A lot of the information from our school comes via text message so please ensure we always have an up to date mobile number for you.

### Website and Facebook

Don't forget to regularly check out our school website [www.donemanaps.com](http://www.donemanaps.com) and our school Facebook page. If you do not use Facebook you can see our Facebook posts on our website.

### App

We are very pleased to announce the launch of our very own app! Have a look at the information below and download our app today!!

## Get school updates via your phone

Our school is now listed in the **Schools NI** app, which allows you to view school updates and receive messages via your phone or tablet. The app is available on both Apple and Android devices, and will give you access to our school news, calendar events and letters.

To install the app, open [**School Website**] on your phone or tablet and click the 'Download App' button that appears at the top of the screen.



**Schools NI**  
Receive school updates  
via your phone

**Download App**

Next time you open the Schools NI App our school will be listed at the top of the list. You don't need to have the app open to receive messages.

### Appointments

There are 2 parent teacher meetings scheduled during the school year however if you wish to discuss anything with your child's teacher between these meetings please telephone in advance and make an appointment. If you require an appointment to speak to Mrs Hay please telephone the school office



in advance to arrange this.

### Concerns

If you have any concerns during the school year please follow the procedure below:

**Step 1:** telephone school to make an appointment to see your child's teacher. Speak to them about the concern. They will look into it and suggest a way forward. They will give you a time to meet again a few weeks later to see if improvements have been made.

If you are not satisfied after step 1 go to step 2.

**Step 2:** telephone school to make an appointment to see our senior teacher (Mrs Young). Speak to her about the concern. She will look into it and suggest a way forward. She will give you a time to meet again a few weeks later to see if improvements have been made.

If you are not satisfied after step 2 go to step 3.

**Step 3:** telephone school to make an appointment to see the Principal Mrs Hay. Speak to her about the concern. She will look into it and suggest a way forward. She will give you a time to meet again a few weeks later to see if improvements have been made.

Please note: Teachers and the Principal cannot address concerns appropriately if parents come to school without making an appointment. Ample time and a private place to speak must first be organised and therefore appointments are essential.

### PTA

It is with sadness that we may have to consider closing our school PTA. Over the years we have had a very small but dedicated and wonderful group of parents who have organised and run events such as Supper with Santa. However this small group cannot organise more events as there are so few people to help and we also have to register our PTA as a charity and need someone to take charge of this aspect of the work. Without someone to do this we will not be able to continue our PTA. If you would like to join our PTA, if you could take charge of registering for charity status or help out in any way please contact Miss Nutt. Otherwise this will most likely be the final year of the Donemana Primary School PTA.

## Forms

Along with this letter you have received forms for

Photography and use of images of children

Intimate care

ICT code of practice and parental consent letter

Data collection form

Please complete and return these forms to the school office no later than Friday 8<sup>th</sup> September.