

# **KILLYLEA PRIMARY SCHOOL**

*Small School...BIG Opportunities!*



## **PARENTS' INFORMATION BOOKLET**

*Please retain for reference.*

### **SEPTEMBER 2020**

### **COVID RESTART**

Dear Parents/Carers,

Welcome back to another school year following a 5 month school closure due to Covid-19. This booklet will contain vital information which you should read alongside our School Restart Plan.

We give a special welcome to those of you who are new to our school. We have 16 new P1 pupils joining us – Molly, Carlee, Guy, Will, James, Lennox, Alfie, Harley, Emily-Jane, Caleb, Lydia, Elise, Freddie, Nathan, Scott and Jake. We also have some new starts: in P3- Rebecca, in P4 – William and Calum, in P5- Peter and in P6 – Kristin and Jack. We trust you and your families will all be made to feel truly welcome at Killylea Primary School!

We now have 81 pupils which represents a 25% increase from last September.

This year we look forward to getting back to work after a prolonged absence. Our whole school development will include pupil and staff health and wellbeing alongside continuing to develop our effective feedback strategies.

This booklet contains useful information but please feel free to ask about anything you would like more information on.

We look forward to another busy year at Killylea Primary School!

Pam Lowry, Principal.

## **COVID RESTART PLAN**

Please take time to familiarise yourself and child[ren] with our new restart procedures including gates for entry and start and home times [ copy posted on school website]. We will be operating 3 separate bubbles which will not mix across the day.

Due to staff not being able to take other classes but their own we have had to make the following arrangements to our school organisation:

- P3 will go home at 2pm every day
- ALL pupils will go home at 2pm on Wednesdays [P1/2 1.50pm].
- Stay Late and Chatterbox are limited in capacity this year and only for those staying to 3pm to wait for an older sibling, or for those whose parents work.
- Regretfully we are unable to offer free sessions to those on Free School Meals this year.



## Killylea Primary School House Teams 2020-2021



Cormeen	Lisagally	Navan	Lisdrummard
Charlie	Grace R	Jake M	Thomas
Grace S	Holly McC	Bethany	Sarah Berry
Benjamin	Maxwell	Milly-May	Maria
Josh A	Ellie R	Rhys	Calum J
Mate	Charlie G	Chloe	Joshua McA
Kristin	Isaac G	Samuel G	Jack R
Debbie	William	Peter	Nathan H
Jesse	Mason	Daniel	Jacob
Jack B	Isla R	Ellie-Mae	Alec G
Ruby	Jack N	Bella	Calum R
Ellie W	Leah	Max	Emily
Annabelle	Gualdino	Aleena	Ben R
Elsa	Alfie	Rebecca	Isla M
Sam B	Gracia	Lucy	Lydia
Zachary	Sarah Bloomer	Erin	Alex H
Molly	James	Alan	Lily G
Carlee	Tom M	Sam H	Lennox
Guy	Freddie	Will	Lydia
Harley	James	Alfie	Elise
Jake	Emily-Jane	Scott	Nathan McA
	Caleb		

### PARENT PAY

To eliminate the use of cash and also to increase efficiency we are introducing “Parent Pay” as our cash-handling system. You should have received notification with account activation details. If you haven’t received any, please contact the secretary. **NO CASH WILL BE ACCEPTED IN SCHOOL.**

Once you have your account details you can log in online at [parentpay.com](http://parentpay.com). Look for the ‘Login’ button at the top right. If you would like to use ParentPay on your smartphone, just bookmark the login page to your home screen for easy access. Don’t worry about compatibility either. The vast majority of Android, iOS and Windows Phone devices will be able to run ParentPay as well as tablets and desktop computers.

What will ParentPay be used for?

- School Dinners – View menus and check dietary and nutritional information. You can book and pay in advance or let your child choose in school.
- Trips – Pay for school trips through ParentPay. Schools can send out invitations to the relevant parents; who can respond with parental consent and provide medical information.
- Clubs – Receive advanced notification of clubs, so you can secure a place, book and pay early.
- Online Shop – Whether it’s student photographs, uniform or equipment, you can purchase items online. Check item information like size and colour prior to purchase.
- Communication – Receive important messages from school via email and text.
- Payment Options – Debit and credit cards, American Express and PayPoint from over 28,000 shops across the country.

**NOTE: SCHOOL STARTS AT 9AM. ALL pupils should be in school by 8.55am.**



Please note new arrangements:

- P1/2 should enter via pedestrian gate, sanitise hands and go to Foundation playground.
- P3-7 should enter via driveway gate, sanitise hands and go to designated area in back playground.

Pupils will then be accompanied into school by staff to wash hands on entering school.

**Due to Covid-19 risks, adults should remain outside the school gates unless by prior appointment.** P1 pupils may be accompanied by ONE adult for the first few weeks until settled.

Pupils will go home via the same gate. P1 parents should collect their child from the Foundation playground black gate. 12 noon until Mon 21<sup>st</sup> Sept when the collection time will be 1.50pm. Thank you for your co-operation.

## Breakfast Club

**Every morning from 8am. Only £1.25 payable via Parent Pay. Last breakfast served at 8.30am. Enter via front door.**



## STAY LATE CLUB

**£2 PER DAY – 2pm – 3pm**

**P1 – P3 ONLY if you have a sibling in P4-7 or usually stay for Chatterbox.**

[No charge to P3 this year due to changed timetable]

## Chatterbox

**Available every day 3pm - 4pm. £3 per hour. P1 – 7.**

**Only available this year to those with working parents due to restricted numbers.**

## **SCHOOL FUND**

**Our voluntary school fund of £10 per term per family will be used to purchase equipment to support pupil learning. It is hoped that parents will support us but no child will be discriminated against if parents choose not to pay.**

**Due dates: 28<sup>th</sup> September**

**2<sup>nd</sup> November**

**1<sup>st</sup> February**

**OR a one-off payment of £25 per family in September.**



## **HEALTHY BODIES...HEALTHY MINDS**

**As an Eco School and participant of Boost Better Breaks, all pupils should bring in a healthy break ie fruit or vegetables. NO NUTS or ANYTHING WITH NUTS IN IT. In discussion with pupils, we have agreed that on Fridays, pupils may bring in yoghurt, crackers and cheese or pancakes etc. No chocolate bars, biscuits or crisps! Bring your water bottle each day [no juice allowed].**

**We ask that parents support us in providing healthy breaks, water bottles and that pupils come to school well rested to maximise their learning opportunities and potential.**



## **SCHOOL DINNERS**

**We are very fortunate to have school meals cooked on our premises but this is determined by numbers and should not be taken for granted. Please support our school meals. The cook has a successful policy of plating up a full meal to encourage children to taste different foods. We find this is very successful in promoting healthy eating and picky eaters. Research shows you may have to try something 40 times before developing a taste for it!**

**This year hot school meals will be delivered to classrooms – never mind meals on wheels we are looking forward to “Linda’s Mobile Lunches”!**

## SCHOOL DEVELOPMENT PLAN 2020-21



We are very proud of our standards and achievements at Killylea Primary School and we aim to be proactive in developing our strategies for learning and teaching for maximum benefit for our pupils. Our recent ETI inspection highlighted *“a high priority on raising standards through well-planned opportunities for the children to develop as critical thinkers and problem-solvers.”*

Last year we began development of Effective Feedback which was deemed to be very successful by staff and pupils. This year we will be extending our feedback by using an app called Seesaw.

Seesaw is a simple way for teachers and pupils to record and share what's happening in the classroom. Seesaw gives pupils a place to document their learning, be creative and learn how to use technology. Each pupil will have their own journal and will add things to it, like photos, videos, drawings, or notes.

It is hoped to use Seesaw for homework and for blended learning in the event that a bubble has to isolate due to Covid.

In 2020-19 our key priorities are:

- Teaching and Learning –developing effective feedback through Seesaw
- Pupil Wellbeing – development of a whole school approach to wellbeing and emotional regulation through the “Zones of Regulation” programme

The **ZONES** of Regulation®





## **KILLYLEA PRIMARY SCHOOL** **HOLIDAY LIST 2020-2021**

School Return	Mon 24 <sup>th</sup> August- Fri 28 <sup>th</sup> : P7, 9-3pm [non uniform] Wed 26 <sup>th</sup> /Thurs 27 <sup>th</sup> : P2-P6, 9 – 12noon [non-uniform] Tues 1 <sup>st</sup> Sept: P2-P7, 9-3pm, relaxed uniform Tues 8 <sup>th</sup> Sept: New P1 start, 9-12 noon Mon 21 <sup>st</sup> Sept: P1 stay to 2pm
Halloween	School closed Mon 26 <sup>th</sup> – Fri 30 <sup>th</sup> October <i>[5 days to include 2 School Development Days]</i>
Christmas	School closed Fri 18 <sup>th</sup> Dec at 11am – Fri 1 <sup>st</sup> Jan Back to school on Monday 4 <sup>th</sup> January
Half-term	School Closed Mon 15 <sup>th</sup> Feb – Fri 19 <sup>th</sup> Feb <i>[To include 1 School Development Day]</i>
St Patrick's Day	Wed 17 <sup>th</sup> March
Easter	Close Wed 31 <sup>st</sup> Mar at 11am – Wed 14 <sup>th</sup> April Back to school on Thurs 15 <sup>th</sup> April <i>[To include 1 School Development Day]</i>
May Bank Holiday	Monday 3 <sup>rd</sup> May
Late May Bank Holiday	Fri 28 <sup>th</sup> May – Mon 31 May <i>[To include 1 School Development Day]</i>
End of Term	P7: Fri 18 <sup>th</sup> June Leavers' Assembly P1-P6: Fri 25 <sup>th</sup> June at 11am.

**Please note:** Removing pupils during school term time is not recommended. Parents should not book holidays during the school term (See School Attendance Policy). Staff cannot prepare work in advance for children who are on holiday and very often these children miss vital work during their absence. The school is required to inform the Education Authority when a child is removed from school for a holiday. This information is recorded and may be used by the Education Authority in situations such as Special Educational Needs Assessments etc. We trust you will book your holidays in accordance with this list.



## **CHOSEN CHARITY FOR 2020-21**

This year we are supporting Armagh Food Bank. The charity believes that no-one in our community should have to face going hungry and they provide three days' nutritionally balanced emergency food and support to local people who are referred to them in crisis.



Armagh Foodbank was founded in July 2015 which is facilitated by Armagh Elim Church and supported by local churches and community groups, working together towards stopping hunger in our local area.

Further details will follow once our School Council is elected.

### **SAFEGUARDING TEAM 2019-20**

- Designated Teacher for Child Protection: Mrs P Lowry
- Deputy Designated Teacher: Mrs L Kerr
- Chair of Board of Governors: Rev B Atkins
- Governor for Child Protection: Mrs J Kennedy



**SAFEGUARDING CHILDREN IS EVERYONE'S CONCERN**

## **HOME SCHOOL AGREEMENT**

**At Killylea Primary School we recognise the importance of good home-school communication and relationships. We cannot work in isolation and seek to work effectively through strong home-school partnerships in the interests of the children in our care.**

**We recognise that at times you may have an issue or query. We ask that you speak to us first to enable us to address your concern. We will seek to resolve any queries or difficulties you may have to the satisfaction of all parties.**

**We ask parents to support our policies and procedures. Copies of our policies are available on the school website or from the school office. We involve parents, pupils, staff and governors when we are**



**updating policies so they reflect our practice and are agreed by all stakeholders.**

**We especially ask that you familiarise yourself with the following policies:**

- ❖ Child Protection**
- ❖ Pastoral Care**
- ❖ Anti-Bullying**
- ❖ Positive Behaviour**
- ❖ Attendance**
- ❖ Uniform**
- ❖ Homework**
- ❖ Home School Communication Policy**

**Please read, sign and return the following Home School Agreement and Appendix 1 and 2 permission forms.**

**[Excerpt from Positive Behaviour Policy page 4]**

**Parents have a Responsibility to:**

- Act as positive role models for their children in their relationship with the school.
- Promote an understanding of what is acceptable and unacceptable in terms of behaviour.
- Support the school in implementing the behaviour policy and in maintaining a high standard of discipline.
- Ensure children are well rested and prepared to start the school day.
- Ensure that children comply with school rules regarding uniform, attendance and punctuality.
- Encourage children to show respect to all staff, school visitors and peers.
- Encourage children to value their own property, school property and that of others.

- Be realistic regarding their child's ability and offer encouragement and support to them.
- Encourage children to complete school work and homework to a good standard.
- Check and sign all written homework and homework sheets/ diaries.
- Send in a note explaining reason if homework not completed
- Advise school at the earliest opportunity of any problems concerning their child.
- Work in conjunction with the teachers and principal should any discipline be required.

## KILLYLEA PRIMARY SCHOOL

### Pupils' Code of Conduct

A very high standard of conduct, work and appearance is expected from pupils at Killylea Primary School. Respect for oneself and consideration for others are the ideals by which pupils should be guided in all their behaviour in school, in the home and in the wider community. The Code of Conduct is very important in ensuring that each pupil can reach his/her full potential in Killylea Primary School.

#### Attendance

- Good attendance is essential. All absences should be covered by a note.
- The school day is from 9.00 a.m. to 2.00 p.m. or 3.00 p.m.
- No pupil may leave school without the permission of his/her teacher or principal, on receipt of a note.
- If a pupil has an **unavoidable** appointment during the school day, they should, if possible, be in school before and/or after the appointment.

#### Punctuality

- Pupils should be on the school premises by 8.40 a.m., **at the earliest**, when teacher supervision begins [unless attending Breakfast Club].
- Pupils should be in school **no later** than 8.55am.

#### Behaviour

- Pupils should have respect for themselves and others and take responsibility for their own actions.
- Pupils should be well-mannered at all times.

- The use of bad language and gestures is unacceptable.
- Boisterous games and activities which are liable to cause injury to the pupils or others are prohibited.
- Pupils should respond immediately and appropriately to all members of staff at all times.

## Homework

- All homework should be well presented, reflect careful effort and be submitted on time *[within Covid guidelines]*
- All written homework and homework sheets/ diaries should be signed by a parent/ guardian daily.
- A signed parental note must be sent in if a homework is not completed.

## Appearance

- A high standard of personal appearance and hygiene is expected at all times.
- Full uniform should always be worn, unless previously arranged with class teacher/principal and pupils' names should be clearly marked on all clothing and articles brought to school. *[Relaxed requirements 2020/21]*
- Coats should be worn to school when appropriate.
- For safety reasons jewellery will be restricted to a watch and stud earrings.
- When engaged in physical activities it is necessary to remove all items of jewellery for health and safety reasons.
- Long hair should **always** be tied back with school colours. Hairstyles must be tidy, unobtrusive and not extreme.
- Make-up and nail varnish are **not allowed**.

## Movement

- Pupils should move around the school in a quiet and orderly manner as directed in the school rules. *[in line with new Covid procedures]*
- Toilets should be used at set times or when otherwise directed by the teacher.
- In the dining hall, pupils are expected to walk in an orderly manner when entering, exiting or moving within the hall. *[not applicable 2020/21]*
- All pupils are expected to go out at break-time and lunch time, unless directed by a teacher otherwise.

- Pupils may only leave the playground with the permission of a member of staff.
- Pupils coming to school by bicycle are not permitted to ride their bicycles anywhere inside the school grounds. Bicycles must be wheeled in the school grounds and parked in the cycle shelter.

### **Property**

- All pupils will show due care and respect for their own and others' property. School property and school grounds are due the same importance as something which is their own.
- Pupils should only bring to school items of property which they need or are asked to bring by their class teacher.

## **KILLYLEA PRIMARY SCHOOL**

### **An Acceptable Use of the Internet - Pupil**

Children should know that they are responsible for participating in Acceptable Use of the Internet. They must discuss and agree on the following rules for this Acceptable Use. **Parents are also asked to be aware of the code of Acceptable Use and confirm that their children will follow these rules.** Both Parent and Child [from P3- P7, P1/2 parents should sign on child's behalf] are required to sign the Acceptable Use Agreement and return to school [See Appendix 1)

- On the network, I will only use my own login username and password.
- I will keep my username and password private.
- I will not access other people's files without their permission.
- I will not change or delete other people's work/files.
- I will ask permission before entering any website, unless my teacher has already approved that site.
- I will use the Internet for research and school purposes only.
- I will only send e-mail which my teacher has approved. I will make sure that the messages I send are polite and responsible.
- I understand that the use of strong language, swearing or aggressive behaviour is not allowed when using e-mail etc.
- When sending e-mail I will not give my name, address or phone number or arrange to meet anyone.

- I understand that I am not allowed to enter Internet Chat Rooms while using school computers.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I will not bring in memory sticks or CD Roms from home to use in school unless I have been given permission by my class teacher.
- I understand that the school may check my computer files/emails and may monitor the Internet sites that I visit.
- I will always quote the source of any information gained from the Internet i.e. the web address, in the documents I produce.
- I understand that if I deliberately break these rules I could be stopped from using the Internet/E-mail and my parents/cares will be informed.

## PHOTOGRAPHIC PERMISSION:

Killylea Primary School is a busy, exciting place and we like to share what we do with parents and our local community. We use our school website and Facebook page to help keep you up to date with what is going on as well as attract potential pupils. Occasionally, our pupils feature in the local media or TV.



Hopefully, you enjoy sharing these photos and videos etc. Please consent to your child's photos etc being used on the permission form on the back page.[Appendix 2]

## USE OF LOCAL COMMUNITY:

As part of curricular work we endeavour to use the local community and locality to enrich pupils' experiences. Often we will go the local shop for numeracy work, visit the church for assembly or RE, survey the local village or go to the park. *[as Covid guidelines permit]*

Please tick and sign the permission slip on the back page to give your consent to these local trips including timetabled swimming lessons [P4-7].

Other trips outside the locality eg class bus trips or Shared Education trips will have a separate permission slip.



**INTIMATE CARE:**

Occasionally pupils, especially Foundation Stage, may have toileting accidents or may require a change of clothes due to illness or accident. To save further distress we keep some spare clothing and underwear in school for such occasions. Pupils will be given privacy and encouraged to change themselves but younger children may need some assistance. Please indicate on permission slip that you consent to “intimate care” help for your child if required.

**MEDICAL INFORMATION:**

If your child has a medical need /condition please indicate in the Medical Information section of the permission slip. Any child who requires an inhaler should have one left in school with their name /class clearly displayed on it. If your child needs medicine during the school day an “*Administration of Medication*” form must be completed and given to the class teacher [available to download on school website or from office].

**PLEASE READ THE FOLLOWING PAGES,  
SIGN  
AND RETURN TO SCHOOL  
NO LATER THAN TUESDAY 1<sup>ST</sup> SEPTEMBER.**

## KILLYLEA PRIMARY SCHOOL HOME SCHOOL AGREEMENT

As a parent/carers of a pupil at Killylea Primary School:

- I agree to support the schools' policies and procedures;
- I will remind my child[ren] of the School's Pupil Code of Conduct; and
- I will inform the school at the earliest opportunity if my child has a problem or if I am unhappy with any aspect of their education or pastoral care.

**Signed:**

**Date:**

**Pupil name:**

**BLOCK CAPITALS**

### Appendix 1: KILLYLEA PRIMARY SCHOOL

#### Acceptable Use of Internet Agreement - Pupils

Please read and explain the above rules for the "Acceptable Use of the Internet" with your child and then complete and return this form to your child's class teacher. [Only pupils in P3-7 need sign, but ALL parents/carers must sign on behalf of the pupil].

<b>Pupil's name:</b> [PRINT]		<b>Class:</b>	
As a school user of the Internet, I agree to follow the school rules on its' use. I will use the network in a responsible way and observe all the restrictions explained to me by my school.			
<b>Pupil Signature:</b> [only P3-7]		<b>Date:</b>	

<b>Parent/Carer Name:</b> [PRINT]	
As the parent or legal guardian of the pupil above, I give permission for my son or daughter to use the Internet, including Email. I understand that pupils will be held accountable for their own actions. I also understand that some of the materials on the Internet may be unsuitable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information.	
<b>Parent/ Carer's Signature:</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"></div> <div style="width: 20%;"><b>Date:</b></div> <div style="width: 40%;"></div> </div>



## Appendix 2 KILLYLEA PRIMARY SCHOOL – PERMISSION SLIP

<b>PUPIL NAME:</b>	<b>CLASS:</b>
<b>PERMISSION SOUGHT</b>	<b>Tick if you grant permission</b>
<b>PHOTOGRAPHS:</b> I give permission for my child's photograph/image/recording to be used on the school website, Seesaw app, Facebook page and in local media or other online forums.	
<b>LOCAL VISITS:</b> I give permission for my child to go on visits outside school to the local community [within walking distance from school and including scheduled swimming lessons] <i>[within Covid Guidelines]</i>	
<b>INTIMATE CARE:</b> I give permission for intimate care help should my child require such.	
<b>MEDICAL INFORMATION:</b> Please use below to inform us of any medical condition or need your child may have. [Staff will contact you for further information]	
<b>PARENT/ CARER SIGNATURE:</b>	
<b>DATE:</b>	