

KILLYLEA PRIMARY SCHOOL

Small School...BIG Opportunities!



PARENTS' INFORMATION BOOKLET

Please retain for reference.

SEPTEMBER 2018

Dear Parents/Carers,

Welcome back to another school year and a special welcome to those of you who are new to our school. We have eleven new P1 pupils joining us – Jack, Alfie, Gracia, Aleena, Alex, Ruby, Isla, Lydia, Lucy, Ben and Ellie including eight new families. We trust you will all be made to feel truly welcome at Killylea Primary School!

We also welcome back our secretary, Mrs Elaine Maguinness, after her maternity leave and we welcome Miss Rachel Gray who will be teaching P3-4 during Mrs Miskelly's remaining maternity and Mrs Ewarts' upcoming maternity leave.

This is a very exciting year for us as we celebrate our 80th anniversary in our current building. Look out for events throughout the year.

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!

P. Lowry, Principal.



P.E. Days Autumn Term 1 [Sept- Oct]

P1-P7: Mondays and Wednesdays

We look forward to having our tennis coach, Ronnie Ballantine back with us from Wednesday 5th Sept until half-term for all classes. This year we will be using our School Fund to pay for these lessons.

All pupils will change for PE in school. PE uniform is black or navy shorts with a pale blue or white polo-shirt and trainers or plimsolls. Pupils should not wear trainers to school. [See Uniform Policy for full details].

This year we are also extending the very popular “Healthy Kids” to all pupils with sessions during school on Mondays. Our sponsored walk last year was used to raise funds towards parents’ costs [£20 for the year]. If your child did not raise £20 then we would request that the balance is paid by the end of September. Reminders will go out with money wallets next week.

P1 parents will be asked to pay £2 per month.



KILLYLEA PRIMARY SCHOOL HOUSE LIST 2018-19



Cormeen	Lisagally	Navan	Lisdrummard
William C	Szofi B	Chloe B	Adam G
Sarah G	Ethan R	Lily W	Kyla L
Jack McC	Charlotte K	Leona L	Jake H
Jack S	Mark A	Hannah H	Thomas G
Naomi G	Grace R	Jamie Q	Sarah B
Charlie W	Holly McC	Jake M	Maria M
Holly McC	Ellie R	Bethany L	Calum J
Grace S	Charlie G	Milly-May L	Joshua McA
Benjamin R	Joshua R	Rhys R	Nathan H
Joshua A	Isaac G	Chloe D	Jacob M
Mate D	Dylan R	Samuel G	Alec G
Debbie G	Isla R	Ellie-Mae B	Emily M
Jesse W	Jack N	Bella G	Ben R
Jack B	Leah W	Max L	Isla M
Ruby L	Alfie D	Aleena H	Lydia McA
Ellie W	Gracia G	Lucy R	Alex H

FREE SCHOOL MEALS

If your child is entitled to **Free School Meals**, the Board of Governors has again agreed to support them by offering **2 FREE afterschool sessions per week**. Please indicate "FSM" on the money sheet each Monday against the chosen activity. [This includes Stay Late, Chatterbox, Football Coaching or any other charged afterschool activity]. Please speak to the secretary if you are unsure whether or not you qualify for Free School Meals.



Note: school starts at 9am. ALL pupils should be in school before this so they are ready to begin Huff and Puff at 9am. To facilitate working parents we open the door and supervise pupils from 8.40am.

No child should be in school before 8.40am unless they are at Breakfast Club. For safety reasons, the large black gate will only be open for Breakfast Club. All pupils arriving after that should use the front entrance.

Breakfast Club

Every morning from 8am. Only £1.25 payable on the morning. Last breakfast served at 8.30am.



STAY LATE CLUB

£2 PER DAY – 2pm – 3pm

P1/2: Mon – Fri. P3: Tues - Thurs

Chatterbox

Available every day 3pm - 5pm. £2.50 per hour. P1 – 7.
3-4pm: range of activities and healthy snack eg toast, fruit
4-5pm: Homework supervision

MONEY MONDAYS!

ALL money should come into school on Mondays. To make this easier for staff we would ask for **EXACT MONEY PLEASE**.

We encourage you to pay by **cheque** and if possible pay ahead for clubs, dinners etc on a **monthly basis**.

Hopefully, this will help reduce administration on Monday mornings and give staff more time with pupils! Thank-you for your co-operation.

HELP WANTED!

If you have a head for numbers, are free on Mondays from 9-10am and would like to help with dinner money please speak to the secretary.

SCHOOL FUND

Our new voluntary school fund of £10 per term per pupil will be used this year to provide 8 weeks of hockey and tennis lessons for each pupil. It is hoped that parents will support us but no child will be discriminated against if parents choose not to pay.

Due dates: 1st October,
4th February
29th April.



Busy Bees



Parent and Toddler Group



MEETS EVERY 2nd FRIDAY

KILLYLEA PRIMARY SCHOOL 9.15 – 11AM

14th September

12th October

9th November

14th December

11th January

8th February

8th March

12th April

10th May

14th June

Each session features different activities and crafts for you to enjoy with your little one. Bring along a friend and enjoy the craic with a cup of tea.

£1 donation per adult.

Extra-Curricular Programme Autumn Term Sept – Oct 2017

Tuesday: 3-4pm Brainboxes [P7]

3-4pm: Choir [P4-7]

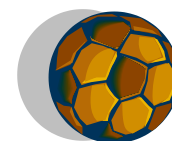


Wednesday: 2-3pm Healthy Kidz Fitness Club P1-3

3-4pm Healthy Kidz Fitness Club P4-7

Thursday: 2-3pm Football Coaching P1-3

3-4pm Football Coaching P4-7



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 please! Bring your water bottle each day [no juice allowed].

As a health promoting school, we have a role, along with parents, to promote a healthy lifestyle and help pupils make good choices and that includes behaviour, work ethic and a healthy eating. The media are constantly bombarding us with statistics of childhood obesity and its detrimental effect not only on physical health but educational attainment, attendance and mental health including self-esteem and well-being.

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.



SHARED EDUCATION PROGRAMME

Many local schools like Killylea PS are benefitting from participation in the Shared Education programme in terms of pupil learning and staff development. Our partnership with Drumsallen PS and Our Lady's Tullysaran is expanding this year to include two classes participating:

P1-2: "Playpals" – Developing Early Writing through Play

P5-7: Practical Problem Solving, supported by Sentinus.



SCHOOL DEVELOPMENT PLAN 2018-19



In 2017-8 we again increased pupil achievement and further reduced underachievement in Literacy, Numeracy and Reading. Killylea Primary School is performing well in line with other schools across N. Ireland and is above the national average. Our staff is committed to high standards and helping each child achieve in line or above their ability level. We have made significant progress in bringing SEN pupils achievement levels within average class scores across the curriculum.

In 2018-19 our key priorities are:

- Numeracy –problem-solving using the RUCSAC strategy
- Literacy – spelling and developing pupils' writing
- Pupil Wellbeing – building positivity

DATES FOR YOUR DIARY

[Please note two extra days added in lieu of August start - 17th April/28th May]

All dates inclusive

SDD: School Development Day

Halloween	29th Oct - 2nd Nov [5 days to include 2 SDDs]
Christmas	24th Dec - 4th Jan [10 days to include 1 SDD] School closes 12 noon 21st Dec
Half-Term	18th - 22nd Feb [5 days to include 1SDD]
St Patrick's Day	15th - 18th Mar [2 days]
Easter	17th April - 26th April [8 days] School closes 12 noon 16th April
May Bank Holiday	6th May [1 day]
May Bank Holiday	24th - 28th May [3 days to include 1 SDD]
Last Day of School	29th June [school closes 11am]

In line with our Attendance Policy we would ask that parents do not book holidays during term time.

PARENT FOCUS GROUP

This year we intend to have regular opportunities to come together to discuss issues, share ideas and review policies and practice.

By working together we can develop Killylea Primary School to be the very best it can be!

Our meetings for Autumn term will be:

- ❖ Tuesday 25th September 9am – 10am

Topic: communication. How can we make sure our communication is effective?



- ❖ Tuesday 6th November 9am – 10am

Topic: Anti-Bullying Policy review

80th Anniversary!

This year we celebrate 80 years in our current school.

We will be holding a series of events to mark our celebration including:

12th & 13th April – Exhibition

14th April – Church Service

26th June – Reunion BBQ & Treasure Hunt

We are also producing a cook book and details will go home next week on how you and your children can participate. Look out your favourite recipes now!

Proceeds will be divided between KPS and the Air Ambulance.



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**

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

[House point awarded if forms returned next day]

[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.
- Children leaving school at lunch-time will only be released when the lunch-time bell sounds and should return promptly for the beginning of afternoon classes.
- 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 9.00am when lessons begin.

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.
- 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.
- 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 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.
- 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.
- 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] 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.

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.

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].**

Pupil's name: [PRINT]		Class:	
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.			
Pupil Signature: [only P3-7]		Date:	

Parent/Carer Name: [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.			
Parent/ Carer's Signature:		Date:	

Appendix 2 KILLYLEA PRIMARY SCHOOL – PERMISSION SLIP

PUPIL NAME:	CLASS:
PERMISSION SOUGHT	Tick if you grant permission
PHOTOGRAPHS: I give permission for my child's photograph/image/recording to be used on the school website, Facebook page and in local media or other online forums.	
LOCAL VISITS: 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]	
INTIMATE CARE: I give permission for intimate care help should my child require such.	
MEDICAL INFORMATION: Please use below to inform us of any medical condition or need your child may have. [Staff will contact you for further information]	
PARENT/ CARER SIGNATURE:	
DATE:	