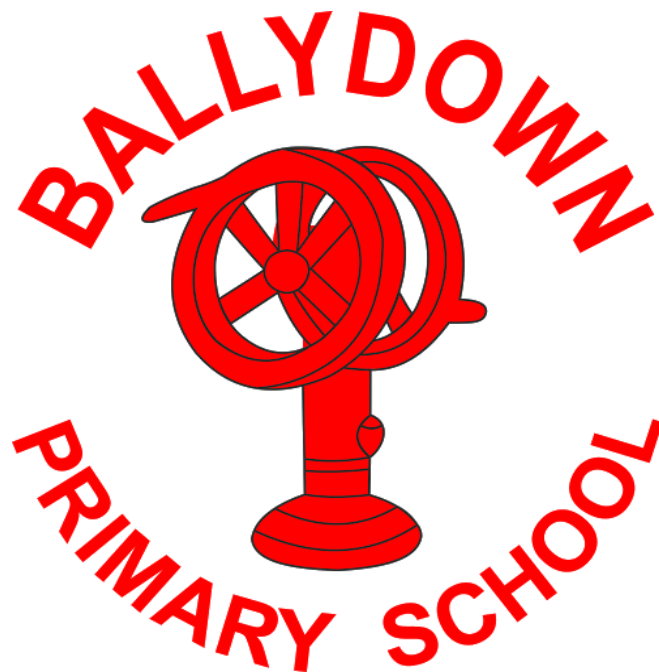


# Information Booklet

2019 - 2020



& Nursery Unit

Please retain this booklet for your information

School Tel: 02840662738

Fax No: 02840622357

Principal: Mr B Murphy

Web address: [www.ballydownprimary.org.uk](http://www.ballydownprimary.org.uk)

## School Closures – Holidays and Staff Development Days

Halloween:	Monday 28 <sup>th</sup> October – Friday 1 <sup>st</sup> November 2019 (inclusive) 1 week	
Christmas Holidays:	Half Day Friday 20 <sup>th</sup> December 2019	2 weeks_
	Reopening Monday 6 <sup>th</sup> January 2020	
Half-Term:	Friday 14 <sup>th</sup> – Tuesday 16 <sup>th</sup> February 2020 (inclusive) 3 days	
St Patrick's Day:	Monday 16 <sup>th</sup> & Tuesday 17 <sup>th</sup> March 2020	2 days
Easter:	Closing Half Day Friday 3 <sup>rd</sup> April 2020	2 weeks
	Reopening Monday 20 <sup>th</sup> April 2020	
May:	Friday 8 <sup>th</sup> May (VE Day)	
	Monday 25 <sup>th</sup> – Wednesday 27 <sup>th</sup> May 2020 (inclusive) 3days	
June:	Summer Holiday: Closing Half Day Tuesday 30 <sup>th</sup> June 2019	



Welcome back to all those P2-P7 children. We warmly welcome all our new pupils to Nursery and Primary P1 and hope they settle quickly into their new routines and gain much from their experiences with us at Ballydown.

### Parent Teacher Meetings and Consultations

P1	P1 Parent meeting - Wednesday 3 <sup>rd</sup> September @ 11:30am
P2- P7	P2 – P7 Parents' meetings during afternoon of Tuesday 3 <sup>rd</sup> September (Separate note issued with times)
Nursery- P7	Monday 21 <sup>st</sup> October - Friday 25 <sup>th</sup> October from 1.30 - 4.00 PM. There will be staggered closing each day from 12.45 PM.
February Interviews	Monday 10 <sup>th</sup> – Thursday 13 <sup>th</sup> February 2020. There will be staggered closing each day from 12.45 PM.

### Christmas at Ballydown and Spring Concert

Christmas Carol Service	Wednesday 11 <sup>th</sup> December (A.M AND P.M) (Ballydown Church)
P4 Play	Wednesday 4 <sup>th</sup> December in school (A.M AND P.M)
Nursery Play	Friday 13 <sup>th</sup> December (A.M)
Spring Concert	P5-P7 Wednesday 11 <sup>th</sup> March (A.M & PM) (Ballydown Church)



### School Led Extra-Curricular Activities    Session 1 - Starting week beginning Monday 16<sup>th</sup> September 2020



Football	P6/P7	Tuesdays from 17 <sup>th</sup> Sept to 15 <sup>th</sup> Oct
Boys' & Girls' Hockey	P4-P7	Wednesdays from 18 <sup>th</sup> Sept to 16 <sup>th</sup> Oct
Netball	P5-P7	Thursdays from 19 <sup>th</sup> Sept to 17 <sup>th</sup> Oct
Art Club	P5	Wednesdays from 6 <sup>th</sup> Nov-27 <sup>th</sup> Nov
ECO Club (elected committee P5–P7)		Tuesdays from 17 <sup>th</sup> Sept to 15 <sup>th</sup> Oct
Table Tennis	Commencing 8.45 a.m for P5/6 (Wednesdays from 18 <sup>th</sup> Sept) P7 (Thursdays from 19 <sup>th</sup> Sept)	

### Outside Agency Activities (please follow guidelines from your activity leader)

Miniversity	Commences Wednesday 4 <sup>th</sup> September 2-3pm (P2-P3) and 3-4pm (P4-P7)
Paul Evans Football	Commences Monday 9 <sup>th</sup> September 2-3pm (P2 – P3) and 3-4pm (P4-P7)
Irish Dancing	Commences Monday 9 <sup>th</sup> September 2-3pm (P2 – P3) and 3-4pm (P4-P7) (P1 after Halloween)
Speech & Drama	Commences Tuesday 10 <sup>th</sup> September 2-3pm (P1-P3) and 3-4pm (P4-P7)
Ruckus Rugby	Commences Thursday 12 <sup>th</sup> September 2-3pm (P1-P3) and 3-4pm (P4-P7)
Rowan Dance Academy	Commences Tuesday 1 <sup>st</sup> October

## OTHER DIARY DATES

P7 AQE Tests	Saturdays –9 <sup>th</sup> , 23 <sup>rd</sup> & 30 <sup>th</sup> November 2019. Results Saturday 25 <sup>th</sup> January 2020. Those sitting the test are required to be in school every Tuesday at 8:20am to sit a practice test. Thank you.
Open Day	Tuesday 3 <sup>rd</sup> Dec. 2019. Prospective Nursery and P1 parents can visit the school and nursery classes from 2.00 – 4.00PM
P7 London Trip	23 <sup>rd</sup> - 26 <sup>th</sup> March 2020
P7 Play	Tuesday 9 <sup>th</sup> and Wednesday 10 <sup>th</sup> June 2020
P7 Scotland Trip	Wednesday 17 <sup>th</sup> June 2020
New P1 Intake	Thursday 25 <sup>th</sup> and Friday 26 <sup>th</sup> June (PM) 2020

*Please note dates are subject to change*

## Money Matters

Ulster Bus Fare	Bus fares are now 80p or 10 tickets £5.25 (quite a savings)
Dinner Money	Dinner money is collected on <b>Monday mornings</b> . Please forward dinner money in an envelope and ensure correct amount and days taking dinner are clearly marked. <b>Dinners are £2.60</b> . If your child is entitled to free school meals, please register with the EA for this. The school receives extra funding for each child entitled to free school meals (even if your child doesn't opt to take dinners regularly).
Money Pouch	Envelopes for dinner money may be purchased from class teacher or office. These pouches can be used for a variety of purposes other than dinner. Each packet contains 40 envelopes. <b>One packet - £2.50</b>

## Communicating with School

Contacting Teachers	Please ring the office for an appointment or send in a note to your child's teacher. Teachers are not usually available for long conversations in the mornings as they are preparing work for your child, and must take charge of their class at 9.10 AM. Teachers will be available after school to meet with parents. Obviously if it is an urgent matter we will deal with it immediately and appropriately.
Contacting Principal	Please ring the office and an appointment will be given to you. If you have any queries at all, please ask. <b>Mr Murphy is normally on duty at the front and can deal with minor matters then.</b>
Office	Office Staff: Mrs Graham and Ms Oakes. The school office is manned from 8.45AM – 3.30 PM. Try to avoid calling the office between <b>12.30 and 1.00 PM</b> as it is the office lunch break.  When contacting the office by phone remember there are 2 incoming lines operating which may mean it will take a little longer for your call to be answered.
Contact Details	If there is any change in contact details ie address, phone/mobile numbers, medical details or child minders etc please send details to office in order that our records can be updated. It is extremely important to have up-to date contact details. Nursery-P3 please ensure you complete a collectors' information sheet and inform the office or class teacher if there are to be any changes.
Texting Service	We use this service to contact parents as and when necessary. Please ensure we have the correct mobile phone number for your household. Please contact the office if your number changes. Note we can only send one text to each family.
Ballydown Website & App	<a href="http://www.ballydownprimary.org.uk">www.ballydownprimary.org.uk</a> Please download our app from the school website <b>SchoolsNI</b> . We regularly send out information, dates and times on this app. It is very useful for parents, grandparents and carers to have this app. Visit our website to see what has been going on in school. You will also find information regarding policies, dinners and the all-important calendar of events.
Absence Notes	If your child is absent, please forward a note of explanation with your child on the day he/she returns to school. These notes are retained for the Education Welfare Officer.  <b>Please note, if your child's attendance approaches 85% we are obliged to write to you requesting an improvement. If attendance does not improve as a result, the EWO will seek an appointment with you. This procedure is laid down by the EWO.</b>

## **OTHER INFORMATION**

**Holidays during school term** The school does not give permission to any parent to take their child out of school during term time.

**Mobile Phones** **We do not encourage children to bring mobile phones into school.** However, if you do want your child to bring a phone to school, they must be switched off before entering the school gate and remain off until school ends. **Children can only use phones to contact home after school, with the permission and under the supervision of an adult, in the office.** We are all aware from the media of how children can abuse the use of mobile phones in school. Phones will be confiscated from those children who disobey this rule and will be handed back **only to parents.** There is no problem for a child to use the school office phone to contact a parent.

**Child Protection** We care for your child and want all children to feel safe and secure, both, in school and at home. Mrs A Irvine is the Designated Teacher for 'Child Protection' and should be contacted by you on any matter that causes you concern. Please note that all children in P1 – P4 will be provided with name cards and P5 – P7 children are asked to write a little note. These can be dropped into class Worry Boxes or into Mrs Irvine's 'box' and she will speak to those concerned children.

**School Uniform** The school uniform looks smart on each child. If you have not already done so, please make sure sweatshirts, coats etc are **clearly named.**

**Please note: -**

- No thermal skin layers – except for P E
- Only red or white polo shirts
- Girls should wear grey tights or white socks ONLY
- **Black shoes/PLAIN BLACK TRAINERS**
- Grey trousers for boys – not black
- Grey skirt /pinafore for girls – not black

**Parking** **We understand that parking is always an issue in our school. The car park is simply not big enough and access onto the Castlewella road causes tailbacks. The issue of thoughtless parking at 2 pm and 3 pm cause the school and parents much concern. Please try to adhere to the guidelines and instruct all child collectors to adhere to them.**

Note:- **No parking** on double yellow lines or in disabled parking bay.

2.00 PM - LEAVE BUS BAY 1 FREE FOR ULSTERBUS

3.00 PM – LEAVE BUS BAY 1 FREE FOR ULSTERBUS

**If you are parking in these bays when a bus arrives please move to another parking space.**

We have staggered the collection of P1-P3 pupils to hopefully ease congestion at 2pm.

Remember to use the parking spaces round the back of the nursery, when available, to free up space.

**\*DO NOT TRIPLE PARK ON ROUNDABOUT – YOU BLOCK CARS EXITING AND CAUSE FURTHER TAILBACKS\***

**Drop off Zone** Children may be dropped in the morning at the Drop off Zone, **but do not park/leave your car in this area.** Parents wishing to park should use designated car parking spaces.

**Supervision** Supervision in the playground begins at a reasonable time each morning ie 8.55 AM – 9.10 AM and parents are reminded not to drop children off at unreasonably early times.

**Medical** If your child uses inhalers or Epi-pens for allergies, please ensure there are **2 labelled inhalers/Epi-pens** in school at all times. These **must be in date.** If your child is diagnosed with any new allergies or medical conditions, please make sure school is informed immediately.

**Lost Property** Please ensure your child's uniform contains your child's name. In addition, please check the name tag regularly to ensure your child has not lifted someone else's uniform by mistake. We have a lost property area in school if unnamed items are left behind.

**This, and all other information sheets and dinner menus etc will be posted on our web-site**

**[www.ballydownprimary.org.uk](http://www.ballydownprimary.org.uk)**

**Note – if there are any changes to the information contained in this newsletter you will be informed in writing.**

## **Ethos**

In Ballydown Primary School and Nursery class we aim to provide the best educational experiences, enabling each child to develop intellectually, physically and socially whilst encountering a happy, secure, stimulating environment embedded within a Christian ethos. The promotion of spiritual, moral and cultural development is encouraged alongside an understanding and tolerance of others.

### **Ballydown is a school where children :-**

- enjoy a happy, secure learning environment
- encounter a broad, balanced and differentiated curriculum
- have stimulating and challenging experiences
- are given opportunities to develop their independence, confidence and initiative
- experience a supportive atmosphere developing self-esteem, mutual trust and respect, exemplifying a strong sense of well-being for all
- develop skills, knowledge and understanding in Literacy, Numeracy and ICT
- gain a knowledge and understanding of the world around them through scientific, historical, geographical and religious inquiry
- develop practical, creative, artistic and physical skills
- are provided with opportunities to work independently and collaboratively
- are offered a wide programme of extra-curricular activities.

### **In Ballydown we demonstrate our commitment to working as a thinking school in a learning environment by:**

- ensuring that teaching and learning is part of an evaluative process;
- planning in line with the Northern Ireland Curriculum and the Curricular Guidance for Pre-School Education:
- striving for continuous improvement in all that we do;
- working professionally and collaboratively towards common goals aspiring to high achievements and standards
- fostering open and effective communication with all stakeholders
- providing a warm, welcoming, friendly and inclusive environment.
- engaging in partnership with parents and children, striving to achieve high standards in work, behaviour and participation in the life of the school.

***MOST OF ALL WE WANT YOUR CHILD TO BE HAPPY IN SCHOOL***

## **Healthy Eating**

It is so important for us to encourage our children to eat healthily and to help them develop good habits for life. A nutritionist and Education Authority School Meals Advisor has been involved in developing our break time guidelines. The list below, **covering break only**, has been authorised by the Board of Governors and there is now an expectation that all parents will adhere to the list provided below.

***This list refers to break time only***

<b><i>Acceptable to eat</i></b>	<b><i>Not Acceptable</i></b>	<b><i>Friday's a treat day so you can eat</i></b>
<b>Fresh Fruit</b>  <b>Fresh/raw veg e.g. chopped or slice carrots, peppers, sugar-snap peas</b>  <b>Fruit salad (fresh or tinned in fruit juice NOT Syrup)</b>  <b>Bread: white or brown bread, rolls/bread muffins, baguettes, bagels, wheaten, soda, potato, tortilla or pitta bread spread with butter or margarine</b>  <b>Crackers or bread sticks with spread e.g. butter or margarine, cheese.</b>  <b>Sandwich with sugar-free filling such as ham, salad, chicken or cheese</b>  <b>Rice cakes</b>  <b>Cheese portion e.g. cheddar</b>	<b>Dried fruit (coated in chocolate or yoghurt) or glace cherries</b>  <b>Crisps</b>  <b>Confectionary i.e. chocolate or sweets</b>  <b>Sugary spreads including jam, honey, marmalade or chocolate spread and peanut butter</b>  <b>Cereal bars / biscuits / cake bars / cakes</b>  <b>Sweet or high fat pastries/breads e.g. cake muffins, brioche, croissants, Danish pastries</b>	<b>Dried fruit (uncoated) e.g. raisins, sultanas</b>  <b>Pancakes</b>  <b>Scones</b>  <b>Fruit bread</b>  <b>Malt loaf spread with butter or margarine</b>  <b>Processed cheese products e.g. cheese strings</b>  <b>dairylea products</b>  <b>Yoghurts</b>

Foods eaten at break time will be monitored by the class teachers. Parents or carers are encouraged to please help their children to stick to these guidelines. We really appreciate your support and know that it is in the best interests of our children.

As a treat, on Fridays only, children can bring in food items from the "Friday Treat" list. On occasion we will allow other sweet treats and crisps in school. We all enjoy and treat and want children to learn and understand that on occasion this is ok to enjoy.

### ***To Drink***

Permitted	Not Permitted
<b>Tap Water</b> <b>Unflavoured, still bottled water</b> <b>Milk – whole, semi-skimmed or skimmed unflavoured milk</b>	<b>Fruit juices including pure fruit juices</b> <b>Smoothies</b> <b>Sparkling water</b>  <b>Squash</b> <b>Fizzy Drinks including those labelled ‘diet’, ‘zero’ or ‘no added sugar’</b>

Water will continue to be available at all times from the water fountains in the resource areas. Children can also have unflavoured/still bottled water on their desks to drink at any time.