



Sacred Heart Primary School



Important Announcements

RETURN TO SCHOOL INFO AUGUST/ SEPTEMBER 2025



Dear Parents/Guardians,

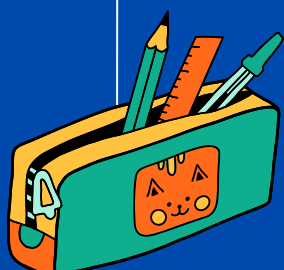
Welcome to our Summer Newsletter! This contains important restart information for our return to school in August/September 2025.

If you have any queries, please contact school when we reopen on Monday 25th August for all staff.

I hope you are all enjoying the summer break and we look forward to seeing you all very soon!

Kind Regards,

Mrs Louise Cuning





School Start and Finish Times

A B C

The new school year will begin with two transitional days for all pupils in Years 2 - 7 on:
Thursday 28th and Friday 29th August 2025 at 9am

School finishes on both of these days at:
12 noon

Normal school start and finish times resume on Monday 1st September for Year 2-7.

School starts at: **9.00am for all**

School finishes at: **2.30pm Year 2**
3.00pm for Year 3-7

New Year 1 Pupils

All of our new Year 1 pupils were provided with a welcome pack in June which included details of class teacher, start date and school start/finish times. If you do not have this information, please contact the main office on 25th August from 10am.



Important Information



Breakfast Club begins on **Monday 1st September** at **8.00am**. No booking is required but **last admittance is 8.30am** to ensure children have time to eat their breakfast before school starts.



School entrance doors will **open at 8.45am** and **close at 9.10am**. **Pupils should go straight to their classrooms**. Anyone arriving **later than 9.10am should report to the main office** in order to have the child(ren) marked present. This includes Foundation Stage Pupils.



All **school pedestrian gates** will all be locked from **9.15am** as part of our safeguarding measures. If you need access to the school after this time, please use the pedestrian gate at the main entrance.



Wraparound Club will **begin on Monday 2nd September** at the usual times of 2.30pm - 3.00pm and 3.00pm - 4.15pm. This service will require advance booking and payment made to the main school office at the start of each week. Further details regarding our Wraparound Club will be released in the coming weeks.

Morning Access Points for Pupils

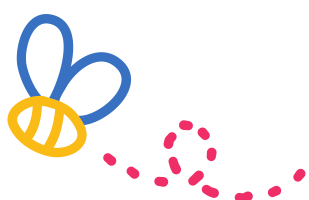
**Year 1 enter via their
class doors**



**Year 2 enter via the
outside door accessed via
the small playground**



**Year 3 - 7 use the main
entrance at the office**



Collection of Children



Year 1 pupils should be collected from their class door.

Year 2 pupils should be collected from their class door via the small playground.

Year 3 and 4 pupils should be collected from the small playground.

Year 5, 6 & 7 pupils should be collected from the lay by on the Trench Road.

Knockwellan Collection

Any pupil from Year 3-7 whose collection point is Knockwellan, will be escorted to this gate by a senior member of staff once all children have assembled in the main school building.

School Uniform

Uniform Checklist

Navy Skirt/Pinafore/Trousers

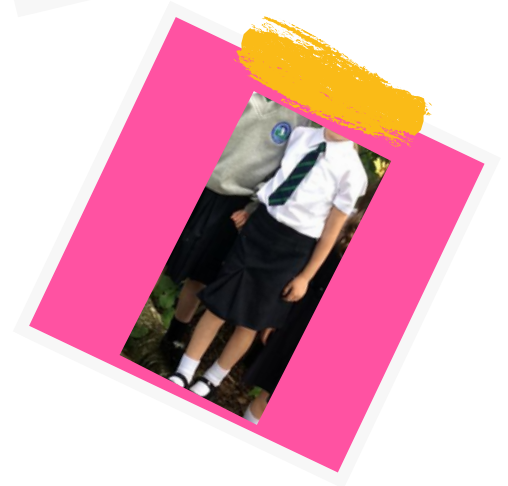
White shirt and school tie

School jumper

Black school shoes/trainers

No coloured trainers/shoes

**Please ensure all items are
clearly labelled with your
child's name.**

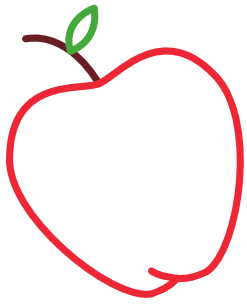


PE Uniform

White t-shirt

**Navy shorts/tracksuit
bottoms/leggings**

Optional: Crested PE Hoodie



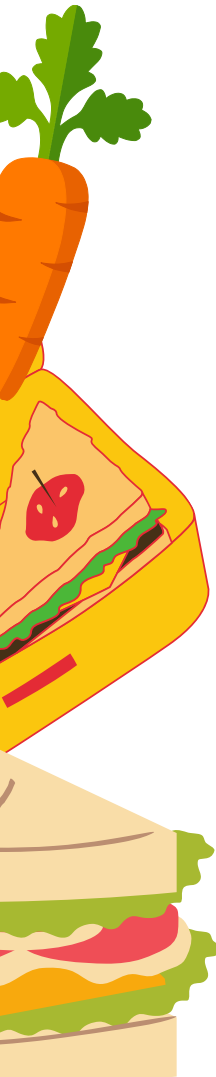
Healthy Break and Canteen

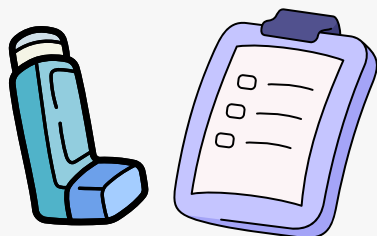


We operate a Healthy Break Policy and pupils are encouraged to bring a healthy snack for break e.g fruit, vegetable or small sandwich.

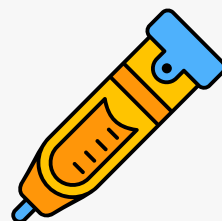
FEW REMINDERS:

- Fizzy drinks and energy drinks are **NOT** permitted.
- Foods containing **NUTS** are **NOT** permitted due to children with allergies. This includes Nutella Spread.
- Canteen Menu can be viewed online at:
<https://www.sacredheartps.com/parents/dinner-menu/>
- ParentPay should be used to pay for school dinners in advance. (£2.60 per day)
- Anyone entitled to Free School Meals should apply online through the Education Authority website.





MEDICAL INFORMATION



It is very important that we know about all medical conditions that your child has. If anything has changed over the summer, please contact the school prior to your child starting school.



All children who have a prescribed inhaler (including chamber if needed) should bring one to school with their name clearly labelled on it. We will keep this in school for them to use.



All children who require Epi Pens for allergies should provide school with one to keep on site. All children with an Epi Pen have a Care Plan and school require a copy of this also. Especially if it has been updated during the summer.



IMPORTANT

As per School Policy, teachers do not administer antibiotics or other medicines. If your child needs this during the school day, a parent/guardian will have to come and administer this.

Free School Meals and Uniform Grant information

Applying for Free School Meals & Uniform Allowance

If you require help...

www.ea.org.uk/fsm
028 9047 0233
mealsanduniform@ea.org.uk

1. Are you eligible?

You must be:

- In receipt of a qualifying benefit
- Or be an Asylum Seeker supported by the Home Office Asylum Support Assessment Team (ASAT).

Qualifying Benefits:

- Income Support;
- Income Based Jobseeker's Allowance;
- Income Related Employment and Support Allowance;
- Guarantee Element of State Pension Credit;
- Universal credit and have net household earnings not exceeding the approved threshold.

OR

Special Diet:

- You may be eligible for Free School Meals if your child has a statement of Special Educational Needs and is designated to require a Special Diet.
- You can apply via EA Connect

2. What documentation do you need?

You will be asked to upload proof that you are receiving a qualifying benefit:

- Your most recent Universal Credit Claimant Statement or
- Proof of Benefit letter (if you are in receipt of Income Support, Income Based Jobseeker's Allowance, Income Related Employment and Support Allowance or the Guarantee Element of State Pension Credit).

3. What else do you need?

- National Insurance Number
- Children's names
- Dates of Birth
- Schools they will be attending
- Address
- E-mail and telephone number
- Bank or building society account and sort code details.

4. Where do you apply?

Apply for Free School Meals and Uniform Allowance for the new school year beginning September, through the Education Authority's online portal, EA Connect. If you haven't already registered an EA Connect account, it's quick and easy to do. Information can be found on the EA website.

5. What happens next?

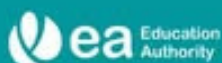
We aim to process applications within 4 weeks. However, in the busy period of June to September, this can take up to 5 weeks. Please do not contact EA for an update on your application within the 5 weeks of submitting your application, if you have provided incorrect or insufficient supporting documentation, you will receive a tailored email advising you to resubmit your application with details of the correct documentation you need to provide.

You will receive an email from EA once your application has been approved and processed.

ea
eacconnect

Follow the steps to apply

You will need to provide proof of benefits you are entitled to



FREE SCHOOL MEALS AND UNIFORM ALLOWANCE

You may be entitled if you receive ANY of the following benefits:



Income Support



Income Related Employment and Support Allowance



Income Based Jobseeker's Allowance



Guarantee Element of State Pension Credit



Universal Credit and have net household earnings not exceeding the approved threshold



eacconnect
www.ea.org.uk/fsm

Free School Meals Allowance

Special Diet applications

APPLY NOW >>

- ✓ Log in to EA Connect
- ✓ Check eligibility
- ✓ Pupil has Statement of SEN (Stage 3) and requires a medically prescribed special diet
- ✓ Apply before the end of July to have support in place for 1 September



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

CLICK HERE





Attendance



Good attendance is extremely important for your child and as a school, we are responsible for monitoring this for each child. Percentage attendances are reported to the Education Welfare Officer, Aine Hudson, on a regular basis.



EVERY SCHOOL DAY COUNTS –

Every single day a child is absent from school equates to a day of lost learning.

Attendance percentages can be misleading.

100% Attendance	0 Days Missed	Excellent
95% Attendance	9 Days of Absence 1 Week and 4 Days of Learning Missed	Satisfactory
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of Learning Missed	Poor
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of Learning Missed	Very Poor
80% Attendance	38 Days of Absence 7 Weeks and 3 Days of Learning Missed	Unacceptable
75% Attendance	46 Days of Absence 9 Weeks and 1 Day of Learning Missed	Unacceptable

For some parents, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year – that's nearly 4 school weeks.

If your child's attendance falls below 85% we will:

- Check that reasons for absence has been reported
- Reach out on a pastoral capacity to offer support
- Send an official letter from school to acknowledge attendance has fallen below 85%
- Refer to EWO if no improvement/if necessary





Pupils are **NOT** permitted to bring mobile phones, smart watches or any device which is capable of recording or taking images into school.

If a pupil is found to be in possession of any of the above, this will be given to the Principal for safe keeping and a parent/guardian will be requested to collect it from the office.

What if I have a concern or worry? Who do I talk to?



If you have a concern you should make an appointment to speak with the class teacher first via the main office.

You will meet with the class teacher and depending on the concern, a referral to another staff member or team may be required.

If needed, another meeting will be scheduled for you to meet with suggested staff member or team e.g. SEN/CP/PP

If there are still unresolved concerns or worries then a meeting with the Vice-Principal/Principal will be arranged.

SPECIAL EDUCATIONAL NEEDS TEAM (SEN)

Yr 1 - 4 SENCO Mrs Dunne
Yr 5 - 7 SENCO Mrs Cuning
Head of Team: Mrs Cuning

CHILD PROTECTION TEAM (CP)

Designated Teacher
Mrs Gilmore (VP)
Deputy Designated Teachers
Mrs Cuning

PASTORAL PANEL (PP)

SEN Team
Designated Teacher
Pastoral Care Lead
School Counsellor

WE ARE HERE TO HELP



We value and appreciate the partnership between our school and families, which is essential for creating a supportive and productive learning environment for our students.

In order to maintain a respectful and safe atmosphere for everyone, the issue of verbal abuse and aggressive actions made towards our staff must be highlighted. All staff members have the right to work in an environment free from fear and intimidation. We have a zero-tolerance policy regarding this type of behaviour.

We understand that there are times when frustrations and concerns arise, and we are committed to addressing these in a constructive and respectful manner. We kindly ask for your cooperation in ensuring that all communications with staff are conducted in a manner that reflects mutual respect. This includes both verbal and written communications.

Thank you for your understanding and support in maintaining a positive and respectful environment for our entire school community.



School Holiday Calendar



Sacred Heart Primary School Holidays 2025-2026



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

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

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

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

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

January 2026						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2026						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2026						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2026						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2026						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2026						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2026						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

KEY TO CALENDAR		Closed for Holidays		School finishes at 12 noon	Please note dates are subject to change
		Closed for Teacher Training		School open as normal	

****Please note dates are subject to change****

This calendar is also available online at:
<https://www.sacredheartps.com/parents/holiday-dates/>



Keeping in touch!



02871345552

Please leave a message if there is no response and we will get back to you.



info@sacredheart.derry.ni.sch.uk



www.sacredheartps.com



Sacred Heart PS Derry



The Schools NI App is used extensively to communicate and share information with Parents/Guardians. Please ensure you have this downloaded and activated on your phone. If you are having trouble with this App please let us know.

How to Access Schools NI App



STEP 01

Download School App NI via the Google Play Store/App Store depending on your device.

A text message will be sent to your phone, at the start of the year , to begin the verification process.

STEP 02

STEP 03

Click on the link, received via text, and follow the instructions.

You will now have access to the App and receive whole school and individual messages.

STEP 04

STEP 05

For any difficulties, please use the HELP section on the App or contact the school for more info.

All Parents/Guardians must provide school with up to date mobile numbers in order for your App to work correctly.



SACRED HEART PRIMARY SCHOOL



CALL for VOLUNTEERS

Our amazing **P**arent **T**eacher **A**ssociation worked tirelessly last year to raise funds to support the learning and development of all pupils at Sacred Heart Primary School.

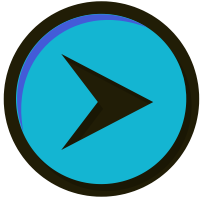
Their help and support is invaluable to us as a school and we truly appreciate every member of this team. However, we need more members in order to continue the great work that this small group have begun.

If you are able to give up some time to help with ideas, promotion of activities/events, or volunteering at annual events, please contact the main office for more information. Everyone welcome!

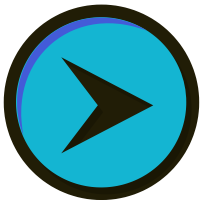




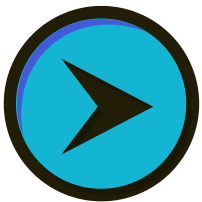
Back to School Reminders



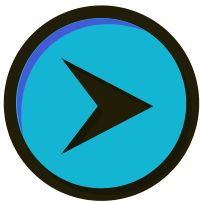
Breakfast Club is available from 1st September from 8.00am. Details regarding other clubs will be shared soon.



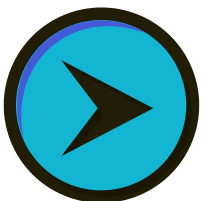
Reminder: Pupils are **NOT permitted to bring E-Scooters** onto school premises



Please use the chapel car park to safely drop children off to school. Do not block driveways or roads. **Cars are NOT permitted in the Staff Car Park.**



New Year 1 pupils already have their start times. If anyone does not have this information please contact the school from 27th August.



As always, Thank You, for the continued support you have all shown and given to us. We look forward to seeing you in late August for new adventures. Enjoy the rest of the holidays!



WHO WE ARE



OUR VISION



We are a Catholic school devoted to nurturing faith, embracing inclusivity, and empowering each child to reach their fullest potential. Our mission is to foster a nurturing and supportive environment where the child is at the heart of everything we do. We strive to maintain effective links with our local and wider community and value the role that they play in helping us to succeed.

OUR MOTTO



OUR AIMS

LIVE

- Foster a safe and healthy environment for physical, emotional, and spiritual growth.
- Encourage perseverance and high self-esteem.
- Value the voice of those in our school community.
- Live our faith through kindness, charity, and concern for others.
- Strive for continuous improvement and excellence.

LOVE

- Nurture a sense of faith, worship and prayer.
- Build a community of mutual respect and empathy.
- Foster strong and supportive relationships with all.
- Cultivate a sense of belonging and inclusivity.
- Promote acts of kindness and compassion daily.

LEARN

- Inspire a lifelong passion for learning through engaging and challenging educational experiences.
- Provide a diverse and inclusive curriculum for all.
- Develop inquisitive, imaginative, and creative minds.
- Foster a growth mindset, where mistakes are seen as opportunities for learning and improvement.
- Encourage all pupils to reach their full potential.

LAUGH

- Nurture an enjoyment, love and enthusiasm for learning.
- Celebrate all achievements, recognizing the unique contributions of all pupils to school and the wider community.
- Foster a supportive environment where laughter, joy, and the freedom to express yourself are integral to learning and personal growth.
- Promote fun activities, events, and traditions that unite the wider school community and create lasting memories.