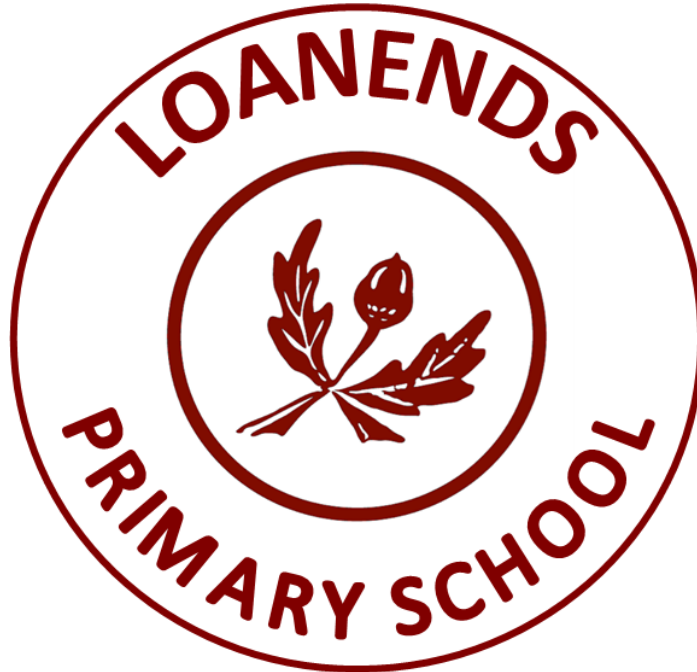


LOANENDS PRIMARY SCHOOL



ANNUAL INFORMATION UPDATE and Parental Forms

2023-2024

Important - Reply Slips enclosed. MUST be returned by 1 September.

PLEASE NOTE CONTENT MAY BE SUBJECT TO CHANGE AT SHORT NOTICE.

Dear Parent/Carer

I would like to take this opportunity to welcome everyone back at the start of the new school year after what I hope has been a good summer holiday. I would also like to welcome all new pupils, parents and staff and wish them a successful year ahead.

At the outset, I would respectfully ask that you do not contact teachers directly by email or text message even though you may have their personal contact details out of school. Should you require the assistance of the teacher, I would ask that you contact the school office, giving the reason for your call. The Secretary will arrange for the relevant Member of staff to return your call when it is practical to do so. Please note, that Mrs Hegarty works 15 hours a week and is teaching for most of that time. She doesn't normally work on Mondays or Fridays. Unfortunately, phone calls cannot be returned immediately.

TEACHING STAFF FOR SEPTEMBER 2023

P1	Mrs V Watson	P6	Mrs G O'Neill
P2	Mrs S Bennett (Mrs Greer Temporarily) and Mrs K Montgomery	P7	Mr S Hyde
P3	Mrs C Lilley	SENCo/Literacy Support	Mrs C Hegarty
P4	Mrs S Mullan	Maths Support	Miss ER Wright
P5	Miss K McComb	Principal	Mrs L Armour

CURRICULUM DEVELOPMENT

This year Governors and teachers have identified the following areas for whole school development

- Spelling (teaching strategies, with less focus on daily testing)
- Data Handling and Shape, Space and Measures (through outdoor learning)
- Implementation of the SEND Action 2016 (Special Needs)

Copies of the School Development Plan for 2023-24 will be available on request. Please speak either to the Secretary or myself and we will be happy to provide you with a copy when available. In addition, if you have any suggestions for inclusion on the School Development Plan for **next year**, please let us know. The Governors will give consideration to any suggestions when they next review the School Development Plan.

Wednesday 6 SEPTEMBER- CLASS INFORMATION MEETINGS:

These are designed to provide you with an overview about what goes on in each year group and perhaps to give you some suggestions about how you might best support your son or daughter throughout the course of the school year. This is an informal meeting where each teacher will talk to parents as a group and answer any **general queries** about the year ahead. It is not an opportunity to bring complaints or speak specifically about your child. These will take place in the classrooms.

You will have a further opportunity to talk to the class teacher about your child's progress during the parent interview week in October.

Date	Time	Activity	Venue
6 September	6:30 pm	Class Talks	P1-7 Classrooms
6 September	7:15 pm approx	Class Talks repeated	P1-7 Classrooms

PARENT INTERVIEWS:

At the moment, we are planning for Parent Consultations to take place, week commencing **23 October**. We will offer a choice of a face-to-face meeting or telephone call. Please note **school will close for all pupils at 2:00pm during this week**. Interviews slots will be booked online. More details to follow.

AFTER SCHOOL ACTIVITIES

Mrs Montgomery will write to you separately with the list of activities on offer. These will also be posted on the school website for your information. Please add these to your diary when they become available. Could I please ask, that if a pupil is "booked in" for an activity and cannot attend on a given day, that you inform the

teacher. Time can be lost in the afternoons checking up on absent children. Please also advise, the bus driver, if there are any changes to the afternoon arrangements.

Loanends Church has kindly offered the use of their hall for parents who do pick ups both at 2:00pm and 3:00pm. The hall will be open each day from Monday 4 September at 2:00pm to allow parents to wait with younger pupils, complete homework etc

JUJITSU:

For updates regarding Jujitsu training, please contact Lorraine Gault for further details: 07812029477. Preliminary Arrangements are as follows:

TEMPLEPATRICK AND LOANENDS JUJITSU CLUBS:

Loanends Jujitsu Club is back!

Starting on Tuesday 12 September.

Jujitsu aims to work with school around the core values of

- Being kind
- Being honest
- Being responsible
- Being respectful

The potential of Jujitsu and the power to positively influence students is an experience that every school should have. We are recruiting new members from P1-P7, 5 years and up. Contact Lorraine directly on Templepatrick and Loanends Jujitsu Facebook Page

- Email Lorraine.gault@btinternet.com
- Mobile 07812029477 - for further details and to register.

Tuesday evening Jujitsu classes running in school and open to Beginners from 5 years

Junior class – 6-7pm Advanced Juniors and Adult Class – 7-8pm

Looking forward to getting back – please share with anyone who might be interested.

DATA COLLECTION

It is possible that some families may have changed address or contact numbers over the last year. Please ensure that all telephone numbers, especially mobile numbers, are accurate, since using our text messaging system is a quick way to relay important information. This is very important. We also will use Seesaw to send communications, and for our Online Payment systems so it is important to keep an eye on that too.

In order to update our database, I have attached your child's data sheet for you to note any changes, which I would ask you to complete in RED INK and return to school by Friday 1 September *whether any changes or not.*

In addition, I should be grateful if you could also complete the various permission slips enclosed. I would appreciate a prompt return of all information by Friday 1 September.

GENERAL DATA PROTECTION REGULATIONS

As you aware, the GDPR data regulations came into effect in May 2018. To that end I would remind you of our Privacy Notice, which is posted on the school website.

CAR PARK HEALTH AND SAFETY:

(Please read carefully and pass on to anyone who may be collecting your child). This is sent out every year and reminders are also sent on a regular basis, yet some parents still disregard our requests.

Care, consideration and caution are the key objectives when entering and exiting the car park. Please ensure that children are **dropped off/picked up in the main car park and NOT the staff car park, on the Zebra Crossing.**

To ensure the safety of pupils at the end of the school day, I would remind you that the staff car park is **not** to be used as a pick-up area. Only the school bus, those displaying disabled badges (**parents of disabled pupils/particular medical needs are given priority**) or who have been granted permission (Nursery pick-ups), may use the spaces allocated.

All parents using the car park have a responsibility for the safety of pupils, themselves and other drivers. These rules are in place for everyone's safety so please act responsibly. **It is impossible to meet every request for special consideration. Pupils are our first priority. Therefore, they have "first call" on the two disabled spaces.**

It is frustrating that a few parents or those collecting children continue to flout the rules so please do not be offended if we give you a reminder and ask you to move your car!

In particular, please do not **DOUBLE PARK** as this blocks other drivers in! Please be mindful of this and in particular bear in mind that many of our parents need a quick exit from the car park in order to get to work on time.

Parents should not park in the staff car park for convenience or because there are no spaces in the main car park. This has been said often yet some parents/carers believe this doesn't apply to them!

Just a further but important point - please remind pupils to exercise care when crossing the car park, **using the paths and zebra crossing**. This also applies to parents who walk pupils up the middle of the staff car park. Please model safe carpark behaviour. This message is regularly reinforced in school, particularly among the P4-7s who sometimes forget the rules of the road in their excitement (or relief!) to leave school at 3:00pm. It would also be very much appreciated if parents could ensure that pupils do not swing on trees, play outside the office windows or run through the flower beds, particularly at 2:00pm. I would also ask parents to remind pupils not to run across the grass as they enter the school playgrounds in the mornings.

Please pass this information on to other family members or child minders who are bringing children to and collecting them from school. Thank you.

DAILY START AND END TIMES

Class	Morning drop off	Start Date time	Afternoon collection	Collection Time
P1	One Parent to accompany pupil to exterior door during September. From 2 October one parent to accompany pupil to side gate	Individual start times as arranged	To be collected at front of the school	12:15pm (Sept) 2:00pm from 2 October
P2	One Parent to accompany pupil to side gate	8:45am-9:00am from 29 August	To be collected at front of the school	2:00pm every day
P3	One Parent to accompany pupil to side gate	8:45am-9:00am from 29 August	To be collected at front of the school	3:00pm (Monday and Tuesday) 2:00pm (Wed-Fri)
P4	To be dropped off in car park	8:45am-9:00am from 29 August	To be collected in the car park	3:00pm (Monday-Thurs) 2:00pm (Fri)
P5	To be dropped off in car park	8:45am-9:00am from 29 August	To be collected in the car park	3:00pm (Monday-Thurs) 2:00pm (Fri)
P6	To be dropped off in car park	9:00am from 29 August	To be collected in the car park	3:00pm (Monday-Thurs) 2:00pm (Fri)
P7	To be dropped off in car park	8:45am-9:00am from 29 August	To be collected in the car park	3:00pm (Monday-Thurs) 2:00pm (Fri)

Parents are reminded that they mustn't attempt to open locks on gates. If children arrive before school officially opens, parents are reminded that there is no supervision and children remain their responsibility until 08:45 unless they have booked into the Morning Club.

MORNING CLUB

Morning Club will continue with supervision being provided by Classroom Assistants. Supervision will be in place in the Assembly Hall from 8:30am to 8:45am and payment of £1 per day can be made in advance by SchoolMoney. It is important that a space is booked in advance to ensure the appropriate level of supervision. Please note this is not a Breakfast Club and no food will be provided. Pupils may bring a quiet activity if they wish. **Morning Club will begin on 29 August.**

SCHOOL BUS

Transport Section is continuing to provide a school bus (**from Friday 1 September**) which will drop off pupils at 9:00am and pick up at 2:00pm/3:00pm. The bus will be permitted to enter the staff car park to best ensure the safety of our pupils. The Education Authority should have written directly to a number of parents who reside along the "designated bus route." The school has no authority to permit children to travel on the bus. Any queries regarding the use of the bus should be directed to Transport Section in the Education Authority. Please see the link below to apply online:

[Primary School Transport Applications | Education Authority Northern Ireland \(eani.org.uk\)](https://eani.org.uk/primary-school-transport-applications)

Please speak to your child about safety and behaviour whilst travelling on the bus. We will inform you of any causes for concern or the Education Authority may also contact you if problems remain persistent.

It is also parents' responsibility to liaise with the bus driver directly if their child is not travelling on the bus on any given day and to pass on information about a pupil staying for after school activities. Please ensure that you provide Stephen, our bus driver, with your contact details.

A member of staff will meet pupils arriving by bus to ensure they access their classrooms at the appropriate entry points.

CHILD PROTECTION

For Child Protection reasons it is essential that all parents should **report to the main office**. I must emphasise that parents should not go directly to the external doors of the classrooms or P4 mobile without first gaining permission to do so.

Please advise us if there are any changes regarding the adult/s that collect your child. If we are in any doubt, we will contact you to gain your permission to release your child to another adult. Please do not be offended by this. We take the safety of your child very seriously.

Please take time to read through the Child Protection Policy which is posted on the School website. Mrs Watson is the Designated Teacher (DT) for Child Protection, whilst Mr Hyde is the Deputy Designated Teacher (DDT). All pupils will be taken through "A Child's Guide to Pastoral Care" by their class teacher at the beginning of the school term.

P7 ENTRANCE TESTS

SEAG Registration Opens

- Wednesday 3rd May 2023

SEAG Registration Closes

- Friday 22nd September 2023

SEAG Assessment Dates

- Saturday 11th November 2023 – Assessment Paper 1
- Saturday 25th November 2023 – Assessment Paper 2

We would really appreciate it if you could let us know if you have registered your child for the test. Please see website for further updates. <https://www.thetransfertest.com>

SCHOOL MEALS

The school meals service will be operating from **Friday 1 September. (P1s from Monday 2 October)**. Please note that meals should be ordered using the online (SchoolMoney) payment system as the school is now

'cashless'. All existing families are familiar with their log in details. These haven't changed. New parents will receive a text message and email, also inviting them to log on to the system. A Parent User Guide for SchoolMoney can be found on the school website under PARENTS/SCHOOL MONEY tabs <https://www.loanendsps.com/parents/school-money>

Please note – when purchasing dinners, select the 'MEAL' option – not the packed lunch option as this is not provided in Loanends' kitchen.

- School closures will be marked in grey as unavailable on the system already, for your convenience.
- Refunds – if your child is sick, a credit will be allocated to your child's account (school dinners and breaks only).

A new menu has been posted on the school website (www.loanendsps.com). (copy also attached).

Forms to apply for free school meals are available online:

<https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants>

Free School Meals are handled sensitively, and we would encourage any parent who believes they may be eligible to apply. Parents may well have had changes in circumstances and so should avail of this opportunity. Please see www.gov.uk/workingtaxcredit.

1. The parent/guardian is in receipt of Income/Income Related Employment and Support Allowance/Income based Jobseeker's Allowance or if a pupil claims Income Support in their own name.
2. The parent/guardian is in receipt of the guarantee element of Pension Credit.
3. The parent receives Child Tax Credit/Working Tax Credit and falls within the right income bracket.
4. He/she has a statement of educational needs and is designated to require a special diet.
5. He/she is a boarder at a Special School.
6. He/she is a child of an Asylum Seeker supported by the Home Office Asylum Support Assessment Team (ASAT).

HEALTHY BREAKS:

For many years we have been participating in the Healthy Breaks Scheme. A different bread product (fruit will be available on request) will be available each day to our pupils at a cost of **30p** per day. Similar to the School Dinners, this needs to be paid for via SchoolMoney. Healthy Breaks will be available from **Friday 1 September**.

Monday	Toast
Tuesday	Bagels
Wednesday	Toast
Thursday	Bagels
Friday	Toast

MILK SCHEME: (beginning Monday 11 September – 20 December)

Milk must be ordered and **paid for in advance**. The cost is **21p** per day. The total amount for the first term is £14.28. Money cannot be refunded if a pupil is off school for a short period of time. The milk company does not accept any returns.

Please note that this should now be ordered using the online (SchoolMoney) payment system not later than **Tuesday 5th September** for the order to be placed with Dale Farm on time. You will find it listed as an item in the 'shop'.

ABSENCES/TERM TIME HOLIDAYS

Telephone calls from parents informing us of absences are appreciated but it is also essential that this is also followed up **with a written note**, giving reason for the absence, when your child returns to school. The guidelines from the Department of Education state that this should be **done within 5 days**, otherwise the absence will be recorded as an "N" ie. "No reason given for absence". In addition, they also analyse our attendance codes and have instructed us to actively seek a reason for absence when a pupil is recorded as "N." If parents fail to supply a written explanation, the school will write to you for clarification. For ease of administration, please use the tear off slips to provide reasons(s) for absence and return to the class teacher.

These are attached but will also be available on the school website under: PARENTS/FORMS. Tab.
<https://www.ioanendsps.com/parents/forms/>

The EWO (Education Welfare Officer) assists us in monitoring attendance and has digital access to our school records on a monthly basis. Should a pupil's attendance fall below 85%, parents will be informed, and the school is obliged to make a referral to the EWO.

Good timekeeping is something that we continue to ask you to work on; for a small number of families there is still room for improvement. By ensuring your child gets into school promptly means teachers can complete administration first thing. Persistent lateness is disruptive and means the pupil concerned has to catch up on essential information, such as homework or spellings, which also are often completed first thing in the morning.

Pupils arriving after the official start time will be marked *late* and "minutes late" will be automatically recorded electronically on their record.

Please note that school starts at 9:00am when side gates will be closed.

FAMILY HOLIDAYS:

Taking family holidays during term time is not recommended and I cannot grant permission for such requests. **I would therefore advise parents to arrange holidays outside of term time.**

Should parents decide to take holidays during term time, this must be put in writing to the Principal and will be held on file and copied to the EWO if required. You will be provided with a written response which we will copy and hold on file. **Teachers will not provide work in advance.** The worksheets and homeworks that have been missed can be requested when a pupil **returns** from holiday and not before departure.

I would also refer you to the Department Strategy for promoting school attendance: "**Miss School: Miss Out.**"

<https://www.education-ni.gov.uk/consultations/miss-school-miss-out-strategy-improving-pupil-attendance>.

The Attendance Policy was also updated last year to reflect the absence tiers. Where pupils fall into the "chronic categories," the Principal will write to ask for improved attendance within a given timeframe, before a more formal approach is taken with the involvement of the Education Welfare Officer. The following is the relevant extract from the school's Attendance Policy:

Absence Tiers (Extract from Attendance Policy)

From October 2022 the Department of Education has introduced a system for monitoring attendance, known as "absence tiers."

Tier 1a - pupils with "Regular Attendance" **missing 0% - 4.9% of school (< 1 day per month)**. Universal strategies should be used by schools to encourage good attendance for all pupils.

Tier 1b - pupils "At Risk Attendance" **missing 5%-9.9% (1+ day per month)**. Schools should be implementing more focused strategies to ensure attendance improves and pupils who need more support receive it, to avoid chronic absence.

Tier 2 – pupils recognised with "Chronic Attendance", **missing 10% - 19.9% (2-3 days per month)**. At this level, schools would introduce interventions such as action planning for the pupil, mentoring or personalised early outreach to the pupil. Schools should be engaging with their EWO through school audits and identifying at an early stage, children and young people experiencing school related attendance difficulties. If schools are considering a wide range of data to help inform what preventative measures would be helpful, then there is a good chance that issues can be addressed before they escalate.

Tier 3 - pupils recognised as "Severe Chronic Attendance", **missing 20% or more** of school. At this level, we recommend specific interventions implemented by EWS in conjunction with the school, which may include interagency work and / or court action.

Please see attached holiday list for 2023-24 school year.

P3 TIMETABLE

Finishing times:

Monday and Tuesday: 3:00pm
Wednesday, Thursday and Friday: 2:00pm

SEN PROVISION

Governors have fought long and hard over several years to enable us to maintain our SEN withdrawal support despite the fact that we can't afford to do so. This is quite simply down to underfunding and other schools, being funded differently, mainly because of free school meals.

The SEN provision in school benefits ALL pupils - those who require support are withdrawn thereby giving them additional attention. Equally it frees teachers up to provide more time and attention for the remainder of the class by way of support or challenge.

The SENCo is also known as the Learning Support Coordinator. Mrs Hegarty will make contact with parents in due course. In the meantime, if you have a concern or query please contact the school office and leave a message for Mrs Hegarty. Some time has been set aside for administration and follow-up for the Learning Support Coordinator who will attend to queries during this time.

Mrs Hegarty works part-time (Tuesday to Thursday) so she may not be able to take phone calls or deal with queries immediately. Please be patient and she will follow up as soon as it is practically possible to do so.

We also are in a unique position being able, to offer maths withdrawal support three days per week. This works differently from Literacy Support in that it is a fluid arrangement and may be used for small group or individual support or at times to extend the learning of the most able pupils. This support is delivered by Miss Wright, who also gives her time voluntarily for training the choir and for school performances/shows.

PE AND SWIMMING

I would just like to remind you that PE is a **compulsory** part of the curriculum for all pupils and that an appropriate change of clothing should be brought on "PE days" for those pupils who are expected to change. We would encourage these pupils to wear the new PE which can be purchased online. For those not wishing to purchase a school PE kit, *we would ask that children (P3-P7) wear a plain T-shirt and dark bottoms for PE.*

If you wish to purchase a PE kit and haven't already done so, the details are as follows:

Primary 3 to Primary 7 - September 2023 Loanends Primary School New PE Kit: To view this and place an order, please visit the following link. <https://schoolwearco.com/collections/loanends-primary-school>

Parents should order and pay online, but choose '**collection**' for delivery, and these items will be delivered to the school for distribution. Whilst these items are not compulsory, it is our aspiration at least, that each child should wear a plain white t-shirt and plain black or navy shorts or bottoms.

Pupils will not be permitted to phone home to ask parents to bring in PE kits or clothing for after school activities. The advice from the Education Authority for pupils opting out of PE (for whatever reason) is for them to take notes during the lesson so that they understand the content and skills covered and are better prepared when they next join the lesson.

PLEASE NOTE:

P3 upwards will change into their kit when required for PE and P1 and 2 will change their footwear for PE lessons. If staying for after-school activities, all pupils will be expected to change for sports activities.

With regard to swimming, it is essential that all P5-7s avail of this opportunity and come prepared on the day. If for some reason your child is unable to participate in the long term, the school may ask for medical evidence, to support their exemption from this activity. P5-7 pupils swim on a rota basis. You will be advised of the requirements in advance. Information relating to swimming will be sent out separately.

READING/LIBRARY BOOKS

Reading Books will be managed to allow adequate non-contact time before redistributing to the next group or individual.

We expect pupils to take care of all school resources including reading and library books. Should any of these be lost, we will impose a minimum charge of **£5.00** to replace the missing item. Please also have a look at home for books which should be returned to school. Our stocks seem to have been depleted during Lockdown.

MUSIC SERVICE

Music lessons from EA will resume this term. Current P4 pupils will be tested and may be offered the opportunity to take up an instrument. P5 to P7 pupils will be carried forward from previous years. Please ensure musical instruments are brought into school on Tuesdays.

POLICIES

MOBILE PHONES/SMART WATCHES

I would ask that mobile phones should not be sent into school with pupils. In the event of a pupil needing to make essential contact with their parents, they will be permitted to use the school telephone, or a member of staff will make the call relaying the appropriate information. Other valuable electronic items, such as Apple Watches, iPads and PSPs should be kept at home-essentially anything with internet access should not be in school. I would really appreciate your support with this matter, particularly for Child Protection reasons. This policy, along with others, is available to view on our website <https://www.loanendsps.com/policy-documents/>

UNIFORM (Please see Uniform and Jewellery Policy).

Please refer to website for the full document and complete the tear-off slip attached.

Please keep uniform simple and fuss free. I would ask that girls would wear moderate hair accessories; **large Jojo bows and are not in keeping with our uniform and therefore should be left at home.** I would also dissuade the wearing of necklaces, “dangly earrings” and scarves in class for health and safety reasons. Blue hoodies are not part of our daily uniform. Your support with this would be greatly appreciated.

Make Up, fake tan and false eyelashes are not permitted for girls in school.

Please also be mindful of appropriate footwear. Our uniform policy is black shoes for boys and girls, **not trainers.** Your support with maintaining a high standard of appearance, throughout the year, would be greatly appreciated.

NUT ALLERGY!

PLEASE NOTE THAT WE HAVE A PUPIL IN SCHOOL THIS YEAR WHO HAS A SEVERE NUT ALLERGY. PLEASE ENSURE THAT ALL FOOD ITEMS WHICH COME INTO SCHOOL ARE NUT FREE. YOUR CARE AND ATTENTION TO THIS WOULD BE GREATLY APPRECIATED.

VOLUNTEERS

If you would be willing to help with school trips or school events, please speak to the Secretary regarding forms for Access NI. It is always helpful to have a pool of parents to help out when needed.

VOLUNTARY CONTRIBUTIONS FOR TRIPS/ADDITIONAL ACTIVITIES

Usually during the course of the year, we provide additional activities in the form of sports coaching, visitors to the school or trips out. In cases where a voluntary contribution is requested, there is no obligation to make a contribution and pupils will not be treated differently according to whether or not their parents have made any contribution. As a school, the consideration for us is that if we are not in receipt of enough voluntary contributions, the activity may not be financially viable and therefore be cancelled. You will be advised if this is the case. The school does not benefit financially and only aims to cover costs.

SCHOOL FUND-£30.00

Over the past few years, we have requested voluntary contributions to enable us to put online systems in place for learning and administration. The SchoolMoney online payment alone costs almost £1000 (the promise of funding from EA to do this has now been withdrawn) and Seesaw costs have more than doubled since last year. Many of you have commented on the value of these and therefore it would be our intention to continue with these systems which are mutually beneficial. Any remaining monies from the school fund will be allocated towards iPad Apps which will benefit all pupils. This year we are requesting **£30 per family.**

If you would be willing to contribute to the school fund this year, please make your payment through SchoolMoney in the PAYMENT section under SCHOOL FUND, by **Friday 15 September**. Thank you.

New P1 parents, who do not have a sibling further up the school can make this payment using the online system (SchoolMoney) – when your child has been admitted on the school system. (As per instructions with School Dinners, you will receive a text/email to enable access to the system).

ADMINISTRATION OF MEDICINES

NORMAL ARRANGEMENTS FOR ADMINISTRATION OF MEDICINES:

Mrs Mullan, or in her absence, Mrs Armour will administer only **essential** medicines. This is our normal school policy and we would ask parents to bear in mind that Teachers have no contractual duty to administer medicines, even prescribed medicines. In fact, Union advice is not to administer medicines at all.

The appropriate forms (AM2) must be completed before any medicine is given (form available on school website). Medicines must be sent to school, clearly labelled and in original containers. We reserve the right to ask your GP to alter the dosage of certain medicines, so that they do not have to be taken during the school day. Please note that we will only administer Calpol if it has been prescribed by your doctor, is deemed to be essential and bears the chemist label. Parents of course are welcome to come to school at any time and give medicines to their son or daughter.

With regard to inhalers, we would expect that most pupils can self-administer. You must complete the appropriate form (AM3) (form available on school website). Please also note that if you have given permission for your child to self-administer, staff will not supervise. Please ensure that there are two inhalers in school at any one time. These should be clearly labelled; one will be held in school for emergency use and one retained by the pupil in his/her schoolbag. Mrs Mullan will write to parents of asthmatic pupils reminding them of the details of our policy and ensuring that the requisite number of inhalers are in school.

It is parents' responsibility to ensure that all medicines are in date. This includes Epipens, Piriton, Diabetes emergency supplies etc. Please take time to read through the Administration of Medicine Policy carefully. Should you require a new copy, or forms, please contact the school office.

COMPLAINTS POLICY

Please refer to policy available on the school website.

COMMUNICATION WITH STAFF

In relation to Seesaw, parents should not use this to make specific enquiries about a pupil's achievements, daily timetable or equipment required for the school day.

Monthly Updates, menus, policies will be uploaded onto the school website and sent directly to you on Seesaw. For those unable to access the internet, a small supply of hard copies will be kept in the office for you to collect. However, where permission slips are required, we will send hard copies for your approval and signature.

Due to the operational needs of the school, **it is essential that parents make an appointment to speak to the Principal or teachers.**

In the mornings, time is set aside for supervision, planning and preparation and only in very exceptional circumstances will parents be permitted to have a "quick word" with a member of staff. Teachers will also be engaged in meetings, after school activities or planning in the afternoons. I would respectfully ask that all parents adhere to this and make an appointment through the school office.

You are already familiar with the protocols of referring FS/KST1 matters to Mrs Watson and KST2 queries to Mr Hyde. Of course, your concern or query should always, in the first instance, be addressed to the class teacher. It would be most helpful if you could give some indication of the nature of your query to the Secretary, so that the appropriate member of staff can prioritise responses.

Regrettably, in recent years, a small number of parents have been aggressive in their approach to members of staff. This is not conducive for working relationships. To that end, I would remind all parents that the Governors can remove your license to enter school premises if your conduct is not deemed to be appropriate or respectful. The Parental Access Policy is available on the school website.

WEBSITE www.loanendsps.com

I would very much encourage you to make use of the website. It will keep you up to date with news, such as the monthly updates and help you keep an eye on class or school events. We will continue to include the school meals menu and staff hopefully will update class pages and photos regularly. Our main aim is to keep you informed. I would also ask parents to ensure that they teach their children to use the internet safely and responsibly; this is a message that we continuously reinforce at school through targeted e-safety teaching within UICT. If you have any feedback or suggestions for items to include, Mr Hyde would be happy to hear from you.

SCHOOL CALENDAR:

The option to sync the school calendar (via the school website) to your chosen device(s) can be done by going to: www.loanendsps.com, selecting "calendar" under the parents tab, and clicking on either "Subscribe using Google calendar" or "Subscribe using Apple calendar", then clicking "add". This will mean that important dates will automatically be added to the calendar on your chosen device(s) as they are added to the calendar on the school website.

CONSENT FORM FOR PHOTOGRAPHS AND FOOTAGE

Photographs and recordings of pupils for school, family and press are a source of pride to both the pupils and their families/legal guardians. Taking, keeping and publishing photographs and video footage involves processing personal data under data protection laws.

To enable us to comply with our obligations under the General Data Protection Regulations, we are required to obtain express consent to the use of a pupil's image for example in school displays, performances, newsletters, prospectus and social media platforms.

In all instances listed, the image or footage may be of an individual, small group, class or classes. Where pupils are named, we will use first names only unless we have sought prior permission from you to publish full names (***newspaper and media companies will often use a full name and we will not seek further permission for this**). We will only use photographs and footage where pupils are appropriately dressed to reduce the risk of inappropriate use of the images or footage.

Parents/legal guardians of pupils under the age of 13 or pupils over the age of 13 and not considered capable of giving their own consent should complete this form on behalf of the pupil.

This consent form is valid for the academic career of your child in Loanends Primary School. It will be updated at parent's request (in writing). Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. (an additional form of media to use with pupils/parents/legal guardians)
- Changes to school circumstances, e.g. (if a new Principal reviews how the school markets itself)

Please provide specific consent for photographs or digital images of your child to be used on the separate form sent out to you by ✓ the boxes:

- Please be aware that websites and social media can be viewed throughout the world and not just in the United Kingdom where UK law applies. Our current social media accounts are the school's website, school Facebook Account and PTAFAs Facebook Account.
- We may continue to use your child's image in promotional materials or on our social media or website accounts for the pupil's lifetime.
- We will not include personal e-mail or postal addresses, telephone or fax numbers on video, on our website or in any printed materials.
- We may include a pupil's written work, projects and artwork including portraits of other pupils on our website and in promotional materials.

Consent can be withdrawn at any time by notifying the Principal and completing a new copy of this form. If you do not consent to a particular use of your child's information, your child will not suffer any detrimental effect as a result.

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Principal. A new hard copy consent form will be supplied to you to amend your consent accordingly and provide a signature.

Finally...

As always, I very much look forward to the support of all parents and working in partnership in the year ahead. I appreciate that this has been a lot of reading! Please keep this booklet handy and refer to it over the year.

May I wish all our pupils every success as they begin this new school year.

Yours sincerely

A handwritten signature in cursive script that reads "Linda Armour". The signature is written in black ink and is positioned to the left of the typed name.

Mrs L Armour
Principal

Pupil Absence Form



Please complete and return this form to the class teacher after your child's absence to ensure your child's record and the class register are updated.

Pupil Name:

Class:

Date(s) of Absence:

Reason for Absence:

Parent/Guardian Signature:

Date:

For Class Teacher Use - Date of return:

Initial:

Pupil Absence Form



Please complete and return this form to the class teacher after your child's absence to ensure your child's record and the class register are updated.

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Class:

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Date:

For Class Teacher Use - Date of return:

Initial:

LOANENDS PRIMARY SCHOOL
PARENTS' CALENDAR –2023/2024



Autumn Term 2023	
Monday 28 August	Bank Holiday (School Closed)
Tuesday 29 August	School Commences
Monday 30 October – Thursday 2 November	Half Term
Friday 3 November	School Development Day (school closed for pupils)
Thursday 21 December	School finishes at 12.15 - End of Term
Friday 22 December – Wednesday 3 January (inc)	Christmas Holidays
Spring Term 2024	
Thursday 4 January	School commences
Monday 12 February	School Development Day (school closed for pupils)
Tuesday 13 February – Friday 16 February (inc)	Half Term
Friday 22 March	School finishes at 12.15 – End of Term
Monday 25 March-Friday 5 April	Easter Holidays
Summer Term 2024	
Monday 8 April	School commences
Monday 6 May	Bank Holiday
Tuesday 7 May	School Development Day (school closed for pupils)
Monday 27 May	Spring Bank Holiday
Tuesday 28 May – Wednesday 29 May	School Development Days (school closed for pupils)
Friday 28 June	End of Term (school closes at 12.15pm)

Uniform and Jewellery Policy September 2023

(see full policy on the website)

Please detach and return this form as soon as possible to the class teacher.

I have read the above policy and agree to implement this with my child/children.

Name(s) of Children and Class(es):	
Signed: (Parent/Guardian)	Date: