



School Information

School Year
2018-19

Updated August 2018

We care ~ We share ~ We learn

August 2018

Dear Parent

Welcome to another school year!

We hope that the information contained in this is useful.

Curriculum updates are provided by teachers throughout the year.

We aim to to keep up to date with everything that is happening in New Row through:

- Weekly note (sent home and uploaded to website)
- Twitter feed (@NewRowPS)
- Website newrowps.com
- Other letters etc. as required

Please do not hesitate in contacting me should you require any further information about your child's time at New Row.

With every best wish,

Mrs Deirdre Graffin

(Principal)

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The School Team Staff as of August 2018

Teacher	Key Responsibilities
Mrs Deirdre Graffin	<ul style="list-style-type: none"> Principal Child Protection & Safeguarding team
Mrs Karen McElroy	<ul style="list-style-type: none"> Vice Principal & Year 5 teacher SENCo & Deputy Designated teacher for Child Protection
Miss Oonagh Gribbin	<ul style="list-style-type: none"> Year 1 teacher Designated teacher for Child Protection
Miss Kerrie McNicholl	<ul style="list-style-type: none"> Year 2 teacher (temp)
Mrs Maeve Murphy	<ul style="list-style-type: none"> Year 3 teacher
Mrs Emer Scullion	<ul style="list-style-type: none"> Year 4 teacher
Miss Sinead Dillon	<ul style="list-style-type: none"> Year 6 teacher
Miss Catherine Walls	<ul style="list-style-type: none"> Year 7 teacher

Classroom Assistants	
Miss Emma Brown Mrs Pauline Cleary-Vong Miss Naomi Jean Diamond (temp) Mrs Ann Kerr Mrs Ursula Lagan Miss Gemma Leacock	Mrs Nicola Long (temp) Mrs Roisin McElhinney Mrs Maura McGuckin Mrs Una McLaughlin Mrs Lorna O'Boyle (temp)
Lunchtime Supervisors	Mrs Roisin McElhinney Mrs Eilish McLaughlin/Mrs Lorna O'Boyle Mrs Nicola Long
Canteen Staff	Miss Marie McKenna (Kitchen Supervisor) Mrs Jacqueline Boyle
Building Supervisor	Mr Kevin Mullan
Cleaner	Mrs Eilish McLaughlin
Secretary	Mrs Sharon Keenan (First Aid Responder)

This list will be updated if/when staffing arrangements change throughout the year

Board of Governors: to be reconstituted Term 1 2018/19

Very Rev J Gates, PP (Trustee)	Mrs Mary White (Chair)	Mrs Deirdre Graffin
Mr Maurice Diamond	Mr Bill Watson (Vice chair)	Mrs Karen McElroy
Mr Hugh McLarnon	Mrs Christina O'Kane	Mr Dean Mooney

Friends of New Row

Chair	Secretary	Treasurer
Mrs Marianne Cushley	Mr Michael Hughes	Miss Pat Hanson

The School Day

Breakfast Club from 8.15am-8.50am
Children arrive from 8.50am
Day begins with morning prayers at 9.00 am. Assembly on Tuesday and Friday
Morning lessons begin at 9.05
BREAK: 10.30-10.45am
Midmorning lessons 10.45-12.15 Foundation Stage (Y1&2) 10.45 -12.30 KS1 and KS2 (Y3-7)
LUNCH 12.15 – 1.10: Foundation Stage (Y1&2) 12.25 – 1.10: KS1 and KS2 (Y3-7)
HOMETIME 2pm for P1 and P2; 3pm for P3 – P7 <i>Please note: P3 children finish school at 2.00pm on Thursday and Friday</i>
Afterschools club from 2-4pm

Breakfast club from 8.15-8.50 (£1 daily including cereal, toast and drink)

All children are welcome when the bell rings at 8.50am. No child should be in school before the bell goes at 8.50am unless they are attending the breakfast club. Only those at breakfast club are supervised in the hall.

School begins promptly at 9.00am. Should your child be absent for any reason, please call into the office or provide a note to explain to the class teacher on the child's return.

Making a good start to the day

In the interests of promoting self-management skills, we ask that parents of Y3-7 pupils do not accompany their child to the classroom door. The children are growing in independence and confidence and are more than capable of organising themselves at the start the school day. We also ask that any messages you wish to pass on are very brief as the teaching staff are keen to start the prayers and lessons. Appointments can of course be arranged for anything that may take longer to discuss.

Attendance

Absences from school: illness

If your child is unable to attend school due to illness, please make sure you let the teacher know on the morning of the first day. You can do this by notifying the office or an adult calling with the class teacher. We must be able to account for all absences, so please send in a short note on the first day back if your child is off for more than one day. Teachers will not send home extra work if your child is sick. Let them rest properly and make a full recovery. They can do some extra reading which teachers agree would be of greater benefit.

Absences from school: other reasons

Holidays/trips during school time: interrupt children's learning and cannot be condoned by the school. Any unavoidable absence should be explained by sending in a short note for our records. We must record all such absences as 'unauthorised'. Unauthorised absences are monitored by the school in conjunction with Education Welfare. No work will be prepared by teachers for these absences.

Appointments & children going home due to illness

Appointments should be made for outside of school time, but we understand that this is not always possible. In the interests of Health & Safety and Child Protection, anyone collecting/returning a child should sign them in/out in the office. An 'out/in' book is now in use. Please remember to sign it. Remember also to contact the school if your child will be off due to illness and send in a note to the teacher on their first day back.

Arriving late to school

Children should arrive from 8.50am onwards (unless at breakfast club). There is no supervision before 8.50am. Class begins with prayers at 9am and the security buzzer at the front door turned on. Any child arriving from 9.10am will be marked as late in the register. Education Welfare requires us to monitor lateness and parents will be asked for a reason which will be recorded. It is understandable that it is difficult for a child to enter a class where everyone has already settled into learning.

Home time Collection

For health and safety reasons we would appeal to all parents to drop off and collect their children promptly at the appropriate time each day. Children should be collected promptly and supervised by parents at all times once handed over. The safety of our pupils is paramount.

2pm: Y1 & 2 teachers escort children to the door (Y1 front door, Y2 classroom door)

3pm: Y3 & 4 teacher escorts class to the front door

Y5-7: teacher escort class out to back gate. Children are handed over to adult.

Y6 & 7: Parental consent to walk down the lane with staff member/out Chichester Ave gate
DENI are continuing to work on our 'Safe walkway to school' project and have reassured us that the necessary steps are being taken to progress this but it will take time to get a solution in place.

After school Club

We run a one pick-up club from 2-3pm and a homework club from 3-4pm every day. (£2 per hour –booking required). We also offer afterschools activities termly in 6-week blocks. More information about these is communicated via the weekly note.

Communication between home & school

We aim to provide a quality educational service at all times. Our main forms of communication:

- A weekly note on a Monday circulated to all families and available on the website
- Our school website (www.newrowps.com)
- Regular updates on our Twitter feed (@newrowps)
- Text messaging service
- Other relevant letters as appropriate

Please ensure the school is informed of any change to your contact information immediately.

Concerns and complaints are addressed in a professional way. Please do not hesitate to contact the school if you have any concerns, big or small. The procedure for dealing with concerns, complaints etc. is as follows:

- If appropriate contact your child's class teacher at a time that is suitable to their teaching day.
- Arrange an appointment through the office.
- Contact the school office to make an appointment with the Principal.

We aim to resolve issues that arise as quickly as we can but ask parents to appreciate that it isn't always possible to speak to the principal/teacher without notice due to classroom commitments.

Parent/Teacher Meetings:

Term 1: (October)	Term 2: (Feb/March)	Term 3: (June)
Overview of year & how best to support your child	Progress update	Written report

Other meetings and events will be organised throughout the year if/when appropriate.

Supporting children with additional needs: working in partnership with parents

Sometimes teachers/parents can have concerns about a pupil's development. Teachers are trained to identify when a child has challenges and what actions/support can be put in place to help overcome these challenges. The class teacher may wish to arrange to speak to a parent about challenges identified at times other than the parent/teacher meetings. Similarly, a parent may wish to discuss challenges and should in the first instance approach the class teacher to arrange a suitable time. Mrs McElroy is SENCo (Special Needs Coordinator) and her role includes overseeing this process and any further actions/steps as necessary, including liaising with outside agencies such as the school's assigned Educational Psychologist. This is in keeping with our Special Needs Policy, a copy of which is available from the office on request.

Copies of all school policies are available on request from the office, with those relating to Safeguarding & Child Protection available at www.newrowps.com

Child Protection

Designated Teacher for Child Protection	Miss Oonagh Gribbin	
Deputy Designated Teacher for Child Protection	Mrs Karen McElroy (VP)	
Safeguarding team: Online Safety Officer	Safeguarding team: Principal	Safeguarding team: Governor
To be confirmed	Mrs Deirdre Graffin	Mr Maurice Diamond

Our safeguarding team undertakes regular reviews of practice to ensure our children's safety remains paramount. Regular updates include an annual 'Child Protection Week', with staff training and classroom activities to remind pupils and staff alike of important child protection messages. We also have a strong emphasis on eSafety, with planned lessons delivered throughout the year in Y1-7. If you need to speak to anyone in our Safeguarding Team, please do not hesitate in making an appointment. All issues are dealt with professionally and with the appropriate level of confidentiality.

Remember also that a select number of Safeguarding & Child Protection policies are available online and hard copies of all relevant policies available from the office on request.

Mobile Phones in school

Children are not allowed to bring mobile phones to school, including on trips. All communication with children regarding messages about collection etc. should be made through the school office.

School Uniform

There is an expectation that all children will wear their full uniform at all times apart from a few designated non-uniform days. Parents will be notified in advance of any such days. All uniforms will be checked for names during the first week of each term. Please make sure all items are labelled. This really helps avoid problems, especially in identifying jumpers.

<p>Sportique 7 Rainey St, Magherafelt</p> <p>Some uniform items also available to order online at: www.sportique-ni.com</p>	<p>Select Schoolwear Unit 12 The Diamond Centre Magherafelt</p>
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Girls	Boys
<p>Light blue crested polo shirt Navy crested jumper or cardigan skirt or pinafore or plain navy blue track bottoms plain navy tights or white/navy knee socks plain black footwear</p>	<p>Light blue crested polo shirt Navy crested jumper plain navy blue track bottoms navy/grey/black socks plain black footwear</p>

PE: Children Y4-7 are expected to wear the new PE uniform. Y1 do not need a PE uniform. Y2 & 3 parents may purchase if they wish. Top & shorts: £13.50, navy socks £4. All available from Sportique.

Summer Uniform (Optional)	
<p>Girls: checked blue dresses (widely available)</p>	<p>Boys: <u>plain</u> navy knee-length shorts or PE shorts with school polo shirt (not PE t-shirt).</p>

All children are expected to wear their uniform always. Make sure your child's name is clearly marked on all items of uniform.

Changing for PE

Y1: Do not change for PE

Y2 & 3: Wear PE gear in to school; change back in to uniform after PE lesson. Parents please make sure uniform is sent into school in a labelled bag and all items labelled also.

Y4-7: Change in school Children must dress after P.E. and before going home.

When the PE timetable has been finalised, all parents will be notified to ensure they are aware of which day(s) their child will need their PE kit.

Swimming in Key Stage 2:

All children Y5-7 receive swimming lessons in Greenvale Leisure Centre for one term per year. The current weekly cost is £2 (including transport), with £1 each week for lockers (refundable).

Term 1	Term 2	Term 3
Year 6	Year 7	Year 5

All children are required to bring swimwear (no bikinis or longer shorts), goggles and a towel in a suitable bag.

Making payments to school

- Mrs Keenan collects dinner money, milk money and afterschools money. There are other payments throughout the year e.g. school photographs etc.
- Marie in the kitchen collects break money
- The class teachers collect other amounts e.g. swimming, school trips etc.

Please make sure all payments are in an envelope marked with your child's name and class. These money envelopes are readily available from discount shops. We ask for all payments to be prompt as any shortfall must come directly from the school account.

If you think your child might be entitled to free school meals, please fill in a form (available from the office). As well as helping out families, higher numbers of pupils taking free school meals actually helps our budget.

Break & Lunch Arrangements

New Row is a NUT FREE school.

We operate a healthy eating policy at break and lunch time.

Canteen break

A daily snack is available in school. It is payable at the start of each month (approx. £4-£6 per month). Toast is very popular in the Y1&2 classrooms with all children eating it daily & very few exceptions (if any). All canteen breaks are delivered to the classroom, with no time wasted queuing during playtime. Our new monthly canteen break arrangement is very popular as it is easy to organise and the children do not lose or forget money. Remember that break is like your milk order. The kitchen is unable to refund if your child is absent from school as the food is pre-ordered. If you wish your child to stop taking break, the kitchen must be informed by the parent no later than Monday morning (preferably the previous Friday). Any alternatives should be in keeping with healthy eating policies.

Milk: Paid termly or monthly: £4, Term: £16. Milk is ordered monthly. If your child is off school, we cannot refund milk money or only charge you for the days they were present.

Lunch time

Your child can either bring a healthy packed lunch or purchase a dinner from the school's canteen. School dinners are available for £2.60 per day.

A menu is sent home with your child every month and available to browse on the school's website.

School Supplies

All children in P1-3 should use a book bag with the school logo rather than a traditional school bag. Many of the children will be able to use their existing book bag but if it has become worn and it needs replaced a new one can be purchased from the office, cost £5.

The older children should have their own pencil cases with a supply of crayons, rubber, sharpener etc. Markers will be used in school but pupils should have a set of pencils or crayons at home for homework activities.

Written homework should be completed in pencil and colouring pencil-no markers or pens please. We encourage parents to monitor homework activities closely and insist upon a high standard of neatness and presentation.

Homework Diaries Y4-7

In an effort to make our children more independent, the teachers have introduced homework diaries for Y4-7. Children will note down all homework daily, as well as reminders and other information. To support the children in developing independence, we ask that parents sign the diary every Thursday night. By doing so, you can keep a track of their organisational skills, praising them for their efforts. We do also hope it will help parents keep in touch with their children's school work. However, we do not consider this to be a suitable means of communicating directly with parents. Should you have any concerns, please contact your teacher in the usual ways, including contacting the office to arrange an appointment or phone call.

Health and Medication

Please ensure that the school has been informed of any allergy, illness or condition that your child may suffer from. Our First Aid responder is Mrs Sharon Keenan, who is also responsible for managing the medical needs records.

Medication at school

Important update: We have been instructed by the school nurse that we are not allowed to administer medicine such as Calpol or Piriton unless it has been prescribed by a doctor. Any medication to be administered must be signed in to the office by the child's parent. Only medicine prescribed specifically for a child (with a dispensing label displaying the child's name and correct dosage) may be administered by designated school staff (Mrs Keenan in the first instance). Medication should never be kept in the child's schoolbag or in the classroom.

General reminders

- Children should not be brought to school if they are unwell.
- Please do not send sick children to school. Even though they may want to come, we have a duty of care to all the children and staff. There are good reasons for this:
 - It is important that they enjoy their time at school and feel well enough to participate in all activities.
 - If your child has diarrhoea, vomiting or other infections please keep him/her at home until it has cleared (at least 24 hours). This is essential to prevent the unnecessary spread of infection to other children and staff.

General health reminders:

Some children in our school have allergies and in the interest of their safety and well-being we can no longer allow children to bring in birthday cakes to share with their class.

Please remember to apply sun cream and to provide a sun hat for your children in the warm weather.

Head lice are common among primary-aged children. Please check your child's head regularly.

Many treatments are available from the local pharmacy and many are available on prescription. It would also be useful to inform the class teacher so a general reminder could be issued (of course without highlighting your child!).

Other useful information

Birthday invitations

Often we are asked to give out invitations and if there is one for everyone in the class or all the boys/girls, our staff don't mind helping give these out. However, we understand that it is not possible to always invite everyone – nor should parents be expected to. Unfortunately, when invitations are only given to certain children, we are often met with a sad face asking where their invitation is or why they didn't get an envelope. Children cannot understand the genuine reasons for this and feel rejected or less popular. With the children's feelings at heart and for this reason, we ask that no party invitations are distributed in school unless there is one for everyone in the class or all boys/girls. Please ensure other invitations are given outside of school to help avoid those sad faces and awkward feelings. Nowadays social media makes spreading the word about a party much easier. You may also wish to talk to your child about why, for practical reasons, they may not get invited to all parties. We appreciate your understanding and cooperation.

Birthday Cake

Sometimes parents feel it necessary to send in a cake on the day of their child's birthday. This is a lovely thought. However, due to the large number of children with allergies or intolerances, we ask that parents refrain from doing this and keep it for a celebration at home.

Friends of New Row

New Row has a very hard-working, active and enthusiastic parents' and friends' association, currently chaired by Mrs Marianne Cushley. Friends of New Row works hard to strengthen links between home and school by involving parents in the life of the school and encouraging a two-way exchange of information and viewpoints. Their prime aim is to coordinate fundraising and social events for the school community, that in turn supports the school by enhancing the pupils' educational experiences. The committee meet once or twice a term and meetings last approximately one hour. You do not have to become a member to help out at any of the events. Just ask! Please help Friends of New Row continue to move forward and support in any way that you can, always keeping in mind that everything is for the benefit of the children.

Watch out for more information about upcoming events in the weekly newsletter and in Twitter.

School opening and holidays 2018-19

Thur 30 th August	School opens for all Y1 & Y7 pupils only 9.15-12 noon
Fri 31 st August	School reopens for all other pupils (normal school day except for P1)
September	No School Closures
October	Mon 1 st October (Staff Development Day– pupils do not attend) Mon 29 th Oct - Wed 31 st Oct (Mid-term break)
November	Thurs 1 st & Fri 2 nd Nov (Mid-term break) Mon 5 th Nov (Staff Development Day– pupils do not attend)
December	Fri 21 st Dec – 11am finish Mon 24 th – Mon 31 st Dec (Christmas holidays)
January	Tues 1 st -Thurs 3 rd Jan (Christmas holidays) Fri 4 th Jan (Staff Development Day) - Children return on Mon 7 th Jan
February	Mon 18 th – Fri 22 nd Feb: Mid-term break Mon 25 th Feb (Staff Development Day– pupils do not attend)
March	Mon 18 th March (St Patrick's Day Holiday)
April	Thur 18 th April – 11am finish Fri 19 th April – Sun 28 th April (Easter) Children return Mon 29 th April
May	Mon 6 th May (Bank Holiday) Fri 24 th May (Staff Development Day – pupils do not attend) Mon 27 th May (Bank Holiday)
June	Fri 28 th June – 11am finish

These dates are subject to change. Parents are requested not to take children on holiday during term time. Every effort has been made to block holidays to facilitate parents.