

# Harding Memorial Integrated Primary School



Principal: S Cumper  
info@hardingmemorial.belfast.ni.sch.uk

Monday 2<sup>nd</sup> September 2024

Dear Parent/Guardians



105 Cregagh Road  
Belfast BT6 8PZ  
Telephone: 028 90458040  
Fax: 028 90460917

Welcome back to the start of a new school year. We hope that everyone has had a really enjoyable Summer. We are delighted to extend a particular welcome to all our new Children, Parent/Guardians and School Staff. The pupils look very well in their uniforms - thank you for the effort you have made. As Parent/Guardians you play a very important role in your child's education. We hope to maintain and strengthen our traditional close Home/School links at **Harding Memorial Integrated Primary School** during the current 2024/2025 School Year.

During my time as Principal of our School there have been considerable changes and developments and this is especially true at the start of this new School Year. For the first time in over 26 years there will be no Elaine Shannon welcoming everyone into our school. This will be a different experience for both Pupils, Parents and School Staff. However we are very pleased to confirm with Parent/Guardians that we have been able to arrange for a team of three school staff to be working together in the School Office in Term 1 – Mrs Vong, Mrs Sloan and Mr Baird will be working together to support our school community. In addition as you have been previously informed – I am “working a reduced week” during 2024/2025. I am going to be present in school on a Monday, Tuesday and Wednesday with Mrs Baird taking over as Principal when I am absent from School on a Thursday and Friday. I know that Mrs Baird will continue her excellent professionalism during her new role as Co-Principal of Harding Memorial Integrated Primary School during 2024/2025.

I personally believe that Harding Memorial has a very special “niche market-place” within the local school community. We are blessed to have Parent/Guardians who have high aspirations for their Children. Our School has maintained a good reputation over a very long period and this reputation for quality is in no small measure due to the dedication and commitment of all School Staff and the support of our Parents to both the Pastoral and Curriculum aspects of day-to-day School Life. I thank you for your continuing support for **Harding Memorial Integrated Primary School**.

Our aim at Harding Memorial Integrated Primary School is to ensure that your child fulfils their potential and develops in a happy, confident and successful manner. In order to develop further the Home/School relationship we would hope that parents will:

- ✓ Encourage self-discipline by reinforcing the school's Positive Behaviour Policy. Good behaviour is a necessary condition for effective learning to take place. It is the school policy that discipline should be based on promoting good behaviour as well as addressing unacceptable behaviour, with the underlying emphasis on respect for self, for other pupils and for adults. We aim to develop a caring, happy and disciplined environment that will be conducive to learning. When children behave in an unacceptable manner a clearly graded procedure is followed and, where serious misconduct is concerned, parents will be involved either by receiving a written report from school or by being invited to come to discuss the matter.
- ✓ Ensure regular attendance
- ✓ Inform us of any changes at home which might affect your child's attitude/behaviour at school e.g. family illness, bereavement etc.

❖ **Mr Cumper is the Designated Teacher for Child Protection and Mrs Baird is the Deputy Designated Teacher for Child Protection in Harding Memorial Integrated PS**

If you have any concerns regarding the welfare of your child please speak to either Mr Cumper or Mrs Baird. If an emergency arises in school, our priority will be the welfare and safety of the child. Our next priority will be to contact you. If we cannot do this, we will act in the best interest of the child. If necessary, a member of staff will accompany a child in an ambulance to hospital and sign any necessary forms for emergency treatment. Please contact the School Office if you **do not want** Harding Memorial Integrated Primary School to accept this responsibility.

# BACK TO SCHOOL

## School Dinners – Entitlement To Free School Meals

<https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants>

Children do not have to take dinners every day and there is no distinction made between paid and free dinners. The children of parents who are in receipt of income support or child tax credit (not working tax credit) are entitled to free dinners. Applications can be made using the following link <https://freeschoolmealsanduniforms.eani.org.uk> By doing this the children can take free dinners if and when they wish. The impact of the school funding strategy means that Harding Memorial will receive a significant increase to our budget for children entitled to free meals. Therefore, it is important that the parents of pupils entitled to free dinners complete this application form even if they intend to provide their children with packed lunches.

- ❖ Please do not hesitate to contact the Office if you would like to discuss this matter further.
- ❖ Parents of pupils in Primary 1 should complete the form as soon as possible to ensure that their children can receive free meals in October after their children begin to stay until 2.00pm.

**If you feel your child/children may be entitled to free school meals and require further information about this process, please contact Mr Cumper or Mrs Baird or the School Office as soon as possible either by e mail or phone call.**  
**There is an EA information leaflet attached to this Parent/Guardian correspondence**

## Healthy Break

We will be continuing the school policy of promoting a healthy break for pupils during the school day. We accept that having a healthy break will not in itself transform a child's lifestyle or health but we do believe it has potential to be habit forming, realistic and achievable. Obviously children will still eat whatever you as parents decide at all other times but by raising awareness of healthy eating and by practising it in school we would hope that there may be long term benefits for our children. Please remember that Harding Memorial is a **'Nut-Free'** zone. This means we must ask that all children in the school should refrain from bringing any food that contains nuts into school. I appreciate that this may cause some inconvenience but I know that I will be able to count on your support in this matter.

## School Uniform

Harding Memorial has an excellent uniform wearing tradition. We feel that wearing the "School Uniform" promotes the child's feeling of belonging to our school. Items of School Uniform should be ordered directly from School Days. We also have a number of spare school uniform items

available for Parent/Guardians to access on request which we intend to replenish during the current 2024/2025 School Year. Please contact either Mrs Lyttle or Mrs Baird or Mr Cumper if you require further information or assistance with this issue.

### Jewellery

Children are discouraged from the wearing of jewellery in school. In particular we were concerned last year by the number of children who were wearing rings in school. Hoop earrings are also discouraged. We hope that parents will continue to support school in this policy as the safety and wellbeing of children in school is our primary concern.

### Physical Education

At Harding Memorial Integrated Primary School we feel that Physical education is crucial to health, fitness and well-being. It builds strength, maintains mobility, and challenges body and mind as well as providing a foundation for active living. Our School is fortunate to have excellent PE facilities both inside and outside and we would be seeking to ensure that all children in our school will have regular access to PE within the curriculum on their return to school due to the positive impact that physical exercise can have on young people's health and wellbeing. **It would be our intention that P1 – P7 children would come to school "wearing their PE Kit on their designated PE Timetabled Day" as they previously did last year.** Additional information about this issue will be distributed to individual classes by their Class Teacher(s) via Seesaw in due course.

- Please note that it is strongly recommended that the items of PE Clothing worn by Pupils on their designated PE Day should be based upon practicability, durability and comfort rather than fashion or image. If the Class Teacher is of the opinion that a child's clothing on their designated PE Day is becoming unsuitable for reasons of Health and Safety and practicality of movement during the PE lesson, the School Principal will discuss this issue with the Parent/Guardian.

### Medical Information / Illness

If a pupil has a medical condition, upon admission to the school or subsequently, parents must submit full details to the school office. It cannot be over emphasised that parents must provide all relevant information in writing. If pupils are ill prior to the start of the school day, please do not send them to school. Our experience is that in many such situations, pupils have to be sent home again. The school would wish to avoid the spread of illness within the confined community of pupils and staff. On occasions your child may have medicine prescribed by the doctor but yet be fit enough to attend school. **If you require your child to receive medication in school, please contact the School Principal as soon as possible.** We would request that any medication is appropriately labelled with your child's name, the smallest possible required dosage and clear written instructions regarding the administration of the medication.

### Managing School Attendance

We recognise the achievement of so many of our children in being at school every day of the month. There is important 'stuff' to learn and do each day and it is a joy to see our children come to school each and every day. However, it should be noted that now the recognised list of Covid symptoms now includes: shortness of breath, feeling tired or exhausted, aching body, headache, sore throat, blocked or runny nose, loss of appetite, diarrhoea and a feeling sick or being sick. We may appear *"fussier about Pupil Illness than was previously the case pre Covid"*, but we ask for your patience and understanding in advance. **Please do not send your Child/Children to Harding Memorial Integrated Primary School if they are unwell** and hopefully the attached information graphic below will help answer questions that are very frequently asked.

# Do I need to keep my child off school?

<b>Chicken Pox</b> Until all spots have crusted over	<b>Conjunctivitis</b> No need to stay off but school or nursery should be informed	<b>Diarrhoea &amp; Vomiting</b> 48 hours from last episode	<b>Glandular Fever</b> No need to stay off but school or nursery should be informed	<b>Hand, foot &amp; mouth</b> No need to stay off but school or nursery should be informed	<b>Impetigo</b> Until lesions are crusted & healed or 48 Hours after commencing antibiotics
<b>Measles or German Measles</b> 4 days from onset of rash	<b>Mumps</b> 5 days from onset of swelling	<b>Scabies</b> Until after first treatment	<b>Scarlet Fever</b> 24 hours after commencing antibiotics	<b>Slapped Cheek</b> No need to stay off but school or nursery should be informed	<b>Whooping Cough</b> 48 Hours after commencing antibiotics
<b>Flu</b> Until recovered	<b>Head Lice</b> No need to stay off but school or nursery should be informed	<b>Threadworms</b> No need to stay off but school or nursery should be informed	<b>Tonsillitis</b> No need to stay off but school or nursery should be informed		



## EVERY SCHOOL DAY COUNTS –

Every single day a child is absent from school equates to a day of lost learning.

Attendance percentages can be misleading.

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

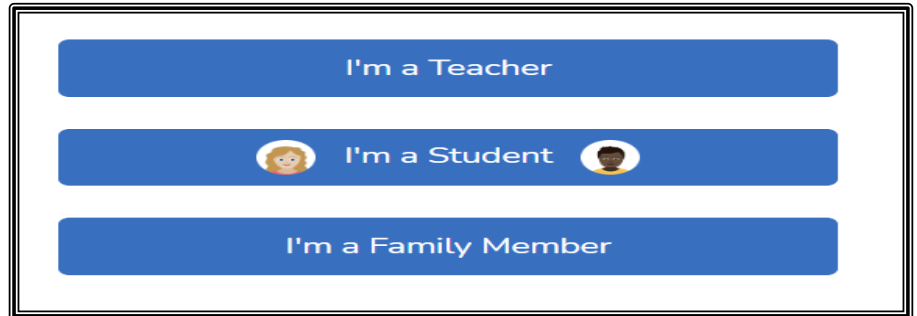
For some parents, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year – that's nearly 4 school weeks.

## Pupil Attendance and Lateness

It is very important that each child arrives in school on time. When pupils arrive late it can make things difficult for everyone. The teacher has to stop and wait for the latecomer to settle down and the rest of the class is disrupted. The latecomer who misses the first part of the day often feels uncomfortable and embarrassed. Perhaps even more importantly, they miss the opportunity to play and socialise with their friends in the playground prior to the commencement of school. We understand that all families will occasionally face situations which make it difficult for their children to arrive on time (eg sleeping in or getting caught in traffic due to unfavourable weather conditions). This is not a problem and in such situations we would certainly prefer that your child arrives late, rather than being kept off school for the entire day. **Any pupils arriving after 9.05am should access the Front School Entrance where they will be able to gain access to school.** School will continue to monitor individual pupil attendance and punctuality and parents may be contacted individually to discuss both low percentage of school attendance and erratic morning attendance. **Additional information from the Department of Education regarding school attendance is copied below.** We hope that the Parent/Guardian of any Primary 2 – Primary 7 Pupil who had an attendance below 85% (95% attendance was previously regarded as satisfactory in our Pre-Covid Times) will address this issue during the current 2024/2025 School Academic Year.

## Mobile Phones

It is school policy that pupils should **not bring any mobile phones to school.** Any Parent/Guardian who requires their child to have access to a mobile phone in school for a particular reason should contact the School Principal in writing at their earliest possible convenience. I thank all parents in advance for their anticipated support and understanding in this important matter of school administration.



Harding Memorial Integrated Primary School will be continuing to use the ICT premium programme “Seesaw Plus” to help further develop the communication between School and Parents and Pupils during the incoming 2024/2025 School Year. Seesaw is an educational platform that allows schools and pupils to engage with parents and carers to create an online environment which is intended to:

- ❖ empower pupil to take ownership of their learning and to reflect on their progress over time.
- ❖ give pupils tools to show what they know in the way that works best for them.
- ❖ inspire pupils to try their best by providing an audience for their work beyond the classroom.
- ❖ create a meaningful home-school connection so that parents can better support their child’s learning.

**Seesaw will continue to be used as the main digital service to send “Homework” for all Primary 1 – Primary 7 pupils during the 2023/2024 School Year.**

Parents and Children will need to go to the seesaw website <https://web.seesaw.me>. Then please select the second option to log in as a student. **At this stage Children or Parents should enter the 16 letter code that will be given out to all P1 – P7 Pupils this week.** The children can then use Seesaw to share and upload work, photos, videos and notes. The following video may be of benefit: [https://youtu.be/ZWE\\_NIWfa4c](https://youtu.be/ZWE_NIWfa4c)

**What can children do?** – The children can click on the green + sign, this will give them choices to take live photos or videos, or to upload photos and videos from their device (computer, phone, tablet). Children can also add 'notes' if they want to communicate with the class teacher. When children upload to their journal, only the child, the class teacher and the child's family members using Seesaw can access the journal. No other pupils can see your child's journal. Any comments made on the journal by your child or family members will need to be approved by the class teacher before they are published. **Uploading work, photos, videos and notes** – When you or your child want to upload work through the 'student account', you will need to click on the green + sign. This will give you options of what you can upload. Choose what you are uploading and click on the green tick in the top right corner. The item will be published once the teacher has approved it.

### **End of School Pickup Arrangements**

- Please remember that P1 – P3 children should be collected from their individual school entrance.
- **No child from Primary 1 to Primary 3 will be allowed to leave school without a Parent/Guardian being identified.**
- We would expect any pupil from Primary 4 to Primary 7 to come back into school if they have not been collected by a recognised Parent/Guardian.

We look forward to working with both parents and pupils to achieve another successful School Year at Harding Memorial Integrated Primary School. If you have any queries or worries concerning your child's education, please do not hesitate to contact either Mr Cumper or Mrs Baird at your earliest possible convenience. Our professional interest as Teachers is identical to yours as parents - **that is to give each child the best opportunities we can provide.** We work together as a Team in Harding Memorial Integrated Primary School = Everyone Is Important In Our School

Yours sincerely  
Mr S Cumper  
Mrs J Baird  
Principal





# HARDING MEMORIAL INTEGRATED PRIMARY SCHOOL

## **Holiday List For The Current School Academic Year = 2024/2025**

Please note that Family holidays cannot be deemed to be an agreed, authorised absence except in very exceptional circumstances: (DE Circular 2006/14).

A family holiday is judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events."

### **Half Term Holiday**

School is closed from Monday 28<sup>th</sup> October 2024 – Friday 1<sup>st</sup> November 2024

**Last Day of Term 1 – Friday 20<sup>th</sup> December 2024 at 12.15pm**

### **Christmas Holiday**

School is closed from Monday 23<sup>rd</sup> December 2024 to Thursday 2<sup>nd</sup> January 2025

### **Spring Term**

School starts on Friday 3<sup>rd</sup> January 2025

**School Development Day - Wednesday 12<sup>th</sup> February 2025**

School will be closed for all Pupils for Staff Training on this date

### **Spring Half Term Holiday**

School is closed on Thursday 13<sup>th</sup> February 2024 and Friday 14<sup>th</sup> February 2025

### **St Patrick's Day**

School is closed on Monday 17<sup>th</sup> March 2025

**Last Day of Term 2 – Friday 11<sup>th</sup> April 2025 at 12.15pm**

### **Easter Holiday**

School is closed from Monday 14<sup>th</sup> April 2025 to Friday 25<sup>th</sup> April 2025

### **Summer Term**

Summer term starts on Monday 28<sup>th</sup> April 2025

### **May Day Holiday**

School is closed on Monday 5<sup>h</sup> May 2025

### **Summer Half Term Holiday**

School is closed on Monday 26<sup>th</sup> May 2025

**School Development Day – Friday 13<sup>th</sup> June 2025**

School will be closed for all Pupils for Staff Training on this date

**School Development Day – Monday 16<sup>th</sup> June 2025**

School will be closed for all Pupils for Staff Training on this date

**End of Summer Term** – The last day of the Summer Term will be Monday 30<sup>th</sup> June 2025

# Important Information

## Applying for \_\_\_\_\_ Free School Meals & Uniform Allowance

If you require help...



[www.eani.org.uk/fsm](http://www.eani.org.uk/fsm)



028 9041 8044



[mealsanduniform@eani.org.uk](mailto:mealsanduniform@eani.org.uk)

### 1. Are you eligible?



You must be:

- in receipt of a qualifying benefit OR
- be an Asylum Seeker supported by the Home Office Asylum Support Assessment Team (ASAT).

#### Qualifying Benefits:

- Income Support;
- Income Based Jobseeker's Allowance;
- Income Related Employment and Support Allowance;
- Guarantee Element of State Pension Credit;
- Child Tax Credit or Working Tax Credit with an annual taxable household income of £16,190 or less;
- Universal credit and have net household earnings not exceeding £15,000 per year.

### 2. What documentation do you need?

You will be asked to upload proof that you are receiving a qualifying benefit:

- Tax Credits Award Notice
- Your most recent Universal Credit Claimant Statement or
- Proof of Benefit letter (if you are in receipt of Income Support, Income Based Jobseeker's Allowance, Income Related Employment and Support Allowance or the Guarantee Element of State Pension Credit).



### 3. What else do you need?



- National Insurance Number
- Children's names
- Dates of Birth
- Schools they will be attending
- Address
- E-mail and telephone number
- Bank or building society account and sort code details.

### 4. Where do you apply?

Apply for Free School Meals and Uniform Allowance for the new school year beginning September, through the Education Authority's online portal, EA Connect. If you haven't already registered an EA Connect account, it's quick and easy to do. Information can be found on the EA website.



### 5. What happens next?



We aim to process applications within 4 weeks. However, in the busy period of June to September, this can take up to 5 weeks. Please do not contact EA for an update on your application within the 5 weeks of submitting your application. If you have provided incorrect or insufficient supporting documentation, you will receive a tailored email advising you to resubmit your application with details of the correct documentation you need to provide.

You will receive an email from EA once your application has been approved and processed.

