

August 2019

Dear Parents

Welcome back to school, I hope you all had a relaxing summer. On behalf of everyone here I wish to extend a special welcome to all our new boys and girls in P1 and throughout the school.

Teaching Staff is as follows:

P1/2	Miss Miller	Special Needs: Mrs Rea
P3/4	Mrs Bowers/Mrs Cooke	Secretary: Mrs Emery (from mid-Sept)
P5/6	Mr Stewart	
P7	Mrs Thompson/Mrs Gibson	
Classroom Ass.	Mrs Rea, Mrs Edge, Miss Knox, Miss Adams	

School commences on Tuesday 27th August and we will finish at 12 noon all of this week. Normal school hours will recommence on Monday 2nd September.

School Dinners: Dinners will recommence on Monday 2nd September at a cost of £2.60. (Menu enclosed/available on website.) Please remember that orders for the week ahead must be purchased on Monday morning with correct payment, in a named envelope along with the number of days required. Money for more than one child should not be combined into one payment, nor should dinner money be combined with any other monies. Please make cheques payable to "Education Authority." If you think that you are entitled to free school meals, please complete an application form, available in the Office, and online at <https://www.eani.org.uk/financial-help/free-school-meals>.

Breakfast Club: Breakfast Club will run each morning, commencing on Tuesday 27th August at 8.15 am. The cost will remain at £2.00/day. Please note that school is unsupervised until that time and for your child's safety they should not arrive until then. If your child is not at Breakfast Club, then they should not be dropped off at school until 8.45 am.

Healthy Breaks: The School is continuing to promote Healthy Breaks for all children from Monday-Thursday with a treat day on Friday. All children are encouraged to bring a water bottle to school so that they keep hydrated throughout the day. Every child will have access to the water machine to top up their bottle. Please do not add juice to the bottle.

Allergies: As some of our pupils suffer from an acute nut allergy it is imperative that **no child brings nuts or food containing nuts to school at any time for their break or lunch.**

School Fund: We are asking for a contribution of £5 a month per child or £10 a month per family. This money goes towards: subsidising school trips, purchasing specific books and equipment for classroom use, purchasing resources to enhance our integrated ethos, purchasing prizes and awards for Sports Day and to promote positive behaviour. Please complete the reply slip and return to school.

Holiday Dates & Term Times 2019-20: Please see separate sheet and it is also available on the school website. It is very important that you plan holidays outside of school term dates. Please check the calendar on the school website for details of events this school year.

School Uniform: All children should wear our school uniform as listed below:

Girls

Grey skirt
White polo shirt with the school logo
Red sweatshirt with the school logo
White/grey socks or red/grey tights
Black shoes

Boys

Grey trousers
White polo shirt with the school logo
Red sweatshirt with the school logo
White/grey socks
Black shoes

PE Kit: Pupils are encouraged to wear the white polo shirt with the school logo, plain black jogging bottoms and black or white trainers/PE gutties. The children may come to school wearing their PE Kit on the days they do PE each week. The class teacher will let you know the days the class do PE.

PE: This year the P3/4 class will be participating in Gymnastics at the Leisure Centre from Friday 6th September until Friday 6th December. The P5/6 class will be participating in Gymnastics from Friday 10th January until Friday 3rd April, followed by swimming from Friday 24th April until Friday 19th June. The P7 class will participate in swimming for two terms and then Gymnastics for the last term. The payment slip for P3/4 and P7 is attached.

Labelling: Please ensure that all items of your children's clothes are labelled with their name.

Forms: There are a number of forms attached that we would like you to complete and return to school as soon as possible.

Records Update: It is important that our contact details are correct. Please check and amend the enclosed data collection sheet. If you change address or phone number during the year, please inform the school Office. Please ensure that there is one current mobile number provided for our Texting Service.

Medicine Administration Form: If your child is ill then they should remain at home. If they are well enough to attend school but need to take medicine, please fill in an "Administration of Medicine" form and give to either Mrs Thompson or Mrs Rea on the day the medication is required (between 8.15-8.45 am). Please note medicines cannot be administered without this consent. Additional forms can be downloaded from our website. Please note that it is the responsibility of the parents to make sure that medicine held in school is in date.

Intimate Care Policy: In the event of any child requiring a change of clothes due to sickness, toileting accidents etc, it is the policy of the school to act immediately to address the child's discomfort. It is necessary to seek your written permission for this to take place and we would ask you to complete the enclosed permission slip "Intimate Care".

Internet & Photographic Permission: Please complete and return.

Walking to Ards Evangelical Church Permission: Please complete and return.

Absence from School Form: One of these should be completed and returned to school on the first day back from a period of absence. Additional forms can be downloaded from our website.

School Policies: These are reviewed and added to the school website throughout the year. Please find attached the Parent and Child Policy for Child Protection which was reviewed in June 2019. The full Child Protection Policy can be requested from the school and is available on the school website.

Marketing the school: Every year we have been delivering a small bag to Nurseries/Play Groups within our local area. The bags are all complete but now I need your help in delivering them during the first two weeks of school. If you are able to support the school by delivering these bags then please complete the reply slip at the end of this letter.

School Cleaner

We are looking for a cleaner to clean the school to cover sickness. It is for three hours each day Monday to Friday, 15 hours in total. If you are interested or know of anyone else who may be interested then please contact Mrs Thompson at the school.

Yours sincerely

Mrs J Thompson
Principal

2 Ballyblack Road, Newtownards BT23 8SR Tel No: 02891 817528
e-mail: info@loughriesips.newtownards.ni.sch.uk

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Reply slips are on the next page.

School Fund Contribution Reply Slip

As referred to in this letter we are asking for a contribution of £5 a month per child or £10 a month per family.

Please complete the information below:

Family Name:

I enclose cash/cheque for £.....

Please tick the appropriate box/boxes

September	<input type="checkbox"/>	October	<input type="checkbox"/>	November	<input type="checkbox"/>	December	<input type="checkbox"/>
January	<input type="checkbox"/>	February	<input type="checkbox"/>	March	<input type="checkbox"/>	April	<input type="checkbox"/>
May	<input type="checkbox"/>	June	<input type="checkbox"/>				

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Receipt of School Fund Contribution

Thank you for your contribution to School Fund. We have received a cheque/cash for £.....

Date:

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Nursery/ Play Group bags

I am able to support the school by delivering the bags.

Name:

Telephone number: