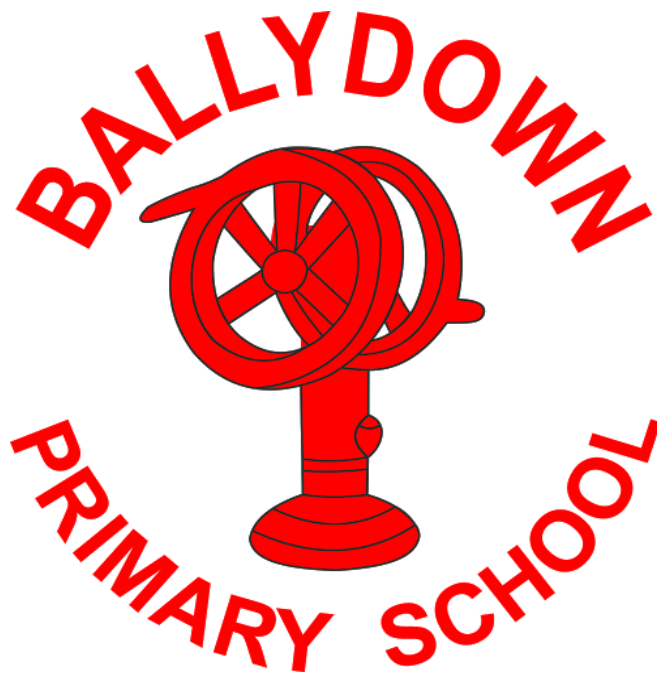


Information Booklet

2018 - 2019



Please retain this booklet for your information

School Tel: 02840662738

Fax No: 02840622357

Web address: www.ballydownprimary.org.uk

We welcome all our new parents and pupils to Nursery, Primary P1 and to other classes in the school.



School Closures – Holidays and Staff Development Days

Halloween:	Monday 29 th October – Friday 2 nd November (inclusive)
Christmas Holidays:	Half Day Friday 21 st December <u>Reopening Monday 7th January 2019</u>
Half-Term:	Monday 18 th February & Tuesday 19 th February
St Patrick's Day:	Monday 18 th - March
Easter:	Half Day Friday 12 th April <u>Reopening Monday 29th April</u>
May:	Monday 6 th May Monday 27 th May, Tuesday 28 th & Wednesday 29 th May (inclusive – 3 days)
June:	Summer Holiday: Closing Half Day Friday 28 th June 2018



PARENTS INTERVIEW DATES AND TIMES

September Tuesday 4th Teacher Information Sessions with your child's new teacher throughout afternoon.

October

- *Nursery Monday 22nd – Thursday 25th October from 1.30 – 4.00 PM.*
- *P1 – P7 – Monday 22nd to Thursday October 25th from 1.30 – 4.00 PM.*

Staggered closing from 12.45 PM each day of interviews

February

- *Nursery Monday 4th – Thursday 8th February 2019 from 1.30 – 4.00 PM.*
- *P1 – P7 Monday 4th – Thursday 8th February 2019 from 1.30 – 4.00 PM.*

Staggered closing from 12.45 PM each day of interviews

CHRISTMAS AND CONCERT DATES

Christmas Carol Service Wednesday 12th December (10am & 7.00 P.M @ Ballydown Church)

P4 Christmas Play Wednesday 5th December (10A.M & 7.00PM in school hall)

Nursery Christmas Play Friday 14th December (10A.M in school hall)

Spring Concert P5–P7 Wednesday 13th March 2018 (10A.M and 7P.M)

Extra-Curricular Activities – Free Activities taken by teachers.

Session 1 – Starting week beginning Monday 10th September. Activities – 3.00PM – 4.00PM

<u>Activity</u>	<u>Class</u>	<u>Starting Date</u>
Boys' Hockey	P4-P7	Tuesday 11 th
ECO Club (elected committee P5 –P7)		Tuesday 11 th
Girls' Hockey	P4-P7	Wednesday 12 th
Netball	P5 – P7	Thursday 13 th
Football	P5-P7	Wednesday 12 th
Table Tennis	P6	Wednesday 12 th 8.45 AM
	P7	Thursday 13 th 8.45 AM
Speech and Drama	P1-P6	(for those selected for local festival/ details to follow)



Extra-Curricular-Activities taken by coaches/external teachers for which there is a charge.



*Paul Evans Football	Commences Monday 10 th September 2-3pm (P2 – P3) and 3-4pm (P4-P7) (P1 start later in the year)
*Irish Dancing	Commences Monday 10 th September 2-3pm (P2 – P3) and 3-4pm (P4-P7) (P1 after Halloween)
Miniversity	ICT Club. Commences Wed 12 th September 2-3pm (P2 – P3) and 3-4pm (P4-P7) Call 07712042222 or email study@miniversity.com to register. Usually oversubscribed – first come first served.
Speech and Drama	Taken by Sinead Lunny commencing on Tuesday 11 th September 2-3pm (P2-P3) and 3-4pm for P4-P7
Ruckus Rugby	Commences Thursday 13 th September 2- 3 pm for P2 – P3 and 3-4 pm for P4 – P7 (Registration Forms to be completed)

OTHER DIARY DATES

Book Fair	The Book Fair will be in school from Friday 5 th October. Leaflets and further details nearer the time.
P4 visit Ulster folk and Transport Museum – Ballydown National School	Thursday 20 th September
Anti- Bullying Week	Begins Monday 12 th November
Technology Day	Friday 28 th September
Banbridge Speech and Drama Festival	Week beginning 5 th November
P7 Transfer Tests	Saturdays – 10 th /24 th /Nov/ 1 st Dec.
Open Day	Tuesday 4 th Dec. 2018. Prospective Nursery and P1 parents can visit the school and nursery classes from 2.00 – 4.00PM
Numeracy Week	Week beginning Monday 14 th January 2019
World Book Day	Friday 8 th March 2019
P7 London Trip	Monday 25 th – Thursday 28 th March 2019



P7 Play	Tuesday 11th and Wednesday 12th June 2019
P7 Scotland Trip	Thursday 20th June 2019
New P1 Intake	Thursday 30th and Friday 31st May 2019 (afternoon)
Nursery Intake Parents' Meeting	Tuesday 5th June 2019

MONEY MATTERS

Ulster Bus Fare	Bus fares are now 85p or 10 journeys £6. Top card £1
Dinner Money	<u>Dinner money is collected on Monday morning.</u> Please forward dinner money (CASH ONLY) in an envelope and <u>ensure correct amount and days taking dinner</u> are clearly marked. Dinners are £2.60 We are grateful to a team of parent volunteers who count the money and they ask that you adhere to the procedure above regarding sending in dinner money.
Money Pouches	Envelopes for dinner money may be purchased from class teacher or office. These pouches can be used for a variety of purposes other than dinner. Each packet contains 40 envelopes. One packet - £2.50

COMMUNICATING WITH SCHOOL



At the end of September, school will stop using the current texting service. You therefore need to do the following to ensure you get the appropriate information.

Get school updates via your phone

Our school is now listed in the Schools NI app, which allows you to view school updates and receive messages via your phone or tablet. The app is available on both Apple and Android devices, and will give you access to our school news, calendar events and letters. To install the app, open school web-site www.ballydownprimary.org on your phone or tablet and click the Download App button that appears at the top of the screen. Next time you open the Schools NI App our school will be listed at the top of the list. You don't need to have the app open to receive messages.

Get school updates via your email

Email updates are now available through the school website. Please visit the website and enter your email to receive regular messages from school. Select year group options to receive specific year group messages.

Contacting Teachers	Please ring the office for an appointment or send in a note to your child's teacher. DO NOT turn up in the morning expecting a long conversation. Teachers are preparing work for your child, and must take charge of their class at 9.10 AM. A phone call to the teacher after school may also be appropriate.
Grievances/concerns:-	The school does not appreciate parents airing their concerns on social media. This is not a productive way of dealing with issues. Thankfully "friends of Ballydown" recognise this process is not beneficial and inform us as to who is using social media in this manner. For parents who have concerns, it is recommended, that in order to get any matter dealt with quickly and efficiently, you contact the class teacher (via office or note) and every effort will be made to clarify/ resolve the issue. In addition, contact the Principal if dissatisfied with the outcome or if you wish to have a matter raised with the Principal. Most concerns are dealt with informally through liaison between parents and the school. However, if you feel the matter has not been handled appropriately, or requires a more formal approach, then you may raise the matter with the Board of Governors via the Chairperson. (a letter addressed to the Chair via the school) A further stage is that the matter can also be raised with the Ombudsman. The school's Grievance Procedure Policy can be found on the school web-site.
Contacting Principal	Please ring the office and an appointment will be given to you. Try to avoid arriving without an appointment to avoid disappointment. A phone call to the Principal may also be appropriate.
Office	The school office is manned from 8.45AM – 3.30 PM. Try to avoid calling the office between <u>12.30 and 1.00 PM</u> as the secretary is on her lunch break!

When contacting the office by phone, remember there are 2 incoming lines operating which may mean it will take a little longer for your call to be answered.

Contact Details

If there is any change in contact details ie address, phone/mobile numbers, medical details or child minders etc please send details to office in order that our records can be updated. It is extremely important to have up-to date contact details.

Texting Service

We now use this service to contact parents as and when necessary. If you did not get a text about school re-opening it might be because we don't have your current mobile phone number. Please contact the office with your number. Note we can only send one text to each family.

Absence Notes

If your child is absent, please forward a note of explanation with your child on the day he/she returns to school. These notes are retained for the attention of Education Welfare Officer (EWO)

Please note, if your child's attendance approaches 85% we are obliged to write to you requesting an improvement. If attendance does not improve as a result, the EWO will seek an appointment with you. This procedure is laid down by the EWO.

OTHER INFORMATION

Holidays during school term

The school does not give permission to any parent to take their child out of school during term time, so please do not ask! Endeavour to keep your child's attendance as high as possible at other times throughout the year.

Mobile Phones

Children are permitted to bring phones to school but they must be switched off before entering the school gate and remain off until school ends. **Children can only use phones to contact home after school with the permission and under the supervision of an adult.** We are all aware from the media of how children can abuse the use of mobile phones in school. Phones will be confiscated from those children who disobey this rule and will be handed back **only to parents who must collect them from the office.**

Child Protection and other issues which cause children concern in school

Mrs L Baird is the Designated Teacher for 'Child Protection'. Please note that all children in P1– P4 will be provided with name cards and P5 – P7 children are asked to write a little note if they have any worries. These can be dropped into the 'Green Box' and Mrs Baird will speak to those concerned children. Each class has also a Worry Box for children to leave their notes/cards for the attention of the class teacher.

School Uniform

The school uniform looks smart on each child. If you have not already done so, please make sure sweatshirts, coats etc are **clearly named.**

Please note:-

- No thermal skin layers
- Only red or white polo shirts
- Girls should wear grey tights or white socks ONLY
- **Black shoes/PLAIN BLACK TRAINERS**
- Grey trousers for boys – not black
- Grey skirt /pinafore for girls – not black
- **Plain head band – preferably red (not decorative)**



P.E Kit

Black shorts/leggings or cycle shorts
Plain white polo shirt

Athletics Kit

Required for Fridays - It is advisable for children to bring in hoodie/sweat shirt and jogging bottoms to keep warm. Unlike P.E children can wear any sports kit for athletics if they wish.

Parking

The issue of thoughtless parking at 2 pm and 3 pm cause the school and anxious parents much concern.

Please adhere to the guidelines issued and instruct all child collectors to adhere to them.

Note:- **No parking** on double yellow lines or in disabled parking bay.

2.00 PM - LEAVE BUS BAY 1 FREE FOR ULSTERBUS

3.00 PM – LEAVE BUS BAY 1 FREE FOR ULSTERBUS

If you are parking in these bays when a bus arrives please move to another parking space.

DO NOT TRIPLE PARK ON ROUNDABOUT – YOU BLOCK CARS EXITING AND CAUSE TAILBACKS

Drop off Zone	Children may be dropped off in the morning at the Drop off Zone, but do not park/leave your car in this area. Parents wishing to park should use designated car parking spaces.
Supervision	Supervision in the playground begins at a reasonable time each morning ie 8.55 AM – 9.10 AM and parents are reminded not to drop children off at unreasonably early times.
Wasps/Stings	At this time of the year, some children may get stung by wasps etc. We generally apply a cooling/pain relief spray. If you do not wish your child to have this administered please write a note to this affect, to your child's teacher.
Lost Property	Please ensure your child's uniform contains your child's name. In addition, please check the name tag regularly to ensure your child has not lifted someone else's uniform by mistake. We have a lost property area in school if unnamed items are left behind.
Jewellery	We ask that no pierced jewellery is worn in school. However, one pair of stud earrings will be permitted but during P.E/extra-curricular games these must be removed or covered with tape. Any child, who has already had their ears pierced, must bring a note authorising them to participate in P.E with earrings. Failure to do so will result in them not being allowed to do P.E.
Allergies	Please avoid sending in nuts or nut products for your child's break or lunch as those suffering from nut allergies may have a severe reaction if they come in contact with nuts.
Birthday Cakes	Due to the increasing number of allergies, medical and dietary needs, we ask parents not to send in birthday cakes for the class. Teachers will celebrate and acknowledge birthdays in other ways.
Break/Lunch notes	If your child is unwell or suffering from an injury etc. and you wish him/her to remain indoors at break and lunch, please forward a note to your child's teacher.
To get out early notes	If, for appointments, or other reasons, you need to collect your child early, please forward a note to your child's teacher providing the time and the reason.

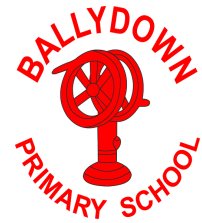


This, and all other information sheets and dinner menus etc will be posted on our web-site.

Ethos

In Ballydown Primary School and Nursery class we aim to provide the best educational experiences, enabling each child to develop intellectually, physically and socially whilst encountering a happy, secure, stimulating environment embedded within a Christian ethos. The promotion of spiritual, moral and cultural development is encouraged alongside an understanding and tolerance of others.

Ballydown is a school where children :-



- enjoy a happy, secure learning environment
- encounter a broad, balanced and differentiated curriculum
- have stimulating and challenging experiences
- are given opportunities to develop their independence, confidence and initiative
- experience a supportive atmosphere developing self-esteem, mutual trust and respect, exemplifying a strong sense of well-being for all
- develop skills, knowledge and understanding in Literacy, Numeracy and ICT
- gain a knowledge and understanding of the world around them through scientific, historical, geographical and religious inquiry
- develop practical, creative, artistic and physical skills
- are provided with opportunities to work independently and collaboratively
- are offered a wide programme of extra-curricular activities.

In Ballydown we demonstrate our commitment to working as a thinking school in a learning environment by:

- ensuring that teaching and learning is part of an evaluative process;
- planning in line with the Northern Ireland Curriculum and the Curricular Guidance for Pre-School Education:
- striving for continuous improvement in all that we do;
- working professionally and collaboratively towards common goals aspiring to high achievements and standards
- fostering open and effective communication with all stakeholders
- providing a warm, welcoming, friendly and inclusive environment.
- engaging in partnership with parents and children, striving to achieve high standards in work, behaviour and participation in the life of the school.

Healthy Eating

The list below, **covering break only**, has been authorised by the Board of Governors and there is now an expectation that all parents will adhere to the list provided below. It was devised by a panel of parents who worked with the School Council, a nutritionist and Education Authority School Meals Advisor.



This list refers to break time only

<i>Acceptable to eat</i>	<i>Not Acceptable</i>	<i>Friday's a treat day so you can eat</i>
Fresh Fruit Fresh/raw veg e.g. chopped or slice carrots, peppers, sugar-snap peas Fruit salad (fresh or tinned in fruit juice NOT Syrup) Bread: white or brown bread, rolls/bread muffins, baguettes, bagels, wheaten, soda, potato, tortilla or pitta bread spread with butter or margarine Crackers or bread sticks with spread e.g. butter or margarine, cheese, houmous Sandwich with sugar-free filling such as ham, salad, chicken or cheese Rice cakes Cheese portion e.g. cheddar	Dried fruit (coated in chocolate or yoghurt) or glace cherries Crisps Confectionary i.e. chocolate or sweets Sugary spreads including jam, honey, marmalade or chocolate spread and peanut butter Cereal bars / biscuits / cake bars / cakes Sweet or high fat pastries/breads e.g. cake muffins, brioche, croissants, Danish pastries Jelly	Dried fruit (uncoated) e.g. raisins, sultanas Pancakes Scones Fruit bread Malt loaf spread with butter or margarine Processed cheese products e.g. cheese strings dairylea products Yoghurts

Foods eaten at break time will be monitored by the class teachers. Parents or carers will be advised if their child is not bringing in items from the "Acceptable to Eat" list.

As a treat, on Fridays only, children can bring in food items from the "Friday Treat" list.

To Drink

Permitted	Not Permitted
Tap Water Unflavoured, still bottled water Milk – whole, semi-skimmed or skimmed unflavoured milk 	Fruit juices including pure fruit juices Smoothies Sparkling water Squash Fizzy Drinks including those labelled 'diet', 'zero' or 'no added sugar'

Water will continue to be available at all times from the water fountains in the resource areas. Children can also have unflavoured/still bottled water on their desks to drink at any time.