Thursday 31st August 2017

Dear Parents / Carers,

On behalf of all the staff and governors I would like to take this opportunity to welcome you all back to school for the start of a brand new academic year! I trust that each and every one of you had a very enjoyable Summer break and that you had the opportunity to spend some quality time with your child/ren.

So…the uniform is on, the school shoes are still shiny and new, the school bag is packed, the ‘first day back at school’ photograph has been taken and off they go through the doors for the start of a new adventure – a brand new year in a new classroom and the chance to catch up with all their friends to talk about the experiences they had over the Summer! Great! We are delighted to see all the children back here with us and are looking forward to teaching them and supporting them during this new year.

A few reminders:

* **Breakfast Club** – our breakfast club operates each morning from 8:00am. Children are expected to arrive before 8:30am in order to receive a breakfast.
* **School Uniform (1)** – The start of the year is a wonderful time for school uniform – the children look great in their new uniform. Just a reminder that a PE Uniform has been issued this year – black shorts and plain white t-shirt. Children without the correct uniform will be unable to take part in PE lessons.
* **School Uniform (2)** – Large bows and headbands etc are not permitted. Plain black and grey clips, bobbles and headbands should only be worn. (School colours)
* **School Uniform (3)** – Please ensure that every item of uniform is fully labelled with your child’s name.
* **Afterschool Wraparound Care** – thanks to parents / carers for completing my questionnaire at the end of last year regarding this service. More information will follow within the coming days. If you are interested in wraparound care keep a look out for future letters.
* **Dinner Money** – Dinner money should be sent into school in a sealed envelope on a Monday morning for the week commencing. We know it can be difficult trying to find spare envelopes around the house when sending money into school. To make life a little easier, you can purchase a booklet of money envelopes from the school office for £2.50. These envelopes, a little like Church collection envelopes, can be used for dinner money, milk money, payment for trips etc. Simply call into the office and speak with Mrs Moffett if you would like to purchase these.
* **School Dinners -** Children are able to avail of school dinners on a daily basis at Victoria Primary School. Our 5 star canteen provides delicious meals for all our children. From August, school dinners will cost £2.60 per day.
* **Contact Details and Pick Up Lists -**  It is really important that we have the correct contact information for all parents and carers. If these have changed over the Summer, please inform school as soon as the children return. Also, please ensure that anyone collecting your child is on their pick up list. Please advise the class teacher if there are changes to be made to this.

A few dates for your diary!

Our calendar on the school website has been fully updated with key dates for the new school year. I will try to ensure that these dates do not change, however, if changes do occur I will write to inform you.

* Thursday 21st September – Curriculum Evenings for Parents P2 – P7 – as requested via end of term parent questionnaires. More information to follow. P1 will happen later in the term.
* Friday 29th September – Exceptional Closure – school is closed for all pupils.
* Wb 23rd October – Parent / Teacher Interviews.

Exceptional Closures and Staff Training Days

In order to support our families with childcare arrangements etc please find outlined below a list of all school closures as a result of exceptional closures or staff training days. School will be closed for all pupils on these days.

Friday 29th September 2017

Monday 22nd January 2018

Monday 12th February 2018

Friday 4th May 2018

Thursday 7th June 2018

Friday 8th June 2018

School Attendance

I’m sure I don’t need to remind you that regular attendance at school is incredibly important. Our school attendance for last year finished at 95.1%. This means that, in total, children were absent from school for a total of 4162 days – that’s a lot of time missed! Please ensure you child attends school every day.

However, I am aware that children do ocassionally fall ill and are unable to attend. The school holds a list detailing the length of absence a child should have from school following

certain illnesses. This has been issued by the Health Board. If you would like more information about this please contact school.

**A letter explaining the absence should be sent into school with the child on the first day they return to school. This should be dated and signed by the parent / carer.**

Wish To Speak With The Class Teacher?

Victoria Primary does have an open door policy when it comes to communication between school and home – we value our stong relationship with the parents / carers within the school community.

As you will be aware, it is extremely difficult for members of staff, including myself, to be available straight away to meet with parents / carers, especially at the beginning of the school day as teachers will have a class full of children waiting for them inside. If you would like a meeting to discuss your child, you must contact the school office to arrange a suitable appointment time with the class teacher.

Morning Arrangements

All doors will open in the morning at 8:50am. School does not start until 9:00am. Parents are reminded that children will not be supervised by school staff until 8:50am and are asked to wait with younger children until the doors open.

School Gates

In order to increase the security of our site, the main car park gates and the main pedestrian gate at the front of school will be locked during play time 10:30am – 10:45am and lunctime 12:00pm – 1pm. If parents require access to school to pick up / drop off children, please ensure it is done before of after the time outlined above as the gates will be unable to be opened during these times.

Yours sincerely,

Mr C. Fulton

Principal