

# Coagh Primary School

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

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## Information Letter for Academic Year 2022/2023

**\*23<sup>rd</sup> August 2022\***

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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 2022/2023 academic year as smooth as possible.

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### 1. Key Dates

Wednesday 24<sup>th</sup>, Thursday 25<sup>th</sup> and Friday 26<sup>th</sup> August- Staff Training days

Monday 29<sup>th</sup> August- School closed for Bank Holiday

Tuesday 30<sup>th</sup> August- New P1 pupils beginning school (9am – 12noon)

Wednesday 31<sup>st</sup> August- All pupils in school (9am – 12 noon) Flexible drop off from 8.30am

Thursday 1<sup>st</sup> September- All pupils in school (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) \*

Thursday 1<sup>st</sup> September- Gardening Evening (Help tidy up the school garden and playground area) from 6.30pm onwards.

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### 1. 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.

All pupils should bring their own small hand sanitiser bottle to school which will remain on their desk during the day. (Hand sanitiser will be used with supervision by staff). Please practice using hand sanitiser with your child at home before returning to school.



Hand sanitiser will also be readily 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 packet of tissues to school.



If your child has a confirmed case of Covid-19, they should **stay at home** and follow the latest Public Health advice. (Symptoms include: raised temperature, persistent cough, loss of taste and loss of smell).

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## 2. 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**. (There is no 'Early Bird Club')

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.

To encourage independence in our pupils we would ask 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 create a short routine in the first few days involving walking them to their coat peg, leave school bag and lunchbox in appropriate place, wash/sanitise hands and then say goodbye). This will help their independence and will allow them to settle more quickly (Pupils and parents might cry for first few days and this is perfectly normal).

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

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### 3. 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 Thursday 1<sup>st</sup> September. Pupils having 'packed lunches' will eat these in their classroom 12 noon – 12.30pm.

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### 4. Catering

A copy of the dinner menu will be available on the school website in next few days. School dinners are available to all pupils P2-P7 from Thursday 1<sup>st</sup> September- Please send 'correct' money in a labelled envelope at the beginning of the week (Wednesday 31<sup>st</sup> 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 these 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.

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### 5. End of School Day

School finishing times will be as follows.

**P1 Pupils will finish at 12 noon** for the first two weeks then **1.10pm (This will allow all pupils to return to their classrooms after lunch)** for second two weeks of September and should be collected from the front door of the school. From Tuesday 27<sup>th</sup> 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 Assembly Hall Exit (Side of School).

**P4-P7 Pupils will finish at 3pm**

**P4 pupils will finish at 3pm** and should be collected from the front door.

**P5 Pupils will finish at 3pm** and should be collected from the Assembly Hall Exit (Side of School).

**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 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 you we will send your child to you. \*

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## **6. Early Bird, Fun Club and Homework Club**

**Early Bird Club** will be replaced with flexible drop off from 8.30am like last academic year.

**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.

**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'.

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## **7. School Uniform / Belongings**

The majority of our school uniform is 'generic' and can be purchased from any retail outlets. 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 table top 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 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.

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## **8. 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.

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## **9. Individual Hand Sanitiser and Tissues**

You know your child's skin best and with this in mind please send a bottle of hand sanitiser (Labelled with your child's name) which will remain in school to be used by your child under supervision by their teacher. Hand Sanitiser is also available from the 'Sanitising Stations' at all entrance/exit points in school. Please ensure your child has tissues with them to use on a daily basis. These can remain in school or in your child's schoolbag.

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## **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

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## **11. Headphones**

Over the next few weeks could all pupils P3-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 stored in each classroom to be used on iPads, Chromebooks, desktops and laptops and end of each year standardised tests. The ideal ones are the ones with a comfortable headband.

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## **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 'Class' and 'Family' Apps. It will also explain the difference between the two Apps (One is for pupils to upload/access work while the other is for parents to receive messages and information)

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### 13. Sun Protection

With an increased emphasis on outdoor learning and in the hope that the lovely sunshine continues 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.

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### 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.

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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 2022/2023 academic year that have not been answered through the information provided, please do not hesitate to get in touch.

Yours sincerely,



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