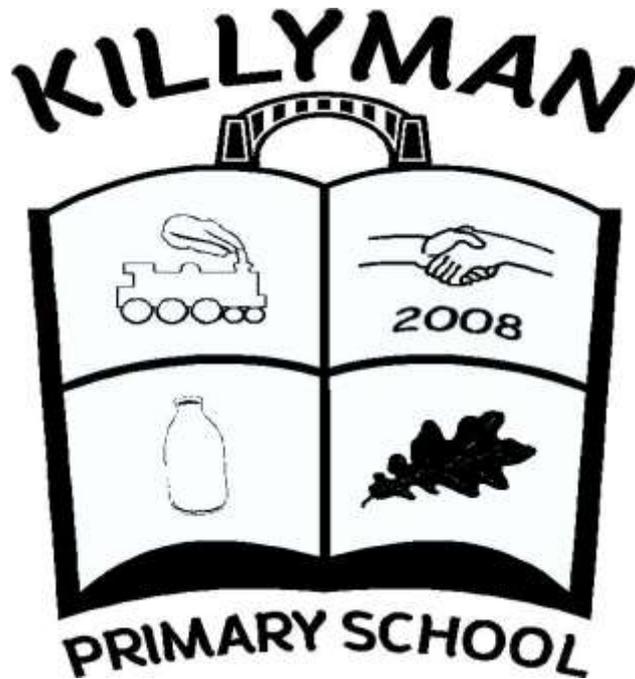


Killyman Primary School



Welcome To



Principal - Mrs D L Mitchell BA Hons

Killyman Primary School, 15 Trewmount Road
DUNGANNON, County Tyrone, BT71 6RL.

Tel/Fax: 028 8772 3094

Email: info@killymanps.dungannon.ni.sch.uk

www.killymanps.co.uk

Staffing



Principal

Mrs D Mitchell

Teachers

Miss E Spence

Mrs V Halliday

Ms J Jamison

Mrs E Nesbitt

Mrs M McCrory

Mrs L McCullough

Mr R Nelson

Classroom Assistants

Mrs J Kelly (P1)

Mrs R Hamill/Mrs P Mullan (P2)

Mrs T McKay

Mrs S McKay

Miss C Boyd

Miss K McKay

Miss J Tomsa

Mrs J Courtney

Secretary

Mrs C McKee

Caretaker

Mr L Anderson

Crossing Patrol

Mrs M Carroll

Canteen Staff

Cook

Ms L Averall

Assistants

Mrs M Carroll

Miss J McFarland

Supervisory Assistants

Mrs J Kelly

Mrs R Hamill

Mrs P Mullan

Mrs T McKay

Mrs S McKay

Miss C Boyd

Miss K McKay

Mrs J Courtney

Before starting school children should be able to:

1. Know their full name.
2. Recognise some colours.
3. Repeat nursery rhymes.
4. Listen attentively to popular stories.
5. Construct simple jigsaws.
6. Dress themselves. (This will be further encouraged when dressing for PE.)
7. Use the toilet themselves and wash their hands. (Infant toilets conveniently adjoin the infant classroom.)
8. Follow basic instructions.
9. Tidy up games and toys.
10. Use a handkerchief/tissue.
11. Hold a pencil and scribble freely.

Encourage your child to:

1. Mix with other children. This will give them the opportunity to share and be part of a group.
2. Say "please" and "thank-you" and ask for things politely.
3. Talk about what they see around them and what they are doing so that their vocabulary grows.
4. Count things around the home such as steps as you walk or items in a cupboard.
5. Scribble with chunky pencils, crayons or paint with thick brushes. This will encourage good hand movements.
6. Play. Play helps them gain confidence; it helps them discover what they can do, how they think and feel.

Successful Separation

The summer holiday is a very long time for a young child to have a parent's company and attention. It is a good idea, as September approaches, to leave your child with a relative or friend for a short period of time. This prepares them in a secure way for the separation that is ahead.



Getting Ready for School



Children need a good breakfast and plenty of time to eat it. Hunger can make a child sleepy and that prevents him/her taking part in all school activities. Sleepy children find it hard to settle in school. Try to make sure your child goes to bed on time and has enough sleep. *Recommended hours for infant children - 12 hours.*

Starting School - The First Week and After

For the first week Primary 1 pupils and parents may make their way to the P1 Exterior classroom door (at the back of school building) **from 8-45 am**. Lessons begin at **9-00 am**.

After the first week children should be left at the school gate and be allowed to proceed into school by themselves, thus developing their independence. A teacher will be on duty outside each morning to greet and direct the children to their classroom.

The school doors will be open to receive pupils **from 8-45 am**. All pupils must proceed to their own classroom where they will be supervised by a member of staff until school begins at **9-00 am**. *Parents are reminded that teachers do not accept any supervisory responsibilities before 8-45 am.*

The School Day - Primary 1



8-15 am - 8-45 am - Morning Club (if desired).

8-45 am - 9-00 am - Children arrive and make their way to their classroom via the exterior classroom door.

9-00 am - School begins.

9-00 am - 10-30 am - Lessons.

10-30 am - 10-50 am - Primary 1 - 3 Break

10-50 am - 11-10 am - Primary 4 - 7 Break

10-50 am - 12-30 pm - Lessons

*12-30 pm - 1-15 pm - Lunch time (*Split*)

P1 - P3 12-25 pm - 12-50 pm

P4 - P7 12-50 pm - 1-15 pm

1-15 pm - 2-00 pm - Lessons

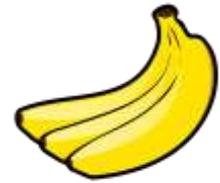
** Please note Primary 1 children go home at 12-30 pm until the end of September and then 2-00 pm thereafter.*

BASH - Morning Club

Children may attend our *Morning Club* for supervision each morning from 8-15 am to 8-45 am at a cost of £1 per morning, entering school via the main front entrance.



Healthy Break



At present we implement a 'Healthy Snack' from Monday to Thursday and Friday is 'Treat Day'.

Monday	Fruit
Tuesday, Wednesday, Thursday	Healthy Snack
Friday	Treat

Drinking Water

To help encourage the children to drink more water, boosting their capacity to learn, each child may bring their own water bottle with their name marked on it. Children may fill their bottles from the water cooler and drink water during class time, before and after PE lessons and during snack and lunch times.



Lunch Time

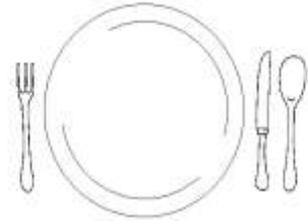
Children have three options at lunch time. They may:

1. Remain in school and take school dinner.
2. Remain in school and bring a packed lunch. (*No nuts of any kind please*). Children are asked to bring home all their rubbish in their lunch bag so parents can monitor what is being eaten.
3. Go home for lunch at 12-30 pm and return by 1-15 pm.

All children who go home at lunch time should bring a parental note and parents must accept responsibility for the safety and welfare of these children.

School Dinners are provided each day.

Parents will receive a menu at the start of each month. The cost of meals is set by the Education Authority and is currently **£2-60** per day for a main meal and a convenience dessert. Dinner money should be paid on Mondays for the week ahead. Some families may be entitled to free school meals. Application forms are available from the school secretary. Approval must be obtained from the Education Authority before free school meals are granted. Further information is available from the Education Authority website - www.eani.org.uk/financial-help.



Please ensure dinner money is sent to school on the first day of the week, in a sealed envelope marked with child's name, class and the days on which dinner is required. Cheques are preferable and should be made payable to '**EA Southern Region**'. Payment for meals not taken due to absence may be carried over to the following week. Dinner money envelopes can be purchased from the office at £2 per pack.



Other Money

From time to time your child will be asked to bring money in to school for various reasons. Please ensure that this is sent to school in a separate sealed envelope, clearly labelled with the child's name, class and teacher giving details of what the money is for. Money envelopes can be purchased from the office at £2 per pack. Cheques should be made payable to '*Killyman Primary School*'.

Assembly Money



Each Thursday morning there is a school assembly during which a collection is taken. This money is accumulated each term and donated to Charity.



Items to bring to School

Your child will need a pencil case which will remain in school. It should include several sharp pencils, a rubber, sharpener and a glue stick. Please ensure all items are labelled clearly with your child's name. Please also provide a glue stick, an old shirt (to be used as a painting apron), a packet of wipes (sensitive) and a box of tissues for classroom use.

Home-time



At home-time all children will be supervised to the fenced enclosure at the front of the school where parents can collect them. Parents should try to be punctual. Should there be a delay, please notify the school, if possible. Although the children are never left unattended it can be distressing for a child to be the last one left behind.

If you cannot personally collect your child at home-time make sure he/she knows who will be coming to collect them. Please let the class teacher know beforehand. Please complete the 'Named Persons Collection Note' to ensure the safety of your child. Parents may drive into the school car park via the entrance on the Dungormon Road and leave via the exit on Trewmount Road. **Please note the one-way traffic system in school grounds and please drive slowly (5mph).**

School Transport - Applications for Education Authority School Transport must be made online through the Education Authority website www.eani.org.uk/transport before mid-July. It is also possible to view bus routes and bus stops. The qualifying distance is two miles measured by the shortest available walking route, door to door.

Correspondence

There are times when your child will be given important notes regarding trips, school functions or meetings. Please check the Homeroom App and Google Classroom for notes or information each day.

School Uniform

Killyman School Uniform consists of:

Full School Uniform (worn on all days except PE and trip days)

- blue shirt or blouse;
- grey skirt, pinafore or trousers;
- Navy jumper or cardigan;
- School tie; (Elasticated ties are available for infants if preferred.)
- White knee socks for girls;
- Black shoes.

Tracksuit Uniform (worn on all PE days (Tuesdays & Thursdays) and trip days)

- Navy school sweatshirt;
- Blue polo-shirt;
- Navy track bottoms; (No stripes please)
- Trainers.

Summer Uniform (optional)

Girls

Blue and white checked summer dress.

Boys

Blue polo shirt, Grey school shorts.

(No football shorts or $\frac{3}{4}$ length trousers.)

School Uniform is available from Paul's in Moygashel and from Horace McMullan's in Dungannon.

Footwear

Primary 1 children should wear shoes that they can easily remove and put on. Shoes with laces should not be worn unless your child can tie his/her own laces.

Labelling Uniform

Please ensure that all school uniform is carefully labelled with your child's name. It is not acceptable to write in ink on the label as it washes out. It can be quite an onerous task for the teacher to sort through thirty identical sweatshirts at the end of the day so clear labelling is essential.

Physical Education

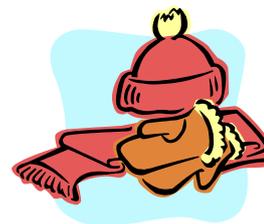
- Primary 1 children will have PE on Tuesdays and Thursdays.
- Children may wear school tracksuit on PE days.
- Jewellery should not be worn during PE lessons.
- Please make sure that trainers have a good grip for the wooden PE Hall floor.

Outdoor Play

Children will have indoor and outdoor play everyday. With this in mind please ensure that your child has a coat with them every day and other appropriate clothing for the weather conditions.

Winter - hat, scarf, gloves.

Summer - sun-cream (applied before school), sun hat.



In addition, each child must have a pair of named wellington boots which will stay in school.



Medication

School policy on administering medication asks that parents provide a note outlining their request and prescribed dose. *Please be aware that teachers are not obliged to give medication but may volunteer to do so.*

Absence from School

If your child is off school for one day or more a written explanation must be sent on return to school. All pupil attendance figures are collated on computer. An absent mark will be replaced with a code indicating the reason for non-attendance. It is, therefore, essential that all pupil absences are covered by an explanatory note. Any unexplained absences will be coded as 'unauthorised.' These are followed up routinely by the Educational Welfare Officer.

Pupils are encouraged to attend dentist, doctor, optician etc. after school hours but those who attend during school hours must provide a note to explain their absence. Families should not take holidays during the school year as they could be fined by the Education Authority.

Parking

Parents may drive in through the entrance on Dungormon Road and park in any available parking spaces. ***Please only park along the left kerb on the driveway if no parking spaces are free.*** A one-way system operates in the school grounds so drivers must leave via the exit on Trewmount Road. The area opposite the lay-by must be left free for the school bus (at 3-00 pm). All parents must come to the fenced enclosure to collect their child from their teacher. ***All drivers should exercise due care and caution at all times within the school grounds (5 mph) and look out for pedestrians in particular.***



Your Child's Details

Schools are required to hold a copy of each child's birth certificate throughout their Primary 1 - Primary 7 years.

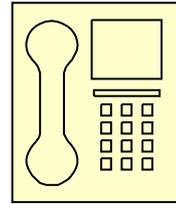
A Data Collection Form asking for details of pupil's doctor, parents/guardians' home and work telephone numbers etc will be sent out for completion at the beginning of each school year. These records are important in case of emergencies when such information about the pupil will be readily at hand. *Please note that the information supplied may be shared with other educational bodies such as the Department of Education. A copy of our school Privacy Notice regarding Data Protection is available on the school website www.killymanps.co.uk.*

Contact Us

Phone Number: 028 8772 3094

Email: info@killymanps.dungannon.ni.sch.uk

Website: www.killymanps.co.uk



This is our phone number. You can easily contact us, but can we contact you if a child is sick? Be sure to give us your contact numbers, and to update records when necessary. Please contact us if your child is not going to be present at school, preferably in advance or in writing upon their return.

