

# ENNISKILLEN MODEL PRIMARY SCHOOL September 2024



Website: [www.enniskillenmodel.enniskillen.ni.sch.uk](http://www.enniskillenmodel.enniskillen.ni.sch.uk)  
(Updated monthly and contains a holiday list, diary of key events/dates,  
Lunch menu, some policies, photographs, prospectus,  
school development plan etc.)

Email: [info@enniskillenmodel.enniskillen.ni.sch.uk](mailto:info@enniskillenmodel.enniskillen.ni.sch.uk)

The School and P.T.A. also have Facebook pages. These are used (primarily) to advertise about School/P.T.A. events, communicate about trips and to celebrate success (sport/other).

In addition to a home school diary, all classes this year will be using the online forum of Google Classroom to communicate with home on a regular basis – setting homework tasks, forwarding information leaflets, sharing photographs etc. This is a controlled forum and therefore what is posted can only be accessed by the parents in your child's class. Regular engagement is encouraged.

TELEPHONE CONTACT WITH SCHOOL:

**66324865 (2 lines) –  
please leave a voicemail message if there is no answer**

*Following legislation in May 2018, this school adheres to G.D.P.R. regulations (General Data Protection Regulation). All information referring to G.D.P.R. has been posted on the school's website for your perusal – Policy Statement, Policy Document and Privacy Notices etc. We will endeavour to act professionally as we collect and process all data/information relevant to adults and children. Please inform the office at any time if you feel we have acted unprofessionally.*

THANK YOU FOR YOUR ON-GOING SUPPORT OF THIS SCHOOL

Dear Parent,

Welcome back to a new school year. I hope everyone had an enjoyable holiday.

The school remained open for most of July and August and various clubs operated very successfully. Many staff and Ross (P.E. coach) were very attentive during this period and helped everything to operate smoothly. The clubs, once again, helped generate some much-needed income for the school and were well co-ordinated by Mrs Murray and Mr Robson. The financial forecast for large schools like us remains problematic. Department of Education money is increasingly channelled towards other types of schools.

A list of staff, classes and locations has been included below for your convenience. Teaching staff and deployments remain the same to what was detailed before the holiday. Mr Robson (P6) will remain with us and Mrs Courtney (SEN) is returning on a part-time basis. There are also some changes to non-teaching staff deployments – a few new faces are welcome and I would like to wish Mrs Benson and Mrs Parkinson all the very best as they embark on new positions with the Trust and Praxis.

## **STAFF, CLASSES AND LOCATION (SEPTEMBER 2024):**

Room 1 Mrs Hurst – Language Centre; Room 2 Mrs McGarry – Language Centre; Room 3 Mrs Murray – P1; Room 4 Mrs McClure – P1; Room 5 Mrs Johnston – P3; Room 6 Mr Balmer – P3; Room 7 Mr Breen – P2; Room 8 Mrs Griffith – P2; Room 9 Mr Rainey – P7; Room 10 Mrs West – P7; Room 11 Mrs Clifford – P5; Room 12 Mrs Keys – P5; Room 13 Mr Robson – P6; Room 14 Mrs Smith – P6; Room 15 Mrs Coulson – P4; Room 16 Mrs McCartney – P4. Mrs Nelson and Mrs Courtney will work as support teachers.

This school is fortunate in having a dedicated, talented and caring staff who have remained highly supportive, attentive and professional during difficult periods in the last few years. I trust your support for them this school year will be forthcoming. As well as regular circulars to be sent home the text messaging service will continue and the school website contains a wealth of information (as does our Facebook page which highlights school events and celebrates achievements).

As highlighted on the first page, it is again planned that all our children will be engaging in Google Classroom on a regular basis – this forum will

be used to relay key messages, share photographs, set homework tasks etc. As this is a protected forum for school use, it is considered a safe and secure way to share information and therefore all children in a class are automatically authorised to use; your permission is not being asked for. **A school diary will also continue as well as setting homework tasks which are not solely ICT linked (variety of written and other tasks).**

A written agreement outlining responsible internet use will filter home via your child's diary – this is aimed at parents. Thank you for reading and consenting to all. Various ICT related policies and procedures can be accessed via our website. As this is a growing area it is important to highlight such guidance.

### FOOTWEAR/UNIFORM

Parents can get the appropriate items from several local shops. It is advisable to write each child's name on all clothing and footwear to avoid possible loss – and especially P.E. kits and sweatshirts.

Guidance on black shoes policy/uniform –

Black shoes with sensible heel heights are to be worn.

**Trainers are only to be worn on designated P.E. days (P3 and up) – on the other days black shoes only should be worn**

Girls should wear white socks (long/short) or grey tights. I prefer white socks – thank you.

Hair bands should be suitably coloured to complement the uniform (and small).

Nail varnish is not to be worn.

Sandals that complement the summer dresses/shorts will be allowed, as appropriate.

Boots, tracksuits bottoms etc. have never been part of our school policy.

Jewellery of any description is discouraged (for safety reasons) and will curtail participation in P.E., swimming etc.

A Model School P.E. kit (P3 and up) is compulsory. All P1 and P2 children change their footwear for P.E./Games – as advised. **P3 and up children are allowed to come to school wearing P.E. kits on their**

**designated P.E. days, starting during the week beginning Monday, 2<sup>nd</sup> September.**

**THE ONLY DAY THAT P3 to P7 CHILDREN SHOULD COME TO SCHOOL WEARING TRAINERS AND P.E. GEAR IS ON THEIR DESIGNATED P.E. DAY (AS ADVISED). ON ALL OTHER OCCASIONS SCHOOL UNIFORM AND BLACK SHOES ARE TO BE WORN (this includes the days when some classes will be attending swimming).**

### ARRIVING AT SCHOOL

The school will continue to operate arrivals as before (8.30 to 9.00a.m.) Children can enter from two doors and will be directed by staff in relation to where they should go to.

### LEAVING SCHOOL

The school will continue to operate staggered home times for respective year groups. The pattern for this year will therefore be:

**P1 (and P2/P3 Language Centre children) – 2.15p.m.**

**P2 and P3 children – 2.45p.m.**

**P4, P5, P6 and P7 children – 3.15p.m.**

Teachers will guide you in relation to the exact pick-up locations. This system works well from a car parking perspective – any more parents than from four-year groups accessing the car park at any one time adds much greater congestion and slows the traffic considerably. For those parents who have different pick-up times – you are very welcome to avail of the after-school club so that pick-ups can be standardised. The garden area where the willow domes are is out of bounds at this time and play trail access should be supervised by parents.

### BUSES

Children with passes for a school bus are only permitted to travel on the bus to which their pass applies. Bus arrangements are not part of the school's role – if problems regarding travelling arrangements arise contact needs to be made directly with the Transport Department

(66340741). However, any indiscipline or health and safety problems on the bus do need to be relayed to school so that they can be followed up.

## **SUPERVISION**

The school day commences at 9.00 a.m. The official supervision of children in the playgrounds and inside the school building takes place from 8.30 a.m. Children who arrive at school before 8.30 a.m. are not formally supervised. Please note that children arriving before 8.30 a.m. will have to wait outside as the external doors will be locked. At the end of school, it is accepted that parents may be unavoidably detained and in which case children will be cared for until their lift appears. Children still waiting for lifts are brought inside and join the after-school care club which now remains open until 5.30p.m.

## **AFTER SCHOOL/HOMEWORK CLUB**

Parents can avail of the Club on a part-time/ full-time basis (open to P1 to P7 aged children) – operates every day. Qualified assistants oversee the children. The facility remains open until 5.30p.m.- 75p per 15-minute session (a register will be kept and parents will be invoiced at the end of each month). Despite inflation and general budget pressures no increase in the cost will be imposed this term - the fee represents very good value for money when compared to other childcare costs.

## **AFTER SCHOOL ACTIVITIES**

A programme of after school activities is planned and details will follow in due course. Activities will commence in a few weeks' time. Please encourage your child to attend – there are many health and social benefits.

## **SECURITY**

During the school day the external doors are locked. These doors (for fire evacuation reasons) can always be opened from the inside. Parents needing access to the school during the day should only ever use the main office entrance at the Wickham Place side of the building. The window into Mrs Thompson's office should be used to seek permission to enter the school. The signing in/out system works well having been

tweaked slightly considering G.D.P.R. regulations. We are currently introducing a new electronic sign in/out system and parents will be guided in due course. Staff have already started to use this system.

Any change in arrangements for children going home should be notified in advance. Parents who (with clearance) offer to escort a child of another parent home, without prior arrangement, should let the office know so that confusion about the child's whereabouts does not occur.

## **LUNCH ARRANGEMENTS**

School lunches should be paid for on the first school day of each week – normally a Monday. If a child has been absent, they should bring their lunch money to the class teacher when they return to school and not go directly to the office. School lunches remain at £2.60 per day (no increase to date). To ensure that children eat their lunch properly please supply a small break – P3 and up. Please note that issues with meals (menus, standard etc.) should be discussed directly with our kitchen staff on 66326532. The school has no management of this service and merely provides supervision in the hall. The LUNCH MENU (several pages) attached and on the website (home page – select the parents tab and school meals) – the dates shown on the top right of the menu refer to week beginning. The Education Authority has still not cleared the use of a cashless payment system. Schools currently operating cashless systems pay for the facility themselves and clearly have ample funds to do so. This is not an option for us at present.

**FREE SCHOOL MEALS** – if you think you are eligible, you should apply online: <https://www.eani.org.uk/financial-help/free-school-meals> This should be done as soon as possible and needs to be repeated annually – note accompanying guidance.

## **LIAISON WITH TEACHERS**

Parent teacher discussions can be organised in liaison with your child's class teacher. If problems arise, I encourage parents (in line with school policy), to liaise with the class teacher in the first instance. In addition, in October all teachers will arrange discussions with parents to relay progress.

## HOMEWORK

Each year group is outlining homework arrangements separately. These details complement the school's policy on homework which was updated last year. I cannot emphasise enough the importance of children doing homework to consolidate their classwork but care should be taken to ensure it does not take up too much of their free time. Please ensure all homeworks are monitored and signed. **It is useful if both the homework and the diary are signed.** *A message to the teacher is needed and avoids confusion should your child, for one reason or another, be unable to complete all or some of the work.* Likewise, if you feel the homework is too little, too much or inappropriately pitched do not hesitate to say. The school has a standardised homework diary system from P3 up and this will continue – the diary also provides good scope for home/school correspondence.

## ABSENCE FROM SCHOOL

Notes/phone messages are required for all school absences and should be directed to the class teacher. Attendance certificates for full attendance are awarded on request only (Education Authority policy). Please note that the school roll is taken twice per day and hence missing several morning or afternoon sessions will affect attendance rates. Should a child be unwell it is best they remain at home and if possible, encouraged to read a novel/appropriate book.

**I AM KEEN THAT CHILDREN ARRIVE AT SCHOOL PROMPTLY AND BEFORE THE 9.00a.m. BELL WHICH MARKS THE BEGINNING OF LESSONS/REGISTRATION. THIS WAS A CORE FOCUS LAST YEAR WITH MUCH IMPROVEMENT WAS NOTED.**

**Staff should be notified in advance of planned, longer absences from school** – although such absences are discouraged it is acknowledged that they are often unavoidable. Teachers do not set formal work for children who miss school due to holidays – instead, they are asked to read and/or keep a diary of their experiences.

## HEALTH EDUCATION

Please note: Following the Smoking (Northern Ireland) Order 2006 and the School's Smoke-free Policy, parents/visitors are asked to refrain from smoking inside and outside the school premises – thank you.

**Our healthy break policy will continue. THIS POLICY INCLUDES PACKED LUNCHES AS WELL (as applicable).**

Primary 1 and Primary 2 classes operate a special break each day (please note separate correspondence from them).

Due to occasional issues with children not eating their school dinner properly, we are keen that what is provided at break is small (as applicable) – it was felt that some children were not hungry by lunchtime.

**CHOCOLATES, CRISPS, NUTS, SWEETS, FIZZY DRINKS, CHEWING GUM ETC. ARE NOT PERMITTED IN SCHOOL. THERE ARE OCCASIONAL TREAT DAYS, AS RELAYED.**

The 'FRUIT ON FRIDAY' focus will continue. A school organised fruit tuck shop for P3 and up will be starting again on Fridays – first day will be Friday, 6<sup>th</sup> September.

Reminder: Water in classrooms policy – Primary 3 up. Children may bring water to school for use during class time but the following points of guidance are being offered: *Water only is allowed; Water is supplied from home; Water needs to be in small plastic recyclable bottle (with pull up dispensers).*

Milk Sold in School - Mrs Thompson will be sending home a note to explain details once we are informed what the arrangements are to be this year.

Breakfast Mornings are scheduled for the last Friday in each month – the first one will be on Friday, 27<sup>th</sup> September.

## MEDICAL

Nut Allergy - several children in school have nut allergies and must not be exposed to nuts in any form. We therefore ask everyone not to bring nuts or food containing nuts to school.

**IMPORTANT INFORMATION FOR PARENTS OF CHILDREN WHO SUFFER FROM ASTHMA:** We realise the importance of children always having an appropriate inhaler with them in school. However, in the event of a child forgetting their inhaler, we would like to have a spare (in date) one in school - labelled with the child's name and any other instruction deemed necessary. The class teacher will hold this in a secure place.

Mrs Abraham (First Aider) tracks all medical records in school and ensures that they are kept up to date – please keep us informed of all changes etc. Again, G.D.P.R. guidelines are adhered to.

## SCHOOL RECORDS

It is important that we keep school records up to date – please keep us informed if telephone numbers or addresses have changed.

When parents have separated, the school will issue a second copy of letters, reports etc. but only on request via the class teacher. **This request needs to be made annually or as and when the need arises.**

In some instances, parents might like to speak to their child's class teacher directly about specific issues – an appointment can be made by ringing the school.

The school will also use the text messaging service from time to time – **the system is set up to send to the primary contact number only.** Please ensure that Mrs Thompson is given details when mobile numbers have changed. Having an email address is also very useful.

## SCHOOL DEVELOPMENT PLAN

Last year's plan is currently being evaluated and details in relation to our new plan will be relayed very soon. All will appear on the website.

## PARENT TEACHER ASSOCIATION

I value the continued support of the P.T.A. and they will undoubtedly keep you informed of events through regular correspondence. Your support of their fundraising events is welcomed. The efforts of previous years' Committees have helped buy a wide variety of resources and subsidise many other school activities. Last year several events helped raise much needed funds and were very welcome given the financial pressures. Some new ventures are scheduled for this year.

This school is extremely fortunate in having such a dedicated group of helpers – thank you.

## OTHER

Holidays for this school year are on our website.

CLOTHING AND BOOK BANKS are located beside the main entrance gates and off the Castlecoole Road. Regular usage will, once again, help raise funds for the school, the N. Ireland Cancer Fund for Children and the British Heart Foundation. Thank you

It is school policy that children do not bring the following items to school – large (expensive) games/toys, balls (of any size) and potentially dangerous items. The exchanging of cards is closely monitored.

**PUPILS ARE NOT PERMITTED TO BRING MOBILE PHONES TO SCHOOL (THIS NOW INCLUDES TIMES WHEN CHILDREN ARE ATTENDING EVENING ACTIVITIES e.g. P.T.A. organised discos)**

## **REGISTERING CHILDREN:**

### **CHILDREN DUE TO START SCHOOL IN SEPTEMBER 2025 OR LATER**

For children to enter Primary One in September 2025 they will need to have turned four on or before the 1<sup>st</sup> of July 2025.

Correspondence regarding the enrolment of children is automatically forwarded to all parents who have registered their children.

Many pre-school children's details are currently on computer record – i.e. Primary 1 aged children due to start school in September 2025 or later. Please ring the office or email details – name, address and date of birth.

All children who attend pre-school settings such as nursery schools or nursery classes must also be registered with a primary school for admission to Primary One. **PARENTS OF THESE CHILDREN ARE FREE TO CHOOSE ANY PRIMARY SCHOOL FOR THEIR CHILD'S EDUCATION. LIKEWISE, NO PRIMARY SCHOOL IS ALLOWED TO DISCRIMINATE AGAINST PRE-SCHOOL CHILDREN WHO COME FROM DIFFERENT SETTINGS.**



#### The Responsibilities of Parents:

We ask our parents to support their children and the school by: Watching for signs of distress or unusual behaviour in their children, which might be evidence of bullying?

Advising their children to report any bullying to a class teacher, a designated teacher, the vice principal or the principal, and explain the implications of allowing the bullying to continue unchecked, for themselves and for other pupils;

Advising their children not to retaliate violently to any form of bullying; Being sympathetic and supportive towards their children and reassuring them that appropriate action will be taken;

Keeping a written record of any reported instances of bullying; Informing the school of any suspected bullying, even if their children are not involved.

A summary (leaflet) of our Safeguarding and Child Protection policy is being sent home - the complete policy is on the website. This follows guidance from the Department of **Education (Circular 2017/04)** and reflects the various updates to this circular since then.

Please note we are an 'Operation Encompass' school – any incident at home reported to the PSNI/involving the PSNI will automatically be shared with us. This is to ensure that any potential impact on the relevant children can be monitored at school level.

The school has a complaints procedure which follows rigorous Education Authority guidelines and covers all areas (pastoral, curriculum etc.) – again, a copy is on our website. In accordance with this policy, the principal, designated teacher/s and staff must be the first points of contact – other parents, members of the Board of Governors should not be approached in the first instance. Likewise, anonymous complaints cannot be responded to. Thank you for your co-operation.

### **PASTORAL CONCERNS:**

**DESIGNATED TEACHER: Mrs A. Keys**

**DEPUTY DESIGNATED TEACHERS: Mr W. Glass & Mrs A. West**

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**TELEPHONE CONTACTS WITH SCHOOL: 66324865**

Thank you for taking the time to read through this information.

Regards,

W. Glass

**Please ensure that any other information you would like to draw to the attention of the class teacher is done as soon as possible – pastoral, medical etc.**