

**Kilbroney Integrated Primary School**

**15 Cloughmore Road**

**Rostrevor**

**Co. Down**

**BT34 3EL**

4th September 2023

Dear Parent/Guardian

I trust that you all enjoyed the Summer break. I would like to take this opportunity to welcome you all back to a new school year and give a special welcome to any new parents who are joining us for the first time. I would like to take this opportunity to extend a warm welcome to our new staff members, Miss O’Hare and Mrs Morgan who are joining us as classroom assistants. I would also like to wish last years P7 group good luck as they start their first full week in their chosen Post Primary schools.

**The School Day**

The school will open for pupils from 8.50am for a 9.00am start. Pupils will make their way from the main school gate to the lower gate where they will be met by their teacher.

We still ask that adults remain at the main school gates when dropping off and collecting the children as this system works extremely well. Please note that any child arriving after 9.00am must report to the school office. The school day will end at 1.45pm for the Primary 1 to 3 pupils (Primary 1 from Monday 18th September, 12.00pm finish until then), 2.45pm for those getting the school bus and 3.00pm for Primary 4 to 7. At the end of the school day, teachers will bring their classes to the lower school gate where pupils will then walk to meet parents at the main gate.

**Teaching Structure 2023/24**

P1/2 Miss Caldwell

P2/3 Mrs McConnell

P4 Mrs Rooney

**Daily Timetable**

8-8.50M Breakfast Club

8.50am School Opens for Pupils

9.00am Registration

P5 Mr Mc Comiskey

P6 Mr Thompson

P7 Mrs Smyth

1.45pm Home Time - Primary 1-3

2.45pm School Bus Departs

2.55pm Home Time – Primary 4 & 5

3.00pm Home Time – Primary 6 & 7 3.00pm to 4.00pm

After School Clubs P4-7 (\*if running will begin on Monday 4th October- this depends on industrial action)

Holiday List You will find the 2023/2024 holiday list on the school website within the parent’s area.

Please keep up to date with the website, download the Schools NI App, Seesaw App and follow the school’s Facebook and Twitter accounts to discover more detailed information regarding school events.

**After School Clubs, Waiting Class and Breakfast Club**

To allow a settling in period, after school clubs will begin on Monday 4th October. (\*depending on industrial action)

More information will be given closer to the date.

Our morning breakfast club which runs from 8.00am to 8.50am each morning will begin on Monday 18th September, the cost will remain at £2 per day. If you wish to express interest in this, please contact the school office.

Waiting class will begin on Friday 1st September and will remain at a cost of £2 per day. If you wish for your child to attend please contact the school office.

**Break, Lunch and Hot Meals**

We ask for your continued support encouraging healthy snacks for break and lunch time. No fizzy drinks will be permitted in the school, but we encourage each child to have a water bottle of still water to sip throughout the day. Please ensure that the pupils take their bottles home daily and are clearly labelled.

Hot meals are available to all children from Friday 1st September. Dinners currently cost £2.60 per day or £13 per week. The menu will be uploaded to the school website and we encourage you to pay via the ‘Parent Pay’ app. For those who are applying for free school meals, please contact the office if you require assistance.

Please note that we have children with nut allergies in the school, therefore, no nut or nut products are permitted in school.

Pupils who are bringing in a packed lunch/break can continue to use a lunchbox. Please ensure that it is clearly labelled and contains a healthy balanced meal/snack. Alongside cutting down the school’s paper usage, we kindly ask for your support in reducing packaging waste and single use plastics when preparing breaks/lunch.

**School Dress Code**

School uniform must be worn at all times. The school uniform consists of: our school polo shirt, sweatshirt, black trainers/school shoes, navy skirt or trousers (boys and girls). Navy tights or shorts may be worn with skirts. It is important that the children follow the school dress code. We also ask that leggings are not to be worn on non PE days. On the days that your child has PE, we ask that the children come to school wearing their PE kit. This consists of: a school crested navy t-shirt (new design available, please check the website), navy shorts or plain navy tracksuit bottoms, our school sweatshirt and navy/black trainers. No football shirts or heavily branded tracksuit bottoms are to be worn.

Coloured nail polish or highlighted hair is not part of our school dress code. Jewellery is not permitted with the exception of wristwatches. If you have any queries regarding uniform or our school dress code, please contact the office.

**School bags/Stationery**

We ask that all pupils from Primary 2 to 7 bring a fully equipped pencil case with them on the first day.

Suggested stationary items include: pencils, rubber, enclosed sharpener, ruler, pritt stick, colouring pencils and a highlighter (Primary 5 to7).

Primary 5 to 7 will also require handwriting pens and 30cm rulers.

Primary 1 to 3 will require Crayola Twistable colouring crayons.

**Homework**

Homework will begin on Monday 11th September. This allows the teacher time to assess pupil levels and reading groups. The homework will be posted on the school portal and any practical resources or workbooks will be given out each Monday. Homework is to return to school completed each Thursday or Friday *(decided by class teacher)* to be marked for the following week.

**P.E.**

Details of your child’s P.E. timetables will be provided by the class teachers. Children should come to school wearing their P.E. uniform on their chosen P.E. day’s only and if attending an afterschool sports club such as football or hockey and for swimming. The P.E. uniform consists of plain navy tracksuit bottoms, leggings or shorts, school polo or t shirt, school jumper and trainers. A school PE kit can also be ordered from Playr Fit.

**Medical Forms/Data Collection Forms**

It is very important for the school to have the most up to date information on your child especially in relation to any medical needs and emergency contact information. Priority 1 numbers will be used in the school text service for any urgent messages. The school App will be used to send and share information and school letters and Seesaw will also be used for communication between parents and the class teachers. Please complete the data collection form, medical needs form, consent for photographs, milk and swimming (P5-7) as soon as possible and return to school. The medical register in school will be updated as we receive the relevant information. EpiPens or any other medication should be sent in a clearly labelled box and all children with asthma, even if it is seasonal, should have a reliever inhaler in school, clearly labelled, for emergency use.

**Absence/Queries**

If a child is unable to attend school, please contact the school in the morning. This can be through a phone call (followed by a note of absence on the child’s return) or alternatively an email which can be found on the website or at the bottom of this letter. If you have any queries, please contact the school via telephone or the via the school email address and not the school teacher directly. This way your queries will be dealt with more swiftly.

More information regarding after school clubs, breakfast club and upcoming events will be posted later in the term. If you need clarification on any of the points above, please contact the school office.

**Dates for your diary**

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| Friday 1st September | Waiting class commenced |
| 5th Sept | P6&7 workshop with Dr John McCavitt |
| 7th Sept | Parent Teacher Association meeting in P5 3-4pm Free waiting class. |
| 11th September | Transfer Test club P7 3-4pm running until Transfer test in November |
| 12th Sept | Gaelic lessons with Ronan begin (in school, afterschool club starts in October) |
| 14th Sept | P5&6 Swimming lessons begin 9.45-11am 10 week programme |
| 14th Sept | Hedge school workshop with Liz Farnham P6&7 |
| 17th September | Tom Dunn celebration day in Rostrevor-details to follow |
| 18th Sept | Breakfast club begins |
| 18th September | P1 finish at 1.45pm. |
| 21st Sept | Cricket lessons to begin P5-7 (To be confirmed) |
| 30th Sept | Rostrevor Community Fun run and Family Run |
| Week beginning 2nd October | Afterschools to commence (depending on industrial action) |
| 6th October | Grandparents Day assembly P6 |
| 11th October | Flu Vaccination Programme |
| 27th October | School finishes at 1.15pm  Halloween Disco 5.30-7.30pm |
| November | Harvest and Remembrance Assembly P5 (date to be confirmed) |
| 6th November | School reopens |
| 9th November | Cricket afterschool club commences (To be confirmed) |
| Saturday 11th November | SEAG Paper 1 |
| 13-17th November | Anti Bullying Week |
| Saturday 25th Nov | SEAG Paper 2 |
| 27th, 28th, 29th Nov | Parent Teacher Meetings  27th Nov-P7 Taster day in St Mark’s |
| 7th December | Christmas Jumper Day Donations towards Daisy Lodge |
| 9th December | Christmas Fair 10am-1pm |
| 14th December | Nativity dress rehearsal |
| 15th December | Christmas Nativity Play P1-4 10am-11am. |
| 18th December | P1 Open Day 4pm-6pm |
| Week beginning 18th Dec | Cinema Trip and Christmas Disco (To be confirmed) |
| 22nd Dec | 12o’clock finish |

Further information will be sent out closer to the time of these events and new dates may be added as they become known.

We in Kilbroney IPS look forward to a wonderful year ahead not only of learning and teaching but also in celebrating 25 years of integration.

Yours Faithfully,

Mrs Porter

Principal