



# BIRCHES PRIMARY SCHOOL

## Information Letter

### September 2022



Dear Parents,

It is hard to believe that we are thinking about our new school term already, but I thought I would send some information now which you might find useful when preparing for your child starting their new class at the end of August.

#### Drop Off and Collection Times

We have staggered times to avoid congestion and large gatherings in the car park.

**Your child can be dropped off in the mornings from 8.30am and school will start for all children at 8.45am**

- **Tuesday 30<sup>th</sup> August and Wednesday 31<sup>st</sup> August**  
School ends at 11.45am for children from P1 to P3 (and older siblings)  
School ends at 12.00pm for children from P4 to P7  
School bus at 12.00pm
- **Thursday 1<sup>st</sup> September onwards**

#### Drop off

8.30 – 8.45am	
P4 and P5	Side gate C (Robinsonstown)
P6 and P7	Main Entrance
P1	Side gate C (Robinsonstown)
P2 and P3	Main Entrance

#### Pick up times

1.20pm	P1	
1.30pm	P2	
1.45pm	P3	Tuesday and Wednesday
2.20pm	P3	Monday, Thursday and Friday
2.35pm	P4 – P7	

#### School Bags

Children can bring a school bag with them next year. Their new class teachers will give out an information letter at the end of June about items they will need to bring with them in September.

#### School Uniform

Children are to wear school uniform on days which they don't have PE.

Grey school trousers / Grey skirt or pinafore / white polo top / school hoodie or sweatshirt / grey tights or white socks / black school shoes.

#### PE Uniform

Your child's class teacher will let you know which days the children will have PE on. On these days, children can come to school in their sports clothes – black jogging bottoms / trainers / white polo top.

They will also need a drawstring PE bag which is to be kept in school. In this bag there should be a pair of black PE shorts / black indoor plimsolls / white socks (if needed) – this will be used when the children are doing Gymnastics.

#### Communication

##### Lines of communication:

- School website [www.birchesps.com](http://www.birchesps.com)
- Seesaw (This will be used by teachers to post information / photographs of their class. If you need to discuss anything with your child's teacher, please make an appointment to talk to them. Teachers will only be available during school hours 8.30am to 3.30pm) QR codes will be given out at the end of August
- Text messages – Please ensure you can access the school texting service and if you have any difficulties, please contact the school office [ineill722@c2kni.net](mailto:ineill722@c2kni.net)
- Absent notes MUST be emailed to Mrs Neill, our school secretary with the reason your child is absent and the dates they were not in school.
- Mrs Watson (Principal) [pwatson676@c2kni.net](mailto:pwatson676@c2kni.net)

## 2022/2023 Class Teachers

P1	Mrs R England	
P2	Mrs Greer	
P3	Mrs Boyd	
P4	Mrs Dunlop	Monday to Wednesday
	To be appointed	Thursday and Friday
P5	Mrs R Patterson	Monday to Wednesday
	Mrs K Patterson	Thursday and Friday
P6	Mrs Galway	Monday, Wednesday to Thursday
	Mrs K Patterson	Tuesday
P7	Mrs Morrow	
Principal	Mrs Watson	

## Car Park - HEALTH AND SAFETY

I would like to ask everyone to remain vigilant when you are dropping off / collecting your child from school.

All adults and children are to use the designated and clearly marked out pedestrian areas.

Children exiting the car are then able to walk along the pedestrian areas - they are not to cross the car park.

**As the safety of our children is of paramount importance, please ensure that you drive safely, slowly and carefully.**  
Please ensure that you pass on the relevant information to whoever is dropping off / collecting your child from school.

## After School Activities

Our afterschool activity programme will return in September, further information will be sent via Seesaw.

## Healthy Breaks – P3 – P7

Children are to bring healthy food with them to eat at break times. They are able to bring a wide selection of food to school including a pancake, sandwich, fruit, yoghurt, cheese and vegetables. Please ensure that all packaging can be easily opened by your child.

## Water Bottles

Children can bring their own water bottles to school. Please make sure they are named and filled up each morning.

## School Meals

School meals cost £2.60 per day - £13.00 per week. Please consult the dinner menu which will be on our school website and send the correct money on a **Monday** morning for the whole week. We are unable to lodge cheques or send home change and can only accept the correct money. Thank you.

## Food Allergies – school meals

Forms are available from the school cook, Mrs M Neill, should your child develop or present with food allergies which require notification to our school canteen staff.

## Medical Information

Please keep the school informed of any recently diagnosed allergies or other medical conditions.

If you require a Medical form, please contact Mrs Watson.

## Allergies

We have children in school who have severe allergies. Therefore, it is extremely important that **NO NUTS or foods containing nuts** are to be brought to school by the children. Thank you.

## Emergency Contact Numbers / Personal Details

Please ensure the school has at least three up to date contact numbers for your child should you need to be contacted during school hours and while your child is travelling home on the school bus.

Parents/Guardians can apply if your son or daughter is in full-time education and if you are in receipt of one of the following benefits:-

Income Support; Income Based Jobseeker's Allowance; Income Related Employment and Support Allowance; Guarantee Element of State Pension Credit; Child Tax Credit or Working Tax Credit with an annual taxable income of £16,190 or less; Universal credit and have net household earnings not exceeding £14,000 per year.

<https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants>

## Holidays

If you are arranging a holiday for your child, please arrange it within our school holidays.

### School Holidays 2022/2023

#### Half Term

Thursday 27 October - School closed to  
 Wednesday 2 November  
*School starts again on Thursday 3 November*

#### Christmas Holidays

Wednesday 21 December - School closed to  
 Tuesday 3 January  
*School starts again on Wednesday 4 January*

#### Half Term

Thursday 16 February - School closed to  
 Wednesday 22 February  
*School starts again on Thursday 23 February*

#### St. Patrick's Day

Friday 17 March - School closed

#### Easter Holidays

Thursday 6 April - School closed to  
 Wednesday 19 April  
*School starts again on Thursday 20 April*

Monday 1 May - School closed

Monday 29 and Tuesday 30 May - School closed  
*School starts again on Wednesday 31 May*