

Currie Primary & Nursery Unit

*Parents/carers handbook
2024/25*



Parent/Carer Handbook

This handbook is an overview of all the key information you will need during the school year. It contains a summary of key policies and how we do things at Currie Primary & Nursery Unit – ‘The Currie Way’. Please save it onto whatever device you have so that you can access it during the year if you have any queries.

Our mission statement *‘Our school at the heart of the community will be a safe, caring, inclusive and nurturing environment where all will aspire to reach their full potential’*, demonstrates our collective aspiration to achieve our own potential as practitioners setting an example for lifelong learning, as we support the children and their families on their own learning journey.

Currie Primary & Nursery Unit is a nurturing, inclusive and welcoming school at the heart of the local community. We ensure our children feel safe, calm, accepted, included and connected in our school environment. We understand that all behaviour is communication and we seek to understand what drives this behaviour and support every child to reach their full potential.

Our school rules, Be Ready, Be Respectful and Be Safe give us a sense of who we are as a school community. We are ready to bring our best to school every day, we respect everyone in our school community and our beautiful school building, and we work together to keep everyone safe both physically and emotionally!

Our school motto, *‘Light a light for the future’*, illustrates our long-term vision for our children, their families, our school community and our staff.



Team Currie 2024-25

Class	Teacher	Assistants
Principal	Mrs Galway	
Vice Principal	Mrs W Brown	
SENCO	Miss Anderson	
Nursery	Miss Galway	Mrs Kerr Miss Garret
Primary 1	Miss Gibson	Mrs Baglee Miss Hayes
Primary 2	Mrs Magill (Mon-Wed) Mrs L Brown (Thur & Fri)	Mrs Stewart
Primary 3	Mrs Luke (Mon-Wed) Mrs Law (Thur & Fri)	Miss Young Mrs Hill
Primary 4	Mrs Blair (Mon-Wed) Miss Leckey (Thur & Fri)	Miss Doherty
Primary 5	Mrs Graham (Mon, Wed, Thurs and Friday) Mrs Brown (Tues	Mrs Jellie
Primary 6	Mrs Moody	Mrs Finn
Primary 7	Mr Brown	Miss Allen
Sunshine Room	Mrs McMullan (Mon, Tues, Thur & Fri)	
ISC	Mrs McMahon (Mon, Tues, Thurs & Fri) Miss Leckey (Wed)	Mrs Ali
SLU	Mrs Alexander	Miss Neville

School Secretary	Mrs Ferris
Building Supervisors	Mr Murray



	Mr McKee
Supervisory Assistants	Mrs Thompson (Senior Supervisor) Mrs Trimble Mrs Murray Mrs Stevenson
Patrol Lady	Ms Hanna
Board of Governors	Mr Lynass (Chairperson) Miss Anderson Mr McConkey Mr Lynass Ms Campbell Mr Connolly Ms Robinson Mr McIntosh Mrs Galway (Secretary)



Teaching and Learning

We have such a dedicated and committed staff who have extremely high expectations for both learning and behaviour for the children in their care. We are always exploring new ways to extend the learning opportunities and experiences at Currie and welcome working with parents/carers as co-educators. We will be running a range of workshops to support parents/carers with supporting learning at home in 2024/25 at our McNest Centre and would encourage you to come along.

Attendance and punctuality:

The Department of Education set every school a target to achieve for attendance. It is vital that we all work together to ensure every child is at school every day to give them the best chance of achieving. If your child is going to be absent contact school immediately and we can record the reason for absence on our system. We have introduced an attendance phoneline for parents/carers to leave a message about absences. We have seen the impact of poor attendance on children's progress over the years and we would encourage parents to promote good attendance at school with healthy routines at home. If a child's attendance falls below 85% we have various procedures we need to follow in school including a referral the Education Welfare Service and in some cases a referral to Social Services may have to be progressed. Please make every effort to make sure your child attends school every day.

All children should be in school, ready to learn between 8.45am and 9.00am. Any child arriving to school after 9.15am will be recorded as late which will impact on their overall attendance.

The School Day (following Nursery and P1 Induction period)

	Nursery	P1-P3	P4-P7
Monday	9-12	8.45/9.00-1.45	8.45/9.00-3.00
Tuesday	9-12	8.45/9.00-1.45	8.45/9.00-3.00
Wednesday	9-12	8.45/9.00-1.45	8.45/9.00-3.00
Thursday	9-12	8.45/9.00-1.45	8.45/9.00-3.00
Friday	9-12	8.45/9.00-1.45	8.45/9.00-1.45

School fund

School fund is £3 per week to be paid on Monday morning. This covers the cost of the mid-morning snack which includes, milk, toast, fruit, crackers, cheese and much more. The



school fund also covers the cost of some classroom resources eg cooking ingredients. There has been no increase to parents/carers despite rises in food prices and is subsidised by our Fareshare delivery each week. We are moving back to collecting school fund directly as cash and this should be sent in with your child on Monday morning as we review our school app.

Healthy Eating at Currie

In line with DE policy we encourage healthy eating within school and nursery. It is important that packed lunches are nutritious and avoid sugary foods. We do not allow fizzy drinks in school in line with DE policy. All children should bring a labelled water bottle to school every day. School dinners are available every day and the updated dinner menu will be shared on the school app and Seesaw. The cost of a school dinner is currently £2.60 per day and can be paid on the school app or cash sent into the class teacher or school office.

Safeguarding

Safeguarding our children is at the core of all we do at Currie. If you have any concerns about your child or another child please contact Mrs Brown, Mrs McMullan or Mrs Galway as the Safeguarding and Child Protection Team to discuss. Always be mindful that we may also need to contact you if we have concerns and working together in the best interests of the children is always welcomed. We will continue to share information with parents/carers from Safer Schools NI and would suggest everyone downloads this app to keep you up to date!

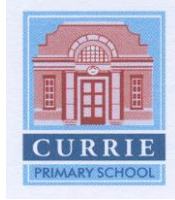
Support

Currie Primary is a nurturing school and we pride ourselves on our ability to support our school community.

We are delighted to continue to provide emotional support to our children through Space Counselling and with visits from Henry Wee Wheels.

Our Pantry (mini foodbank) was established in January 2021 with our families benefiting from very good quality items available on a weekly basis. We have introduced a social supermarket at the Pantry with parents/carers welcome to pack a bag of goods for £5. There are always store cupboard goods available on request. The Pantry continues to run every week and we look forward to welcoming you when you visit. This is open to all families with a pupil at Currie Primary.

Our McNest programme to support parents and families is continuing in 2024-25 led by Mrs Brown. We will be sharing details of the programme with our school community regularly



and would encourage you to attend and access the supports available. We are regularly consulting with parents/carers about what you need and aim to deliver what is relevant. Please do not hesitate to let us know if there something you would like us to consider running at McNest.

We operate our 'Handle with Care' policy which allows parents/carers to let us know discreetly things at home have been difficult. If your child is coming into school after a difficult night, morning or weekend please send a message to the class teacher simply saying Handle with care and we will make sure your child has the help they need during the day. No need for any additional information to be shared!

Communication with parents


Please make sure that you have completed the data collection form and permission forms which will be sent home with your child on the first day of term. We must have your current contact details in case we need to reach you in an emergency and always update school with any changes either to numbers or contact names.








We invite parents/carers to two face to face pupil progress meetings during the school year with the first scheduled after half term in November and the second in February.

In line with our parent code of conduct policy we ask that all communication with staff is respectful and appropriate. Team Currie work hard in the best interests of the children and are always approachable. The Seesaw app has given us a great way to communicate directly with each other however please remember that staff cannot reply during teaching time and while some staff may be able to reply during out of hours this is not to be expected. Please be respectful of holidays and weekend time when staff should not be responding to queries or messages. A good tip is to always read your message back before pressing send!




How do parents sign up to Seesaw?



1. Download the parent app

2. You can create a family account or sign in

3. It will show you an empty journal. Click on the top left corner

4. Click on 'add child's journal'

5. Scan the QR code on the handout

6. It will confirm that you want to connect

7. It will show you evidence in their journal


www.mrspriestelyict.com
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If you wish to speak with a teacher please contact them through Seesaw or call the school office on 02890747982.

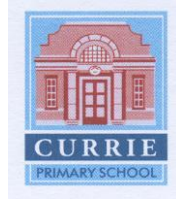
The school email address is info@currie.belfast.ni.sch.uk

School Website is currently being developed and can be found at:

www.currieprimarybelfast.co.uk

Our Facebook page is <https://www.facebook.com/currie.primary.5/>

Follow us on Twitter @primarycurrie



Currie Primary School App



Please download the school app onto your android/apple device. Enter PIN 11111

You will now be able to make school fund/dinner payments weekly via the app and receive important information throughout the school year.

Helpful Instructions for using the Currie Primary School App

For making payments for School Fund or School Dinners: -

Menu

Bookings

-Dinner Payments

-School Fund

-Random Payment Form

School Fund

-Select a date

-Go to cart

-Proceed to Booking and enter card details and confirm payment

School Dinners

Same process as above

Random Payment Form

This is the form to use if you wish to make a payment for school fund/dinners if you have missed a payment.

Complete Child's Name and class.

Drop-down menu: - Select either **School Fund –arrears**



Or School Dinners – arrears

‘Other’ will be used for eg Trips etc

To pay School Fund arrears –select

Choose amount

Enter card details

Email address

Proceed to payment



Medicines and First Aid

Please do not send any medicines into school with your child apart from inhalers to treat asthma. If your child requires medicine please contact the class teacher who will make the appropriate arrangements with a senior member of staff.

All children who have a diagnosis of asthma should have an **asthma plan** completed on the parent app and a set of inhalers kept in school for use in an emergency. Please contact the class teacher for a copy of the asthma plan template for you to complete and return to school.

Behaviour

Our school rules are **Be Ready, Be Respectful and Be Safe**. We have very high expectations for good behaviour at Currie Primary & Nursery and promote positive behaviour in many ways. If there is an incident we will work through our discipline policy and keep parents/carers informed working with everyone involved to make sure we have resolved the situation and consequences are appropriate. Any incidents of Bullying will be dealt with as outlined in our Bullying Policy in line with current legislation.

Homework

Homework is an important part of the curriculum and is an opportunity for parents/carers to be part of the learning journey. We have always been creative in how we can deliver a homework programme and we continue to regularly review our policy and practice. Class teachers will share expectations for homework early in the term with parents/carers at our curricular parent/carer meetings.

Physical Health

The children are encouraged to take part in our Daily Mile (FIT 500) at break time each day. We also welcome lots of outside agencies to school providing new and exciting opportunities to develop new skills including boxing, football, dancing and much more. Our weekly Walking Bus with Mrs Brown, each Friday morning is a great way for us as a school community to get exercise and fresh air together. We meet at various 'bus stops' through the local area and walk to school together from 8.45am. This is a great way to start the day so please join us if you can!



Shared Education

We have a long standing relationship with our partner school Holy Family and we are delighted to be able to continue face to face meetings and classes again in 2024-25. We look forward to sharing details of the activities on Seesaw and social media. We will be having parents/carers shared workshops back this year too so please get involved!

Health and Safety

Please ensure you observe the 20 mph speed limit outside school during drop off and collection times. Parking is not permitted outside school on the pavement as it obstructs the view for crossing the busy Limestone Road. Parking directly in front of school is discouraged during these busy times as some cars have blocked the crossing patrol which is very dangerous.

Our patrol lady is there to support the children and it is important that parents/carers model good road safety and respectful behaviour for their children by crossing at the puffin crossing with the patrol lady.

School Bags

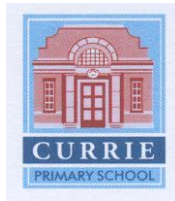
We have the Currie School Bag available to purchase at the school office for £5. This is a really robust bag which lasts for years and this is particularly encouraged in P1 and P2 please.

School Uniform

It is really important that all children wear their school uniform everyday. The uniform allows everyone to feel a sense of identity and belonging and children wear it with pride. Our school uniform is available at GD Gettis in York Road. We have a small number of uniform items in school which we can supply on request.

ROC NI will also hold an Uniform Shop with free uniforms in August at Alexandra Church. Please check out social media to find out more.

All children should wear the school sweatshirt with a pale blue or white polo shirt and grey trousers, skirt or pinafore. In summer grey shorts or red gingham dress can be worn on warm days. Black school shoes should be worn with the school uniform. Please teach your child to tie their laces to help with their independence if you bought shoes with laces – velcro is easier for younger children.



We do not have a **PE** uniform at Currie and ask that joggers and school polo and sweatshirt are worn with trainers on PE days. Please remember that PE is an important and compulsory part of the curriculum.

Children should bring a coat with a hood to school every day as we will have outdoor learning and playtime during the school day.

No jewellery should be worn to school apart from small stud earrings. No facial piercings eg nose rings or false nails, eyelashes or tans please at primary school.

Breakfast Clubs and After Schools Clubs

We are delighted to be able to run a breakfast club from 8.15am to 8.45am this year after a long break. We will share details in the new year.

We are working towards launching an after schools programme in term 1 and look forward to parents/carers supporting this.

Mobile phones

Primary school children should not need a mobile phone at school. If your child needs to bring their phone to school please be aware that they must give it to Mrs Galway on arrival to be kept safe and can be collected at hometime.

Calm Corners and Sensory Room

We pride ourselves on our nurturing practice at Currie Primary & Nursery Unit and have three beautiful sensory areas within school. Every children will have access to these rooms in addition to a calm corner in every classroom. If a child is finding it difficult to regulate their emotions we will also provide individual calm boxes to promote positive emotional wellbeing.

Special Educational Needs

Our SENCO Miss Anderson is available to support parents/carers with any concerns regarding additional needs. Please do not hesitate to discuss with the class teacher, Miss Anderson or Mrs Galway any concerns you may have about your child's development, learning or behaviour as early identification and intervention is key to helping your child achieve their potential. We have a range of provision in school to support children including outreach learning and behaviour from Harberton and Clarawood, our own Sunshine Room and lots more!



Assembly

We have a Christian assembly every week with guest speakers attending. The children and staff will sing a range of hymns and faith based songs and pray together.

On Friday afternoon we finish the school week with our Achievement Assembly. Children are invited to share their achievements with the whole school and are given a small reward and sticker. This is a great way to celebrate all achievements.

We will have special assemblies and invite parents/carers during the school year including Harvest in October and Easter in March.

Please familiarise yourself with school policies on our new website www.curriepsbelfast.co.uk and do not hesitate to get in contact if you wish to discuss the content of this handbook or have any queries. We look forward to a year ahead full of learning, love and memories!

Mrs Galway
Principal



Summary of key points (frequently asked questions)

- All pupils should wear school uniform to school every day
- School starts at 9am sharp with children coming to class from 8.45am
- P1-P3 finish at 1.45pm everyday
- P4-P7 finish at 3pm on Monday to Thursday and 1.45pm on Friday
- No jewellery apart from small stud earrings
- No false nails/tans/eyelashes to school
- School bags are back this year with the school branded bags available from the office
- Currie App must be downloaded by all parents/carers
- Forms should be completed on the Currie App
- £3 school fund should be paid in class (not on the app)
- Seesaw App should be downloaded by all parents/carers
- Parents/Carers should sign Code of Conduct on Currie App
- Abusive messages or face to face contact towards Team Currie will not be tolerated
- Support for parents/carers/families is available through our McNest programme
- School Day is shared on Seesaw and Currie App
- Parents/carers can access key information on Seesaw and Currie App
- All communication online should be respectful
- The school office should be contacted in the first instance if you are delayed to collect your child as teachers cannot check Seesaw during teaching time
- Current contact details must be held by school to ensure we can get parents/carers in case of an emergency
- Children should be ready to learn when they arrive at school to reach their full potential