



Dear Parent/Carer,

As the school year begins we are really pleased to be welcoming all of our pupils, parents and carers back to the start of what we are sure will be another busy and enjoyable school year. Thank you for making a great start so far. As we settle back into routine we have a number of reminders and updates that we'd like to share with you:

Medical Info & Up to Date Contact Details

If your child has a new or existing medical condition such as an allergy, asthma, diabetes or any other condition that may affect them during their time in school we need to know about it. **It is vital that we have up to date emergency contact details for all parents and at least two alternative contacts in case parents are out of reach.** If you have changed your phone numbers or your childcare arrangements, please check that we are aware of the new details. Over the course of the next few days we will be sending home a Data Collection Form with your child. It is very important that you complete and return this form as soon as possible.

Snacks

Healthy snacks for break time please (not sweets, crisps, chocolate or fizzy drinks)! We are a nut free school and ask parents to be aware of the need to avoid sending products containing nuts into school. Please do not send in cakes or buns, sweets or chocolate (either home-made or shop-bought) to school as treats for birthdays etc. This is to manage allergy risk and also to try to be more consistent with our healthy eating messages. It is common to have several birthdays in a class within a week and we can have 'treat overload'. We have policies on Healthy Break times and Anaphylaxis which can be viewed on our website. Both are under review and will be updated in the coming weeks to reflect changes in practice.

School Meals & Milk

School Meals cost £2.60 per day or £13.00 per week. **Parents entitled to Free School Meals (earning under £16190 per year) should ask for a form from the office and get registered with the Education Authority even if you do not intend to use the school meals service all the time. The number of families registered for Free School Meals has an impact on our funding.** Dinner money will be collected on Monday of each week. Please ensure that the correct amount is sent in as we do not hold money in school and cannot provide change. Children absent due to illness can pay for school meals on a Tuesday. Please note that no monies will be accepted on alternate days.

Breakfast Club

Is open each morning and details regarding prices and booking are online and available through the office. High demand means we can no longer accept additional pupils on an ad hoc basis and advance booking is essential. Please contact the school office at the latest on the day before you intend to use the club to check for availability.

Permissions & Consents

A separate form regarding parental consent on a number of day to day issues such as the use of photographs, changing for hygiene and educational testing will be sent home during the course of the first week of term. Please complete and return this form as soon as possible. The school has policies on Data Protection which, along with a Privacy Statement, are published on our website.

Driving on School Grounds

Our grounds and the grounds of our neighbouring school, Wellington College, become congested at peak times. Driver behaviour is key in ensuring the grounds are as safe as possible. We do not have a parking space for everyone and we encourage anyone who can to use alternative means of transport to school if possible.

- Please drive slowly and enter the Wellington College/Forge Campus via Carolan Road and exit via Rosetta Avenue.
- Observe the directional signage and park only in parking spaces – fly parking reduces visibility for other drivers and increases risk.
- When on foot stay on footpaths and encourage children to do the same.
- Drop children off in the designated drop off zone so that they can alight straight onto footpaths and avoid negotiating vehicle traffic.
- Avoid confrontation – aggressive and abusive behaviour will not be tolerated and persons behaving in such a manner will be banned from the grounds.
- Co-operate with school staff if they ask you to move because you are parked or stationary in a place that is not appropriate.
- We are very proud of the significant numbers of parents and children who walk and cycle to school and this year we enter the second of a three year partnership with Sustrans to promote sustainable and safe travel. There will be a number of educational opportunities throughout the year supported by Sustrans.
- It is not permissible to park on school grounds and leave cars all day.

Open Door Policy

- Parents should encourage children who are capable of getting to class independently to do so. This reduces the number of people in the building, reduces congestion on site and allow everyone to get on with their day more efficiently.
- Our open door policy does not mean every parent has an automatic entitlement or need to speak to their child's teacher every morning as this is simply unworkable.
- Issues that need a conversation beyond a few seconds, or that are of a personal or emotive nature should be dealt with by way of an appointment through the school office.
- Morning drop off times are not the time to discuss complex or emotive issues. Other children and parents may be in the vicinity and staff are under pressure for time and trying to compose themselves to start a busy day with your children. We will not tolerate aggressive or abusive behaviour towards our staff. Parents who behave in this way may have the open door policy suspended for them.
- Parents seeking an appointment with the Principal should do so through the school office. It is not realistic to expect to see him by calling in without prior appointment.
- **It is important that we have the school clear of parents by 9.00am so the school day can begin. Please respect this.**
- Copies of our Open Door Policy are available from the office and on our website in PDF form. Our routines in this respect are under review and we will keep you informed of any significant changes.

Lost Property – Names on Personal Belongings

Please make sure you put your child's name on every item of clothing, lunchboxes etc. We recommend using iron on or sewn on labels or a good quality indelible marker. Initials written on with a biro will wash off. We very quickly amass a huge bundle of lost property and tracing owners can be difficult. This year we will be offloading unclaimed lost property to local charity shops on a monthly basis. A number of local shops including Marks & Spencer have a label printing service and personal labels can also be ordered on line inexpensively from a variety of suppliers online.

Punctuality

Punctuality is very important both in the mornings *and when collecting children in the afternoons*. Many P1, P2 and P3 teachers whose classes finish at 2pm teach other classes immediately afterwards and being held up disrupts this. We know that anyone can be held up and be late occasionally but persistent lateness is something that must be addressed.

Absence

If your child is sick and will be unable to attend school, please contact the office and let us know. If a child is absent for other reasons for example medical appointments, we also need to be informed. All pupils must present class teachers with a note when absent from school. NB: Holidays taken during term time **will not** be approved by the school.



Attendance Matters – How do you measure up?

Every single day of school missed is a day's learning lost. Attendance percentages can look a lot better than the raw figures!

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| 100% Attendance | 0 Days Missed | Excellent |
| 95% Attendance | 9 Days of Absence = 1 Week & 4 Days of Learning Missed | Satisfactory |
| 90% Attendance | 19 Days of Absence = 3 Weeks & 4 Days of Learning Missed | Poor |
| 85% Attendance | 28 Days of Absence = 5 Weeks & 3 Days of Learning Missed | Very Poor |
| 80% Attendance | 38 Days of Absence = 7 Weeks & 3 Days of Learning Missed | Unacceptable |
| 75% Attendance | 46 Days of Absence = 9 Weeks & 1 Day of Learning Missed | Unacceptable |

First Aid in School

A significant number of our staff have up to date First Aid Training. We remind parents that we cannot administer medicines to pupils without parents having completed a consent form which will, in some cases, require the signature of your family doctor.

For minor cuts and grazes we sometimes use adhesive dressings (plasters) to keep cuts clean during the remainder of the school day. We always ask children if they've used plasters before and if they've had any problems before we apply them. We would ask that you inform us immediately if your child has any allergic reaction to adhesive plasters or to any foods, medicines or other substances. This is important not only in keeping your child away from substances that may provoke a reaction but also to inform health professionals in an emergency situation.

Use of School Toilets

The toilets on school premises are for the use of pupils and staff only. Parents **should not** ask to use the toilets except in an emergency situation such as baby changing etc.

Parental Supervision of Children Before and After the School Day

Please be aware that the supervision of children on school grounds during pick up and drop off periods is important to maintain safety for all. The climbing of trees and fences and moving in the vehicle areas is not allowed and it is the responsibility of parents to control their children's behaviour.

Loitering on School Grounds

Parents are advised that it is not permissible to wait in the rear or front playgrounds after picking children up. There are a number of reasons for this, primarily safeguarding all children and ensuring that children still participating in lessons are not disturbed. Children should not be playing on play equipment after their school day has ended.

Dogs on School Grounds

Dogs are not permitted on school grounds except for Guide Dogs and Assistance Dogs. Please see the Dogs on School Grounds Policy on our Website.

School Swimming

There may be a delay in organising school swimming this year due to changes in the facilities available locally. We will update parents when we have plans in place.

Notes Home

We are progressively reducing the number of paper notes we send home. The majority of notes that aren't confidential will be posted on the school website or by email and in most cases through our Facebook, Twitter or Seesaw news feeds. **Please keep us up to date with contact numbers and email addresses.** Notes aimed at a limited audience or require a signature for consent/permission will still go out on paper. All notes will also be available in paper copy to parents who wish to collect them from the school office. Parents who require information in special formats such as large print or alternative languages should let us know.

Forthcoming Events

A separate events Calendar has been attached below and is available on the diary dates tab of our website.

Child Protection/Pastoral Care/Health & Safety

We draw your particular attention to our policy and procedures around Safeguarding. The designated teacher is Ms Mahon who teaches P7 and an info leaflet is available in the documents section of our website www.forgeip.co.uk/documents . A paper copy will be issued to all new parents.

The school Safeguarding/Pastoral Care team members are;

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| Ms D Mahon | Designated Teacher for Child Protection |
| Mrs G Kerr | Deputy Designated Teacher for Child Protection |
| Mr N Watson | Principal |

We have a school counsellor, Kylie, who is in school on a weekly basis. The service has two elements: one to one counselling via referral by teachers or parents and also a drop in service. In both instances we will seek parental consent. A letter and consent forms will be sent out to parents shortly.

School Development Planning

We surveyed parents in June of this year to seek views on a broad range of school issues. We have been looking at that feedback and absorbing some of the issues raised by pupils, parents and staff into future planning. We hope to publish a summary of the feedback along with our new school development plan over the course of the next few weeks.

South Belfast Foodbank

We remind parents that we act both as a drop off point for foodbank donations and also a referrer for families who may be experiencing hardship and need support from Foodbank. Donations can be left at the school office. Parents or carers needing Foodbank support can do so through contacting any member of school staff who can inform the Pastoral Care team to arrange a referral.

And after all that.... We are really looking forward to working with you over the course of this school year. We hope that together we can make this a happy and productive year for your child and all of the children at our school.

Yours sincerely



Principal



Events Calendar 2019-2020

NB: While we will do our best to adhere to the published schedule, all dates may be subject to change should circumstances dictate. The Calendar will be updated periodically and the updated version uploaded to the school website as there are some events yet to be decided or confirmed.

Autumn Term

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| Monday 2 nd September | School reopens for all pupils |
| Thursday 19 th September | Choir Rehearsals begin (After school 3.00 - 4.00pm Thursdays) |
| Monday 23 rd September | Curriculum Meeting P1-P7 6.30pm |
| Tuesday 1 st October | School Orchestra Rehearsals begin (After school 3.00 - 4.00pm Tuesdays) |
| Monday 14 th October-Friday 18 th October | Maths Week |
| Monday 21 st -Friday 25 th October | P1-P7 Parent Teacher Interviews (12 noon finish all week for all pupils) |
| Monday 28 th -1 st November | Mid-term break |
| Monday 4 th November | School reopens for all pupils |
| Thursday 5 th December | Open day for prospective parents. P1 pupils finish at 12 noon |
| Friday 6 th December | KS2 pupils to attend Pantomime at the Mac theatre |
| Friday 13 th December | P1-3 Dress Rehearsals |
| Monday 16 th December | Christmas concerts P1 9.30-10.15am P2 10.30-11.30am P3/4 1-2pm |
| Tuesday 17 th December | Christmas concerts P1 P3/4 9.30-10.15am P1 10.30-11.30am P2 1-2pm |
| Wednesday 18 th December | Christmas concerts P2 9.30-10.15am P3/4 10.30-11.30am P1 1-2pm |
| Friday 20 th December | Last day of term ½ day closure Carol Service in the Good Shepherd Chapel for P3-P7 children 11am-12noon. P1 and 2 pupils remain in school. Full school uniform for all pupils |

Winter/Spring Term

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| Monday 6 th January | School reopens for all pupils |
| Monday 10 th -Friday 14 th February | P1-P7 Parent Teacher Interviews (12 noon finish all week for all pupils) |
| Monday 17 th -Wednesday 19 th February | Half term school closed |
| Thursday 20 th -Friday 21 st February | School Development Day for staff. School closed for pupils |
| Friday 28 th February | Fairtrade Friday (Children can bring a Fairtrade snack to school) This is the start of Fairtrade fortnight. |
| Thursday 5 th March | World book day- Children dress up as their favourite character/ Non uniform |
| Monday 9 th -Friday 13 th March | Science week |
| Monday 16 th March | School Development Day for staff. School closed for pupils. |
| Tuesday 17 th March | St Patrick's Day .School closed |
| Friday 27 th March | Celebration Day for Integrated Education Month. |
| Wednesday 8 th April | 12 noon finish. Non uniform day. |

Spring/Summer Term

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| Monday 20 th April | School reopens for all pupils |
| Friday 8 th May | May Day . School closed |
| Monday 11 th May | School Development Day for staff. |
| Thursday 14 th May | Spring Concert |
| Friday 22 nd May | Sports Day |
| Monday 25 th May | May Bank Holiday. School closed |
| Friday 5 th June | P1 Induction day (P1 pupils finish at 12noon) |
| Friday 12 th June | P1 Induction day (P1 pupils finish at 12noon) |
| Tuesday 23 rd June | P5 and P6 Summer Concerts |
| Wednesday 24 th June | Leavers Assembly |
| Tuesday 30 th June | 12noon finish for all pupils. Non uniform day. |