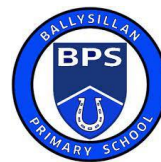


## **Ballysillan Primary School**



## **Primary One Parent Information Booklet 2024-2025**



**“Working together to build the children of the future”**

## **Welcome to Ballysillan Primary School**

### **Ballysillan Primary Vision Statement**

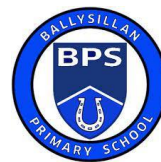
In Ballysillan Primary and Nursery School, we aim to create a friendly, safe and happy environment for all. We aim to build on success *not* failure, so our children will be encouraged to the full in anything and everything they are good at or have a keen interest in developing.

#### **Contact us:**

**Address:           Ballysillan Primary and Nursery School**  
**Ballysillan Park**  
**Belfast**  
**BT14 8LT**

**Telephone: 02890391668**

**Website: <https://www.ballysillanpsnursery.com/>**



Thank you for choosing Ballysillan Primary School for your child.

The Board of Governors, Principal and P1 staff hope your child will have a happy and fulfilling experience.

We realise that starting school is a big step for both you and your child. We understand that some children may be concerned about being away from home for the first time or having to cope with new surroundings.

We hope that this booklet will reassure you that, in our school, we will strive – in partnership with you – to ensure that your child is given every opportunity to develop happily and successfully to his/her fullest potential. Regular attendance is essential if your child is to benefit as much as possible.

Please do not hesitate to contact me on any matter relating to the educational development of your child.

## **Ballysillan Primary Team**



**Mrs Kelly**

Principal  
Deputy Designated Teacher for Child  
Protection



**Mrs Davidson**

Vice Principal  
Nurture Teacher  
Head of Pastoral Care and  
Designated Teacher for Child  
Protection



**Miss McWhirter**

Primary 1 Teacher  
Foundation Stage Co-ordinator  
Outdoor Learning Co-ordinator  
ECO/WAU Co-ordinator



**Mrs Murray**

Primary 1 Assistant

## **Our Aims:**

The school aims to provide a stimulating, happy, caring and secure environment where our children will be given the opportunity to grow emotionally, morally, physically and intellectually.

They will have opportunities to develop values, positive attitudes, skills and concepts and to acquire knowledge and understanding thus enhancing their self-esteem and confidence and laying the foundations for lifelong learning.

## **Your Commitment:**

As you have chosen Ballysillan Primary for the first stage of your child's education we ask you to share and support our commitment and values that underpin the ethos of our school. It is essential that parents and teachers build positive partnerships. Your support and co-operation is very important at all stages of your child's education.



<b>Date</b>	<b>Activity</b>	<b>Purpose</b>
Thursday 30 <sup>th</sup> May 2024	P1 teacher comes to Nursery to play and read a story.	Meet and Greet and become familiar with the P1 team.
Friday 31 <sup>st</sup> May 2024	Nursery class to join P1 teacher and P1 assistant in P1 classroom to listen to a story.	Children to settle with P1 staff without Nursery teacher.
Thursday 4 <sup>th</sup> June Thursday 11 <sup>th</sup> June Tuesday 18 <sup>th</sup> June	P1 Stay and Play Club 1-2pm.	Children will play in the P1 classroom and be collected from the P1 classroom to become familiar with their new environment.  <b>New P1 pupils to Ballysillan Primary will join the stay and play on Thursday 18<sup>th</sup> June 1-2pm.</b>

### **Primary Transition Procedures**

We understand that transitioning into Primary 1 can be a stressful time for some children. It is our key aim to make it as smooth and easy as possible for all children. Familiarising the Nursery children with the P1 teacher and classroom environment is important to make your child feel relaxed and happy when they start in September.

We run an open-door policy in P1 so if you do have any concerns, please do not hesitate to speak to the P1 teacher or classroom assistant.

## September Staggered Intake:

The term starts on starts on **Tuesday 27<sup>th</sup> August 2023**. This first week is a settling in week therefore, the children will be divided into two groups, group A and group B. The reason for this is to allow the P1 staff more time to get to know your child and to ensure the needs of all children are fully met. We work closely with any previous pre-school providers your child may have attended to gain a full picture of your child's likes/dislikes. **Group A will come into P1 on Tuesday 27<sup>th</sup> August and Group B will come on Wednesday 28<sup>th</sup> August. Everyone will come together on Thursday 29<sup>th</sup> August.**



## Classroom Routine

On arrival each morning, please drop off your child at the P1 doors. For pick up you are to collect your child from the P1 doors where they will be dismissed when a member of the teaching staff sees your child's trusted adult. Please ensure that you have let me know via Seesaw the designated adults that will be collecting your child and notifying me of any changes daily. Please note that these arrangements are provisional and may be changed depending on how your child settles in.

Weeks	Dates (including)	Times	Drop off & Collection
Week 1 2 settling days	Group A only on Tuesday 27 <sup>th</sup> Group B only on Wednesday 28 <sup>th</sup>	9am- 12 noon	P1 doors
Week 1 2 full class days	Thursday 29 <sup>th</sup> & Friday 30 <sup>th</sup> both groups together	9am- 12 noon both groups	P1 doors
Week 2	Monday 2 <sup>nd</sup> September- Friday 6 <sup>th</sup> September	9am- 12 noon	P1 doors
Week 3	9 <sup>th</sup> - 13 <sup>th</sup> September	9am- 1pm (dinners)	P1 doors
Week 4	16 <sup>th</sup> September onwards →	9am- 2pm (1pm finish every Friday)	P1 doors

### **Emergencies:**

It is very important that we always have a contact number for parents. We also need to have the names, addresses, and contact numbers of two other people in case an emergency arises. Please forward **any change** of address or phone numbers to the teacher



**immediately.** If your child has a minor accident, we will inform parents at home time. It is our whole school policy, however, that if your child falls and badly bumps his/her head you are contacted by phone immediately.



### **Child Protection:**

We take the welfare of every child very seriously and with this in mind we wish to remind parents that any important change in circumstance at home should be reported to Mrs Davidson or Mrs Kelly who will always treat it confidentially. The procedures that the primary school follow in relation to Child Protection issues are displayed in the school hallways.

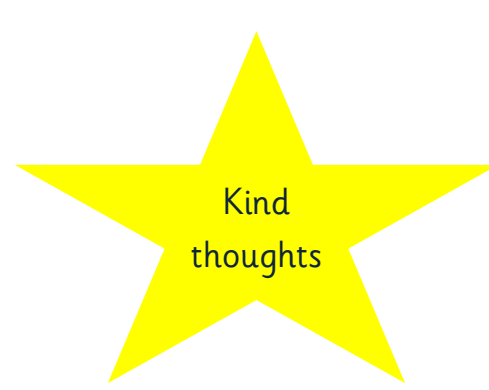
### **Positive Behaviour Policy:**

All children have the right to a place in a safe and secure environment. We promote positive behaviour in our Nursery. Children are encouraged to . . .



- ✓ Take turns and share
- ✓ Listen carefully to their teachers
- ✓ Show good manners
- ✓ Help and care for each other
- ✓ Respect each other, toys and books

### **We Follow our 3 Golden Rules:**







## Our “Star of the Week” reward system:

We praise good behaviour using a “Star of the Week”. We choose a rule on a weekly basis, for example, good listening, and throughout the week we immediately praise the children through stickers and verbal praise who we see following the golden rule. At the end of the week children will go home with the “Star of the Week” certificate. We always make sure everyone has an opportunity to succeed in Ballysillan Primary. There are also class rewards which focus upon positive reinforcement. We want every child to enjoy being at Ballysillan Primary. This means that certain behaviours are not acceptable, for example, kicking, biting and hitting. If this behaviour occurs in school:

- The teacher will explain why a particular action is not allowed in Primary 1 and remind them of our 3 golden rules.
- The child may be offered choices, redirected to another area of play, removed from her/his chosen activity or asked to take some ‘thinking time’.
- If the unacceptable behaviour persists the teacher will meet with the parent, and they will work together to promote positive behaviour.

## Safety Issues:

We ask you for your co-operation on all the following points:

- Children should **not enter the classroom before 8.50am**.
- For the safety of all children parents **are not permitted** to drive into the school playground at any time of the day.
- It is very important that the children experience consistency and routines. Please ensure that your child is **on time** for school so that the day can run smoothly without unnecessary disruption. If you arrive past 9am, please enter via the main doors at the front of school.
- Due to the high risks of **jewellery** (particularly earrings) becoming caught and causing injury please remove it before he/she comes to school.
- Please ensure you are **on time** to collect your child at the end of the day. If you think you will be late or if someone else is coming to collect your child, please contact me via the Seesaw app in advance.



## School Uniform:

*Uniforms & P.E kit are available to purchase from Sewing Solutions*

- ✓ Please **attach/write** your child's name on their jumper and coat.
- ✓ All children are required to wear a school uniform. This consists of a school jumper/cardigan, blue polo shirt and trousers/skirts/pinafores, navy socks/tights.
- ✓ Your child may wear black plimsolls or shoes. Please ensure that your child can slip these shoes on and off (**velcro**).
- ✓ Your child will need a Ballysillan PS P.E kit. It consists of a school t shirt, shorts, P.E bag and trainers.
- ✓ On P.E days your child will arrive to school in their P.E uniform
- ✓ Wellies for outdoor play and a waterproof coat/puddle suit (to stay in school)



**Girls' uniform**



**Boys' uniform**

## For P1 you will need:

- ✓ Water bottle and a lunch box for snack/packed lunch
- ✓ Puddle suit and wellies for Outdoor Play
- ✓ Ballysillan Primary School navy blue homework folder (available to buy from Sewing Solutions)

## Primary Curriculum:



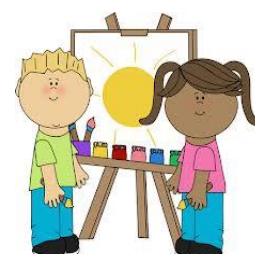
Play is central to the learning process and play activities in the early years are purposeful and structured. The classroom is set up to create an environment that reflects the experiences of young children and through which developmental experiences can take place. Outdoor play is also vital for this development. We send home a school newsletter to inform you of all information e.g., school trips, closing times and holidays etc.

The teachers of Ballysillan Primary School are committed to the provision of play as a medium for learning. At each level, planned opportunities for free and structured activities will be offered for the promotion of each child's emotional, social, physical and intellectual development.

## Learning Experiences

Planning is structured to suit each child's needs throughout six areas of learning:

- 1) **Personal, Social and Emotional Development**
- 2) **Physical Development and Movement**
- 3) **The Arts**
- 4) **Literacy**
- 5) **Numeracy**
- 6) **The World Around Us**



## Daily Routine:

Structured routine is vital for early childhood development. To help develop independence and to give your child a sense of belonging we operate a **self-registration system**. When the children come into class in the mornings, they have to look for their symbol at their peg and post it into the class box. We use a visual timetable throughout the day.

## **Seesaw**

As a school, we currently use the Seesaw App as a means of communication with parents, to share and showcase pupils' schoolwork and for pupils to submit homework digitally.

Homework will be digitally marked (when appropriate) via this platform, comments will be written and voice recordings will be provided to praise pupils efforts or guide them as to how they could progress. Virtual stickers and ticks on screen will be used, when appropriate.

Your child's class teacher will be available to be contacted during normal school hours via the Seesaw message platform.

For more information regarding Seesaw visit - <https://web.seesaw.me/> or ask your class teacher any questions or queries you may have.

## **Homework**

Homework will begin at the end of September. Please check and empty your child's school bag/Seesaw daily for homework and letters from school. The aim of homework is to reinforce what they have previously learnt in school. Children should be supported during homework time at home to help them succeed. Children will have the opportunity to choose a library book to take home every Friday. Please return these the following Friday alongside guided reading books. Children will receive their homework home on a Monday with their guided reading book which is to be read at home each night. Children will receive a Literacy and Numeracy booklet per term which is to be kept at home and completed each week according to the weekly homework planner which will be sent via Seesaw and will provide all relevant information and notices. The completed homework is to be returned to school on a Friday each week.

## Observations:

Your child's progress within the Foundation Stage Curriculum will be continuously observed, monitored, and evaluated by all staff throughout the year. These observations will be recorded, assessed and used to track your child's development throughout the year. A significant aspect of this is based on 'COMET' which is a communication programme used to support children's speech, language and overall social skills in the early years.

## Healthy Eating Policy:

- ✓ Healthy eating is promoted in our school.
- ✓ All children have the opportunity to take school dinners. They can also choose to bring a healthy packed lunch.
- ✓ Vegetarians and children with other dietary requirements are catered for. If your child has any allergies, please inform us as soon as possible.



## Snack and Dinner Money:

- **Free School Meals** forms are available from the school office and must be sent in as soon as possible, otherwise you must pay for dinners.
- **We are a cashless school and money must be paid through the school app. Dinners are to be booked for each day whether you are free school meals or paid dinners.**

	Milk Money	Dinner Money	School Funds
<b>Daily</b>	--	£2.60 (subject to change*)	--
<b>Monthly</b>	£3		£3.50 per child or £6.00 per family £35 per child yearly or £60 for family yearly

**\*If the price of dinner or milk changes, we will inform you as soon as possible**

## Your Child's Health:

<i>Illness</i>	<i>Recommended period to be kept off School</i>	<i>Comments</i>
<b>Chickenpox</b>	5 days from onset of rash	Seek advice from Doctor
<b>Hand, foot &amp; mouth</b>	None	Exclusion may be considered in some circumstances
<b>Conjunctivitis</b>	1 day	If outbreak/cluster occurs seek advice from Doctor
<b>Scarlet Fever</b>	24 hours after commencing antibiotic	Antibiotic treatment recommended immediately
<b>Slapped Cheek</b>	None	Seek advice from Doctor
<b>Diarrhoea and/or Vomiting</b>	48 hours from last episode of diarrhoea or vomiting	Seek advice from Doctor
<b>Head Lice</b>	None	Head lice treatment recommended only for live lice
<b>Threadworms</b>	None	Treatment recommended for all household contacts

Children should not be brought to school if they are unwell but kept in the comfort and care of their home until they are fully recovered. It is essential to keep your child home to prevent the unnecessary spread of infection among other children. This applies to any illness including heavy colds and stomach upsets.

## Primary Parent Checklist

*Helpful hints and tips to help you prepare your child over the Summer!*

- ✓ Teach them to use the toilet, wipe and flush by themselves.
- ✓ Teach them to wash and dry their hands.
- ✓ Use a knife and fork.
- ✓ Pour a drink and hold their cup.
- ✓ Tidy away their toys.
- ✓ Put on and take off their coat, use the zip and hang it on a peg.
- ✓ Put on and take off their jumper.
- ✓ Put on and take off their shoes.
- ✓ Read and talk about the child friendly photograph booklet of the primary school regularly over the Summer.
- ✓ Tell them the names of their new teacher and classroom assistant.
- ✓ Encourage them to share their feelings about starting school.
- ✓ Practise all shapes and colours over the Summer.
- ✓ Read a book every night before bed and encourage them to talk about the pictures and turn the pages by themselves.
- ✓ Visit the local Library.
- ✓ Use educational websites to promote early reading skills, such as [www.librariesni.org.uk/sites/radh](http://www.librariesni.org.uk/sites/radh)
- ✓ Practise a wide variety of jigsaws and puzzles.
- ✓ Use child-friendly scissors to practise cutting.
- ✓ Help your child recognise and write their name.
- ✓ Reinforce our golden rules for good behaviour.
- ✓ Play lots of counting games and help them recognise numbers 1 2 3 4 5.
- ✓ Praise and encourage them to be 'good listeners'.
- ✓ Allow them to set the dinner table, count the places and match the cutlery.

*Cook together*

*Sing together*

*Read together*

*Draw together*

*Count together*

*Play together!*



## Ballysillan Primary School Holiday List 2024-2025

	<b>AUGUST BANK HOLIDAY</b>	<b>MONDAY 26<sup>TH</sup> AUGUST</b>
	<b>FIRST WEEK OF SCHOOL 2024-2025</b>	<b>TUESDAY 27<sup>TH</sup>, WED 28<sup>TH</sup>, THURS 29<sup>TH</sup> AND FRIDAY 30<sup>TH</sup> AUGUST- 12 NOON FINISH</b>
	<b>SEPTEMBER</b>	<b>1<sup>ST</sup> FULL DAY BACK TO SCHOOL MONDAY 2<sup>ND</sup> SEPTEMBER MONDAY 16<sup>TH</sup> SEPTEMBER- STAFF DEVELOPMENT DAY</b>
	<b>AUTUMN HALF TERM</b>	<b>MONDAY 28<sup>TH</sup> OCTOBER (STAFF DEVELOPMENT DAY) - FRIDAY 1<sup>ST</sup> NOVEMBER (INCL)</b>
	<b>CHRISTMAS HOLIDAYS</b>	<b>MONDAY 23<sup>RD</sup> DECEMBER - FRIDAY 3<sup>RD</sup> JANUARY (STAFF DEVELOPMENT DAY) (INCL)</b>
	<b>SPRING HALF TERM - FEB</b>	<b>MONDAY 10<sup>TH</sup> - BAKER DAY TUES 11<sup>TH</sup>(SDD) - FRI 14<sup>TH</sup> FEBRUARY (INCL) CHILDREN WILL BE OFF ALL WEEK</b>
	<b>MARCH</b>	<b>MONDAY 17<sup>TH</sup> MARCH - ST PATRICK'S DAY</b>
	<b>EASTER HOLIDAYS- APRIL</b>	<b>MONDAY 14<sup>TH</sup> APRIL- BAKER DAY TUESDAY 15<sup>TH</sup> - FRIDAY 25<sup>TH</sup> APRIL (INCL) EASTER HOLIDAYS</b>
	<b>MAY BANK HOLIDAYS</b>	<b>MONDAY 5<sup>TH</sup> MAY BANK HOLIDAY MONDAY 26<sup>TH</sup> MAY BANK HOLIDAY TUESDAY 27<sup>TH</sup> MAY STAFF DEVELOPMENT DAY</b>
	<b>JUNE</b>	<b>LAST DAY OF SCHOOL - MONDAY 30<sup>TH</sup> JUNE</b>



