



# School Information

Updated August 2019

*We care ~ We share ~ We learn*

September 2019

Dear Parent,

This information booklet aims to provide practical information and advice on a range of day-to-day school arrangements including:

- Communication between home & school
- The School Team (as of August 2019)
- The School Day
- Attendance
- Collection arrangements
- After school Club
- Making payments to school
- Break & Lunch Arrangements
- School Uniform
- PE arrangements
- Parent/Teacher meetings
- Child Protection
- Health and Medication
- School Supplies
- Other useful information
- Board of Governors
- Friends of New Row
- School opening and holidays 2019-20

We hope that the information contained in this is useful.

Curriculum updates are provided by teachers throughout the year.

We aim to keep up to date with everything that is happening in New Row throughout the year.

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)

## **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](http://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.

Dear Parent,

We hope that the information contained in this is useful.

**The School Team  
Staff as of August 2019**

Teacher	Key Responsibilities
Mrs Deirdre Graffin	<ul style="list-style-type: none"> <li>Principal &amp; Assistant Numeracy Coordinator</li> <li>Child Protection &amp; Safeguarding team</li> </ul>
Mrs Karen McElroy	<ul style="list-style-type: none"> <li>Vice Principal &amp; Year 5 teacher</li> <li>SENCo &amp; Deputy Designated teacher for Child Protection</li> </ul>
Miss Oonagh Gribbin	<ul style="list-style-type: none"> <li>Year 1 teacher</li> <li>Designated teacher for Child Protection</li> </ul>
Miss Kerrie McNicholl	<ul style="list-style-type: none"> <li>Year 2 teacher</li> </ul>
Miss Eimear McCollum	<ul style="list-style-type: none"> <li>Year 3 teacher</li> </ul>
Mrs Emer Scullion (Miss Niamh Laverty – temp)	<ul style="list-style-type: none"> <li>Year 4 teacher</li> </ul>
Miss Catherine Walls	<ul style="list-style-type: none"> <li>Year 6 teacher</li> <li>First Aid Responder</li> </ul>
Mr Conor Hasson	<ul style="list-style-type: none"> <li>Year 7 teacher</li> <li>First Aid Responder</li> </ul>

Classroom/General Assistants	
Miss Emma Brown Mrs Pauline Cleary-Vong Miss Lauren Hurl Mrs Ann Kerr Mrs Ursula Lagan Miss Gemma Leacock	Mrs Nicola Long Mrs Roisin McElhinney Mrs Maura McGuckin Mrs Jane Mclvor Mrs Una McLaughlin Ms Siân Milne
Lunchtime Supervisors	Mrs Nicola Long Mrs Roisin McElhinney Mrs Jane Mclvor Mrs Eilish McLaughlin Ms Siân Milne
Canteen Staff	Miss Marie McKenna (Kitchen Supervisor) Mrs Shauna Kearns 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**

Mrs Mary White (Chair)	Mr Dean Mooney	Mrs Clare Heaney
Mr Maurice Diamond	Mr Noel McKenna	Mrs Karen McElroy
Very Rev John Gates	Mrs Ciara Shivers	Mrs Deirdre Graffin

**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
<b>BREAK:</b> 10.30-10.45am
Midmorning lessons 10.45-12.15 Foundation Stage (Y1&2) 10.45 -12.30 KS1 and KS2 (Y3-7)
<b>LUNCH</b> 12.15 – 1.10: Foundation Stage (Y1&2) 12.25 – 1.10: KS1 and KS2 (Y3-7)
<b>HOMETIME</b> 2pm for P1 and P2; 3pm for P3 – P7 <i>Please note: P3 children finish school at 2.00pm on Thursday and Friday</i>
<b>Afterschools club from 2-4pm</b>

### **Breakfast club from 8.15-8.50 (£1 daily including cereal, toast and drink – payable on ParentPay)**

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.

### **Drop off & 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.

All children Y1-7 enter through the front doors from 8.50am (unless attending breakfast club).

Y1 & 2 are escorted to their rooms and dropped off promptly.

Children in Y3-7 can make their way to the classroom on their own. Parents should not need to enter the classrooms. This is very important in developing your child's independence, confidence and self-esteem.

On occasion, parents/carers might wish to pass on a quick message to the teacher. However, I know you understand that mornings are not the best time to discuss concerns, raise queries about school work etc. Teachers are very busy in the morning getting ready to welcome their class, making such discussions difficult. Parents are free to make an appointment to have a chat at a time when both are free to talk, without having to think about children in their care.

## **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. Make sure your child is in class by 9am! 10 mins late every day = over 3 ½ hours in one month.

### **Collection**

Children should be collected promptly and supervised by parents at all times once handed over. The safety of our pupils is paramount. Children in Y1-5 are collected by an adult from the school.

Y1	Y2	Y3	Y4	Y5	Y6 & 7
Front door	Y2 door	Front door	Front door	Back gate	See below
Sept 1pm, Oct 2pm	2pm	Mon-Wed 3pm, Thur & Fri 2pm	3pm	3pm	3pm

Children in Y6 & 7 who have written permission may walk home. They will be escorted to a collection point in the car park or crossed over the road at the end of the lane. If no permission has been granted, Y6 & 7 pupils will be collected from the back gate.

### **Level access:**

Pedestrian access is via the path from the chapel car park or the ramp at the front of the school onto Chichester avenue.

**Pedestrians** – pupils, parents, carers, staff or visitors – must no longer use the school lane. This is for vehicles only. Anyone using bicycles or scooters will need to use the ramp at the front of the school, entering & exiting on foot.

**Parking:** Parents/carers can park in the chapel car park by using the spaces to the right as they drive in the gates. In the interest of the safety of all school users, it is vital that the area at the bottom of the path is kept completely clear of vehicles. New lines are painted on the ground to reflect this.

### **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 before 12 noon). We also offer afterschools activities termly in 6-week blocks. More information about these is communicated via the weekly note.

## **Making payments to school**

### **\*REVISED\* Parent Pay registration**

Our office is now cashless so all payments, bookings etc. are made online. It is vital that all parents register for this. This includes children in receipt of free school meals. The only exceptions will be charity collections and small payments for bus trips. Contact the office immediately if you are having issues and we aim to help you with the registration process.

## **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. 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 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. This order will continue each month unless the canteen is notified directly by the parent/carer. Otherwise, families will continue to be billed.

There is no mechanism to book and pay for canteen break through Parent Pay. We will investigate this later in the year. Until then, this should be paid directly to the kitchen (£5.50 per month, £50 per year).

If your child is not receiving a canteen break, alternatives should be in keeping with our healthy eating policy.

**Milk:** Milk is £4 per month or £40 for the year. Payable via Parent Pay. Milk is ordered monthly. If your child is off school, we cannot refund milk money.

#### **Lunch time**

Your child can either bring a healthy packed lunch or purchase a dinner from the school's canteen. School meals remain at £2.60 per day. A menu is sent home with your child every month and available to browse on the school's website.

#### **\*REVISED\* As our office is cashless, meals cannot be booked/paid for through the office**

- Meals are booked online before 9.30am of the day the dinner is to be taken. It can be booked and paid for further in advance e.g. dinners for Mon – Fri can be booked & paid for on Sunday evening.
- Meals will not be able to be booked after 9.30am.
- Parents/carers pay for the dinners at the time of booking. If a meal is booked but not paid for, it is not included in the final list the canteen receive and no dinner will be prepared. It is like putting something on your shopping basket online but not going through checkout.
- Pupils on our **Free School Meals register** will be pre-booked by the office weekly. Remember that until the school and parent have official notification, parents/carers must meet the cost of the meals.

#### **Free School Meals**

- Registration for free school meals: Remember to reapply every year. Until official notification, parents/carers must meet the cost of the meals. Not sure if you are eligible? Apply and see!

## 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><b>Sportique</b> 7 Rainey St Magherafelt</p> <p>Some uniform items also available to order online at: <a href="http://www.sportique-ni.com">www.sportique-ni.com</a></p>	<p><b>Select Schoolwear</b> Unit 12 The Diamond Centre Magherafelt</p>
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Girls:	Boys:
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	Light blue crested polo shirt Navy crested jumper plain navy blue track bottoms navy/grey/black socks plain black footwear

**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)	
Girls: checked blue dresses (widely available) Or PE shorts with school polo shirt (not PE t-shirt)	Boys: <u>plain</u> navy knee-length shorts

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

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.



### 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](http://www.newrowps.com)***

### Child Protection

Chair of Safeguarding team	Mrs Deirdre Graffin
Designated Teacher for Child Protection	Miss Oonagh Gribbin
Deputy Designated Teacher for Child Protection	Mrs Karen McElroy (VP)
Safeguarding team: Online Safety Officer Mrs Deirdre Graffin (acting)	Safeguarding team: Governor 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.

### 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. Miss Catherine Walls and Mr Conor Hasson are also trained first-aid responders.

## **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!).

## **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 use 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.

## **Reconstituted Board of Governors 2018-2021**

The Board of Governors for New Row PS was reconstituted in Autumn 2018. Feedback from the last parent survey in May 2018 indicated that parents feel that the management of the school at governor level is working very well. However, feedback also suggested that parents were unsure of the role of the governors. This is not unusual in schools. We hope the information below is useful.

### **School governors**

The day to day management of the school is the responsibility of the school principal, supported by the vice principal and leadership team. The overall management responsibility for the school falls to the Board of Governors. These volunteers come from within the school and wider parish community and reflect the various parts of the school community e.g. representatives from the parent group, teaching staff, school trustees, Education Authority and Dept. of Education.

### **The role of the Board of Governors**

Every school is managed by a Board of Governors. They work with the school principal to meet the educational needs of the school pupils in a secure and safe environment. The role of the Board of Governors is to make sure that the school provides pupils with a good education.

Boards of Governors meet approximately once per term, although there may be a few other additional meetings as necessary throughout the year. However, the day-to-day running and related decisions are managed by the professional lead – i.e. the principal, assisted by the vice principal, senior school leaders and other staff.

### **What does a parent representative do?**

Just as the teacher rep is expected to contribute to discussions and decisions at governor level considering things through the eyes and ears of a teacher, the parent rep is expected to contribute as any parent might. The Board of Governors meetings are not somewhere that specific concerns of parents are discussed. If such concerns exist, they should not be directed to the parent representative (or indeed any specific governor) but brought to the principal, as normal, using the recognised and appropriate channels of communication. It is very important for all parents to understand this role.

## **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.*

## 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 fully 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 then 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 as appropriate. 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, please see earlier health note re allergies and intolerances. Therefore, we ask that parents refrain from doing this and keep it for a celebration at home.

### School opening and holidays 2019-20

Fri 30 <sup>th</sup> August	School opens for all <b>Y1 &amp; Y7 pupils only</b> 9.15-12 noon
September	Mon 2 <sup>nd</sup> Sept- School Reopens for <b>All Pupils</b> Fri 27 <sup>th</sup> Sept – School Closes at 1pm (Staff Development)
October	Mon 28 <sup>th</sup> Oct (Staff Development Day) Tues 29 <sup>th</sup> Oct to Thurs 31 Oct (Mid-term break)
November	Fri 1 <sup>st</sup> Nov (mid-term break)
December	Fri 20 <sup>th</sup> Dec – school closes at 11am Mon 23 <sup>rd</sup> – Tues 31 <sup>st</sup> Dec (Christmas holidays)
January	Wed 1 <sup>st</sup> Jan -Thurs 2 Jan 2020 (Christmas holidays) Mon 6 <sup>th</sup> Jan (Staff Development Day) - Children return on Tues 7 <sup>th</sup> Jan
February	Mon 17 <sup>th</sup> – Fri 21 <sup>st</sup> Feb (Mid-term break)
March	Mon 16 <sup>th</sup> Mar (Staff Development Day) Tues 17 <sup>th</sup> Mar (St Patrick's Day Holiday))
April	Thurs 9 <sup>th</sup> Apr school closes at 11am Fri 10 <sup>th</sup> Apr to Fri 17 <sup>th</sup> Apr (Easter holidays) Mon 20 <sup>th</sup> Apr (Staff Development Day) - Children return to school Tues 21 <sup>st</sup> Apr 2020
May	Fri 8 <sup>th</sup> May (Bank Holiday) Mon 25 <sup>th</sup> May (Bank Holiday) Tues 26 <sup>th</sup> May (Staff Development Day)
June	Tues 30 <sup>th</sup> June – school closes at 11am

These dates are subject to change.

Pupils **do not attend** on Staff Development Days  
Parents are requested not to take children on holiday during term time.  
Every effort has been made to block holidays to facilitate parents.