

**Kilbroney Integrated Primary School**

**15 Cloughmore Road**

**Rostrevor**

**Co. Down**

**BT34 3EL**

16th June 2023

Dear Parent/Guardian

I hope you are all enjoying the lovely weather and are looking forward to a well-deserved summer break.

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This year we introduced the SeeSaw app into our school routine, which allowed us to bridge a gap between the classroom and home. Pupils were able to share pieces of work directly with their parents and the app allowed teachers to notify parents directly of any update within the classroom. This App has worked well in the school and we will be continuing to use this next year.

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The school would also encourage you to download the school app to keep up to date with all of the school news and events. School messages are sent out via this app as well. However, important messages will still be sent through the schools Text Local service.

**The School Day**

Some children will return to school on 30th and 31st August for Induction days. If your child is going into either P1 or P7 you will receive more details about this closer to the time. All other classes will start school on Friday 1st September. Our Primary 1 parents will be informed of their start dates and times via the class teacher. 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 11th 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**

8-8.50am Breakfast Club

8.50am School Opens for Pupils

9.00am Registration

1.45pm Home Time - Primary 1-3

**Teaching Structure 2023/24**

P5 Mr Mc Comiskey

P6 Mr Thompson

P7 Mrs Smyth

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, Facebook and Twitter accounts to follow 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 2nd 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.

**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.

I wish you an enjoyable Summer break and look forward to seeing all of the children return in September.

Yours Faithfully,

Mrs Porter

Principal