



# Ashgrove Primary School Newtownabbey

## Our Weekly Newsletter

ISSUE: 01

FRIDAY 2<sup>ND</sup> SEPTEMBER 2022

### WELCOME BACK TO SCHOOL!

It has been a pleasure to welcome our boys and girls back to school. We extend a very warm welcome to our new P1 pupils and those who have joined Ashgrove in other year groups over the Summer months.

I have lots of housekeeping information to share with you in this first edition of our Weekly Newsletter. Please refer to this information in the coming weeks as by keeping to our routines you help our school run smoothly.

#### MORNING ROUTINES

Last year, due to restrictions, we had in place staggered arrival times. This arrangement is now no longer necessary. We have instead introduced a Soft Opening approach – this is mainly to help reduce traffic congestion in the carpark and turning circle. Children may arrive in to school between 8.40-9.00am. It is not necessary for all parents & children to arrive at 8.40am.

Punctuality is important to our class routines. However, if you are late to arrive to school i.e. after 9.00am, please bring your child to reception where they can make their way to their classroom.

#### BREAKFAST CLUB

As a reminder, Breakfast Club is available from 7.45am – this is a help to parents/carers who need to leave children to school before 8.40am. Spaces in the Breakfast Club should be booked online in advance via SchoolMoney.

#### SCHOOLMONEY

New parents to Ashgrove will be sent an email and text to set up their SchoolMoney account to book school meals, break club and After School Club etc. Unfortunately, we were unable to send this to you before 1<sup>st</sup> September. If you need help with this, please contact Tracey in the Office.

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**Learning, Caring, Growing Stronger Together**

## HOW TO RAISE A CONCERN...

At Ashgrove Primary School we value parents and carers as partners in the education of our pupils. The views of parents are significant and we encourage the positive contributions which parents and carers make to the life of our school.

We recognise that from time to time, a parent or carer may have a concern about some aspect of their child's life at school. By working in partnership with home, it is our aim that any concern is dealt with quickly and efficiently.

### PLEASE FIND BELOW THE PROCEDURE WE HAVE IN PLACE.

It is important that we have a staged approach to raising and addressing concerns as this means issues will be heard by more than one person in a fair and unbiased way.

#### HOW DO I RAISE A CONCERN?

1. Make an appointment with the class teacher to discuss the matter. All parents/carers from home must make appointments to speak with the teacher.

**(Making an appointment will enable the teacher to give you the necessary time to listen attentively to your concern. Teachers are not able to ring parents during class time).**

#### MOST OFTEN CONCERNS ARE RESOLVED AT THIS STAGE.

2. If after speaking to the teacher the matter is not resolved the issue can be taken up with the Head of Key Stage (Miss Morrison/Mrs Torrie) or the Vice Principal, Mr McComb.
3. Following the second stage, you may make an appoint with the VP, Mr McComb.
4. If concerns still remain the issue can be referred to the Principal, Mr Smith.
5. Ultimately, if the issue is still not resolved the parents/carers can write to the Chairperson of the Complaints Committee of Board of Governors (Mr B. Edwards)- please refer to our Complaints Procedure.

**IT IS VERY RARE FOR CONCERNS NOT TO BE RESOLVED BEFORE STAGE 4.**

**IF YOU HAVE A CONCERN ABOUT ANY ASPECT OF CHILD PROTECTION OR SAFEGUARDING DO NOT HESITATE TO CONTACT EITHER:**

**MRS LUNEY, P5 (Designated Teacher for Child Protection) or**

**MRS CARBERRY, P5 (Deputy Designated Teacher for Child Protection)**



## ADMINISTRATION OF MEDICATION IN SCHOOL

This morning, I wrote to all parents whose children have a Medical or Dietary Care Plan last year. It is important that you, as parents, ensure we have the most up-to-date Care Plan. If the Care Plan has been reviewed by a medical practitioner, you must give us the most recent copy. If over the previous few months your child has received a Medical or Dietary Care Plan it is imperative, you inform us and give us a copy of the Care Plan. Parents of new P1 pupils should also ensure we have received a copy of Care Plans if appropriate.

If a child has to take medication in school their parent or guardian **MUST** complete a school **Administration of Medication Form** OR **A Request for a Pupil to Carry His/Her Medication**. Medication will NOT be administered unless the appropriate form is completed and received by school.

**The above mentioned forms should be completed online and are available on our website under the "Parents Area".** For safety reasons, children should **NOT** bring their own medication to school – this should be brought by an adult and left in the office.

Please remember, if your child requires an inhaler (or any other type of medication) it is your responsibility to ensure there is an adequate supply in school and the medication is in date.

Please remember, school staff can only administer medication in accordance to prescribed instructions or instructions from a GP or Care Plan.

## ALLERGIES & INTOLERANCES

Thank you to those parents who have already updated us about allergies or intolerances for their child. If your child has an allergy or intolerance we do not know about, please email school to let us know- further supporting documentation i.e. medical diagnosis will also be required. Similarly, if the allergy or intolerance is no longer a medical issue, please keep us informed.

## PRIMARY 3 – EXTENDED SCHOOL DAY...

As a reminder, P3 children will stay for a longer school day on **Tuesday, Wednesday and Friday to 2.50pm**

On **Monday & Thursday, all P3 children will go home at 2.00pm** and exit via the Boiler House Gate. The P3 teachers will send you reminders of these arrangements on See-Saw.

## PRIMARY 1 SETTLING IN ARRANGEMENTS

It is with lots of joy that we welcome all our new pupils to Ashgrove- we hope our youngest pupils have enjoyed their first few days of Primary School. Establishing good routines in school is so important to give everyone a sense of security and belonging – many thanks to our P1 parents for helping to make the start of the day and home times smooth and safe for everyone.

Miss Morrison has shared with all P1 parents the settling in arrangements for the month of September and she (and Miss Woods) will share regular reminders about this on SeeSaw!





## TEACHING STAFF IN ASHGROVE PRIMARY

Please see below for a list of Teaching Staff in school as of September 2022. As you can see some members of staff hold positions of responsibility for areas of the curriculum or leadership posts.

YEAR GROUP	TEACHERS
Primary 1	Miss Morrison (Head of Foundation Stage & Clubs) Miss Woods/ Mrs Coulter
Primary 2	Miss McConvey Mr Cassidy (covering Mrs McGivern's maternity leave to Halloween)
Primary 3	Miss Morrison (Shared Education) Miss Crozier
Primary 4	Mrs Torrie (Head of Key Stage 1) Mr Hutcheson (ICT & C2K Manager)
Primary 5	Mrs Luney (Designated Teacher for Child Protection & Literacy Leader) Mrs Carberry (PDMU/Pastoral Care Leader & Attendance)
Primary 6	Mrs Ewing (Numeracy Leader) Mr Kelly (ICT)
Primary 7	Mr Morrow (PE) Mr McComb (Vice Principal)
SEN Support	Mrs Doherty (SENCO) Mrs Hawkins (Learning Support Teacher, 1 day per week)

## SCHOOL CLOSURE REMINDER...

School will be CLOSED to pupils on **FRIDAY 30<sup>th</sup> SEPTEMBER 2022** for Staff Development. Although staff will be in school this day, parents will need to make alternative childcare arrangements.

## SCHOOL FUND/ VOLUNTARY CONTRIBUTION

At the beginning of each academic year, we ask parents to make a voluntary contribution of £5.00 per child (maximum of £10.00 per household) to our school fund.

We are mindful that household budgets are squeezed and restarting school can be an expensive time of year for parents, however we will use all monies carefully to help of children. Please make your Voluntary Contribution online via SchoolMoney by the end of September.



## HOLIDAY LIST, 2022-2023

### AUTUMN TERM, 2022

#### School commences:

Friday 26<sup>th</sup> August (Half Day)\*

Bank Holiday: Monday 29<sup>th</sup> August (School closed)

Tuesday 30<sup>th</sup> August (Half Day)\*

Wednesday 31<sup>st</sup> August (Half Day)\*

School Development Day 1: Friday 30<sup>th</sup> September (School closed to pupils)

HALLOWEEN: Mon 31<sup>st</sup> Oct - Thurs 3<sup>rd</sup> Nov (inclusive)

School Development Day 2: Friday 4<sup>th</sup> November (School closed to pupils)

School recommences: Monday 7<sup>th</sup> November

CHRISTMAS: Wednesday 21<sup>st</sup> December (Half Day)\*

Thurs 22<sup>nd</sup> Dec - Wed 4<sup>th</sup> Jan 2023 (inclusive)

School Development Day 3: Thursday 5<sup>th</sup> January 2023 (School closed to pupils)

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### SPRING TERM, 2023

School recommences: Friday 6<sup>th</sup> January 2023

School Development Day 4: Monday 13<sup>th</sup> February (School closed to pupils)

HALF TERM: Tuesday 14<sup>th</sup> Feb - Fri 17<sup>th</sup> Feb (inclusive)

St Patrick's Day: Friday 17<sup>th</sup> March (Half Day)\*

EASTER: Friday 31<sup>st</sup> March (Half Day)\*

Mon 3<sup>rd</sup> - Fri 14<sup>th</sup> April (inclusive)

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### SUMMER TERM, 2023

School recommences: Monday 17<sup>th</sup> April 2023

MAY DAY HOLIDAY: Monday 1<sup>st</sup> May (School Closed)

School Development Day 5: Friday 26<sup>th</sup> May (School closed to pupils)

MAY BANK HOLIDAY: Monday 29<sup>th</sup> May (School Closed)

End of School year: Friday 30<sup>th</sup> June (Half Day)\*

\*Half Day- School closes at 12.00 pm. The above holiday dates are all inclusive.



## School Meals Menu

VEGETARIAN OPTIONS ARE AVAILABLE EACH DAY – refer to website

<p><b><u>Monday 5<sup>th</sup> September</u></b></p> <p>Steak Burger in a Bap, Tossed Salad &amp; Coleslaw, Chips/Baked Potato</p> <p style="text-align: center;">~</p> <p>Flakemeal Biscuit &amp; Fresh Fruit</p>	<p><b><u>Tuesday 6<sup>th</sup> September</u></b></p> <p>Chicken Curry, Boiled Rice, Naan Bread &amp; Garden Peas</p> <p style="text-align: center;">~</p> <p>Apple Sponge &amp; Custard</p>
<p><b><u>Wednesday 7<sup>th</sup> September</u></b></p> <p>Roast Chicken, Stuffing &amp; Gravy, Cabbage, carrots &amp; Creamed &amp; Roast Potatoes</p> <p style="text-align: center;">~</p> <p>Chocolate Brownie &amp; Raspberry Milkshake</p>	<p><b><u>Thursday 8<sup>th</sup> September</u></b></p> <p>Sausages, Beans &amp; Mashed potatoes</p> <p style="text-align: center;">~</p> <p>Arctic Roll &amp; Peaches</p>
<p><b><u>Friday 9<sup>th</sup> September</u></b></p> <p>Salmon Cakes, Sweetcorn, Peas &amp; Mashed Potatoes</p> <p style="text-align: center;">~</p> <p>Frozen Yoghurt &amp; Pineapple Chunks</p>	<p>Please remember to book both Free and Paid school meals for the week ahead by logging into your SchoolMoney Account – thank you for your help with this.</p>

Last year, some families were entitled to Free School Meals. As you know, parents/carers must apply for this provision annually. I wrote to all parents in June with information on how to apply along with sources of help from the EA if required.

As FSM entitlement is reviewed annually, we are unable to provide a free meal from 1<sup>st</sup> September unless informed by the Education Authority that you are entitled to this provision (even if you were in receipt of school meals last year). Unless we have confirmation of FSM for 2022-23 academic year from EA there will be a charge for school meals.

### HOME TIME ROUTINES

As per arrival times, we no longer have staggered home times. Instead classes go home at the following times: P1&2 2.00pm every day.

**P4-7 2.50pm every day. P3 2.00pm Monday & Thursday. 2.50pm Tuesday, Wednesday & Friday.**

### CARPARKING

We appreciate that at certain times of the day there is significant demand for carpark spaces in school grounds. This is one of the reasons we have introduced the soft opening/ arrival times in the morning. We do however expect that drivers are responsible for their parking and the safety of others while in school premises.

