

# Donaghey Primary School



*'Learning together for the experience of life'*

## **Parent Information Booklet 2024/25**

## **School Vision**



*'Learning together for the experience of life.'*

Donaghey Primary School is a happy and caring community school, where children understand the world is diverse and each child is inspired to be curious, active and full of hope.

### **Mission Statement**

Donaghey Primary School will nurture pupils to become resilient and motivated lifelong learners, who take responsibility for their personal development. The whole Donaghey Primary School community will ensure every pupil is given support to thrive and develop their emotional intelligence. The school will work with families to provide a safe, supportive and inclusive environment for each child's holistic growth.

### **Aims**

*We aim to help our children:*

- 1. foster a desire and enjoyment for learning through active learning in a broad and balanced curriculum relevant to their needs.*
- 2. to be critical thinkers and respectful towards the ideas, theories and opinions of others.*
- 3. fulfil their intellectual, spiritual, physical, social, creative and emotional potential. Central to the creation of this environment is a commitment to Christian values.*
- 4. to be resilient and to proactively look after their own physical and mental well-being and to help others in their time of need.*
- 5. become active learners throughout the curriculum, helping them to develop skills and values to contribute to their community and beyond.*
- 6. to enjoy reading and writing and develop confidence in language which will enable them to communicate effectively with others.*
- 7. develop the skills and knowledge of numeracy to enable them to cope confidently in everyday situations.*
- 8. to use online resources confidently, responsibly and safely to enhance themselves as learners.*

***Agreed by the Donaghey Primary School community, November 2021***

## **DONAGHEY PRIMARY SCHOOL STAFF 2024/25**

<b>PRINCIPAL</b> and P6/P7 Class Teacher	Mr. S. Harrison
<b>SENIOR TEACHER</b>	Mrs M. Wilson
<b><i>TEACHING STAFF</i></b>	
P1/P2 Class Teacher (Part-time – 3 days)	Mrs M. Wilson
P1/P2 Class Teacher (Part-time – 2 days)	Mrs S. Workman
P3/P4 Class Teacher (Part-time – 3 days)	Mrs J. Hanna
P3/P4 Class Teacher (Part-time – 2 days)	Mrs S. Workman
P5/P6 Teacher (Full-time)	Mr D. Ferguson
P6/P7 Teacher (2.5 days)	Mr S. Harrison
P6/7 Principal Release Teacher (Part-time – 2.5 days)	Mrs D. Wilson
Learning Support Teacher (1 day)	Mrs J. Hanna
<b><i>NON-TEACHING STAFF</i></b>	
P1/P2 Classroom Assistant	Mrs E-J Johnston
P3/P4 Classroom Assistant	Miss A. Leslie
Clerical Assistant	Mrs S. Watson
P1 – P3 Club co-ordinator	Mrs H. Leslie
Breakfast Club	Mrs H. Leslie
Cleaner	Mr. B. Leslie
Lunchtime Supervisory Assistants	Mrs. H. Leslie Miss A. Leslie Mr S. Harrison
Kitchen Assistant	Miss Bridget Heagney

## **Board of Governors**

Every school must have a Board of Governors who assist the principal and school staff in managing various areas of school life. These include;

- Oversight of the curriculum
- Staffing
- Enrolment and admissions
- School ethos
- Maintenance of the school premises
- Pastoral care
- Financial management and annual reports.

Our Board consists of nine members, who will be serving as governors until 2024 and the principal, who acts as secretary. We are nominated by local churches, parents and the Education Authority. One member is also a teaching representative. Your current Governors for 2018-24 are listed below.

Mr Stephen Cuddy (Chair & Parent representative)  
Rev Mervyn Lindsay (Transferor & Vice Chairperson)  
Dr Joanne Brown (Transferor)  
Mrs Ann Blower (Transferor representative)  
Mrs Gladys Black (Transferor representative)  
Mrs Jacqueline Evans (Parent representative)  
Dr Violet Wylie (Education Authority representative)  
Mrs Marcella Wilson (Teachers' representative)  
Mr Stuart Harrison (Secretary & School Principal)

The governors are required to meet three times a year but in practice meet more often. Please feel free to contact us about any issue which you think forms part of our duties, the school office will be able to provide you with our contact details.

## **Contacting school**

If you are concerned or unsure about anything relating to your child please do not worry at home, pick up the phone and speak to either Mr Harrison or your child's teacher. You can also use the Seesaw messaging facility.

Telephone messages taken by a member of staff are passed on immediately, and if a member of staff needs to contact you, they will do so as soon as it is possible.

## **School Contact Details:**

*Donaghey Primary School  
28 Killygarvin Road  
Donaghey  
Dungannon  
BT71 4DA.*

*Tel: 028 87748267*

*Fax: 028 87746316*

[sharrison687@c2ken.net](mailto:sharrison687@c2ken.net)    [www.donagheyps.co.uk](http://www.donagheyps.co.uk)

### **The Normal School Day**

Morning – 9.00am – 10.30am (doors open at 8.45am)

Breaktime – 10.30am – 10.45am

Lunchtime – 12.00pm – 12.45pm

Afternoon- 12.45pm – 1.45pm (P1 – P3)

12.45pm – 2.45pm (P4 – P7)

### **Home time**

Please inform school of any changes to your collection arrangements. Children can become very distressed if you are not there on time or someone different has turned up to collect them.

If you are delayed on your way to school for a pickup your child will remain in the care of his/her teacher and may be picked up from their classroom when you arrive. Please just give us a ring to let us know you are running late.

Please note that for the safety of pupils, children are not allowed to wait at the church layby after school as they are unsupervised, and teachers are not aware that they have not been collected. Please remind P4 –P7 children that if for any reason no one comes to collect them, they should come back into school immediately and tell a teacher.

All contact numbers must be accurate and up to date. If changes occur during the year, particularly in relation to mobile numbers, school must be informed so that our data collection forms are up to date.

### **Required Equipment**

All children should come to school prepared for the day, ensuring that they have all their belongings with them.

Children from P4-P7 should have an art shirt – to be kept in school.

### **School Uniform**

School uniform is recommended as we feel it helps to give children a sense of school identity. The uniform consists of a royal blue sweatshirt with embroidered badge, yellow polo shirt with embroidered school name, grey trousers for boys and grey skirts for girls. **All children should wear plain black shoes.** Please note, branded sports black trainers should not be worn. If you require any further clarification, please do not hesitate to contact Mr Harrison.

A shower proof fleece, which is royal blue with an embroidered badge and blue checked gingham dresses for the summer term have also been introduced as optional uniform extras. The full range of school uniform is stocked by Kee's Clothing in Cookstown.

We also encourage parents to donate and purchase uniforms from the Esperanza Charity Shop in Cookstown.

From the 1<sup>st</sup> June, we relax our uniform requirements to include permitting trainers to be worn in school.

**Please ensure that all items of school uniform are clearly labelled.**

### **PE Equipment**

Please ensure all equipment is labelled and placed in a suitable bag for storage in school.

General PE Equipment is as follows:

#### **Indoor Kit**

Shorts, t-shirt, plimsolls, no jewellery – earrings must be removed and long hair tied back.

#### **KS2 Outdoor Kit – children will be informed when this is needed.**

Trainers – outdoors, t-shirt, tracksuit / jogging bottoms / jacket / sweatshirt.

Swimming (P4 – P7) – swimsuit / shorts, goggles, swimming cap (all girls are required to wear a swimming cap).

### **Breakfast Club, P1-P3 Club, Dinners and other payments**

We run a form of wrap-around care in school through a Breakfast Club and an after-school P1-P3 Club. Please see details below including fees for 2024/25.

The Breakfast Club takes place in the assembly hall. The fees are:

A child arriving 8.00am - 8.15am - £4.00

A child arriving 8.15am - 8.45am - £3.00

Furthermore, with the school opening at 8.45am, pupils arriving at this time are welcome to go down to the hall for a bowl of cereal, toast and a drink before lessons commence at 9.00am. This would cost £1.00 per pupil, per day and may benefit those pupils who arrive on the bus and anyone who would like a quick breakfast before lessons commence. All money is paid on the morning to Mrs Leslie who will be supervising the pupils.

The P1-P3 club fee will cost £4.00 per day with school meals costing £2.70 per day. Both payments should be paid using the school app. The P1-P3 Club runs from 1.45pm to 2.45pm. Payments for the P1-P3 Club and dinner money should be

completed by midnight on the Sunday before the week commences. For example, if you are paying for the P1-P3 Club for the week beginning Monday 2<sup>nd</sup> September 2024, the payment needs to be completed by midnight on Sunday 1<sup>st</sup> September 2024. The same applies for school meals. If you require the use of the P1-P3 Club at short notice during any given week, contact us as normal to add your child to the list - continue to phone the school if you need your child entered into the club on a particular day. Emails and Seesaw messages may not be picked up until after school hours. You will then need to complete a 'Late P1-P3 Club Payments' form. This can be found in the 'Payments' section on the App.

This late payment form is also available for school meals if you decide during any given week that you would like your child to have a meal. **Please use the late payments form only as a last resort.**

Dinners include a lunch and a convenience dessert (fruit, yoghurt, biscuits, buns and on some occasions milk puddings.) **You will be informed to any price changes as soon as we are informed.**

You are encouraged to apply for Free School Meals if your child is entitled. More information can be found on the EA website.

It would be very helpful if your child came into school on a Monday with a note stating the days that your child is having a dinner and what days they are staying for the P1-P3 Club. You can write this information down on a note or use the template attached. The template can be found in the 'General Information' section on the app with paper copies also available in the foyer in school. This information will allow teachers to quickly pass on numbers etc to the kitchen and P1-P3 Club leaders.

'Cash only' payments will still be required for the following – *toast, DPA related activities including non-uniform money, certain extra-curricular activities, piano lessons and tin whistle tuition.*

## **Break**

Donaghey Primary School is a healthy eating school and follows the guidelines set by the department's healthy eating policy.

Children from P2 –P7 bring in a snack or they can purchase toast at break time at a cost of 30p per slice.

Healthy snacks include bread-based products, fruit and vegetables. Drinks include milk and water only.

Crisps, biscuits and chocolate bars are not permitted at break time but are still allowed at lunch time.

**We have children with nut allergies therefore we operate a no nut policy and that includes snacks for both break and lunch time. We would value your co-operation in this matter.**

Drinking water is encouraged in school and pupils may bring in bottles to fill from our mains water cooler system. Each teacher will inform their class to their arrangements for this.

## **Curriculum**

All members of staff are committed to ensuring that your child / children are taught in a safe and secure manner and that they deliver the Northern Ireland Curriculum fully. The Primary 'Quick Guide to the Curriculum' is on the school website. A hard copy can also be requested by contacting Mr Harrison.

It is the policy of the Board of Governors of Donaghey Primary School that all pupils will receive their full statutory curriculum entitlement which promotes the spiritual, moral, cultural, intellectual and physical development of the pupils preparing them for the opportunities, responsibilities and experiences of adult life. Every effort is made to increase a child's knowledge by providing a wide and varied curriculum designed to develop fully the child's educational experiences.

Teachers seek to provide opportunities for personal expression and the development of an inquisitive mind in all children regardless of their age and ability.

The quality of relationships at all levels is considered to be of the utmost importance in creating a secure environment and atmosphere which will prepare pupils of this school for society as active participants, and tolerant observers who are morally aware of what their contribution to that society should be. Relationships at all levels include those between pupils and teachers, pupils and ancillary staff, parents and teachers and pupils and peers. All the staff at Donaghey Primary School endeavour to promote such relationships.

It is the aim of the Board of Governors that when children leave this school they will have a sound knowledge of basic computation; be able to read for understanding; be capable of independent learning; show tolerance, consideration and manners towards others and be capable of sharing and using the social conscience, which they will have developed.

From September 2007 until September 2009 all primary schools in Northern Ireland introduced The Northern Ireland Curriculum. This Curriculum introduced a new Key Stage covering years 1 and 2 known as the 'Foundation Stage'. The Foundation Stage provides a more appropriate curriculum for the youngest pupils and eases the change from pre-school to primary school. Formal learning is introduced gradually, and at a pace that matches this age group's level of development.

The Foundation Stage builds on the valuable work undertaken at pre-school. During this Key Stage, teachers are able to teach at a pace which is developmentally appropriate for very young children. There is a strong emphasis on play based learning and personal, social and emotional development.

The Northern Ireland Curriculum aims to develop thinking skills and personal capabilities such as:



- Managing information
- Being creative
- Thinking, problem solving and decision making
- Working with others
- Self-management

Across the following learning areas:

- The Arts
- Language & Literacy
- Mathematics & Numeracy
- Personal Development
- Physical Education
- The World Around Us
- Religious Education

### **PARENT/TEACHER INTERVIEWS**

Formal Parent/Teacher interviews to discuss children's education and progress are held twice a year, usually before half-term in October and in February. A comprehensive written report is issued to all parents in the Summer Term, and parents who wish to have an interview with their child's class teacher to discuss this report are given an opportunity to do so at this time. However, parents are most welcome to make an appointment at any time throughout the year to discuss their child's progress and welfare by contacting the Principal.

### **HOMEWORK REQUIREMENTS**

The purpose of homework is to encourage and develop study, to check a child's understanding, to give practice and to provide an opportunity for parents to keep in touch with what is being taught in school, consequently allowing them to help the child in any area where there may be a weakness or to inform the teacher of their child's difficulties. Reading, phonics and tables are considered to be an integral part of the child's homework. Nevertheless, homework does not always have to be written to be seen as being of value e.g. reading, researching or conducting a survey are valuable worthwhile exercises. Parents are asked to check their child's homework and sign it along with the homework diary.

We recommend that homework is completed under supervision, at a specific time each day, away from television and other distractions.

We acknowledge that homework quantity should be reasonable and within the child's capability. We do not want homework to be a source of stress in households. Therefore, please do not hesitate to contact your child's teacher if there is an issue at home completing homework.

## **Holidays and General Absence**

A list of holidays is provided for each family at the beginning of each new school year. Additional closings may occur e.g. exceptional closure days for teacher training, and parents will be informed of these at the beginning of the school year or as and when school is notified. In the event of an emergency closure, parents will be informed via a notification on the school app

Parents are asked to make dental, medical, hairdressing etc. appointments outside normal school hours, if possible, unless in exceptional cases.

Parents are also asked to try to ensure that family holidays are taken within the allocated school holidays. If holidays are taken at the discretion and suitability of parents, schoolwork missed during this time is expected to be supervised independently by the parents at home after the child has returned to school. School only takes responsibility for sending work home during sickness if requested, not during voluntary absence. All requests for additional time off school should be emailed to Mr Harrison – [sharrison687@c2ken.net](mailto:sharrison687@c2ken.net).

Parents must ensure that the school has information on where they, or a near relative, may be contacted as they will be asked to come for their child should the need arise.

If your child has to attend an appointment during the school day, please inform the teacher in writing as this has to be recorded electronically on our roll system. For safety reasons we ask that you collect your child from the classroom, do not make arrangements for them to wait on you outside school, as they will not be allowed to leave the school building without an adult.

Absence notes should be brought to the class teacher on the day of return or a message sent to the class teacher via Seesaw would suffice. The Education Welfare Officer will need to know why children are absent, especially if they are off school for a considerable period of time.

The office should be kept informed of all changes to your child medical status.

## **Transport**

Transport information regarding the EA bus that runs to and from school can be found at the EA website:

<https://transport.eani.org.uk/HomeToSchool/>

Please note, you must apply for transport through the EA.

## **Communication - School App, Seesaw, Facebook page and Website**

The school's app will be used to communicate latest letters, policies, general information and make payments as stated previously – Dinners, P1-P3 Club and

school trips. Notifications will also be sent out through the app. The app can be downloaded from the app store. Use the code '11111' when prompted.

The teachers will use Seesaw to share information that is related to your child's class - photographs, homework information etc. Our Facebook Page will be used to promote the school in the community.

Our website acts as a hub for more specific information - policies, Board of Governors reports and curriculum information etc can be found on the school's website. If there are any changes to the policies, we will inform you of these changes and re-direct you to our school website to view the updated policy.

If you would like a hard copy of any of the policies, please contact the office.

[www.donagheyps.co.uk](http://www.donagheyps.co.uk)

### **Child Protection**

The school follows Department of Education procedures for child protection. There is a designated teacher, **Mr Ferguson**, and a deputy designated teacher, **Mrs M. Wilson**, who have special responsibility for dealing with child protection concerns. **Mr Harrison** as school Principal is chair of the child protection team.

All members of the school's staff have been trained and are aware of their responsibilities in this important area. A copy of the school's Child Protection Policy will be issued to all new parents at the beginning of the academic year. Copies of all policies are currently on the school's app and website – [www.donagheyps.co.uk](http://www.donagheyps.co.uk).

### **Extra-Curricular Activities**

Extra-curricular activities will run throughout the year. Notification will be given throughout the school year.

### **Communication Plan**

If the school were to be closed at short notice eg extreme weather conditions the communication plan below will be implemented:

1. The Principal will contact all members of staff
2. A notification will be sent on the app.
3. The school's Facebook Page will be updated to reflect the relevant information.

If we receive notification that the bus is not running, we will do our best to share this information in a timely manner. If the school bus is not running in the morning, but school is still open, please assume that the bus will run in the afternoon. Quite often the weather conditions improve throughout the day to allow EA buses to go out for the school run home. A notification through the app will be sent out if the bus is not running in the afternoon.

If your child is due to get off at a stop that is not their normal stop, please write a note for your child to hand to the bus driver directly.

### **Health and Safety**

Please write to your child's teacher at the start of every year outlining any medical issues your child may have. If there is a change in your child's medical circumstances, please inform your child's teacher.

Accidents happen and when they do all children are taken care by staff members who have completed first aid training. If for any reason we feel that your child requires more medical assistance than we can give, we will contact you immediately.

Children are NOT permitted to wear rings, bracelets and chains. Jewellery can cause and contribute to serious accidents. It can also be lost or stolen, thus causing distress for the child who has lost it and for staff, when they are trying to find out what has happened to it.

Earrings – Earrings are extremely dangerous and for that reason they are not permitted to be worn during PE. If your child is unable to remove them themselves, they should not be worn on PE days. Staff are not permitted to remove or reinsert earrings.

If ears have been pierced recently and earrings are not yet ready to be removed, please send in plasters to be placed over the earrings and a note to say you give permission for them to be worn during PE and that accept full responsibility.

### **Parking**

Parking is a significant problem at school. We only have one entrance into our school grounds so therefore we can not operate a drive in and out system. We would ask that when you are dropping off your children and collecting them that you are mindful of local residents. Please do not block their driveways or park in a manner which may cause obstructions. You may, if you wish, park in the layby of the church. The Church car park will only be available on special occasions such as concerts.

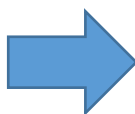
Please do not let your child enter the school grounds before 8.45am. Supervision is not available before 8.45am.

For safety reasons no cars are permitted to park on the avenue up to school or to come inside the school grounds.

### **Complaints Procedure**

#### **Stage One**

Write to the Principal



#### **Stage Two**

Write to the Chairperson of Board of Governors

### **\*Time Limit**

Please contact the school as soon as possible, unless there are exceptional circumstances, complaints will normally only be considered within 6 months of origin of the complaint to the school.

### **\*Stage One**

When making a complaint, contact the school Principal who will arrange for the complaint to be investigated. *If the complaint is about the Principal, proceed to Stage Two.* The school requires complaints to be made in writing, where this may present difficulties, please contact the school which will make reasonable arrangements to support you with this process.

Please provide as much information as possible including;

- name and contact details
- what the complaint is about
- what has already been done to try to resolve it and
- what you would like the school to do to resolve the complaint.

The complaint will normally be acknowledged within 5 school working days and a response normally made within 20 school working days of receipt of the complaint. This response will be issued in writing by the Principal and will indicate with reasons whether the complaint has been upheld, partially upheld or not upheld.

***These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.***

If you remain unhappy with the outcome at Stage 1, the complaint may be progressed to Stage 2 which is overseen by the Board of Governors.

### **\*Stage Two**

If the complaint is unresolved after Stage One, write to the Chairperson of the Board of Governors (*care of the school and marked 'private and confidential'*). Where this may present difficulties, please contact the school which will make reasonable arrangements to support the complainant with this process. The Chairperson will convene a committee to review the complaint. Please provide as much detail as possible as indicated above.

The complaint will normally be acknowledged within 5 school working days and a final response normally made within 20 school working days from date of receipt of the complaint. The response will be issued in writing by the Chairperson of the committee.

***These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.***

If following Stage Two you remain dissatisfied with the outcome of your complaint, you can refer the matter to the Office of the Northern Ireland Public Services Ombudsman (NIPSO).

### **School Life**

You and your family are very welcome to get involved in school life at Donaghey Primary School. The school and Donaghey Parents' Association (DPA) organise various events throughout the year. All parents are welcome to attend DPA meetings. Please check our newsletters, DPA Facebook Page, Donaghey PS Facebook Page and general correspondence for upcoming events.

Please feel free to contact Mr Harrison or leave a note in the 'Suggestion Box' if you have an idea or suggestion with regard to school improvement.

Further information about our school can be found in our school prospectus. If you need any further information, please do not hesitate to contact school.