



# School Information

School Year  
2017-18

Updated August 2017

*We care ~ We share ~ We learn*

## The School Team Staff as of August 2017

| Teacher              | Key Responsibilities  |
|----------------------|---|
| Mrs Deirdre Graffin  | <ul style="list-style-type: none"> <li>Principal &amp; Assistant Numeracy Coordinator</li> <li>Child Protection &amp; Safeguarding team</li> </ul>        |
| Mrs Karen McElroy    | <ul style="list-style-type: none"> <li>Vice Principal &amp; Year 5 teacher</li> <li>SENCo &amp; Deputy Designated teacher for Child Protection</li> </ul> |
| Miss Oonagh Gribbin  | <ul style="list-style-type: none"> <li>Year 1 teacher</li> <li>Designated teacher for Child Protection</li> </ul>   |
| Miss Catherine Walls | <ul style="list-style-type: none"> <li>Year 2 teacher</li> </ul>  |
| Mrs Maeve Murphy     | <ul style="list-style-type: none"> <li>Year 3 teacher</li> </ul>  |
| Miss Niamh McVey     | <ul style="list-style-type: none"> <li>Year 4 teacher</li> </ul>  |
| Miss Sinead Dillon   | <ul style="list-style-type: none"> <li>Year 6 teacher</li> </ul>  |
| Mr Rory O’Kane       | <ul style="list-style-type: none"> <li>Year 7 teacher</li> </ul>  |

|                       |   |
|-----------------------|---|
| Classroom Assistants  | Miss Emma Brown<br>Mrs Pauline Cleary-Vong<br>Mrs Ann Kerr<br>Mrs Ursula Lagan<br>Miss Gemma Leacock<br>Mrs Roisin McElhinney<br>Mrs Una McLaughlin<br>Mrs Maura McGuckin |
| Lunchtime Supervisors | Mrs Roisin McElhinney<br>Mrs Eilish McLaughlin<br>Mr Seamus McNicholl   |
| Canteen Staff         | Miss Marie McKenna (Kitchen Supervisor)<br>Mrs Angela Diamond   |
| Building Supervisor   | Mr Kevin Mullan   |
| Secretary             | Mrs Sharon Keenan (First Aid Responder)   |

***This list will be updated if/when staffing arrangements change throughout the year***

### Board of Governors

|                                |                             |                     |
|--------------------------------|-----------------------------|---------------------|
| Very Rev J Gates, PP (Trustee) | Mrs Mary White (Chair)      | Mrs Deirdre Graffin |
| Mr Maurice Diamond             | Mr Bill Watson (Vice chair) | Mrs Karen McElroy   |
| Mr Hugh McLarnon               | Mrs Christina O’Kane        | Mr Dean Mooney      |

### Friends of New Row

|                     |                   |                 |
|---------------------|-------------------|-----------------|
| Chair               | Secretary         | Treasurer       |
| Mrs Sinead Campbell | Mr Michael Hughes | Miss Pat Hanson |

## The School Day

|   |
|---|
| Breakfast Club from 8.15am-8.50am   |
| Children arrive from 8.50am   |
| Day begins with morning prayers at 9.00 am. Assembly on Tuesday and Friday  |
| Morning lessons begin at 9.05   |
| <b>BREAK:</b> 10.30-10.45am   |
| Midmorning lessons 10.45-12.15 Foundation Stage (Y1&2)<br>10.45 -12.30 KS1 and KS2 (Y3-7)   |
| <b>LUNCH</b><br>12.15 – 1.10: Foundation Stage (Y1&2)<br>12.25 – 1.10: KS1 and KS2 (Y3-7)   |
| <b>HOMETIME</b><br>2pm for P1 and P2; 3pm for P3 – P7<br><i>Please note: P3 children finish school at 2.00pm on Thursday and Friday</i> |
| <b>Afterschools club from 2-4pm</b>   |

### **Breakfast club from 8.15-8.50 (£1 daily including cereal, toast and drink)**

All children are welcome when the bell rings at 8.50am. No child should be in school before the bell goes at 8.50am unless they are attending the breakfast club. Only those at breakfast club are supervised in the hall.

**School begins** promptly at 9.00am. Should your child be absent for any reason, please call into the office or provide a note to explain to the class teacher on the child's return.

### **Absences from school: illness**

If your child is unable to attend school due to illness, please make sure you let the teacher know on the morning of the first day. You can do this by notifying the office or an adult calling with the class teacher. We must be able to account for all absences, so please send in a short note on the first day back if your child is off for more than one day. Teachers will not send home extra work if your child is sick. Let them rest properly and make a full recovery. They can do some extra reading which teachers agree would be of greater benefit.

### **Absences from school: other reasons**

Holidays/trips during school time: interrupt children's learning and cannot be condoned by the school. Any unavoidable absence should be explained by sending in a short note for our records. We must record all such absences as 'unauthorised'. Unauthorised absences are monitored by the school in conjunction with Education Welfare. No work will be prepared by teachers for these absences.

### **Arriving late to school**

Children should arrive from 8.50am onwards (unless at breakfast club). There is no supervision before 8.50am. Class begins with prayers at 9am and the security buzzer at the front door turned on. Any child arriving from 9.10am will be marked as late in the register. Education Welfare requires us to monitor lateness. Make sure your child is in class by 9am! 10 mins late every day = over 3 ½ hours in one month.

### **Home time Collection**

For health and safety reasons we would appeal to all parents to drop off and collect their children promptly at the appropriate time each day.

Y1 - From foyer

Y2 - From their classroom door (adults please walk over to door)

Y3 - From foyer: family member or older brother/sister must collect)

Y4-7 – from school ground. Teachers accompany the pupils out of the classroom. Please remember children are not accompanied down the church steps as this is not school property. To ensure your child's safety you should collect them from the top of the steps.

The Department of Education are continuing to work on our 'Safe walkway to school' project and have reassured us that the necessary steps are being taken to progress this but it will take time to get a solution in place.

### **After school Club**

We run a one pick-up club from 2-3pm and a homework club from 3-4pm every day. (£2 per hour –booking required). We also offer afterschools activities termly in 6-week blocks. More information about these is communicated via the weekly note.

### **Communication between home & school**

We aim to provide a quality educational service at all times. Our main forms of communication:

- A weekly note on a Monday circulated to all families and available on the website
- Our school website ([www.newrowps.com](http://www.newrowps.com))
- Regular updates on our Twitter feed (@newrowps)
- Text messaging service
- Other relevant letters as appropriate

***Please ensure the school is informed of any change to your contact information immediately.***

Concerns and complaints are addressed in a professional way. Please do not hesitate to contact the school if you have any concerns, big or small. The procedure for dealing with concerns, complaints etc. is as follows:

- If appropriate contact your child's class teacher at a time that is suitable to their teaching day.
- Arrange an appointment through the office.
- Contact the school office to make an appointment with the Principal.

We aim to resolve issues that arise as quickly as we can but ask parents to appreciate that it isn't always possible to speak to the principal/teacher without notice due to classroom commitments.

### **Parent/Teacher Meetings:**

Term 1: (October) Overview of year with information on how best to support your child

Term 2: (Feb/March) Progress update

Term 3: (June) Written report – meeting to discuss this on request

Other meetings and events will be organised throughout the year if/when appropriate.

### ***Supporting children with additional needs: working in partnership with parents***

Sometimes teachers/parents can have concerns about a pupil's development. Teachers are trained to identify when a child has challenges and what actions/support can be put in place to help overcome these challenges. The class teacher may wish to arrange to speak to a parent about challenges identified at times other than the parent/teacher meetings. Similarly, a parent may wish to discuss challenges and should in the first instance approach the class teacher to arrange a suitable time. Mrs McElroy is SENCo (Special Needs Coordinator) and her role includes overseeing this process and any further actions/steps as necessary, including liaising with outside agencies such as the school's assigned Educational Psychologist. This is in keeping with our Special Needs Policy, a copy of which is available from the office on request.

***Copies of all school policies are available on request from the office, with those relating to Safeguarding & Child Protection available at [www.newrowps.com](http://www.newrowps.com)***

### Child Protection

|  |                                 |                                |
|--|---------------------------------|--------------------------------|
| Designated Teacher for Child Protection        |                                 | Miss Oonagh Gribbin            |
| Deputy Designated Teacher for Child Protection |                                 | Mrs Karen McElroy (VP)         |
| Safeguarding team:<br>Online Safety Officer    | Safeguarding team:<br>Principal | Safeguarding team:<br>Governor |
| Mrs Michelle Diamond                           | Mrs Deirdre Graffin             | Mr Maurice Diamond             |

Our safeguarding team undertakes regular reviews of practice to ensure our children's safety remains paramount. Regular updates include an annual 'Child Protection Week', with staff training and classroom activities to remind pupils and staff alike of important child protection messages. We also have a strong emphasis on eSafety, with planned lessons delivered throughout the year in Y1-7. If you need to speak to anyone in our Safeguarding Team, please do not hesitate in making an appointment. All issues are dealt with professionally and with the appropriate level of confidentiality.

*Remember also that a select number of Safeguarding & Child Protection policies are available online and hard copies of all relevant policies available from the office on request.*

### School Uniform

There is an expectation that all children will wear their full uniform at all times apart from a few designated non-uniform days. Parents will be notified in advance of any such days. All uniforms will be checked for names during the first week of each term. Please make sure all items are labelled. This really helps avoid problems, especially in identifying jumpers.

Uniforms are available from:

|   |  |
|---|--|
| <b>Sportique</b><br>7 Rainey St<br>Magherafelt<br><br>Some uniform items also available to order<br>online at: <a href="http://www.sportique-ni.com">www.sportique-ni.com</a> | <b>Select Schoolwear</b><br>Unit 12<br>The Diamond Centre<br>Magherafelt |
|---|--|

| Girls:  | Boys:  |
|---|--|
| Light blue crested polo shirt<br>Navy crested jumper or cardigan<br>skirt or pinafore<br>or plain navy blue track bottoms<br>plain navy tights or white/navy knee socks<br>plain black footwear | Light blue crested polo shirt<br>Navy crested jumper<br>plain navy blue track bottoms<br>navy/grey/black socks<br>plain black footwear |
| Summer Uniform (Optional)   |  |
| Girls: checked blue dresses (widely available)  | Boys: <u>plain</u> navy knee-length shorts   |

### PE Uniform

Shorts & t-shirt. Tracksuit bottoms may be necessary for outdoor activities but parents will be notified prior to their child needing this.

Y1: Do not change for PE

Y2 & 3: Wear PE gear in to school; change back in to uniform after PE lesson. Parents please make sure uniform is sent into school in a labelled bag and all items labelled also.

Y4-7: Change in school

Children must dress after P.E. and before going home.

When the PE timetable has been finalised, all parents will be notified to ensure they are aware of which day(s) their child will need their PE kit.

## Swimming in Key Stage 2:

All children Y5-7 receive swimming lessons in Greenvale Leisure Centre for one term per year. The current weekly cost is £2 (including transport), with £1 each week for lockers (refundable).

|        |        |        |
|--------|--------|--------|
| Term 1 | Term 2 | Term 3 |
| Year 6 | Year 7 | Year 5 |

All children are required to bring swimwear (no bikinis or longer shorts), goggles and a towel in a suitable bag.

## Making payments to school

- Mrs Keenan collects dinner money, milk money and afterschools money. There are other payments throughout the year e.g. school photographs etc.
- Marie in the kitchen collects break money
- The class teachers collect other amounts e.g. swimming, school trips etc.

Please make sure all payments are in an envelope marked with your child's name and class. These money envelopes are readily available from discount shops. We ask for all payments to be prompt as any shortfall must come directly from the school account.

If you think your child might be entitled to free school meals, please fill in a form (available from the office). As well as helping out families, higher numbers of pupils taking free school meals actually helps our budget.

## Break & Lunch Arrangements

**New Row is a NUT FREE school.**

We operate a healthy eating policy at break and lunch time.

### Canteen break

A daily snack is available in school. It is payable at the start of each month (£6 for September). Toast is very popular in the Y1&2 classrooms with all children eating it daily & very few exceptions (if any). All canteen breaks are delivered to the classroom, with no time wasted queuing during playtime. Our new monthly canteen break arrangement is very popular as it is easy to organise and the children do not lose or forget money. Remember that break is like your milk order. The kitchen are unable to refund if your child is absent from school as the food is pre-ordered. If you wish your child to stop taking break, the kitchen must be informed by the parent no later than Monday morning (preferably the previous Friday). Any alternatives should be in keeping with healthy eating policies.

**Milk:** Paid termly or monthly. September: £4, Term 1: £16. Milk is ordered monthly. If your child is off school we cannot refund milk money or only charge you for the days they were present.

### Lunch time

Your child can either bring a healthy packed lunch or purchase a dinner from the school's canteen. School dinners are available for £2.50 per day.

A menu is sent home with your child every month and available to browse on the school's website.

### **School Supplies**

All children in P1-3 should use a book bag with the school logo rather than a traditional school bag. Many of the children will be able to use their existing book bag but if it has become worn and it needs replaced a new one can be purchased from the office, cost £5.

The older children should have their own pencil cases with a supply of crayons, rubber, sharpener etc. Markers will be used in school but pupils should have a set of pencils or crayons at home for homework activities.

Written homework should be completed in pencil and colouring pencil-no markers or pens please. We encourage parents to monitor homework activities closely and insist upon a high standard of neatness and presentation.

### **Health and Medication**

Please ensure that the school has been informed of any allergy, illness or condition that your child may suffer from. Our First Aid responder is Mrs Sharon Keenan, who is also responsible for managing the medical needs records.

#### **Medication at school**

Important update: We have been instructed by the school nurse that we are not allowed to administer medicine such as Calpol or Piriton unless it has been prescribed by a doctor.

Any medication to be administered must be signed in to the office by the child's parent. Only medicine prescribed specifically for a child (with a dispensing label displaying the child's name and correct dosage) may be administered by designated school staff (Mrs Keenan in the first instance). Medication should never be kept in the child's schoolbag or in the classroom.

#### **General reminders**

- Children should not be brought to school if they are unwell.
- Please do not send sick children to school. Even though they may want to come, we have a duty of care to all the children and staff. There are good reasons for this:
  - It is important that they enjoy their time at school and feel well enough to participate in all activities.
  - If your child has diarrhoea, vomiting or other infections please keep him/her at home until it has cleared (at least 24 hours). This is essential to prevent the unnecessary spread of infection to other children and staff.

#### **General health reminders:**

Some children in our school have allergies and in the interest of their safety and well-being we can no longer allow children to bring in birthday cakes to share with their class.

Please remember to apply sun cream and to provide a sun hat for your children in the warm weather.

Head lice are common among primary-aged children. Please check your child's head regularly. Many treatments are available from the local pharmacy and many are available on prescription. It would also be useful to inform the class teacher so a general reminder could be issued (of course without highlighting your child!).

## Other useful information

### Birthday invitations

Often we are asked to give out invitations and if there is one for everyone in the class or all the boys/girls, our staff don't mind helping give these out. However, we fully understand that it is not possible to always invite everyone – nor should parents be expected to. Unfortunately when invitations are only given to certain children, we are often then met with a sad face asking where their invitation is or why they didn't get an envelope. Children cannot understand the genuine reasons for this and feel rejected or less popular. With the children's feelings at heart and for this reason, we ask that no party invitations are distributed in school unless there is one for everyone in the class or all boys/girls as appropriate. Please ensure other invitations are given outside of school to help avoid those sad faces and awkward feelings. Nowadays social media makes spreading the word about a party much easier. You may also wish to talk to your child about why, for practical reasons, they may not get invited to all parties. We appreciate your understanding and cooperation.

### Friends of New Row

New Row has a very hard-working, active and enthusiastic parents' and friends' association, currently chaired by Mrs Sinead Campbell.

Friends of New Row works hard to strengthen links between home and school by involving parents in the life of the school and encouraging a two-way exchange of information and viewpoints. Their prime aim is to coordinate fundraising and social events for the school community, that in turn supports the school by enhancing the pupils' educational experiences.

The committee meet once or twice a term and meetings last approximately one hour. You do not have to become a member to help out at any of the events. Just ask! Please help Friends of New Row continue to move forward and support in any way that you can, always keeping in mind that everything is for the benefit of the children.

*Watch out for more information about upcoming events in the weekly newsletter and in Twitter.*

### School opening and holidays 2017-18

|                              |  |
|------------------------------|--|
| Thur 31 <sup>st</sup> August | School opens for all Y1 & Y7 pupils only 9.15-12 noon  |
| Fri 1 <sup>st</sup> Sept     | School reopens for all other pupils (normal school day except for P1)                                      |
| September                    | No School Closures   |
| October                      | Mon 30 <sup>th</sup> & Tues 31 <sup>st</sup> (Mid-term break)  |
| November                     | Wed 1 <sup>st</sup> – Fri 3 <sup>rd</sup> (Mid-term break)   |
| December                     | Fri 22 <sup>nd</sup> – 11am finish<br>Mon 25 <sup>th</sup> – Fri 29 <sup>th</sup> (Christmas holidays)     |
| January                      | Mon 1 <sup>st</sup> – Fri 5 <sup>th</sup> (Christmas holidays). Children return on Mon 8 <sup>th</sup> Jan |
| February                     | Mon 12 <sup>th</sup> – Fri 16 <sup>th</sup> : Mid-term break   |
| March                        | Mon 19 <sup>th</sup> (St Patrick's Day Holiday)<br>Thur 29 <sup>th</sup> – 11am finish                     |
| April                        | Mon 2 <sup>nd</sup> – Mon 9 <sup>th</sup> (Easter holidays) Return Tues 10 <sup>th</sup>                   |
| May                          | Mon 7 <sup>th</sup> (May Bank Holiday)<br>Fri 25 <sup>th</sup> & Mon 28 <sup>th</sup> (May Bank Holiday)   |
| June                         | Fri 29 <sup>th</sup> – 11am finish   |

One additional staff training day has still to be allocated. These dates are subject to change. Parents are requested not to take children on holiday during term time. Every effort has been made to block holidays to facilitate parents.