



BIRCHES PRIMARY SCHOOL
Information Letter
September 2023



Dear Parents/Carers,

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 8.40am

- **Wednesday 30th August and Thursday 31st 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
- **Friday 1st September onwards**

Drop off

- 8.30 – 8.40am
- | | |
|-----------|-----------------------------|
| 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 |
| 2.30pm | P3 | Monday, Thursday and Friday |
| 2.35pm | P4 – P7 | |

Foundation Stage School Uniform

CHANGE TO THE UNIFORM FOR P1 and P2 Children

Term 1 and Term 2

- Black Slim leg sweatpants / jogging bottoms
- White Polo shirt
- Royal blue school sweatshirt / hoodie
- Trainers with Velcro fastening (no laces)
- Wellie boots (to be left in school)

Term 3

- children can wear a blue checked summer dress or grey shorts (optional)

Uniform for P3 – P7 children

Children are to wear school uniform every day

They will change for PE in school

Term 1 and Term 2

- Grey skirt/ pinafore - Grey trousers
- White Polo shirt
- Royal blue school sweatshirt / hoodie
- Black shoes

Term 3

- Children can wear a blue checked summer dress or grey shorts (optional)

PE Uniform P1 – P7

This can be kept in school in a draw string bag

- black shorts
- black plimsoles
- white socks (if needed)
- Children from P3 to P7 will also need black sports bottoms and trainers - further information will be sent from your child's class teacher.

Communication

Lines of communication:

- School website 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
- 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

SchoolMoney – On-line payment system

- Our school will be going cashless from September 2023
- We have joined SchoolMoney (Teachers 2 Parents), which is an app you can use to make payments for school dinner.
- School dinners can be booked and paid for on-line.
- If your child receives free school meals, you still need to book this through the app.
- Swimming lessons, school trips and P1 and P2 snack money can be paid on-line from September.
- Please follow the instructions below to download the app.

Use the link to download edsp.co/app
Download the app Teachers2Parents
Put in your mobile number
A verification code will be sent

- The dinner menu will be available to view via SeeSaw or on our website, it will not be shown on the app.
- Dinners MUST be booked before 12 midnight on the Sunday for the week ahead.
- We will not be able to accept cash.

If you have any difficulties, please contact Mrs Neill our school secretary 028 38851443

2023/2024 Class Teachers

P1	Mrs McComb / Mrs England	
P2	Mrs Greer	
P3	Mrs Boyd	
P4	Mrs Dunlop	Monday to Wednesday
	Mrs Wright	Thursday and Friday
P5	Mrs R Patterson	Monday to Wednesday
	Mrs K Patterson	Thursday and Friday
P6	Mrs Galway	Tuesday to Friday
	Mrs K Patterson	Monday
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.

P1 and P2 Snack

Snack can be paid on-line via SchoolMoney each term. Information will be sent in the first term 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.

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.

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.

Free School Meals

ARE YOU ENTITLED TO FREE SCHOOL MEALS?

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 2023/2024

Half Term

Monday 30 October - School closed to
Friday 3 November
School starts again on Monday 6 November

Christmas Holidays

Friday 22 December - School closed to
Friday 5 January
School starts again on Monday 8 January

Half Term

Wednesday 14 February - School closed to
Friday 16 February
School starts again on Monday 19 February

St. Patrick's Day

Monday 18 March

Easter Holidays

Thursday 28 March - School closed to
Wednesday 10 April
School starts again on Thursday 11 April

May Bank Holidays

Monday 6 May

Monday 27 May and
Tuesday 28 May