



CASTLE GARDENS

Castle Gardens Primary School

Parental Information Booklet September 2017

Telephone 028 91813827

Email jgray246@c2kni.net

Website www.castlegardens.org.uk

Facebook @CastleGardensNI

Twitter @CastleGardensPS

Breakfast Club is open daily from 8am. £1 charge per pupil per day.

Schools Out NI offer after school care until 6pm.

More details including prices can be found on school website.

Telephone Susannah on 07710953959

Email info@schoolsoutni.co.uk

Dear Parents

Another school year has started and we are all getting back into the routine of the school day. At the outset of this new year can I again say to all parents that we at Castle Gardens Primary School have always, and will continue to put the best interests of your child as our first priority. Should you at any time during the year ahead have concerns please do not hesitate to contact your child's teacher or myself.

I would take this opportunity to especially welcome all new parents and pupils to the school. I trust your association with Castle Gardens will be a long and happy one.

At the start of each school year we remind parents of some points so as to ensure that the day to day arrangements work for the benefit of all. Please take the time to read the following information in this short booklet and I ask that you retain it throughout the year for your information.

If there is any matter you wish to discuss with me, please get in touch.

Mr J Gray
Principal

CHILD PROTECTION

In Castle Gardens the welfare and interests of the child are paramount.

The school's Pastoral Care Policy along with related safeguarding policies are available in school for inspection and can also be found on the school website. This policy deals with all the relevant areas of Child Protection in an atmosphere of mutual respect and trust.

All members of staff refreshed their child protection training on Tuesday 22nd August this year.

Should you have any concerns during the school year of any child protection issues please report these to our Designated Teacher Mrs P Harbinson or the deputy Designated Teachers Mrs N Alcorn & Mr J Gray.

Access NI (Child Protection)

We are grateful to those parents who regularly help us by accompanying school trips. However, all parent volunteers must complete an **Access NI Check Form** each year. Details to enable completion are available from the office.

NUT FREE SCHOOL

All parents are asked to note that we are a **NUT FREE SCHOOL**. Over recent years we have had an increased number of children allergic to nuts and products containing traces of nuts.

Children with this condition could have a severe reaction if they come into contact with nuts, or related products. For some of these children a severe allergic reaction may be caused simply by touch or smell alone. This therefore has serious implications for all areas of the school both inside and outside of the classroom.

Consequently, I would ask that no nuts or related products are brought into school for your child's break or packed lunch. Your agreement with this and compliance could prevent a serious medical emergency developing.

I am sure you will appreciate the reasons for making this request and trust that you will give it your full co-operation.

FLU VACCINATION DATE

Please note – a team of nurses will be in school on Tuesday 24th October to give the vaccine to our children. Further details will be sent home nearer to this date.

ANNUAL SCHOOL PHOTOGRAPHS

Please note the date for the annual school photographs for Primary 1 to 7 has been arranged for Thursday 19th October.

PARENT/TEACHER INTERVIEWS

Interviews will be held week beginning Monday 23rd October and Monday 5th March. School will finish at 1.00 pm for all classes during these weeks to facilitate the meetings. P7 transfer meetings will be held at the end of January.

Further details relating to interviews will follow in due course.

VALUABLES

Pupils must not bring valuable items of any kind to school as we cannot take responsibility for any personal items or money which may go missing.

WEEKLY NEWSLETTERS

A Newsletter will be sent home on a Friday with the eldest child in a family. A digital copy will be available by email or via the school website.

ANIMALS

No animals are permitted on the school grounds without prior permission from the Principal with the exception of guide dogs.

CLOTHING LABELS

Please ensure that all items of clothing are clearly labelled with your child's name. It is important that coats are also labelled.

LOST PROPERTY

Items of lost property please contact the school office for information. At the end of the year any items not claimed will be sent to the charity shop.

EXCEPTIONAL CLOSURE PROCEDURES

As parents may be aware we had to close school several years ago due to the severe weather conditions. Should such a situation develop in the year ahead or should it be necessary to close the school at short notice for any reason the following procedure will apply.

- 1 Check the school website – www.castlegardens.org.uk or our social media pages. We will keep these updated at times of severe weather or other exceptional situations and we will endeavour to make a final decision by 7.30 am or earlier if at all possible.
- 2 We also now have a text messaging service available and we will also text parents of exceptional closing. In this regard it is important that you inform the school office of changes to your mobile phone number.
- 3 Telephone school – 028 91813827. We will endeavour to have our phone lines manned from 7.30am if a late decision is taken.

Parents are asked to appreciate that we will work on the basis that school will be open every day. This basic premise means that a decision to close the school will be left as late as possible. In future on any given day we will try to take that decision before 7.30am (and earlier if possible) and communicate that decision by means of the above as soon as possible thereafter.

AFTER-SCHOOL CLUBS

We operate a wide range of after-school clubs at Castle Gardens that include choirs, gymnastics, football and gardening. Further information will be sent home regarding the after-school clubs in the first week of term including dates and times. Some clubs will require payment as these are provided by external coaches or organisations. These are marked * below.

Parents are reminded to collect pupils on time at the end of the club from the front of school. Any child that has not been collected will wait in the office with a member of staff.

Details of clubs in Term 1 can be found below.

Monday	Miniversity* from 4 th September, sign up required (2-3pm P1, P2 pupils) (3-4pm P3 to P7 pupils) Tennis from 25 th September * (P5-P7 pupils)
Tuesday	Football* (P5 to P7 pupils) from 12 th September Junior Choir (P3, P4 pupils) from 12 th September AQE (P7 pupils) from 5 th September French (P4, P5 pupils to Christmas) from 12 th September
Wednesday	Senior Choir (P5 to P7 pupils) from 13 th September Football (P3, P4 pupils) from 13 th September
Thursday	Gymnastics * (P1 to P7 pupils) from 5 th October
Friday	JuJitsu* (P2, P3 pupils from 15 th September) (P4 to P7 pupils from 8 th September)

ARRANGEMENTS FOR DROPPING OFF AND PICKING UP CHILDREN

Turning Circle

- School operates on a one-way system as a normal roundabout.
- The circle should be used only as a drop off or pick up zone – **no parking at all.**
- Should you need to park to drop a younger child to class or to speak to a teacher, park in the large car park to the right of the roundabout or alternatively outside the school.
- The small car park on the left at the main entrance is for staff.
- There are four blue badge parking spaces, please do not use these if you do not have the appropriate permission.
- Care must be taken when dropping off children or picking them up. There is a speed limit of 5 mph when in the school grounds.
- Please be aware that there will be about 300 children entering school each morning and we must avoid any behaviour that jeopardises their safety.

Pedestrians Crossings

- All pedestrians should use the crossings when crossing any road within the school grounds.
- **Cars should not park or wait on these crossings at any time.**

Supervision

- Children will only be supervised from 8.45 am until classes begin at 9am. School cannot accept responsibility for children before this time unless they are attending Breakfast Club.
- The main entrance can be used by all pupils in the morning however P3-P7 pupils can also use their classroom entrances in the morning, accessible from the rear playground.
- Doors remain unlocked until 9.05 am.
- Please be aware that there are several taxis bringing pupils in our provision classes to school each morning. Parents are asked to be accommodating towards these vehicles.
- Once you collect your child at home time you must ensure that they remain under close supervision. Pupils are not permitted to use the playground afterschool. There have been several minor accidents in the past and we wish to avoid this.

Walking home from school

We would advise that **P1-P4 children will not** be allowed to walk home unaccompanied due to safety concerns. They should be collected by a responsible adult.

Home Times

- P1 pupils finish at 1.50pm from October. Exact dates and times of phased starts for P1 pupils can be found in the induction booklet parents received at their orientation visit in June.
- P2 pupils finish at 2pm every day and should be collected in the foundation playground.
- P3 pupils finish at 3pm on Monday and Tuesday and 2pm the rest of the week. Pupils should be collected from the main entrance.
- P4 to P7 pupils finish at 3pm. P4 pupils should be collected from the main entrance. P5 to P7 pupils will exit via the rear playground and can be collected at the canteen. On wet afternoons they may be collected from the main entrance.

Late Collection of Pupils

From time to time parents/guardians will run late when collecting children from school. Should this happen your child will be brought to the office to wait with the secretary. If the child has not been collected within 10 minutes a phone call will be made to the parent to find out how much longer the child will have to wait to reassure them.

When a parent/guardian arrives to collect the child, particularly a younger child, they will need to come to the office to collect them as children will not be sent outside to a car.

Collection of Pupils During the Day

Children will not be allowed to leave the premises during school hours unless a note, signed by a parent/guardian, is given to the teacher. Any pupils being taken out of school early for any reason will need to be signed out by a parent/guardian in the office.

PUPIL ATTENDANCE

I wish to remind all parents that the recording of pupil attendance is now computerised and that all absences and late arrivals will be closely monitored and analysed by the Department of Education.

Pupils are marked present for morning **and** afternoon sessions and it is therefore essential that your son/daughter's absence – whether part of/complete day – is covered by an explanatory note from you on his/her return (or, if applicable, before they leave). This applies to **all** absences from school eg: illness, appointment with dentist, doctor etc.

All pupils should be in class at 8.55 am. Classes begin promptly at 9.00 am.

Any pupil arriving after 9.00 am will be marked late and any arriving after 9.30 am will be marked absent for the full morning session.

Holidays

It is a concern in school that increasing numbers of children are being taken out of school during term-time for family holidays. We cannot sanction or 'give permission' for children to be taken from school and this is entirely the decision of parents.

I would remind parents that teachers cannot provide work for children going on holiday.

VISITING ARRANGEMENTS

We value the opportunity to talk to parents and we will attempt to address any issues raised. Parents are permitted to enter the school building each morning to briefly speak with the class teacher. In order to assist in the smooth running of the school, it would be appreciated that any parents that would like a longer conversation with a class teacher or the Principal should contact the school office for a convenient appointment.

I will be at the front door almost every morning and I would encourage parents to speak to me if they need assistance in any matter.

At any time apart from between 8.45am and 9am parents must enter school via main entrance and report to the Office. In the interests of safety and security, **parents are not permitted to go directly to rooms to collect pupils during the day.**

A 'signing-in book' for visitors is used and they must wear visitor passes at all times when in the school building or grounds.

CONTACT DETAILS

It is vital that the class teacher and/or school secretary is informed of any changes in family circumstances, change of address, telephone numbers or contact details. This ensures that our computerised records are kept up-to-date and emergency situations dealt with effectively.

Accompanying this booklet should be a copy of the contact details we have on record for your child/children. Please check the details are correct and amend if necessary. The sheet should be signed as proof it has been seen by the relevant adult and returned to the office by the end of the week even if no changes are required.

Please notify the office as soon as possible of any changes to contact details during the year.

DINNER MONEY

School dinners should, whenever possible, be paid for on **Monday** mornings for the full week or the number required for that particular week.

The present cost is **£2.60 per day** and **£13.00 per week**.

Please ensure you send the exact money for the required number of dinners with each individual child. Teachers cannot accept money for older/younger siblings

BREAKFAST CLUB

There is a Breakfast Club available in the Canteen from 8.00am to 8.45am each day costing £1 per pupil per day. Pupils can purchase a selection of cereals, breads and fruit to eat.

BREAK TIME SNACK

A break will be available to all children to purchase from the school kitchen – juice, milk, fruit, toast and pancakes – with prices starting at 40p. There will be no other snack break available in school.

If you are giving your child a snack break we would encourage you to send one healthy item to eat and one to drink. No fizzy or sugary drinks, are permitted.

As detailed earlier in this booklet, Castle Gardens is a **NUT FREE ZONE**. Any breaks containing nuts will be removed from the child with an alternative from the school kitchen being offered with money to be paid the following day.

Mondays to Thursdays are the days when we highlight Healthy Eating and we would appreciate a healthy break being sent in with the children.

JEWELLERY

We would strongly discourage the wearing of jewellery and advise that no responsibility will be accepted for loss or damage.

Jewellery must not be worn during physical exercise because of the risk of loss or personal injury.

Pupils are not permitted to wear make-up in school.

SWIMMING

Swimming lessons are **£3.00** per week.

We would be grateful if parents could make themselves available to accompany classes to swimming lessons. Without parental support these trips may not be possible. Parents that are available should contact the office to complete an **Access NI Check Form**.

SOCIAL MEDIA

Keep up to date with everything going on in Castle Gardens via:

- The school website www.castlegardens.org.uk
- Facebook and Twitter
- Schools NI app for smartphones and tablets downloadable via the app store or Google Play

MOBILE PHONES and RECORDING DEVICES

Pupils in Key Stage 2 only are permitted to bring mobile phones to school with the following conditions applicable:

Phones must be switched off and handed to class teacher at the start of the day and will be returned at the end of school. This means:

- No phoning
- No texting
- No photographing
- No videoing
- No taking phones into the playground.
- No playing of music stored within the phone.

They are for emergency use only.

They should be clearly marked with the owner's name.

The school will take no responsibility for looking after mobile phones or their loss or damage.

Phones may be turned on after 3.00 pm. This allows for example, a case when parents have sent a text with a change to pick-up arrangements.

Staff reserve the right to confiscate mobile phones if they are not being used appropriately. Parents will then collect them from the school office at 3.00 pm

Any younger pupils will have their device confiscated and returned to the parent at the end of the day.

This agreement can be found accompanying this booklet and should be signed and returned to school by the end of the first full week of term.

STAFFING 2017/18

Teaching Staff

P1	Mrs Harbinson
P1/2	Mrs McDowell
P1/P2 SLU	Mrs Stothers
P2	Mrs Saunderson
P2/3 SLU	Miss Spence
P3	Miss Rollins/Mr Adair
P3 SCU	Mrs Millar
P4	Mrs Hutchinson
P5	Mrs Alcorn
P5/6	Mr Gibson
P6/7	Mrs Turtle until Christmas
P7	Mrs Reid until Christmas

Classroom Assistants

Mrs A Davidson
Mrs L Noble
Miss N Taggart
Mrs J Black
Mrs A Dodd
Mrs J Irvine
Mrs S Totten
Miss E McDowell
Mrs A Moore
Mrs A Marshall
Miss F McAtamney
Mrs E Tate
Miss A Long

School Secretaries

Mrs R Armstrong
Mrs J McCluskie

Caretaker

Mr H Gregory

SCHOOL DEVELOPMENT PLAN 2016/17/18

What is a School Development Plan?

School Development Planning is an ongoing process whereby a school identifies agreed short and long term targets for development across a number of areas aimed at improving the educational opportunities of the children.

Who is involved in School Development Planning?

The whole school community should be involved in this process.

What timescale does a School Development Plan cover?

Normally schools are advised to plan School Development for three years ahead. We are in Year 2 of our current plan.

In recent years the process has been developed and extended to more actively involve parents and children as well as Governors, staff and the wider community.

At the beginning of this school year we wish to briefly share with our parents the main areas for curriculum development which were identified for this year and on which staff will be working over the coming months.

What does a School Development Plan include?

The Northern Ireland Curriculum is fully operational across all year groups and all co-ordinators will continue to review and adjust our programmes as it is considered necessary in light of external advice and internal and local changes to our needs and circumstances. These reviews and adjustments are detailed in Action Plans and these are used to identify priorities for our School Development Plan.

A summary of the priorities for Year 2 of our current School Development Plan can be found below.

Communication

- 1 To refine and evaluate planning in year 2 of new formats
- 2 To develop a writing portfolio for each child detailing all stages of the writing process
- 3 To audit the literacy resources and plan for the future

Using Maths

- 1 To refine and evaluate planning in year 2 of new formats
- 2 To analyse standardised data to identify areas of improvement within the curriculum
- 3 To audit the literacy resources and plan for the future

Using ICT

- 1 To utilise iPads to create a progression in digital storytelling across the school
- 2 To develop digital storage solutions to allow for collation of pupil work on iPad and networked workstations
- 3 To review the progression of accredited tasks completed across the school.

SEN

- 1 To establish a second speech and language class
- 2 To plan for further integration opportunities between mainstream and provision classes
- 3 To review individual education plans (IEP's) to include pupil input to target setting.

Assessment

- 1 To increase parental awareness of standardised tests and how they are used
- 2 To review and update policies
- 3 To restructure provision for AQE in Key Stage 2

Further information regarding the School Development Plan will be sent home to parents during the Autumn term.

Holiday List 2017/18

School Starts	Tuesday 29th August 2017
Half-Term	Monday 30th October – Friday 3rd November
Staff Development Day	Monday 6th November
Christmas	Friday 22nd December to Tuesday 2nd January 2018
Staff Development Day	Wednesday 3rd January 2018
Half Term	Monday 12th February to Friday 16th February
Easter	Monday 26th March to Friday 6th April
May Bank Holiday	Monday 7th May
Staff Development Day	Friday 25th May
May Bank Holiday	Monday 28th May
Staff Development Day	Tuesday 29th May
Last Day of Term	Friday 29th June

Please note that changes to Staff Development Days can occur. The most up to date list of holidays and events can be found on the Calendar page of the school website.

Additional documents accompany this booklet and should be returned asap to class teachers:

- Internet Acceptable Use and Photographic Permission Form
- Mobile phone agreement
- First Aid Permission