



# BALLINAMALLARD PRIMARY AND COMMUNITY NURSERY SCHOOL

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30 August 2022

Welcome to another new school year in Ballinamallard Primary and Community Nursery School. I hope everyone had a lovely summer holiday and are looking forward to the busy year ahead. A very warm welcome to our Year 1 children as they begin their first steps in Primary Education. As we prepare for the start of term on Tuesday 30 August, please find below some useful information for the forthcoming term.



## Covid-19

We will continue to ensure good hand hygiene, ventilation and the use of CO2 monitors in each classroom.

## Settling In – Year 1

To help your child adapt to their new environment and routines we operate a gradual settling in process. The Year 1 children will have 2 reduced days at the end of August (9.00 – 12noon on 30 & 31 August) and then from 01/09/22 until 09/09/22, Year 1 will finish at 12.15pm each day. From Monday 12 September the children will then start staying for dinner and go home at 2.00pm.



## School Dinners

The cost of a school meal will remain at £2.60 per day (£13.00 per week) payable on the first day of the school week. Year 1 will stay for dinner from Monday 12 September 2022. (See separate letter issued to Yr 1)



**If you would like to pay for the month of September, the cost will be £57.20 (22 days @ £2.60 – 01/09/21 – 30/09/21 Last Friday in Month)** cheques payable to **EA Western Region**.

(All prices are subject to change under the current climate)

Copies of the menu can be downloaded from our new website, [www.ballinamallardps.com](http://www.ballinamallardps.com), when it goes live on Tuesday.

Please send the exact amount of dinner money in a **labelled envelope**. If children are having dinners on a specific day, **it is important that they are ordered and paid for on the first day of the week**.

## Free School Meals / Uniform Grants

If you think you may be entitled to Free School Meals and a Uniform grant, please visit the EA website for information on how to apply -

[www.eani.org.uk/financial-help/free-school-meals-uniform-grants](http://www.eani.org.uk/financial-help/free-school-meals-uniform-grants).

Please submit your forms as soon as possible.



## Clothing

Please ensure that pupils' belongings are clearly labelled. This makes it a lot easier to return belongings if they have been mislaid. A lost property bin is located outside the staffroom so please remember to ask your child to check it should belongings get lost.



## School Money Pouches - Money Brought into school

**Please remember that all money brought into school needs to be put into a named labelled envelope.** A small envelope would be ideal, or the pre-printed money pouches we have available from the school office at £2.50 for 40. These will be especially useful for children who are having school dinners on some days as they specify the days of the week.

## Food Allergies – NUTS & DAIRY

We have a number of children in school with Nut Allergies. They are affected with both nuts/traces of nuts in food and the smell/airborne traces of nuts. For the safety of all, we need to keep our school nut free. **No nuts or food with nuts in school please, for either break or lunch.**

We also have some children who have an intolerance to **dairy products** so for these reasons we are asking parents to refrain from sending any treats for the whole class (buns, birthday cakes etc.) to school. Your help is very much appreciated.



## Breakfast Club

Breakfast will be available from 8.30am each morning from the 1<sup>st</sup> Sept. Access to the dining hall can only be gained via the entrance opposite the dining hall. Pupils will be supervised in the dining hall by a classroom assistant. From 8.40am, children are then supervised in the playground. Please send in a £5/10 note in a named envelope to open a Breakfast Club account. We are going to use the same type of account system as for Snack – see info under Morning Breaks.

**Brain Food** – breakfast available from the school kitchen 8.30am - 8.55am (subject to delivery)

Tea	40p	Rice Crispies + milk	30p
Buttered Toast	25p	Pancakes	40p
Cornflakes + milk	30p	Scone	35p
Hot Chocolate	45p	<b>(All prices are subject to change under the current climate)</b>	

## Drop-off, Collection of Children

Drop off for the Primary children continues from 8.30am each morning where they make their way to the Assembly Hall, then the playground from 8.40am. **If you arrive after 9am (the wooden playground gate will be closed) please report straight to Mrs Coulter in the School office as all other doors will be locked.**

- Children in Years 1 and 2 can be accompanied by an adult, to the blue gate by the Year 1 and 2 classrooms until they are ready to make their own way in.
- Children in Years 3 and 4 will also access school via their cloakroom door. (Please note Year 3/4 will be located in Room 3 which is the classroom beside Room 2 (Mrs Moore's room) accessed by the same cloakroom.
- Children in Years 5 to 7 will be dropped off at the silver gates in the main carpark.

### **Time Keeping & Punctuality**

*Please remember that children need to be in school punctually and ready to start lessons at 9am. Lateness negatively affects your child's attendance record. We also appreciate punctual time keeping at home time as well please, as staff are involved in after school activities and other duties from 3pm. In circumstances where you know you are going to be late please ring ahead to let school know.*



### **School Absence**

Should your child be absent from school at any time and even if a phone call has been made to either Mrs Coulter or another member of staff, **a written note MUST be sent into school**, via email or a handwritten letter. This is a requirement from the Education Authority and needs to be received by the school within 5 days of the absence.

### **Collection of Children at home time**

<b>Class</b>	<b>Time</b>	<b>Location</b>	<b>Please note!</b>
Year 1	12.00 noon on 30 <sup>th</sup> & 31 <sup>st</sup> Aug only 12.15pm from 1 <sup>st</sup> Sept	Blue gate	2pm from 12 <sup>th</sup> Sept
Year 2	2pm	Blue gate	2pm from 1 <sup>st</sup> Sept

**Years 3 to 7** – Children will be accompanied by a member of staff to the silver gates at the carpark at home time.

We ask that all drivers take extreme care in the school carpark. Please park only in the designated parking spaces and keep the bus lanes and disabled space free at all times. Once parked please switch off your engines if you are waiting, in order to prevent unnecessary air pollution. We teach the children to use the footpaths and zebra crossings in the carpark so please reinforce this by being good role models.

## After School Activities

**2-3 Club** will commence for all Year 1 & 2 pupils each afternoon from 2.00 – 3.00pm. Year 2 will start from Monday 5 Sept, while Year 1 will join them from Monday 12 Sept. Registration forms will be sent home during the first week of school – **these must be completed please and returned to school before your child can attend.**

## Core NI

We are delighted to be able to avail of CORENI coaching again this year. We will have a coach every Wednesday to teach each class PE and be able to offer After School Clubs for all children each Monday and Wednesday. (More info to follow)

## Morning Breaks

Morning breaks in school are **nut, sweet and crisp free**. Being a Healthy Snack School, we would strongly recommend that any morning snack foods should be either fruit or vegetable, without added sugar.

The school kitchen is able to provide the following for sale each morning break (subject to delivery); **(All prices are subject to change under the current climate)**

Fruit cups – mixed or individual @ 45p

Pancakes @ 40p (Tues, Wed & Thurs)

Bagels @ 45p (Mon & Fri)

To reduce the handling of money on a daily basis we ask that each child who wishes to purchase snack brings in a £5 or £10 note and we will set up a 'bank' system where each purchase will be deducted from the child's total. You will be notified when your child needs their Snack account topped up. **ALL MONIES MUST BE IN A CLEARLY NAMED ENVELOPE PLEASE.**

**NB: Products containing nuts or traces of nuts are not permitted in school.**

## School Uniform & School Bags



Full school uniform, including black shoes, will be worn each day. Class teachers will notify you with PE days and children will change into PE kits for PE lessons. It is advisable to bring PE kits on a Monday and leave in the cloakroom for the week, taking it home each Friday.

There are still items of school clothing available free of charge if anyone would like some spare pieces of uniform.

## School Milk

Year 1 - School milk will be available for all Year One children (Tues – Fri) to decide if your child would like milk on a daily basis. The children drink their milk at snack time. The milk comes in 1/3 pint plastic bottles, (having been kept chilled in the school fridge), the children drink with straws. If children wish to continue having milk, the milk will need to be ordered, usually on a termly basis – see below.



Year 1 & 2-7 - If you wish your child to have milk for this term, (30 Aug – 21 Dec), please return the reply slip below on or before **Monday 5 September**. The cost will be £16.00. Please return the slip below along with the correct amount of money in a **labelled envelope** by Monday 5 Sept 2022. **(All prices are subject to change under the current climate)**

If we do not receive a reply slip by this date, we will presume your child does not want to take milk.

### **Water/Tissues/Hand Sanitiser/Glue Sticks/Folders**



We encourage children to bring their own drinking water into the classroom in a **NAMED TRANSPARENT** plastic bottle with spill free tops. No flavoured or carbonated water.

**Tissues** - We are asking all parents to please send a box of tissues into school. Children should be encouraged to carry some tissues at all times.

**Hand Sanitiser** – You may also wish to send in a bottle of Hand Sanitiser for your child.

**Glue Sticks** – Please send in a glue stick with your child.

**Homework Folder** – Children in Years 4 – 7 will also need one of these please.

### **School Closures**

A list of school closures will be available on the school website from Tuesday - [www.ballinamallardps.com](http://www.ballinamallardps.com). Please ask in the office if you would like a paper copy.

### **Communication**

If you need to contact school, this can be done by telephone, via e-mail or in writing. Should it have to be in person, please go to the school office directly via the main doors.

All communications from school will continue via our new school website, email or text message. We will provide further information shortly about our new Parent App as part of the website.

Due to the launch of our new school website and parent app, we plan to stop using Classdojo. (More information to follow)

Please make sure the school has your current email address which you regularly check. If you have no internet access, please contact the school office so that alternative arrangements can be made to ensure effective communication.

### **Staffing Update**

<b>Teachers</b>	<b>Classroom Assistants</b>
Nursery – Mrs Kerr (covering)	Mrs Johnston
Year 1 – Miss Morrison (Room 1)	Miss Robinson, Mrs Watson, Mrs Starrett
Year 2/3 – Mrs Moore (Room 2)	Mrs McBride, Ms Fisher (covering), Mrs Anderson
Year 2 - Miss Woodhouse (Daily until break time)	Ms Fisher
Year 3/4 – Mrs Magee (Room 3)	Mrs McElhinney, Mrs Bakir
Year 5/6 – Mrs McEldowney & Mrs Morrison (Room 6)	Mrs Haire
Year 7 – Mrs Hassard (Room 7)	Miss Russell

We warmly welcome Miss Woodhouse who will be providing teaching support for Year 2 until break time each morning, with Year 3 taught by Mrs Moore and Year 4 by Mrs Magee.

### **Retirement**

We were sad to see Miss Elliott leave our staff at the end of June and wish her every happiness and success with her future ventures.

We would like to mark the 32 years of dedicated service Miss Elliott has given to our school by purchasing a gift. If any parents would like to contribute, please feel free to send in your donation in a named sealed envelope. We will be inviting Miss Elliott back for a special Assembly and presentation in the coming weeks.

Should you have any questions, please do not hesitate to contact us.

We look forward to welcoming everyone back to school on Tuesday 30 August 2022.

Yours sincerely

*C McEldowney*

C McEldowney  
Principal

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**Milk Money    £16.00** (30 Aug – 21 Dec 2022)

I would like to order milk for \_\_\_\_\_

**I enclose £16.00** to cover the cost up to the end of term. (Cheques payable to **EA Western Region**.)

**(All monies in a labelled envelope please)**

\_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Please Print

Date \_\_\_\_\_