

## September Memo 2017-18

Dear parent,

Welcome back to school. I hope everyone had a restful summer.

This is just a reminder of events and important information for the next few weeks.

**Please read carefully as there have been a number of structural changes in the school**

- School opens for children at 8.25am
- All children arriving at school before 8.40am should come to the hall. The duty teacher will take them to the play areas at 8.40 am. Children arriving after 8.40am should leave their bags in the designated area and go to their play space.
- P1 children will go straight to their classroom for the first two weeks. Normal morning routine will start on Monday 18<sup>th</sup> September.
- School starts at 8.55am. P4-7 finish at 2.50 pm, P1-2 finish at 1.50 pm, P3 finishes at 2.50 pm (Mon-Wed) and 1.50pm (Thurs and Fri). The children in the P2/3 class finish at the same time as their counterparts.
- **School uniform:** we encourage all children to wear black shoes/trainers, our black jumper and yellow t shirt with grey trousers/skirt. For PE children wear white t shirt and black shorts/skort with white sole non marking trainers. (we are discouraging plimsolls as the rubber causes major marking on our hall floor) P1 and P2 simply wear a pair of black jog bottoms on PE day.
- Mrs Bell will cover the remainder of Mrs Knox's maternity in P2/3.
- Mrs Fry and Mrs Watson have reduced hours for this year and will both be in a job share with Mrs Bolwell.
- Due to EA budget cuts we have had to cut secretarial and caretaking hours. Mrs McNeill will only be available from 8.30am-2.00pm each day. Mr Brown teaches three afternoons per week so the phone may not be answered between 2.00pm and 3.00pm. **Please do not make changes to your pick up routine at the end of the day by leaving a message on our answering machine. This will not be picked up on time and a child could be left alone and in danger.**
- Drivers, please be careful at drop off and pick up time. Be patient and drive slowly around the turning circle and give way to the school buses. If you need to go into the school for any reason, do not leave your car in a position that will block the turning circle.
- All children should be left at a footpath to walk into the school. Please do not allow them to cross the turning circle.

- All parents must report to the office when arriving at school. It is inappropriate to arrive at a teacher's door while they are teaching. It is also a Child Protection Risk.
- We have had the buzzer system repaired at the main door. Please wait to be buzzed in. Please do not pull the door or the magnetic mechanism will break again.
- The P1/2 playground gate will be locked for child safety at 8.55am. The nursery gate will be closed over as a child safety feature. If you come through the gate, please close it again.
- Children walking home (P3-7): A teacher is willing to supervise the children crossing the road at 3pm. We would prefer parents to pick the children up from school and any children walking home on their own, do so at their own risk. Mrs Spratt will provide the necessary consent form
- All children on the school buses must have received written confirmation from the EA-S. Transport forms are available online at [www.eani.org.uk](http://www.eani.org.uk) Any change of routine must be confirmed in writing by the parent. This is paramount for your child's safety.
- All money for fruit break, milk and lunch should be paid to the school each Monday. The fruit break costs £6 per month and dinners cost £2.60 per day. Milk is 21p a day. It starts on Monday 4<sup>th</sup> September. September cost is £4.20 All cheques should now be made payable to EA-S.
- We would remind parents that **no electronic devices are allowed in school**, including mobile phones, tablets and games. They are very expensive and are easily misplaced or broken. They also pose a child protection risk due to their recording ability. **Any device will be confiscated and left labelled at the school office for the parent to collect.**
- **Change to school trips:** due to major EA budgetary cuts we can no longer sustain the P5 trip to Cultra. The substitute cover for teachers is now beyond our capacity. We are still trying to price a trip to the British mainland at a reasonable cost to parents but again this is proving difficult. We will update the P6 and P7 children concerning their trips,
- Please inform the school office of any change of address or phone number. Mobile numbers must be kept up to date for the school text alert system. Mrs McNeill has a data capture form if you need to change a lot of details
- All medical conditions must also be passed on to the school office. Inhalers, epi - pens etc should be renewed and sent into school.
- Please ensure children arrive at school in full uniform and are fully prepared for the day's activities. (swimming, PE kit etc)

- All absences need to be explained on the pro forma available on our school website.
- Encourage children to complete their homework and engage with them especially with reading.
- P5-7 children will go to swimming or gymnastic lessons during the year.
- Our first parent meetings are planned for mid-September when each teacher explains the curriculum for the year.

Date	Time	Class
Tues 12 <sup>th</sup> September	4.00pm-4.30pm	P2
Wed 13 <sup>th</sup> September	4.00pm-4.30pm	P6
Thur 14 <sup>th</sup> September	4.00pm-4.30pm	P3
Fri 15 <sup>th</sup> September	4.00pm-4.30pm	P7
Tues 19 <sup>th</sup> September	4.00pm-4.30pm	P4
Thurs 21 <sup>st</sup> September	4.00pm-4.30pm	P5

- The canteen will continue to run a healthy break for children in P4-7. (30p an item paid for daily). The dinner menu is on the school website.
- After school clubs for P4-7 will start on the week beginning 11<sup>th</sup> September It may not be possible for all children to get their first choice (details to follow).
- A holiday list is included for your convenience. We will endeavour to communicate any changes well in advance.
- Paul Evans Soccer School is continuing with its sessions on Friday afternoons starting on Friday 15<sup>th</sup> September (details to follow)
- Rachelle Mooney is taking a career break **so we have no dancing** on Monday afternoons

Please keep this memo and highlight those bullet points which are of interest to your child. All details of this letter and current school policies and procedures are on the school website. [www.fairhillps.co.uk](http://www.fairhillps.co.uk)

Yours sincerely,

J. Brown

Register of possible enrolments at Fair Hill PS 2017-2021

This year we would like you to note down children who may start the school in the next 5 years. Please fill in the pro forma with children from your family and other children who have no family at the school at present.

This will allow the school to assess the number of children who will be attending in the near future.

Return it to Mrs McNeill in the office

Yours sincerely,

J. Brown

Name of child	Date of birth ( approximate)