



www.donemanaps.com

02871398633

Principal: Mrs G Hay B.Ed. (Hons.) PQH

25th August 2025

Dear Parent,

It is almost time to welcome our wonderful children back to school! We are working hard to get everything ready for their first day on Monday 1st September 2025. Below is some information for the new school year.



1. All pupils are asked to follow the school uniform guidance at the end of this letter.
2. We are delighted to inform you that Miss Sproule will be covering Mrs Connor's maternity leave.
3. P1 pupils will enter and leave school via the P1 blue door into the back playground. They must be accompanied to this door by a parent or guardian no earlier than 9am (unless attending breakfast club). After 9.10am this door will be locked and children arriving late must first go to the school office so their attendance and midday meal option can be recorded.
4. As you may have noticed, the App calendar has been updated over the summer period. You will see all school holidays here and those after school clubs already organised. Booking forms and links will be sent out via our app and must be completed for children to participate. There will only be 1 afterschool option per day and no afterschool provision for P3 on a Friday.
5. Pupils attending breakfast club can arrive any time between 8.30am and 9am. The supervision charge is £1 per pupil and pupils pay the kitchen directly for anything they would like to eat or drink.
6. Pupils **not attending breakfast club CANNOT be on site until 9am**, absolutely no exceptions are possible due to health and safety reasons. All children will be supervised in the playground from 9am until 9.10am when the school day begins.
7. Any child arriving after 9.10am will be recorded as late and must enter school via the main office.
8. Hometimes:
 P1: 12.45pm (2pm from Thursday 18th September 2025)
 P2: 2pm
 P3: 2pm (3pm from Wednesday 10th September 2025)
 P4 – P7: 3pm

Staff details you may need:

Staff member	Class	Email contact	Working pattern
Mrs Rankin	Clerical Officer	Jrankin431@c2ken.net	
Mrs Hay	Principal and Rec/P1 teacher	Ghay546@c2kni.net	Mondays and Tuesdays – classroom Wednesdays, Thursdays and Fridays – Office
Miss Sayers	Rec/P1 teacher	Rsayers301@c2kni.net	Wednesday - Friday

Miss Sproule	P2/3 teacher	asproule132@c2ken.net	Monday - Friday
Mrs McCusker	P3/4 teacher	smccusker987@c2kni.net	Monday – Tuesday – classroom Wednesday – SEN office day
Mrs Drew	P3/4 teacher	Kdrew523@c2kni.net	Wednesday - Friday
Mr Potts	P5/6 teacher	Dpotts727@c2kni.net	Monday - Friday
Mrs Timoney	P6/7 teacher	Ctimoney409@c2kni.net	Monday - Friday

School dinners will follow the menu on our website

https://storage.googleapis.com/siteassetsswd/40/docletter/20250626125423_54_PS_Spring_Summer_2025_1pEC_All_Localities_1.pdf and remain priced at £2.60 per meal.

For the first day please ensure all items of uniform, lunch boxes, waterbottles, coats etc are clearly labelled with your child's name. <https://www.mynametags.com/> do great name stickers and our school code is 52145.

Information on healthy lunches and breaks in line with school policies are available here:

<https://www.donemanaps.com/parents-area/information-booklets/> . We would love to see children following our policies especially for break time where fruit is the preferred snack.

Kind regards,
Mrs G Hay
(Principal)

School uniform guidance:

Pupils are expected to wear full school uniform on days when they are not participating in PE or a physical activity after school club. This is:

- Red sweater and sky blue polo shirt with school badge
- Grey trousers, shorts, skirt or pinafore
- Grey socks for trousers
- White socks, grey or red tights for skirts/pinafores
- Black school shoes
- Red and white checked summer dress
- Red cardigan

PE uniform – this is optional and can be worn to school on PE days and days when pupils are participating in a physical activity after school club.

- Red hoody and house colour PE t-shirt
- Navy tracksuit bottoms with school badge or plain navy jogging bottoms (no badges, stripes etc.). Please note leggings are not part of our school uniform policy.
- Navy mid to knee length jogging bottom shorts (summer)