



Morning Club & Afternoon Club

Afternoon Club

Clubs continues this term from 2/9/19. To ensure the smooth running of the clubs, places need to be pre-booked and **bookings will only be accepted with the appropriately completed booking slip and payment.** Staff cannot accept cash handed to them and verbal instructions. Bookings should be made on a Thursday or Friday for the following week or a month in advance. (If we are informed that a child will be absent, the session can be carried over). Morning Club opens at 8.00 am and breakfast is served until 8.20 am. There are 3 sessions for Afternoon Club: 2-3 pm, 3-4 pm and 4-4.50 pm.

Money

With so many events taking place in school, **all money for activities/events should be sent into school with your child in a clearly labelled envelope** with the child's name, class, amount and activity. Money envelopes are available to purchase from school, 20p for 10. Staff cannot accept money offered to them in the school playground or loose change. This process also encourages a child's independence and gives them responsibility.



Extra-curricular Activities and Events

Children can participate in a wide range of activities throughout the year. Details on the website. Please return forms by time stated. If we do not have permission for your child to take part in an event/activity, alternative arrangements will be made for them.

Car Parking

Please exercise courtesy and patience in the vicinity of the school, especially at peak times.



Please do not park over driveways of residents.

A new footpath has been installed and we encourage children and parents to walk to school where possible. Please do not park on the carpark entrance or footpath.

PTA All parents are invited to our first meeting of the year on **Monday 16th September at 7.00pm** in the school staff room. The PTA plays a vital role in raising funds for the school to help us enhance the quality of your child's education. It is also a great way to get to know other parents!



Our School The staff have been busy over the summer making sure that the school and grounds are clean and tidy. Please do all you can to help us keep it that way, by ensuring that it is litter free inside, in the playgrounds, car parks, garden and community areas.

Newsletter, Website, Facebook & School Office

Parents and teachers work together for a common goal: to facilitate the best educational experience possible for the children. School is a busy place! While we endeavour to keep parents informed through our monthly newsletters, plans sometimes have to be amended at short notice. We would therefore remind parents to regularly check the school website for up-to-date information, www.dromaraps.org. Please 'like' our Facebook page so that you receive notifications. Office hours are 9am— 12.45pm. If you have any queries, it may be useful to first check the website. Perhaps you could bookmark the page on your phone? Information includes:



- Current Updates on the Home Page
- Newsletters, school calendar & class pages
- Programme for extra-curricular activities
- School Policies and downloadable forms

Holidays and Closures 2019-20

All dates are inclusive:

Mon 28 Oct - Mon 4 Nov 2019 (6 days)

Mon 23 Dec 2019 - Mon 6 Jan 2020 (11 days)

Mon 17 Feb - Fri 21 Feb 2020 (5 days)

Mon 6 Apr - Fri 17 Apr 2020 (10 days)

Fri 8 May 2020 (change of date) (1 day)

Mon 25 May - Tue 26 May 2020 (2 days)

School Year Ends: Tuesday 30th June 2020

At each half term all pupils finish at 1.55pm

At ends of term all pupils finish at 12.15/12.25 pm

Dromara Primary School



2019—2020

*'Happy children;
learning and achieving together.'*

36 Hillsborough Road, Dromara, Co. Down
BT25 2BL

Phone/Fax: 028 9753 2875

Email: info@dromaraps.org

Web: www.dromaraps.org

Staff 2019-20

Mr A Armstrong	Principal
Mrs H Milligan	Vice-Principal/Year 6 Teacher
Year 1	Mrs C Price
Year 2	Miss V Briggs
Year 3	Mrs K Irvine
Year 4	Mrs R Vaughan (Mon—Wed)
Year 4	Mrs J Reain (Thu—Fri)
Year 5	Mr B Bovis
Year 7	Mrs J Reain (Mon—Tue)
Year 7	Mrs F Collins (Wed—Fri)

Secretary: Mrs H Watson

Classroom Assistants: Mrs V Bennett, Mrs D Davison, Mrs J Dawson, Ms L Doonan, Mrs L Rice, Mrs M Thompson, Mrs P Watson, Mrs D Wilson

Buildings Supervisor: Mrs A Graham
Cleaner: Mrs F Magorrian
Ancillary Staff: Mrs L McMullan, Mrs F Magorrian

Child Protection
Mrs H Milligan - Designated Teacher
Mr A Armstrong - Deputy Designated Teacher

Board of Governors
Transferors Mr R Kernaghan, Rev K Hanna, Mrs I Burrows, Mrs L Dougan

Parents Teacher Dr A Heanen, Mrs H Lyons
EA-SE Mrs H Milligan
Secretary Mrs I Martin, Mrs B Hale MLA
Mr A Armstrong

PLEASE RETAIN THIS FOR YOUR INFORMATION

Welcome to another year in the life of Dromara Primary - with an especially warm welcome to the Year 1 pupils, who are starting out on their school careers and also to other pupils who are joining us in other year groups. I trust you have had a restful summer and that pupils and parents are ready to join with all our staff to make this year another special one.

Timekeeping and Attendance

Please have your child in school ready to start work by 9.10am. Children arriving after this time will be marked as 'late'. At Dromara PS child safety is of paramount importance, so **please do not leave pupils off before 9.00 am** unless they are attending activities.



Pupils enter school grounds via the pedestrian entrance.

All pupils should proceed directly to their classes.

Year 1—3 pupils enter school via the

Year 1-3 entrance doors.

Year 4—7 pupils enter school via the Main Entrance.

From 9.10am external doors are locked, entry will only be via the main entrance. **In accordance with Child Protection Guidelines, please drop pupils off at the appropriate gate/door and vacate the school grounds. Parents should not remain in the playground or accompany their child(ren) into school.**

Pupil collection times and locations

Y1: 28th Aug — 13th Sept finish at 12.15 pm

16th Sep — 4th Oct finish at 12.55 pm

7th Oct onwards finish at 1.55 pm

Y2 pupils finish at 1.55 pm.

Y3 pupils finish at 3.00 pm on Monday and Tuesday and 1.55 pm Wednesday—Friday.

Y4-7 pupils finish at 3.00 pm.

Year 1—3 pupils can be collected from their respective classroom fire exits at 1.55 pm.

Year 3 pupils will exit via the Y1-3 door on Mondays and Tuesdays at 3.00 pm.

It is vital that all Y1-3 pupils are collected promptly as teachers have additional teaching commitments from 1.55pm each day. We cannot emphasise enough the importance of regular attendance and the school policy is available on the website.



Appointments and Absences

Hopefully your child will be healthy and in school every day. Attendance marks are recorded for am and pm sessions. Please inform us in advance if your child will be absent for an appointment (if they are present for part of a session, they will not lose their mark). For unplanned absence, e.g. illness, please inform us by telephone/email on the first day of absence. If for any reason your child is not in school and we have not had notification, staff will contact you to ask about the absence. Attendance is monitored by the Education Welfare Officer.

Meetings with Staff

Remember:

- If you wish to speak to a teacher, **please make an appointment** as teachers have other duties/meetings/preparation mornings and afternoons.
- Messages can be relayed to teachers via a note with your child (older pupils can relay messages verbally) or through Mrs Watson.



Thank you for keeping interruptions to a minimum.

Procedures for concerns

If you have any concerns, contact the office to arrange an appointment with your child's teacher. If necessary, a follow-up appointment can then be made with the Principal or Vice-Principal.

Personal Data and Permission Form

Please find attached a **data collection sheet and a permission form**. We would ask parents to amend/complete these and return them to the class teacher by Fri 6th Sept. **Please ensure the school office is notified of any changes in your personal information, especially mobile telephone numbers.**

School uniform and belongings

Please ensure that your child comes to school neat and tidy, in correct uniform, including black shoes, **with all items clearly labelled**. Pupils should refrain from wearing jewellery (including earrings) and from using cosmetics/tattoos, nail varnish, etc. Please ensure all belongings are labelled and do not bring valuable items to school.



Behaviour and safety

We would greatly appreciate parental support in reinforcing the messages we encourage the children to remember: *No rough play; Good manners and politeness; Being friendly and including others; Always do your best etc.* For those pupils travelling by bus it is important that they remain seated at all times, be courteous and get on/off the bus safely.



School dinners

Dinners cost **£2.60** per day. Orders should be placed on a **Monday** morning or bookings can be made a month in advance (if your child is absent, their dinner will be carried forward). We accept cheques (payable to 'Education Authority') or cash (correct change please). Dinner menu and information available on the website. **Payment must be made before a meal can be provided.** *If your child arrives to school without a packed lunch or dinner money, the office will contact you.* Unless arrangements have been made with the office, children arriving after 10am require packed lunch. Children **must** inform their teacher first thing in the morning if they are taking dinners/sandwich that day. Meals are ordered from Ballynahinch Kitchen and we do not have the facility to provide meals for children who have forgotten to order one or arrive late.

Free School Meals

Application is made through The Education Authority who inform the school of children who are entitled to

Free School Meals. **If you are eligible, please make sure you apply for Free School Meals even if you think you may not actually use them. This affects our school budget.** Please contact the school office if you require further information.

Healthy Eating

Please try to ensure that your child has a healthy snack for their break. We will continue to encourage children to choose healthy options and to reinforce the benefits of a healthy lifestyle.

