



194 Listooder Road  
Saintfield  
Co. Down  
BT24 7JA

Tel: 028 97510407  
Fax: 028 97519074  
[www.academyprimary.com](http://www.academyprimary.com)  
Email: smoore560@c2kni.net

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Dear Parent

I would like to begin this first letter of the new academic year by welcoming each family with established connections back to Academy and by extending a warm welcome to our new families. On a personal note can I thank you for the numerous good wishes to Lynne and myself. Now you all know the real reason for my reduction in days – Lynne has a list of household chores!! Mr Fegan will be the non-teaching Principal each Wednesday. School commenced on Tuesday 28 August with 403 children in the main school and 53 in our Nursery. The school is filled to capacity with 456 pupils enrolled. This represents the highest ever enrolment. The good name and reputation of our school continues to attract children from all backgrounds.

Our collective aim as a staff is to ensure that each one of our pupils will learn in a safe and happy environment.

- If you have any concerns regarding day-to-day classroom matters you should make an appointment to discuss these with your son or daughter's class teacher.
- If you have any concerns or have any worries regarding **Child Protection**, please speak to Mrs Johnston-Wood (Designated Teacher). Mrs Cockroft and Mrs Dickson are the Deputy Designated Teachers in Mrs Johnston-Wood's absence.
- If you have any **serious** concerns about any aspect relating to the curriculum, then as a first point of reference you should contact:

**Nursery**

**P3-4 (Key Stage 1)**

Mrs Cockroft

Mrs Martin

**P1-2 (Foundation stage)**

**P5-7 (Key Stage 2)**

Mrs Logan

Mrs Eadie

### **Mrs Hilman**

Mrs Hilman has announced her retirement with her last day being Friday 21 December 2018. Mrs Hilman has been our school secretary since 1981 and her loyalty, dedication and vast experience, knowledge and skills will be sadly missed. As a person I work very closely with, I will be so sorry to see Muriel leave on both a personal and professional level. There is so much of the daily running of the school that she effectively delivers day by day, week by week and year by year. I will obviously say more in due course but finding her replacement will clearly be a difficult task for the new Board of Governors this term.

### **Autumn Parental Interviews – Advance Notice**

This term we are trying a different approach to our interviews. Instead of three afternoons of disruption to the children and to many of you as working parents, we will be closing the school for one day to conduct the vast majority of interviews. (similar to the practice in our nursery) This will mean that on **Monday 22 October 2018** school will be closed for all children in P2-6 and then school will operate as normally on Tuesday 23 and Wednesday 24. It is anticipated that 2/3 of the interviews will take place on the Monday with the remaining in staff directed time after school on Tuesday and Wednesday. This is something the staff would like to trial. I will seek your feedback afterwards. P7 will be in school on the 22<sup>nd</sup> October. The date for the P7 interviews is Monday 24 September and will follow a similar format as above except P7 will be in school this day. Both classes will be taught by Mrs Donnelly and myself. P7 parents will be notified of where interviews will take place.

### **Uniform**

Please ensure that your child wears the correct uniform. Children should wear black shoes as part of this uniform and the appropriate school PE kit when required. Visitors to the school are always complimentary about how the children are turned out and we would like good standards to continue.

## **School Meals**

All payments by cheque for school meals should now be made out to **EA South Eastern Region** and not Academy Primary. The price of a school meal will be **£2.60**. The correct money for the week, clearly marked in an envelope, should be given each Monday morning to **each** class teacher (including if you have more than one child). Children who are absent should bring their money on their first day back to school.

## **Parking**

Please refer to our school website for a reminder of parking arrangements.

## **Absence Notes**

Due to computerisation of attendance records the school requires a note from the parent or guardian, which should be given to the class teacher after each absence by the pupil.

## **Medical / Contact Numbers / Allergies**

I would ask all parents to make sure that the school has up to date medical / dietary information. Please inform the school if your contact details have changed in any way. Appropriate inhalers / Epi pens should be given to the class teacher and parents should make sure that expiry dates have not been exceeded. It would be appreciated that any children who are unwell prior to coming to school were kept at home.

As we have a number of children who have allergies to nuts, kiwi fruit and sesame seeds it would be greatly appreciated if you would prevent your child from bringing these products to school. Please remember that school is a nut free zone and this year P4 is an egg free zone. (P1s please refer to separate notification). We also have a child who is allergic to nuts, wheat, rice, milk and milk products, chocolate, kiwi and corn. Whilst it is impractical to enforce a ban on all these substances we would ask that due consideration is given to food selections and that children are taught to be vigilant to avoid unnecessary food substances being transported around school.

## **Breakfast club**

Breakfast Club will be in operation from **0800**. Cost for breakfast club is **£1.00** Please note that children should not be dropped off at school **before 0800**. School doors will not be open to pupils prior to this time.

## **Younger Children Returning Home**

Children in P1-3 must be accompanied by an adult to and from school. P4 children may walk home accompanied by an older sibling. Children in P5-7 are able to walk home on their own if permitted to do so.

## **Children Staying Late**

When children avail of Sleepy Hollow or stay behind for teacher led after school activities it is the sole responsibility of parents to let day care providers and Harold the bus driver know of any change in arrangements.

## **Children being collected at 1400/1500 /Grass areas at front of school**

Parents should always collect their child / children from the playground (P1-3) / front of the school (P4-7) and not from school corridors or outside classrooms. I would ask parents to ensure that there are no younger children playing on the grass in front of the P3/P4 classrooms between 1400-1500 or at pick up times.

Here's to another successful year. We hope that your child will be happy and develop in every way at our school.

Yours sincerely



S H Moore