



# Chapel Road Primary School & Playgroup Waterside



*BACK TO SCHOOL 2024*

**“Educating For Generations,  
Building Brighter Futures”**

# WELCOME BACK TO SCHOOL 2024!



Dear Parent/Guardian,

On behalf of the whole school community, I want to extend a special '**WELCOME BACK TO SCHOOL**' to everyone and a special welcome to our new children and their families. I am also delighted to welcome several new staff who you will meet as the year progresses. We hope you will be very happy at CRPS.

We are thinking about our P7 Leavers and wishing them Good Luck in their new post-primary school.

## Staffing News

Miss Mulheron had a beautiful baby girl in July and is on maternity leave. Congratulations to Miss Mulheron and her family. Mrs Aine Quinn is going to teach P1 in Miss Mulheron's absence.

I have made the decision to reduce my working days for this school year, so I will be available on Mondays, Tuesdays and Wednesdays. My dedication for Chapel Road PS is still as strong as ever and I will continue to drive the school forward in pursuit of excellence and high-quality provision. All of this is achievable with the support of the hardworking and committed staff in the school. Mrs Mc Callion will be acting principal on Thursdays and Fridays. Mrs Barrett will be acting VP. Miss Sarah Carlin will teach P2 on Thursdays and Fridays. Miss Carlin worked with us a few years ago and we are very happy to welcome her back to CRPS.



As we get the school year off to a busy start it is important to share some information relating to calendar dates & procedures that are in place to ensure the safety and well-being of everyone. Please read this information carefully and keep for reference. Any additional information will follow where necessary.

## BACK TO SCHOOL 2024-DATE AND TIMES

I shared these on the website last week.

Pupils return to school on **Friday 30<sup>th</sup> August 2024**.

**Primary 1 children** will attend from 9.00am until 11.30am. A morning snack will be provided.

Please refer back to the P1 booklet given out at the Induction meeting to see further settling in times.

**Primary 2-Primary 7 children** will attend from 9.00am until 12 noon. There is no canteen service so the children will need a lunch when they get home. Please send a morning snack and bottle of water with your child.

The children can arrive in school from 8.30am on Friday 30<sup>th</sup> August 2024.

P1, P2 and P3 will go to their classrooms where an adult will supervise.

P4-P7 will be supervised in the assembly hall until 9.00am.

**Please wear full school uniform as class photos may be taken for displays and school purposes.**

## ADDITIONAL SPECIALISED PROVISION

Across Northern Ireland, the demand for places in our special schools has grown dramatically. Work has been ongoing since January 2020 to provide additional accommodation in mainstream Primary Schools.

To support this demand, we established specialised provision last year. It has been a pleasure and privilege to be able to offer this much needed provision and see the positive impact it has made.

Over the summer, we have been busy refurbishing classrooms. We will have two additional Primary 1 classrooms this year and are very much looking forward to welcoming our nursery children back to P1. Miss Catherine Blee and Miss Aoife Mc Devitt will teach these P1 classes.



[Our Sensory Gym](#)

## PRIMARY 1 SETTLING IN DATES AND TIMES

Miss Blee and Miss Mc Devitt will be in touch with their parents in relation to start days and times.

Miss Mulheron's P1 times were shared in the Induction Booklet but here is a reminder.

**First day-Friday 30<sup>th</sup> August 2024-9.00am-11.30am** (morning snack is provided, there is no canteen service)

**First week 02/09/2024 is 9.00am-1.00pm** (Canteen dinner will be served or bring a packed lunch)

**Week beginning 09/09/2024 is 9.00am-2.00pm.**

**Week beginning 16/09/2024 is 9.00am-2.00pm or children can stay until 3.00pm** if you wish to stay for the Butterflies Club.

Just a reminder to send £2.00 weekly for snack provision. Please send on a Monday to reduce administration time. Also, if you wish to send your child to the canteen for school meals, it is £2.60 daily.

# HOME-SCHOOL COMMUNICATION

We believe in maintaining regular communication with home and aim to ensure you are kept informed of all aspects of your child's education. We encourage you to contact the school if you have any questions or queries so that these can be answered quickly or where necessary an appointment can be arranged. As always it is important to talk to the class teacher in the first instance as issues are usually resolved much quicker this way.

During COVID, it was necessary to make contact via email and this continues to be encouraged, however, moving forward, email will only be through the school info account [info@chapelroadps.derry.ni.sch.uk](mailto:info@chapelroadps.derry.ni.sch.uk) and not directly to the class teacher.

This info account is monitored by the office. Your query or email will be forwarded to the class teacher in a timely fashion. Gillian is also able to access this during teaching time, so this ensures messages are shared quickly. Emails sent after working hours will be picked up the next morning. You may wish to phone the school instead **028 71341419** or send a note in with your child.

## SCHOOL WEBSITE

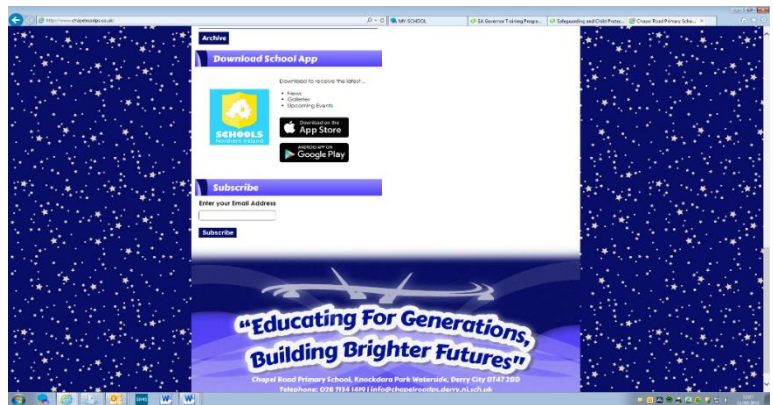
We would encourage you to download the 'Schools Northern Ireland' App onto your phone so that you can access the information you need quickly. Please subscribe to the email.

We are hoping that this will continue to improve communication between school and home. Please visit the website regularly to see the new notices as they arise.

### Accessing the website

[www.chapelroadps.co.uk](http://www.chapelroadps.co.uk)

DOWNLOAD THE SCHOOLS  
NI APP ONTO YOUR PHONE.



## IMPORTANT

Parents & visitors must report to the school reception area if they visit the school during the school day. There will be no access at the Primary 1 & Primary 2 area during this time. This is to safeguard pupils and staff.

## BREAKFAST CLUB

This facility will resume on **Monday 2<sup>nd</sup> September 2024**. The children can arrive from 8.15am. The cost of this provision is 50p daily.

## MORNING SUPERVISION

This begins at 8.30am. P1, P2 and P3 children will go to their classrooms. P4-P7 children will go to the assembly hall until 9.00am. This is a free service.

## 325 CLUB

I am delighted to announce that our 325 Club will resume on **Monday 9<sup>th</sup> September 2024**. More details will follow about this club tomorrow.

# BUTTERFLIES CLUB

Our Caterpillars have become Butterflies! This club will resume on **Monday 2<sup>nd</sup> September 2024** for **Primary 2 children.**

Primary 1 children can start staying for this club from Monday 16<sup>th</sup> September 2024. This club is free to attend.

Please note this club is optional for P1 and P2 children. Your child's school day finishes at 2.00pm.

Not all children are ready to extend their day or don't wish to stay after their school day finishes. This can be discussed with the class teacher. Additionally, if your child is presenting as sick or under the weather, we will contact you.

Most children enjoy the opportunity to play freely with their friends and it is bonus time to build additional language and social skills. This club is delivered and facilitated by support staff. Class teachers are not always available as they are redeployed in the school at 2.00pm.

## CLUBS

More information on clubs such as MULTISPORTS, Ryan Mc Bride etc will be sent next week.

## REMINDER-SCHOOL CLOSURES/HOLIDAYS

Holiday Calendar 2024/25 (greenschool closed)

August 2024							September 2024							October 2024								
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su		
				1	2	3	4						1			1	2	3	4	5	6	
5	6	7	8	9	10	11		2	3	4	5	6	7	8		7	8	9	10	11	12	13
12	13	14	15	16	17	18		9	10	11	12	13	14	15		14	15	16	17	18	19	20
19	20	21	22	23	24	25		16	17	18	19	20	21	22		21	22	23	24	25	26	27
26	27	28	29	30	31			23	24	25	26	27	28	29		28	29	30	31			
								30														

November 2024							December 2024							January 2025								
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su		
				1	2	3							1			1	2	3	4	5		
4	5	6	7	8	9	10		2	3	4	5	6	7	8		6	7	8	9	10	11	12
11	12	13	14	15	16	17		9	10	11	12	13	14	15		13	14	15	16	17	18	19
18	19	20	21	22	23	24		16	17	18	19	20	21	22		20	21	22	23	24	25	26
25	26	27	28	29	30			23	24	25	26	27	28	29		27	28	29	30	31		
								30	31													

February 2025							March 2025							April 2025								
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su		
				1	2							1	2			1	2	3	4	5	6	
3	4	5	6	7	8	9		3	4	5	6	7	8	9		7	8	9	10	11	12	13
10	11	12	13	14	15	16		10	11	12	13	14	15	16		14	15	16	17	18	19	20
17	18	19	20	21	22	23		17	18	19	20	21	22	23		21	22	23	24	25	26	27
24	25	26	27	28				24	25	26	27	28	29	30		28	29	30				
								31														

May 2025							June 2025							
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	
			1	2	3	4							1	
5	6	7	8	9	10	11		2	3	4	5	6	7	8
12	13	14	15	16	17	18		9	10	11	12	13	14	15
19	20	21	22	23	24	25		16	17	18	19	20	21	22
26	27	28	29	30	31			23	24	25	26	27	28	29
								30						

DATES MARKED IN GREEN ARE DAYS WHEN SCHOOL IS CLOSED.

## TERM 1 CLOSURES AT A GLANCE

### HALLOWEEN HOLIDAYS

The children will finish at 12 noon on Friday 25<sup>th</sup> October 2024 for the Halloween break. (Wear fancy dress). School will reopen on Monday 4<sup>th</sup> November 2024.

### SCHOOL CLOSURE

The school will be closed on Monday 25<sup>th</sup> November 2024.

### CHRISTMAS HOLIDAYS

The children will finish on Monday 23<sup>rd</sup> December 2024 at 12 noon for the Christmas holidays. School will reopen for Term 2 on Monday 6<sup>th</sup> January 2025.

The holiday list can be found on our website.

[https://storage.googleapis.com/siteassetsswd/247/docletter/20240315013944\\_21\\_Holiday\\_Calendar\\_for\\_Parents\\_2024-25.pdf](https://storage.googleapis.com/siteassetsswd/247/docletter/20240315013944_21_Holiday_Calendar_for_Parents_2024-25.pdf)

## **ORDER OF THE SCHOOL DAY**

We provide a wraparound service-see the times below.

8.15am-8.45am	Breakfast Club -Costs 50p daily	P1-P7
8.30am-9.00am	Morning Supervision	P1-P7
9.00am	Class begins	P1-P7
10.30am	Morning break	P1-P4
10.45am	Morning break	P5-P7
12.00pm	Lunch	P1-P4
12.10pm	Lunch	P5-P7
2.00pm	School finishes	P1 & P2
2.00pm-3.00pm	BUTTERFLIES CLUB (optional)	P1 & P2
3.00pm	School finishes	P3-P7
3.00pm-4.00pm	Various After school Clubs (optional) Usually, £2 per session if coach brought in.	TBC
3.00pm-5.00pm (Mon-Thurs) 3.00pm-4.00pm (Fri)	325 Club (optional) £2.00 per hour	P1-P7

## **ARRIVAL AND COLLECTION**

Children arrive to school via the infant gate entrance. The older children can make their way to the /breakfast club/hall. When the younger children are settled, they can also make their way into school independently. Please ensure that you collect your child on time.

## **TRAFFIC**

Like many other schools, drop off and collection times can be quite busy. To reduce this, we have varying drop off and collection times to suit family work patterns. We also have various options for drop off and collection. In the morning, there are two lollipop staff in and around the Chapel Road and Top of the Hill area. The staff will support your child in managing the route to school if you choose to walk. We have access through Shepherd's Glen that takes you into our lower playground area. This is a very useful route and is used by many parents and pupils both in the morning and the evening. Our staff walk the children down to the gate at 3.00pm where parents etc wait to collect their child/children. Other children walk to the top of Chapel Road where some will be collected by parents or may walk on home. Parents also find this a helpful and useful option. You can ask us about this if you are not sure how this works.

## **SHEPHERD'S GLEN GATE**

The steps and the paths on the boundary between Shepherd's Glen and the school will be accessible to pupils from 8.30am and again at 2.00pm. The gate is closed at 4.05pm every evening. Our caretaker (Derek) very kindly opens and closes this gate daily to allow quicker access to the school, however, the path and steps outside the school boundary are not school property and therefore anyone using this access is not covered by school insurance. The steps are quite steep so make sure you are happy with your child/children using them. Remind your child often about taking care and being safe.

## **ROAD SAFETY**

Please ensure the safety of all children as you arrive and depart from the school.

## MEDICINE

The school offers a **voluntary** service for the administration of **prescribed medicines only**. Other medication should be administered at home. If your child requires administration of a prescribed medicine during the school day please collect a consent form from the school office, complete it and return it to school. Please note that medication will not be administered unless we are in receipt of a written consent form. Medicine should not be sent to school with your child.

It is **essential** that you keep us informed of any changes in emergency contact numbers etc.



## SECURITY SYSTEM

To ensure the safety of all staff and pupils, our school has a secure system at all entrance and exit points. **All visitors must check in and sign out via the office.** The school doors are opened at the beginning and end of each day. If you call at any other times you will need to ring the buzzer.

## NON-SMOKING/VAPING SITE

Chapel Road PS is a non-smoking (includes vaping) site. All visitors must smoke/vape outside the school boundaries.

## ATTENDANCE MATTERS

It is important that your child attends school regularly. If your child is unable to attend due to illness or any other reason, please contact the school on the first day of absence and send a written note with your child on his/her return to school. All absences must be accounted for. Please keep in touch with us if there is a problem getting your child to come to school.

The register is taken at 9.00am. If your child is late for school, a code is applied to indicate late after registration. Should you get caught in traffic or other unavoidable circumstances, please ring the office to let us know your child will be late. All children who are late must use the office reception door so we can check them in for attendance or dinners.

To avoid outbreaks of sickness your child should be free from illness for at least 24 hours before returning to school.

Attendance is monitored regularly by the principal, Board of Governors and the Education Welfare officer. Attendance that gives cause for concern is followed up and addressed.

## EVERY SCHOOL DAY COUNTS -MISS SCHOOL-MISS OUT!



## UNIFORM

Our school uniform is very important to us. It promotes a sense of identity and pride in Chapel Road Primary School.

Your child will be in school for 185 days and we would like to see your child dressed in their uniform every day.

We would ask for your support in following the uniform code daily with the exception of PE days.

### Girls

- Royal blue V-neck sweatshirt/jumper/cardigan with Chapel Road PS logo
- White shirt & elasticated school tie or white polo shirt
- Navy skirt or pinafore-navy trousers can also be worn-no leggings.
- Navy tights or long navy socks
- Black or navy school shoes with Velcro fastening-no laces.

### Boys

- Royal blue V-neck sweatshirt/jumper with Chapel Road PS logo
- White shirt & elasticated school tie or white polo shirt
- Navy trousers
- Black or navy school shoes-no trainers and please-no laces until child can tie own laces.

### Summer Uniform can be worn in Term 3

- Blue and white check gingham dress for girls/long navy socks
- Navy shorts/navy socks



### PE Uniform

Children can wear their PE kit to school. This consists of navy tracksuit bottoms, a white polo shirt and trainers with a school jumper. Please wear trainers with velcro if your child is not at the stage where he/she can tie shoelaces.

**We have uniforms that have been donated, these will be available in the infant reception area.**

**Please help yourself to these.**



## Morning Snack in School



### PRIMARY 1 & PRIMARY 2

A range of morning snacks will be made available to the children such as toast, pancakes, fruit, scones, muffins and milk/water to drink. To facilitate this, parents are requested to send in **£2.00** every week which will be collected along with dinner money every **Monday**. You can also pay this monthly if you wish. Ask a member of staff for details.

### PRIMARY 3-PRIMARY 7

The children from P3 to P7 should bring a healthy snack for their morning break.

**All children are encouraged to bring a bottle of water to school daily.**



## Dinner in School

All monies must be put into an envelope clearly marked with your child's name, class and date(s) they wish to have dinner. If possible, please send this in on a Monday. The cost of school dinners can rise annually so more details regarding cost can be sourced closer to the beginning of the school year. It is currently £2.60 daily.

If your child is eligible for free school meals (as well as a uniform grant) you can apply for this **online**. The link is: [Free School Meals / Uniform Grants | Education Authority Northern Ireland \(eani.org.uk\)](https://www.eani.org.uk)

It is important to apply for **FREE SCHOOL MEALS ONLINE** as soon as possible to ensure it is in place for the start of the school year.

Some children prefer to bring a packed lunch every day.

If your child has medically diagnosed dietary requirements, you will need to contact catering services and complete paperwork. Please let us know so we can advise and support this.

## ALLERGIES

If your child has allergies or medical issues, please contact us, as soon as possible. Medicines including inhalers should not be sent to school with children, contact the class teacher about this. Please contact the office to complete the necessary forms. We have children in our school that are allergic to nuts. Please check all lunch items to ensure they do not contain nuts or nut traces. No nuts or food/drinks containing nuts should be sent to school.

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I hope I have answered some of the questions you might have about school life and daily routines. If you have any specific questions or queries, please ring the school office. The office is open from Wednesday 28<sup>th</sup> August 2024. If the call is not picked up, please email the info account as we have whole school staff training and the phone will not be answered during these sessions.

See you all on Friday 30<sup>th</sup> August.

We are looking forward to a safe and happy school year.

Thank you for your continued support in helping us to achieve this.

See you all very soon!

Mrs Bacheta