

Coagh Primary School

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Principal: **Mr I Bayne B.Ed. (Hons), PQH (NI)**

Information Letter for Academic Year 2023/2024

23rd August 2023

Dear parent(s),

Please take a few minutes to carefully read this letter which will help make the return of pupils at the start of the 2023/2024 academic year as smooth as possible.

1. Key Dates

Wednesday 23rd, Thursday 24th and Friday 25th August- Staff Training days

Monday 28th August- School closed for Bank Holiday

Tuesday 29th August- Staff Training Day

Wednesday 30th August- New P1 pupils beginning school (9am – 12noon)

Thursday 31st August- All pupils (P1-P7) in school (9am – 12 noon) Flexible drop off from 8.30am

Friday 1st September- All pupils in school- P1- 9am – 12noon, P2 and P3- 9am – 1.45pm, P4-P7- 9am – 3pm. Flexible drop off from 8.30am, Fun Club P2 and P3 1.45pm – 3pm and Homework Club 3pm – 5.30pm. * School dinners available for all pupils (See Website for Menu) *

1. Amended Staffing Structure

Mrs Glasgow has extended her maternity and will return to school at the beginning of Term 1B. Miss Cara Brown will be replacing Mrs Glasgow in the P1/2 classroom on a Monday, Tuesday and Wednesday with Mrs Montgomery continuing to teach P1/2 on a Thursday and Friday 'as normal'. We welcome Miss Brown to Coagh Primary School, and we are sure she will enjoy meeting our wonderful pupils and parents. Miss Brown has been teaching Foundation Stage classes over the past few years and will continue to teach in a Foundation class in another primary school on a Thursday and Friday.



Mr Bayne will be doing a 'phased return' to work as his recovery from a broken neck continues. During September Mrs McKay will be teaching the P6/7 class on a Monday, Tuesday and Wednesday. Miss Murphy will teach P6/7 on a Thursday and Friday.

2. Covid/Cold/Flu and 'General Bugs' Prevention

It is essential that all children are reminded of the significance of personal hygiene as they return to school, particularly around the importance of regular handwashing.

Children will be requested by staff to wash their hands regularly throughout the school day.

Hand sanitiser will also be available throughout the school and the children will be encouraged to make use of it.



The children will be instructed to follow good respiratory hygiene, following the principle of '**Catch it, Bin it, Kill it**' and will be discouraged from touching their eyes, face, nose and mouth. All pupils should bring their own small packet of tissues to school.



3. Arriving to School

We will again be operating a 'flexible' timeslot for pupils arriving at school in the morning. This has helped avoid the congestion of a large number of pupils arriving at school at one time. We encourage as many people as possible to walk to school. If you live outside walking distance, we hope you will consider 'park and stride'. There are many parking spaces available in the main village square and Baptist Church Car Park and it is a short distance to school.

Please avoid parking in front of the school along the 'zig zag' lines

Pupils may be left at school between **8.30am – 9.00am**.

Upon arrival, pupils should walk directly to their classroom, entering via the front door of the school.

Teachers/Classroom Assistants will be present to greet the pupils as they arrive in school.

To encourage independence in our pupils we encourage parents to 'drop off' their children at the front door of the school.

P1 parents can take their child to their classroom for the first few days (We would encourage you to create a short routine in the first few days involving walking them to their coat peg, leave school bag and lunchbox in appropriate place and then say goodbye). This will help their independence and will allow them to settle more quickly (Pupils and parents might cry for the first few days and this is perfectly normal).

Pupils **will not** be using the playground area for play before school.

4. Break/Lunchtime Routines

Pupils will be able to 'mix' as 'normal' throughout the playground during Break and Lunchtime.

Each class will eat their **healthy break** in the classroom (Please send in daily with your child) **We encourage that only water should be taken at break time by all pupils.**

Break Time will remain 10.30 am – 10.45 am.

It is essential that coats are brought to school by pupils every day. Pupils will be brought outside during break time, irrespective of the weather. (Except in extreme circumstances).

Lunch Time will run from 12 noon – 1pm. Dinner will be served in the Assembly Hall for all pupils beginning on Friday 1st September. Pupils having 'packed lunches' will eat these in their classroom from 12 noon – 12.30pm.

5. Catering

A copy of the dinner menu will be available on the school website in the next few days. School dinners are available to all pupils P2-P7 from Friday 1st September- Please send 'correct' money in a labelled envelope at the beginning of the week (Thursday 31st August) and then every subsequent Monday morning.

If you think you might be entitled to Free School Meals, you need to apply (Annually) via the EA website. We would encourage all those eligible to please apply for this as soon as possible.

Like last year, please ensure that all dinner orders are made on a Monday morning and that the correct money is put in a labelled envelope for your child's teacher to collect.

Pupils having packed lunches should bring their packed lunch in a lunchbox and this will be stored in the classroom.

6. End of School Day

School finishing times will be as follows.

P1 Pupils will finish at 12 noon for the first two weeks, then **1.00pm** for the second two weeks of September and should be collected from the front door of the school. From Tuesday 26th September the P1 pupils will finish at 1.45pm.

P2-P3 Pupils will finish at 1.45pm

P2 Pupils will finish at 1.45pm and should be collected from the front door.

P3 Pupils will finish at 1.45pm and should be collected from the front door.

P4-P7 Pupils will finish at 3pm

P4 pupils will finish at 3pm and should be collected from the Assembly Hall Exit (Side of School).

P5 Pupils will finish at 3pm and should be collected from the front door.

P6 Pupils will finish at 3pm and should be collected from the front door.

P7 Pupils will finish at 3pm and should be collected from the front door.

School policy continues to be that any pupil in P1-P3 must be collected by a named adult on the School 'Pick Up' Form which will be submitted at the beginning of this academic year. If there are any changes to 'normal' collection procedures, please contact the school office. If your P4-P7 child is walking home, please ensure that the School 'Pick Up' Form has been amended to reflect this (It is also a good idea to contact the school to ensure that staff know which day your child is walking home. If staff are in any doubt, then we will keep your child in school and contact you.)

*Regardless of the weather, all children will be brought outside by their class teacher at the end of the school day to the designated 'collection point'. When a staff member sees a 'designated adult' we will send your child to you. *

7. Fun Club and Homework Club

Fun Club- If you require your P1-P3 child to attend Fun Club 1.45pm-3pm then please ensure that you send £1 (daily cost) in a labelled envelope. When collecting your child from Fun Club please come to the Assembly Hall exit door and knock the window or door.

Homework Club (3pm – 5.30pm)- If you require your child to attend Homework Club 3pm – 5.30pm then please send money in a labelled envelope at the beginning/end of the week. When collecting your child from Homework Club please come to the Front Door of the school and 'Buzz' or go to the Assembly Hall Exit door and 'knock'.

8. School Uniform / Belongings

The majority of our school uniform is 'generic' and can be purchased from any retail outlet. The 'branded' Polo Shirts and School Jumpers are available to purchase from Wallace's (Formerly Kee's in Cookstown). We also understand that some parents will purchase 'plain' white polo shirts to supplement the 'branded' school polo shirt.

All pupils (P1-P7) should wear PE Uniform each Wednesday. PE Uniform consists of Trainers, **Plain** black/navy Tracksuit bottoms/leggings to be worn with school polo shirt and school jumper.

At this time of the year many pupils decide to wear 'Summer Uniform' which can include plain grey/black shorts and summer dresses (Navy or Blue check).

Pre-Loved Uniform Items are also available from the Parents Association. More details will be sent out soon.

Please ensure all items of uniform are labelled with your child's name

Pupils should ensure that they have all the items they need on a daily basis in their school bag and lunch box etc.

P1-P3 pupils do not need to bring a pencil case or stationery to school as all will be provided for them in their tabletop pots by school.

P1-P3 pupils should send a pair of wellies in a 'labelled' bag which can stay on their coat peg in school throughout the year.

P4-P7 pupils should bring a pencil case, pencils, rubber, sharpener, ruler and colouring pencils ('twistables' are preferred). P7 pupils can bring blue/black pens which they can use in certain subjects (erasable pens are preferred).

P1-P3 pupils should send a spare change of clothes in a 'labelled' bag (Does not have to be school uniform) and this will stay in school throughout the year. This is in case the pupils get wet or dirty at the water tray, mud kitchen or in the outdoor area.

Pupils should hang their coats and additional changes of clothes on their coat peg when they enter the building in the morning.

Individual water bottles are encouraged in school.

9. Returning items

Could all pupils please check their school bags from last year and return any school reading books and resources when they return to school.

10. Money

Like last year could you ensure that 'correct' amounts of money are sent in separate labelled envelopes e.g. Pupil A (Dinner money) for Tuesday, Wed and Fri = £7.80 and in a different envelope Pupil A (Fun Club) Mon, Tues, Thurs and Fri = £4.

This makes everything much more straightforward. Thank you.

11. Headphones

Over the next few weeks could all pupils P4-P7 send in a set of headphones which have a 3.5 jack at the end of a lead (Please do not send wireless headphones). These headphones will remain in school and will be stored in each classroom to be used on iPads, Chromebooks, desktops and laptops and for the end of each year standardised tests. The ideal ones are the ones with a comfortable headband.



12. SeeSaw

SeeSaw will continue to be our 'primary' means of communication with parents during this academic year. It will also be used for uploading some homework activities along with allowing you as parents the opportunity to see photographs of your child's work/play in school.

Pupil 'login' details will be sent home during the first few days of school along with details on how to download and access the SeeSaw App.

13. Sun Protection

With an increased emphasis on outdoor learning and in the hope that there will be some lovely sunshine! Could you please ensure that all children have sun cream applied before school and if necessary, send in sun cream in their bag with a sun hat if appropriate.

14. Allergy Awareness

Please do not send in products containing 'Nuts'

As an 'Allergy Awareness School' we would ask that no products containing nuts should be sent into school. One of the most common items that contains 'nuts' is a well-known chocolate spread. There are other chocolate spreads which do not contain 'nuts' and we would ask that should you use chocolate spread that it is one that does not contain 'nuts'. We have pupils in school who if they come into contact with products containing 'nuts' could have serious reactions.

All arrangements will be kept under review and any changes will be communicated to you as and when appropriate and/or necessary. If you have any other queries or questions relating to the reopening of school at the start of the 2023/2024 academic year that have not been answered through the information provided, please do not hesitate to get in touch.

Yours sincerely,



Mr I. Bayne
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