



Dunclug Primary School
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6th September 2022

Dear Parents/Carers

We would like to welcome everyone back for what we hope will be another successful year at Dunclug Primary School. I hope that everyone had an enjoyable break. Now that the school has resumed and as the children gradually settle into school routines, I would like to draw the following matters to your attention.

1. **PRIMARY 1**- A warm welcome to our Primary One families. It is an exciting time for children, mums, dads and carers. On behalf of all the staff, we hope that you and your child will have seven enjoyable and productive years at Dunclug Primary School. We can confirm that the first full day (1.50pm finish) for P1 will be Monday 19th September.

2. **A SPECIAL WELCOME** – to several new families that have joined the school over the summer months. On behalf of all the staff, you are very welcome and we look forward to working alongside you over the next few years.

3. **SCHOOL TIMINGS**

The school day timings for 2022/23 are outlined below:

8.45am Doors open – Pupils should arrive and make their way to class

1020-1040 Breaktime/play

12-12.40 P1-P3 Dinners/Packed lunch and play

12.20-1pm P4-P7 Dinners/Packed lunch and play

1.50pm Home time for P1, P2 and P3

2.50pm Home time for P4, P5, P6 and P7

4. **ARRANGEMENTS AT ARRIVAL AND PICK UP TIMES**

- **We respectfully request that only staff and pupils enter the school main building**
- with the exception of new P1 parents who will be permitted to enter during their child's first two weeks
- Parents collecting younger children at 1.50pm are encouraged to wait at the green gates
- Parents collecting children at 2.50pm are encouraged to wait at the green gates
- Please do not park in front of the green gates – these are required for EA Transport vehicles, EA Maintenance vehicles or in the case of emergency

5. **HOME TIME ROUTINES** – It is important that everyone in school is clear about home time routines and I would ask you to ensure that you follow the arrangements set out below:

- **Please ensure that your child fully understands who is collecting them from school**
- Please ensure that this matches the information that was given to school
- Pupils from P1-P4 must be accompanied on their journey home
- If you are unavoidably delayed, please phone to the school office and let us know.

- Please advise your child that if you do not arrive that he/she is to return to the school office and wait for you there. This will reinforce what we are telling them in school and avoid unnecessary worry on anyone's part.
 - Please do not take another child home if that has not been arranged – this can cause worry if we have not been informed and are looking for the child concerned
 - Your help with these arrangements is very much appreciated.
6. **ATTENDANCE** - It is important for teachers to be aware of the reason for an absence. All absences are recorded, using various codes, on the official school register online. Therefore, **a short note explaining the absence should be sent with your child on his/her return to school.** The EA's Education Welfare Officer monitors all attendance and punctuality rates and attends the school regularly (on a half termly basis) to discuss these. Parents whose children's attendance is giving cause for concern, will receive letters from the school and a home visit from the Educational Welfare Officer.
 7. **SCHOOL PHOTOGRAPHER** – Our school photographer will be in school on Wednesday 28th September for pupil photos. Family photos can be taken with siblings from different classes. These photographs can then be ordered within a few weeks.
 8. **SCHOOL/CHARITY FUND** - On a voluntary basis, parents are asked to consider donating a small amount of money at the start of each school year, e.g. £2-5. This money makes a real difference to our school. It will go towards subsidising main events, special visitors, classroom resources and other essential expenditure during the year.
 9. **PROSPECTIVE PARENTS/PUPILS** - If you have any wider family or friends that wish to consider Dunclogh Primary School for their child, please encourage them to phone the school to arrange a tour.
 10. **NEW STAFF** – We are very pleased to welcome several new members of staff: Mrs V McKay (P4-7 Autism Social Class teacher), Mrs A Solomon (P1 Learning Support Teacher), Miss R McFarlane, Ms S Elliot and Miss M Andrew (Learning Support Assistants).
 11. **PARENT CONSULTATION MEETINGS** – We intend to have parent teacher meetings during October 2022 and February 2023. Dates and times will be issued to parents at a later date.
 12. **PHYSICAL EDUCATION** – Pupils are encouraged to wear a plain t shirt and shorts / tracksuit bottoms for Physical Education.
 13. **P1/P2 BOOK BAGS** – If you would like to purchase a Dunclogh Primary School book bag/school bag for your child, please send £5 in an envelope to your class teacher.
 14. **HOMEWORK** – Homework will be light this week to get pupils into the routine of home learning. Homework overviews will be given out ahead of week beginning Monday 12th September. For P3-P7, homework will consist of a Literacy and a Numeracy homework a week, spellings, reading and for some classes times tables. If your child cannot complete their homework for any reason, please write a note on the homework to explain to the class teacher so they can provide support the following day.
 15. **SCHOOL MEALS** – Please note that the price of a school meal for all children is **£2.60** per day. The school canteen also provide cooked break (30p per item) each day if your child would like to purchase something.
 16. **BREAKFAST CLUB** – Our Breakfast Club will recommence today on Monday 12th September from 8.30 – 8.45am. Please see the attached note for further details.
 17. **SCHOOL HOLIDAYS 2022/23** – See attached. This can also be downloaded from our school website.
 18. **SOCIAL MEDIA** – Our school Facebook and Twitter pages are a wonderful tool for promoting the school and all the hard work both the children and staff do on a daily basis. Please use social media wisely. If you have any enquiries please phone the school.
 19. **INTIMATE CARE POLICY** – By now, our new families should have received a copy of the school's intimate care policy. This policy can also be accessed on our school website www.duncloghps.com.
 20. **CHILD PROTECTION AND SAFEGUARDING TEAM** - The following teachers are responsible for Child Protection and Safeguarding: Mrs Boyd and Mrs Spence - Designated Teachers for Child Protection; Mr Beacom - School Principal and Deputy Designated Teacher for Child Protection and Mrs Hood - Deputy Designated Teacher for Child Protection.

Please speak to these teachers if you have any concerns or queries regarding the safety of your child.

21. **CHILD PROTECTION POLICY 2022/23** – This year's Child Protection Policy can be accessed on our school website www.dunclugps.com. A parent/carer summary of the policy will be given out during our Parent Teacher Consultation meetings later in the year.

22. **DEALING WITH CONCERNS** – At Dunclug Primary School we aim to encourage the support of parents/carers as we seek to provide valuable learning experiences for our children. We believe that you have a vital role to play in the education of your children and we see positive home-school relationships as being crucial as we strive to build an effective partnership with you.

Obviously from time to time you may have concerns relating to your child in school and if this becomes the case I would ask you to follow the procedure below:

- In the first instance queries/issues should be referred to the class teacher
- **Some issues may be able to be addressed by simply talking with the class teacher by a telephone conversation.**
- Some issues may be addressed after school (however it should be noted that this may not be convenient for the teacher as they may have after school club responsibilities at that time).
- **Make an appointment to see your child's class teacher** – this is done by contacting the office. Alternatively, a note to the teacher will ensure that an appointment is arranged.
- Make an appointment to see the Principal – this is done by contacting the school office

23. **EXTRA-CURRICULAR ACTIVITIES** – We are continuing to enhance our extra-curricular activities this year – more information of these activities will follow later in the term. After school clubs will be for pupils from the P4-P7 classes. Our P1-P3 classes enjoy their extra-curricular activities throughout the school day (e.g. Coaching for Christ, Forest Schools and more).

24. **KIDS' CLUB – P2 AND P3 AFTER SCHOOL CARE** - We plan to resume Kids' Club next week. Please see booking form attached. Should there be demand for P1 Kids' Club, we will facilitate this after half term.

25. **HEALTH AND SAFETY MATTERS**

- **Nut Allergy** - several children in school have nut allergies and must not be exposed to nuts in any form. We therefore ask everyone not to bring nuts or food containing nuts to school.

- **Sickness** - In general, across all educational settings, it is recommended that any staff member or child with diarrhoea and/or vomiting symptoms must stay away from the school until they have been free of symptoms for 48 hours (the '48 hour rule') and feel well.

- **Hygiene** - Handwashing and good hygiene habits continue to be paramount in order to keep everyone safe and healthy.

- **Clothing** –It helps everyone if children can easily recognise their own belongings. Please help by putting your child's name on every item brought to school, especially coats, jumpers and polo shirts.

26. **COMMUNICATION BETWEEN HOME AND SCHOOL**

Please ensure that we have the correct mobile phone numbers and addresses. Please see the data collection form that we have sent home today. Should any of the details be incorrect, please amend the form and return to your child's class teacher. I would also recommend that you download the Schools NI app on to your phone and this will ensure that you are subscribed to our website.

Many thanks for your continued support. Should you have any queries, please do not hesitate to contact me at school.

Yours Sincerely

Mr A Beacom

Principal