



RICHMOUNT PRIMARY SCHOOL

INFORMATION BOOKLET

2019/2020





# RICHMOUNT PRIMARY SCHOOL

Richmount Primary School  
105 Moy Road, Portadown, Co Armagh, BT62 1QP

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Website: [www.richmountprimary.co.uk](http://www.richmountprimary.co.uk)

Dear Parent

May I take this opportunity to welcome all our pupils and parents back to school for the new school year. A particular welcome is extended to our new pupils and parents – we trust you will soon feel very much a part of our friendly school community.

It is an exciting time for parents, pupils and staff. It can also be an anxious time for some and I hope this Information Book will help to answer questions relating to routines, procedures etc. If, however, there is anything you are unsure of, please speak to me, or any member of the staff team and we will do our best to help.

The information contained in this booklet should be of use to you throughout the year:

- please read the information carefully
- ***sign, detach and return the relevant permission slips at the back of the booklet to your child's class teacher***
- retain the booklet for your own reference.

If you require any further information or clarification, please do not hesitate to contact me.

Yours faithfully

Mr M Hall

Mr M Hall  
Principal



## SCHOOL HOLIDAYS 2019/2020

Parents are requested that any arrangements for family holidays take account of the dates below and these have been issued at this time to allow for such planning.

**Richmount PS does not condone or sanction family holidays during term-time.**

Teachers will not set work for absences of this nature.

Year	Date	Reason
2019	28 <sup>th</sup> Oct – 1st Nov <i>(12 noon finish on 25<sup>th</sup> Oct)</i>	Half Term <i>(School starts back 4th Nov)</i>
	23 <sup>rd</sup> Dec – 3 <sup>rd</sup> Jan <i>(12 noon finish on 20<sup>th</sup> Dec)</i>	Christmas and New Year <i>(School starts back on 6<sup>th</sup> Jan)</i>
2020	17 <sup>th</sup> - 18 <sup>th</sup> Feb	Half Term
	16 <sup>th</sup> & 17 <sup>th</sup> March	St Patrick's Day
	6 <sup>th</sup> – 17 <sup>th</sup> April <i>(12 noon finish on 3<sup>rd</sup> April)</i>	Easter <i>(School will start back on 20<sup>th</sup> April)</i>
	4 <sup>th</sup> May, 25 <sup>th</sup> & 26 <sup>th</sup> May	Bank Holiday
<b>Staff Dev Days:</b> 28 <sup>th</sup> & 29 <sup>th</sup> Oct 6 <sup>th</sup> & 7 <sup>th</sup> April 25 <sup>th</sup> May		

## School Times

Parents are reminded that the school hours are as follows:



- P1, P2 pupils will start at 8.40am and finish at 1.55pm - Monday to Friday
- P3 pupils will start at 8.40am and finish at 1.55pm – Monday to Wednesday  
2.40pm – Thursday & Friday
- P4 – 7 pupils will start at 8.40am and finish at 2.40pm - Monday – Friday

## After Schools Club - P1-3

**P1-3**

After Schools Club 1.55 pm – 2.40pm. The cost per pupil is **£1.00** per day.

**This should be paid on Monday for the week ahead.**

## Arrival on School Premises

Pupils should not be on school premises before 8.30am. Teachers' supervisory duty begins at 8.30 am. Any pupil presents in the school playground before 8.30am is unsupervised.

## Entering and Leaving School

- a) Parents collecting and leaving children should use appropriate pedestrian class entrances. CHILDREN MUST USE FOOTPATHS AT ALL TIMES when on school premises.
- b) Any parents wishing to collect a child from school during school hours, e.g. for a doctor's appointment, must report in the first instance to the school office where the child can be collected.
- c) If a parent is late collecting their child, the child will be brought to the secretary's office.
- d) Go back into school and tell his/her teacher

**PLEASE NOTE:** Parents are asked to make it clear to their child/children that should you not arrive on time to pick him/her up after school they should go back into school and tell a member of staff.

## **School Uniform**

This contributes much to the ethos of the school and we are grateful for the support given by parents in this matter. Ivan Jameson & Robert Davidson, Portadown supply all the necessary uniform and optional extras e.g. school coats, schoolbags etc. There is a great pride within the school in the neat and tidy presentation of pupils. The details are below-

### **Boys**

- Grey jumper /navy school sweatshirt
- Blue shirt (short sleeved shirts may be worn)
- Grey trousers
- School tie (silver and blue)
- Blue polo shirt (summer term)

### **Girls**

- Grey cardigan/navy school sweatshirt
- Blue blouse (short sleeved blouse may be worn)
- Grey pinafore/skirt
- School tie (silver/blue)
- Blue polo shirt or blue and white gingham dress (summer term)



## **P.E. Days**

### **P.E. Kit Boys & Girls**

- School polo shirt
- Blue/black shorts or tracksuit bottoms
- Gym shoes (slip on type) or trainers.

P1 & 2 pupils must wear a shirt and tie every day except on PE days when they may wear a polo shirt.

P3-7 pupils must wear a shirt and tie to school every day including swimming days. P5-7 pupils must change for PE. Black school shoes must be worn each day. For PE pupils must wear navy/black tracksuit bottoms and school polo shirt.

### **Hair**

Pupils' hair should not be brightly coloured or worn in any extreme style. No patterns or tramlines should be shaved into the hair. Hair should not be shaved below grade 2.

### **Jewellery**

Jewellery of any nature (including earrings) is not permitted to be worn in school due to health and safety.

### **Books and Clothing**

Please ensure that your child's books are backed. Name labels will be provided in school. All items of uniform, PE equipment and personal belongings should be labelled.

## Lost Property

Lost property boxes are located in the library. Parents are welcome to look in these for any misplaced items.

## Homework

Homework is an important part of each child's education. All parents are asked to devote some time to talk with their child/children about school work and to check over homework.

Children will have a homework diary into which they must write, or have written by the teacher, exactly what they have to do at home. Parents should check for homework in this book each evening.

**Parents are asked to sign all homework.**

## Class Organisation

Within the school there are mainstream classes, which for 2017 – 2018 are organised as follows.

Mrs L Whitford	P1/2
Miss A Haslam	P2/3
Mr Clyde/Mrs Kimber (Job share)	P4/5
Mrs C Mayes (SENCO)	P6/7
Mr Hall (Principal)/Mr Clyde (Principal's release)	P7



Year groups cover the same curricular programme. Please note, however, that there may be occasions when year group classes cover particular curricular aspects/topics at different times for reason of classroom organisation, resource availability, etc.

## School Dinners

School dinners cost £2.60 per day, £13.00 per week (prices correct from 30<sup>th</sup> June 2019). All meals should be paid for on a Monday for the week ahead. Cheques should be made payable to the Education Authority Southern Region. Dinner money must be sent to the teacher of each child and not grouped together.



### **Sending Money to School**

A separate envelope must be used for each item e.g. dinner money, milk money, after school club, swimming, educational visits, music tuition. Money must only be sent to the teacher of your child and not to the teacher of his/her siblings.

### **Money Pockets**

Any money sent to school for dinner and various other activities etc should be put into clearly labelled separate envelopes. I feel this can be time consuming and frustrating for parents and staff alike. Therefore, I have decided to design a 'Money Pocket' to alleviate this problem (please see the attached sample envelope). 'Money Pockets' will be available to purchase in school at the cost of £1.50 per pack of 30 envelopes. If you would like to purchase 'Money Pockets', please complete the reply slip at the back and return it along with the money to school. Money Pockets can be purchased throughout the school year.

### **Mobile Phones**

Pupils are not permitted to have mobile phones in school. A mobile phone will only be permitted in school on receipt of a letter from a parent. In this instance mobile phones must be switched off upon entry into the school grounds and remain off throughout the day. Should your child need to contact home they will be permitted to use the school phone.

### **Pupil Contact Information**

Please inform school as soon as possible of any changes in address, telephone number or emergency contact details. We treat this information as strictly confidential but it is essential that it is accurate, particularly where contact must be made in an emergency. The school operates a text messaging service for a variety of purposes e.g. school closures etc. **Changes to personal information can be submitted through the school website under contact us, or a written note sent to school.**

Changes in other circumstances or health details should also be communicated to the school as soon as they are known.

### **Charity Collections**

This year we will again be selecting a number of charities to support and these will be given a particular focus on separate occasions during the year. Details of these charities will be forwarded to parents at the appropriate time.

### **Extra-Curricular Activities – P4 - 7**

A wide range of extra-curricular After School's Activities will operate during 2019/12.

- Monday - Boys' Football & Choir
- Tuesday - Girls' Hockey
- Wednesdays - Alternative Boys' Hockey
- Wednesdays - Alternative - Eco Club
- Thursday -



## **Swimming**

P6 & 7 pupils go swimming on Tuesday mornings. This is a very important part of the PE Curriculum and a vital life skill. Please ensure that your child is well prepared for swimming. Swimming caps are advisable for all girls particularly those with long hair. If a child is unable to go swimming, a note **MUST** be sent to their class teacher. If a pupil is unable to go swimming, they will remain in school supervised in another class where they can complete schoolwork. The cost of swimming is £75.00 per pupil for the year or can be paid in 3 separate instalments of £25.00 at the beginning of each term.



## **Positive Behaviour Policy**

High standards of behaviour are expected from pupils attending Richmount Primary School. The school's Positive Behaviour Policy is built upon our shared rights and responsibilities. A copy is available on request.

## **Medical**

A medical record is kept for every class. It is the responsibility of parents to inform the school regarding any medical conditions concerning their child.

## **Medicines**

**We do not administer on medicines to pupil, unless this is part of a care plan.**

## **Inhalers**

**Any pupil (P3 – 7) who uses an inhaler should keep it with them in school. P1-2 teachers will keep pupil's inhalers. The pupil's name should be marked clearly on the inhaler. In addition, parents should send an extra, labelled inhaler, to their child's teacher, which the teacher will keep in class in case of an emergency.**

## **Head Lice**

The issue of head lice is an ongoing one for schools. Furthermore, the School Medical Service no longer involves school nurses in any aspect of dealing with this problem other than issuing advice. Accordingly, we ask all parents to check their children's hair regularly and respond appropriately.

## **Nut Allergies**

Many children suffer from nut allergies. These children may have a severe reaction if they come into contact with nuts. Accordingly, we ask that **no nuts or nut products are brought into school for your child's break or packed lunch.**

## **Birthday Cakes**

As we have a number of pupils in school who suffer from a nut allergy we NO longer allow birthday cakes/buns to be sent into school.



## **Healthy Breaks / Water in School**

The school operates a Healthy Breaks Policy, which we feel is of great importance to the children as part of their overall development. The school provides healthy breaks and milk for children.

Children in P1 to 7 are asked to bring in a “healthy” mid-morning snack to avoid items such as crisps, chocolate biscuits, sweets and fizzy drinks. We do offer healthy options from our school canteen. These include fruit (apples, oranges, bananas). These can be purchased on a daily basis for 30p.



Cold Water is available and children may bring their own bottle to refill during the day.

## **Notes from Home**

The occasions when notes are required are as follows:

1. After an absence: This should give the dates the child was absent and an explanation for this absence. The school computerised record system requires a “reason for absence” when attendance data is entered. An absence note can be submitted to school via the school website.
2. To allow children to remain indoors at break and lunch time: It is reasonable for children to stay indoors at break time and lunch time if they are getting over an injury or period of illness. However, we would not expect such requests to be open-ended! Generally, such requests would be for no more than a few days though obviously they can be extended if required, with a further note.
3. To get your child out early: We need to know the time and the reason why a pupil has to leave early. Normally these are for dental appointments, family commitments, etc. The pupil must be collected from the school office by an authorised adult.

## **Emergencies**

Clearly there will be occasions when emergency situations arise, especially for leaving school early. The school secretary, Mrs Hewitt, is always at hand to take your call and inform the teachers accordingly.

## **PERMISSION RECORDS**

We need to update our records annually for permission to:

- Use Photographs/Video
- Access the Internet
- Use photos for web publication
- Use Call Parent text messaging service

In addition, we would like to update our **Medical Records**.

**PLEASE READ THE INFORMATION OVERLEAF CAREFULLY AND SIGN, DETACH AND RETURN THE RELEVANT PERMISSION SLIPS TO YOUR CHILD'S CLASS TEACHER.**

## **PERMISSION SLIPS ARE LOCATED ON FINAL PAGES OF THIS DOCUMENT**

### PHOTOGRAPHS/VIDEOS

At various times throughout the school year we like to take photographs of the children in class, on educational visits, at concerts. The photographs/video may be used for publicity, displays and in the website [www.richmountprimary.co.uk](http://www.richmountprimary.co.uk). Please complete **permission slip 1**.

### **RESPONSIBLE INTERNET USE**

As part of your child's curriculum and the development of ICT skills, Richmount Primary School is providing supervised access to the Internet. We believe that the use of the Internet is worthwhile and is an essential skill for children as they grow up in the modern world.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school Internet Provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we recommend that you invest in security software for home computers.

**We would also like you to look at the website of the Child Exploitation and Online Protection Centre (CEOP) which provides advice on how you can get more involved in protecting your children online.**

<http://ceop.police.uk>

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the Internet. The school will not be liable for any damages arising from your child's use of the Internet facilities.

Please read the Rules for Responsible Internet Use with your child and sign the **permission slip 2** if you give permission for him/her to use the Internet at school. We have a school website and also seek permission to publish your son/daughter's work and photographs. Please complete **permission slip 3** to give permission for publication of photographs and work on our website.

## Pupil's Internet Code of Conduct and Acceptable Use of the Internet

The school computers and Internet access are provided to help our learning. These rules will keep everyone safe and help us be fair to others.

- On the network, I will only use my own login username and password.
- I will not look at, change or delete other people's work/files.
- I will not bring in storage devices or software from outside school unless I have been given permission.
- I will ask permission before entering any website, unless my teacher has already approved that site.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.
- I will only e-mail people I know, or my teacher has approved. I will make sure that the messages I send are polite and sensible.
- When sending e-mail, I will not give my name, address or telephone number, or arrange to meet anyone.
- I understand I am not allowed to enter Internet Chat Rooms or Virtual Classrooms while using school computers unless it is in a controlled environment, which has been approved, by the school.
- I will tell a teacher immediately if I see anything unpleasant or receive any messages I do not like.
- I know if I deliberately break these rules I could be stopped from using the Internet.

## Communication from Our School

Our school has installed an automatic communication system that will contact you directly by phone and/or text message to your mobile phone, to keep you updated with events in school and to notify you quickly with occasional reminders **and in the event of emergency closure.**

You will have already supplied the school with contact telephone numbers when your child started at the school but you may prefer to update these and where applicable include mobile numbers.

If your home, mobile or work telephone number has changed recently please provide your new numbers including area code. Please note, these numbers should be contact numbers for parents, step-parents, and foster parents only.

**Your child will be automatically included on the system, however, should you prefer not to be notified of events in school concerning your children then please call me on the above number to discuss this further.**

## MEDICAL RECORDS UPDATE

It is important that the school has an up to date record of children's medical needs (if applicable). Most parents will have already informed the class teacher in previous years and that information is passed on. However, new needs may arise, or changes may occur and it is important to update these annually. Please detail any medical need on **Slip 4** e.g. asthma., allergies etc.

## 2019/20 CONSENT FORMS

Please sign as appropriate and return this page to your child's class teacher.

Name of son/daughter \_\_\_\_\_ Class \_\_\_\_\_

### 1. PHOTOGRAPHS

I agree to my child having their photographs/videos taken for school purposes, including displaying in the local press, and on the school website.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Parent/Guardian)

### 2 INTERNET ACCESS

I have read and understood the school rules for responsible Internet use and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for the damages arising from the use of the Internet facilities.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Parent/Guardian)

### 3. PARENT'S CONSENT FOR WEB PUBLICATION OF WORK AND PHOTOGRAPHS

I agree that my son/daughter's work may be electronically published on the school website. I also agree that appropriate images and videos that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Parent/Guardian)

### MEDICAL RECORDS UPDATE

NAME: \_\_\_\_\_

CLASS: \_\_\_\_\_

Please detail medical need below e.g. Asthma etc. Only allergies as diagnosed by GP etc. should be listed. E.g. penicillin, nuts etc.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **'Money Pockets'**

I would like to purchase 'Money Pockets'.

Number of packets required

( £1.50 per pack of 30 envelopes)

Money enclosed: £ \_\_\_\_\_

Name of pupil: \_\_\_\_\_

Class: \_\_\_\_\_

