



WELCOME BACK TO SCHOOL!

It has been a pleasure to welcome our boys and girls back to school the past few days. We extend a very warm welcome to our new P1 pupils and those who have joined Ashgrove in other year groups over the Summer months. We look forward to a year filled with learning, growth and memorable experiences.

We have lots of housekeeping information to share with you in this first edition of our Weekly Newsletter. Please refer to this information in the coming weeks as by keeping to our routines you help our school run smoothly.

MORNING ROUTINES

Children may enter the school building **from 8.40am** when the bell rings, at this time adult supervision is available to make sure all children are safe. Please do not leave children unaccompanied in the school grounds before this time. All children must in school **by 9.00am** when the school bell rings. School staff will be on duty at entrance points to welcome our children to school.

Punctuality is important to our class routines. However, if you are late to arrive to school i.e. after 9.00am, please bring your child to reception where they can make their way to their classroom.

AFTERNOON DISMISSAL

As per established practice, P4-7 go home each day Monday-Friday at 2.50pm. Please refer to the email sent home which shows which exit gate classes should be collected from. At present, P1&2 pupils go home at 2.00pm each day (please keep in mind that Miss Morison (Head of Foundation Stage) has shared the settling in arrangements with P1 parents.

At present P3 pupils go home at 2.00pm on Monday & Thursday and 2.50pm on Tuesday, Wednesday & Friday.

To help us dismiss our pupils safely at the end of the day please ensure they are collected on time. If the usual person collecting your child changes, please inform the School Office – this can be done by emailing us on info@ashgroveps.newtownabbey.ni.sch.uk

ARRANGEMENTS FOR WEEK COMMENCING MONDAY 2ND SEPTEMBER

(P1 Parents, please refer to the arrangements shared by Miss Morrison)

Start Time	Break	Lunch	Home
Gates open 8.40am	P2/3 10.25-10.40am	P2-3 12.25-1.05pm	P2 2.00pm
All classes start 9.00am (please be in school by 9.00am)	P4/5 10.45-11.00am	P4/5 12.25-1.05pm	P3 Pupils*
	P6/7 11.05-11.20am	P6/7 12.45-1.25pm	P4-7 2.50pm

*P3 pupils home at 2.00pm on Monday & Thursday. 2.50pm Tuesday, Wednesday & Friday.

BREAKFAST CLUB...

Breakfast Club is available from 7.45am – 8.40am. (A bell will ring at 7.45am to indicate that breakfast Club has now started). As per above, please do not leave your child unaccompanied in the school grounds before Breakfast Club starts. All spaces at Breakfast Club should be booked online in advance via SchoolMoney. Please make your bookings for the week ahead each Sunday.

WHAT TO DO IF YOUR CHILD IS ILL

Excellent attendance at Ashgrove is very important – this helps our children to develop good friendships and make academic progress. However, we understand that occasionally a child may not be well enough to attend school e.g. flu or heavy cough. Where your child will be absent from school, it is important you **inform us on the first day of non-attendance** – please do this by completing our online form which can be found on our website Parent Area → Attendance at School → Report and Absence. Parents must then follow this up with a brief explanatory note to the class teacher on return to school.

MEDICAL CARE PLANS - HIGHLY IMPORTANT

If your child has a medical Care Plan e.g. for Diabetes, Anaphylaxis or Epilepsy you must ensure the school has copies of these. Care Plans should be reviewed by a medical professional each year (school staff are not qualified to review medical documents). Please note, it is the responsibility of parents/carers to ensure school has this information. If over the previous few months your child has received a Medical or Dietary Care Plan it is imperative, you inform us and give us a copy of the Care Plan. Parents of new P1 pupils should also ensure we have received a copy of Care Plans if appropriate.

If a child has to take medication in school their parent or guardian **MUST** complete a school **Administration of Medication Form** OR **A Request for a Pupil to Carry His/Her Medication**. Medication will NOT be administered unless the appropriate form is completed and received by school.

The above mentioned forms should be completed online and are available on our website under the "Parents Area". For safety reasons, children should **NOT** bring their own medication to school – this should be brought by an adult and left in the office.

Please remember, if your child requires an inhaler (or any other type of medication) it is your responsibility to ensure there is an adequate supply in school and the medication is in date.

Please remember, school staff can only administer medication in accordance to prescribed instructions or instructions from a GP or Care Plan.

ALLERGIES & INTOLERANCES

Thank you to those parents who have already updated us about allergies or intolerances for your child. If your child has an allergy or intolerance we do not know about, please email school to let us know- supporting documentation i.e. medical diagnosis will also be required. Similarly, if the allergy or intolerance is no longer a medical issue, please keep us informed.

We have a number of children who are allergic to nut products, please do not send these to school. We also ask for your understanding in **not** sending Birthday Cakes, sweets etc to school – while this is a wonderfully kind gesture, some children are allergic to various foodstuffs and we can not guarantee their safety for all.



PROCEDURE ON HOW TO RAISE A CONCERN WITH SCHOOL...



Occasionally, a parent or carer may have a concern they wish to raise with school.

Most often, concerns and queries can be addressed quickly to the satisfaction of all. To make sure that issues are dealt with appropriately it is important that parents and carers follow the staged approach as outlined below.

This staged approach helps to ensure your concerns or queries are heard by more than one person in a fair and consistent way...

STAGE 1

Raise your concern(s) with the class teacher. Most often concerns are fully addressed and resolved at this stage. Please note, teachers are unable to receive calls during teaching time & appointments should be made.

STAGE 2

If the issue remains unresolved, you may contact the Head of Key Stage i.e. P1&2 - Miss Morrison, P3&4 - Mrs Torrie and P5,6&7 - Mr McComb.

STAGE 3

Following Stage 2 please contact the Vice-Principal, Mr McComb.

STAGE 4

Contact the Principal, Mr Smith.

STAGE 5

After following the above stages, if issues are unresolved, you may write to the Chairperson of the Board of Governors via the Secretary of the Board of Governors.

Tel: 028 9084 8734 email: info@ashgroveps.newtownabbey.ni.sch.uk

Office Hours: 8.30am-4.15pm





Our Safeguarding Team

In Ashgrove Primary we want everyone to feel safe and happy in school.

**If you have any worries or concerns you can speak to a member of our
Safeguarding Team.**



**Mrs Luney
P5 Teacher**

**Designated Teacher
for Child Protection**



**Mrs Carberry
P5 Teacher**

**Deputy Designated
Teacher
for Child Protection**



**Mr Smith
Principal**

School Principal

Child Protection is everyone's business!



P7 SEAG REGISTRATION

P7 parents, please be aware that SEAG registration must be completed by Friday 20th September (11.59pm). Please email school at info@ashgroveps.newtownabbey.ni.sch.uk to confirm registration for your child.

CELEBRATING DIVERSITY & INCLUSION

In Ashgrove we are proud of and embrace our diverse school community. As such we are committed to fostering an inclusive school environment where everyone feels valued and respected. Throughout the year, we will celebrate various cultural events. If you as parents or carers have particular skills, knowledge or expertise in these areas and would like to share this with us, please get in touch.

HEALTHY EATING

In Ashgrove we have a Healthy Eating Policy and expect our pupils to bring a healthy breaktime snack and lunch to school each day. As a kind reminder, children should only drink water throughout the day – fizzy drinks must not be sent to school.

FREE SCHOOL MEALS ENTITLEMENT

Last year, some families were entitled to Free School Meals. As you know, parents/carers must reapply for this provision annually. I wrote to all parents in June with information on how to apply along with sources of help from the EA if required.

As FSM entitlement is reviewed annually, we are unable to provide a free meal from 1st September unless informed by the Education Authority that you are entitled to this provision (even if you were in receipt of school meals last year). Unless we have confirmation of FSM for 2024-2025 academic year from EA there will be a charge for school meals.

SCHOOL MEALS MENU	
<p><u>Monday 2nd September</u> Meatballs with Cheese & Crusty Bread, Sweetcorn/Broccoli with Pasta Spirals/Mash potato ~ Chocolate & Orange Cookie</p>	<p><u>Tuesday 3rd September</u> Breaded Fish & lemon Mayo with Mushy Peas/Baked Beans & Chips/Baked Potato ~ Raspberry Jelly & Two Fruits</p>
<p><u>Wednesday 4th September</u> Roast Gammon, Stuffing & Gravy OR Salmon & Creamy Tomato Pasta with Carrot & Parsnip, Mash & Oven Roast Potato ~ Fruit Sponge & Custard</p>	<p><u>Thursday 5th September</u> Chicken Curry & Naan Bread with Garden Peas & Steamed Rice/Noodles ~ Pineapple Delight</p>
<p><u>Friday 6th September</u> Hot Dog/Veggie Dog with Tomato Ketchup, Spaghetti Hoops/Corn on the Cob with Chips/Mashed Potato ~ Ice-Cream & Mandarin Oranges</p>	<p>PLEASE BOOK BOTH FREE AND PAID SCHOOL MEALS ONLINE VIS SCHOOLMONEY FOR THE WEEK AHEAD</p>

