



BIRCHES PRIMARY SCHOOL  
**Information Letter**  
**September 2024**



Dear Parents/Carers,  
I hope you have all had a lovely break and are looking forward to a new school year.

### 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**

- **Thursday 29<sup>th</sup> August and Friday 30<sup>th</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
- **Monday 2<sup>nd</sup> September onwards**

#### Drop off

8.30 – 8.40am

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

### **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)

#### SchoolMoney – On-line payment system

- 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.
- Please follow the instructions below to download the app.

Use the link to download [edsp.co/app](https://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

## 2024/2025 Class Teachers

P1	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 2024/2025

#### Half Term

Monday 28 October - School closed to

Friday 1 November

*School starts again on Monday 4 November*

#### Christmas Holidays

Monday 23 December - School closed to

Friday 3 January

*School starts again on Monday 6 January*

#### Half Term

Wednesday 12 February - School closed to

Friday 14 February

*School starts again on Monday 17 February*

#### St. Patrick's Day

Friday 14 March and Monday 17 March

*School starts again on Tuesday 18 March*

#### Easter Holidays

Monday 14 April - School closed to

Friday 25 April

*School starts again on Monday 28 April*

#### May Bank Holidays

Monday 5 May

Monday 26 May and Tuesday 27 May

*School starts again on Wednesday 28 May*