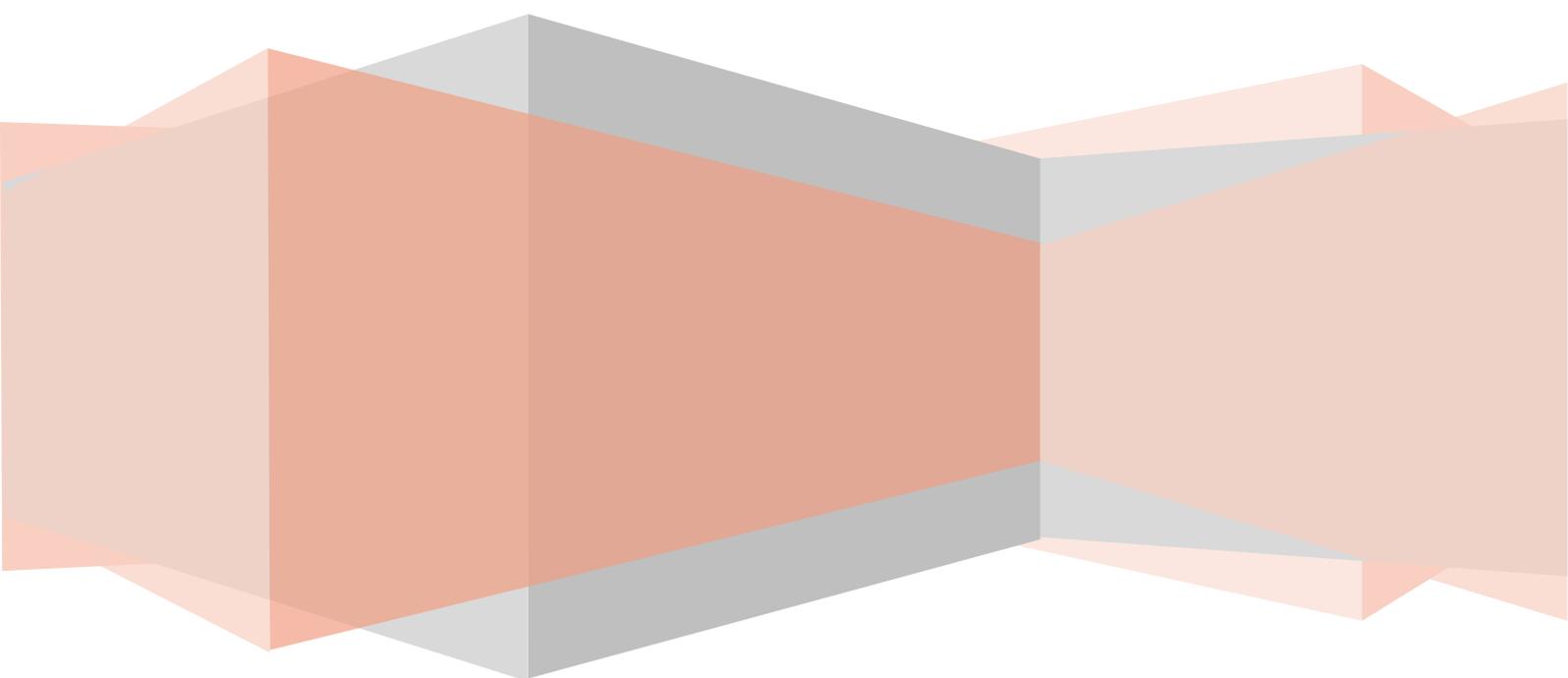


Moat Primary School Lisnaskea
Caring Learning Achieving

Starting School

Becoming familiar with routines



Starting School

The principal, staff and fellow pupils welcome you to the Moat Primary School.

We hope that you find this booklet helpful as you begin to learn more about us.

Primary School is a progression from nursery or playgroup and you will find many similarities which your child will recognise on entering the classroom- such as the presence of play activities, the enjoyment of finding out about the world around us, art, music and drama and a warm welcoming ethos of learning through play.

There will be some differences. There may be some more formal activities with a strong emphasis on literacy and numeracy. Gradually throughout the Foundation Stage, learning becomes more structured. There will be break and lunch times and assembly times. Homework will be introduced.

In this booklet we have endeavoured to answer some of the more frequently asked questions to enable you and your child have a smooth introduction to the Moat Primary School. We hope that the answers will help you as you guide your child through this important step in life.

Please also refer to the School Prospectus and the school website www.moatprimary.org.uk

Felicity Humphreys

Principal

Please note the information in this booklet is correct at May 2016 but is liable to change.

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1. Basic Information

1.1 When does my child start school?

Your child will start school on the first day of the Autumn Term, the same day as the pupils in Years 2-7. There is no staggered intake and everyone starts on the same day. This year, the first day of term is Friday 1st September 2017.

1.2 What time does school start and finish?

School commences at 9am and finishes at 2pm. There is a breakfast club from 8:30 am if you wish to drop your child off earlier in the morning. You can bring your child up to the classroom daily or leave him/her at the front door. If your child travels to school by bus, he/she will be dropped off at the front door of the school and collected at the back door of the school at 3pm.

School finishes at 2pm. Parents wait outside the front door and pupils are safely handed over to parents at that time. If you wish, your child can stay for the After School Club from 2-3pm and travel home by bus or be collected at 3pm.

Later on in the year, it will help your child to become more independent if he/she comes into school on his/her own and hangs up his/her coat and bag.

1.3 Who will my child's teacher be in September?

Your child's teacher will be Mrs Bogue (nee Breen). She will be supported by a classroom assistant, Mrs Irwin.

1.4 What about school uniform?

Everyone wears a navy blue sweatshirt with the school logo and a pale blue polo T shirt. Girls wear a grey skirt or grey trousers and boys wear grey trousers. Pupils should wear black shoes to school. School uniform is available locally from SD Kells in Lisnaskea. Please name all articles of clothing. This saves time when trying to locate lost items.

1.5 Is there a PE kit?

Yes, the school has a PE kit which is to be worn by all pupils. This is a pale blue crew-necked T shirt and navy shorts, available locally from SD Kells. Your child should have a pair of gym shoes or slip on black gym shoes with rubber soles. Your child's PE gym bag will be sent home weekly for washing. Long hair should be tied back. All items should be named, including the shoes.

1.6 What should my child bring to school in his/her school bag?

- A pencil case with a glue stick and a packet of tissues
- A Gym bag with the school PE kit and shoes.

1.7 Can my child to travel by bus?

Yes, four buses service the school. An application form is available from the school office and should be returned to the office upon completion. You will receive a letter from the Transport Office in the summer holidays, indicating approval and possible pick up time. In the evening, the buses leave the school grounds at 3pm. Our older children look out for the Year 1 pupils on the bus. All pupils must wear a seat belt on the bus.

2. Break and Lunch Times

2.1 Who looks after my child at break times?

Adult supervision is provided in the playground during both break and lunchtime sessions. Primary 1 children play in the area outside their classroom door and have access to the adventure playground and swing. Their classroom assistant, Mrs Irwin, is always one of the assistants on duty daily. During wet playtimes the pupils remain in the Primary 1 classroom with Mrs Irwin. Mrs Irwin also does dinner duty in the hall. She will be a very important person in your child's early P1 life.

2.2 Do children bring a snack for break?

The children can prepare their own snack in the classroom or they can avail of the selection of fruit, raisins, cheese and crackers, pancakes or toast available. Parents should send in £1.50 for the week to cover the snack at breaktime.

2.3 What do I do if my child wants milk?

Milk is paid for half termly. Parents will be notified of the amount in the school newsletter. It is important for administration purposes that milk money is forwarded promptly to school. Most pupils bring a bottle of water to school daily. Pupils can have a drink of water when they feel thirsty. We discourage all fizzy drinks and juices, as a health promoting school.

2.4 What happens about lunch?

Dinner is served daily in the dining hall at 12:45. Pupils make their dinner choices at the dinner hatch. Milk and water are served daily. Pupils, who choose to bring a packed lunch, bring them to the dining hall and sit at the packed lunch table. After dinner, the pupils go outside to play.

2.5 How do I send money to school?

Dinners cost £2.60 daily from September 2017. Normally dinner money is forwarded to school on a Monday morning for the week (£13). We have money envelopes in which you can place all monies and you can record what the money is for on the envelope. These

envelopes are for your convenience and are available from the school office (£1.50 per pack). All dinner money must be paid in advance. If you wish your child to have dinner on some days and packed lunches on other days, note this information on the envelope. If you choose to send dinner money or milk money by cheque, please make it payable to 'EA Western Region'.

2.6 How will I know if my child is entitled to Free School Meals?

Approximately 37% of our pupils are entitled to free school meals. Please refer to the criteria listed on the Education Authority website to see if your child may be entitled to free school meals. Fill in the application form and forward it to the address given on the form in June. You will apply each year in the month of June. When your child has been allocated free school meals, the Education Authority will inform both you and the school.

3. Illness, Holidays and Personal Information

3.1 What should I do if my child is ill or unable to come to school?

If your child is ill, telephone the school at 9am and let Mrs Ritchie know in the school office. She will pass on the message to Mrs Bogue. An absentee note can be sent into school on your child's return.

3.2 What do I do if my child needs to take any medication while at school?

The staff will not administer medication, except for inhalers. Antibiotics should only be given at home. If your child needs an inhaler, ask your doctor for an inhaler and spacer that can be kept in school for your child. If some form of medication must be administered, please contact Mrs Humphreys.

3.3 What do I do if it is necessary to take my child off on holiday during the school time?

As per government guidelines, the school does not like to see parents taking pupils out of school during term time. Time taken off school during term time can be very disruptive to your child's education. A holiday list is forwarded early in the year to families to enable them to plan holidays during term holidays. If there is a very special occasion, in the first instance, please make an appointment with the principal. Requests for other absences such as medical or dental appointments, music exams, family weddings should be made in advance. These will normally be authorised.

3.4 How soon will I know the school holidays for the year?

The school holiday list is issued in June for the following school year. It is also available on the school website.

3.4 Do I need to tell the school if there is any change in my family circumstances?

Should you change an address, telephone number, doctor, please inform school immediately. It is important that we can access you if your child should be ill or have an accident in school.

In addition, any change in family circumstances may result in a change in your child's behaviour or in their application to school work and so it is important that you tell us of anything significant so that we can respond appropriately to your child.

4. After School Club

4.1 Is there an after school club?

There is an after school club in the school which caters for pupils in Years 1 and 2 between 2pm and 3pm. Mrs Frazer oversees this club. It costs £2 per day or £10 per week. You can then collect your child at 3pm at the front of the school or your child can travel home on one of the school buses.

Bright Sparks also operate an after school club which may suit you better. Pupils are collected from the school at 2pm or 3pm and taken by bus to Bright Sparks Club at the Castle Park Centre. Please contact the school office for an information leaflet or refer to the school website. This club operates during school holidays and until late in the evening to facilitate working parents.

4.2 Are there any after school activities?

The school runs a range of after school activities for pupils in Years 3-7.

5. My Child's Education

5.1 What skills can I ensure that my child possesses so that he/she is able to cope as independently as possible in P1?

- The ability to dress and undress and change into a PE kit and back into school uniform
- The ability to fasten zips and buttons and tie laces, as appropriate.
- The ability to go to the toilet on his/her own, flush a toilet, pull up pants and wash and dry hands.
- The ability to recognise his/her written name.

Encourage independence over the summer holidays and praise your child accordingly.

5.2 What and how will my child be taught?

The children will be taught in a variety of ways- as a class, in a group and individually through exploration/discussion/reading/listening. The children will learn lots through discovery and play. You can find out a little more about the curriculum on the school website.

Early in the first term you will be invited to a meeting in school. At this we will discuss how your child is settling into school. There will be another meeting later in the term to inform you of how your child is progressing. In the following term, you will be invited to a meeting about the teaching of reading. We will show you the range of books children will read and how you can best support your child. A written report will be issued for your child in June.

5.3 Will my child have any homework to do?

You child will have homework from the start of the year. We see the importance of parents working positively with their children as crucial to their confidence, self-esteem and attainment. Homeworks will be a range of activities that you should engage in each evening for a 20 minute period. The children need to know the importance of this special routine time with you from the very beginning. Where there is little support from home, we find that children do not make the progress that they should have and indeed the gaps become wider as pupils move up the school and it is hard to 'catch up'. Many of the activities will be practical or rhymes and songs or something to look for. Parents, please read to you child every night. Reading is a special time and we want to develop the love of books from an early stage.

5.4 In what other ways can I be involved in my child's education?

We are fortunate to have a very active (and indeed award winning) PTFA which enjoys tremendous parental involvement and participation. The PTFA committee helps to organise events for the children and events for whole families and indeed the community. It undertakes fund raising for the benefit of the pupils in school. There is an annual PTFA general meeting in the autumn term.

We welcome parents who can volunteer to help out with baking, crafts, sport or reading. We often ask for parental assistance with school trips. If you feel you could help the school with activities, please let Mrs Bogue or Mrs Humphreys know.

We also ask parents to be of help in our gardening club, promoting health and safety etc.

6 Keeping in Contact

6.1 How am I kept informed of any meetings and events?

A school newsletter is issued monthly which reports on recent events or forthcoming activities. A PTFA newsletter is issued a number of times per year. Letters are sent home with your child. The school may contact you by text with important information regarding meetings or exceptional school closures, for example, during snowy weather. The school website www.moatprimary.org.uk is kept up to date and contains a calendar, featuring all forthcoming events.

6.2 If I have any concern about my child who should I contact?

In the first instance speak with your child's teacher or Mrs Humphreys.

6.3 If my child is feeling unhappy or bullied, who should I inform?

In the first instance, speak with your child's teacher, Mrs Patterson or Mrs Humphreys.

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