

# Harding Memorial Integrated Primary School



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| JANUARY 2024 |     |     |     |      |     |     |
|--------------|-----|-----|-----|------|-----|-----|
| Sun          | Mon | Tue | Wed | Thu  | Fri | Sat |
| 31           | 1   | 2   | 3   | 4    | 5   | 6   |
| 7            | 8   | 9   | 10  | 11   | 12  | 13  |
| 14           | 15  | 16  | 17  | ★ 18 | 19  | 20  |
| 21           | 22  | 23  | 24  | 25   | 26  | 27  |
| 28           | 29  | 30  | 31  | 1    | 2   | 3   |

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Thursday 11<sup>th</sup> January 2024

## Thursday 18<sup>th</sup> January 2024 – Industrial Action

Updates are slowly filtering through to School Principals regarding the proposed Public Sector Strike Day Action on Thursday 18<sup>th</sup> January 2024. Whilst I am currently discussing the situation regarding possible Teaching Staff strike action with the School Chairperson of the School Board of Governors, there is no way of determining in advance how strike action will directly impact the availability of our School Teaching and Non-Teaching Staff. **However to give everyone as much warning as possible, please plan for Harding Memorial Integrated Primary School being closed to all P1 – P7 Pupils on Thursday 18<sup>th</sup> January 2024.** I will provide a further information update to all P1 – P7 Parent/Guardians as soon as possible.

### Applications for Primary 1 at Harding Memorial Primary School September 2024

Applications for Primary 1 at Harding Memorial Integrated Primary School September 2024 Children born between 2 July 2019 and 1 July 2020 will be due to start Primary One in September 2024 as they will be of compulsory school age and Parents/Guardians must apply for a place in a Primary School. The EA Connect School Applications portal opened at 12.00 noon on Tuesday 9<sup>th</sup> January 2024 and will close at 12.00 noon on Friday 26<sup>th</sup> January 2024. There is expected to be very heavy demand on the EA website during the first few days and some parents may experience difficulty with the website. **If you need any help with the online application process feel free to make e mail contact with school and we will be happy to help.** If you know of any Parent/Guardian who has a child due to start Primary 1 in September 2024, please encourage them to contact the School Principal who would be willing to arrange a tour of the school and give them the opportunity to view our Foundation Stage Resource area.

### Term 2 After School Clubs

In Harding Memorial Integrated Primary School we aim to give our pupils the opportunity to further and widen their interests and once again in Term 2 we are offering an extensive range of After School activities. These clubs form an important part of our extended school life and are only possible because of the support of the various External Organisations associated with our School. We are happy to report that the following clubs will be operating in School for pupils in Term 2 for Pupils: Table Tennis Club, Art Club, Bible Club, Football Club, Clay Razy, Handball Club, Music Club and Cricket Club. **Parent Guardians from the appropriate year groups will be emailed additional information about these After School Clubs tomorrow – Friday 12<sup>th</sup> January 2024 and the Booking System via School Money will then “Go Live” on Monday 15<sup>th</sup> January 2024 at 3.00pm.**

A number of these clubs were very heavily oversubscribed in Term 1 and inevitably some children and parents were disappointed that their child/children were unsuccessful with their application for a particular After School Club. **As Parent/Guardians have been previously informed - places in the After School Clubs will be allocated on a First Come and First Served Basis vis the School Money Booking System.** School would like to make very clear that we always

endeavour to give Parent/Guardians equality of opportunity when applying for a place in these After School Clubs. However, the School Money System does not have the ICT Facility to limit participation in After School Clubs to one activity per child. In addition, it should be acknowledged that the organisation of these After School Clubs is a considerable organisational exercise that requires significant time from School Office Staff. I would like to thank Mrs Shannon and Mrs Mackey for their continued hard work, dedication and patience when dealing with this very complex administrative issue. In endeavouring to ensure the safety of our children it is important that Parent/Guardians are aware of the finishing times for all these after school activities and that arrangements are particularly clear for the collection of our youngest pupils at the end of After School Activities. In particular, we would hope that all Parent/Guardians would be aware of the necessity to be punctual for P2 & P3 Pupil Pick Up Times as these pupils will not be dismissed until an appropriate adult arrives at 3.00pm. In addition we would request that all Parent/Guardians please check which dates the Monday to Thursday After School Clubs will be taking place as they have been occasions in the past when a child has not been collected on time due to a Parent/Guardian forgetting that the After School Club is not on that particular date.

Finally it should that all children attending the various After School Clubs are expected to behave in accordance with established school rules. If a child **misbehaves** during these After School Club Activities they will be asked to leave the Club and wait at the School Office whilst a Parent/Guardian is being contacted and told to collect them from School. **In such circumstances this Child will then no longer be allowed to participate in this After School Club**

**Monday After School Clubs = Art Club, Table Tennis Club and Bible Club starting on Monday 22<sup>nd</sup> January 2024 (6 sessions)**

- After School Art Club at 2.00pm – 3.00pm (P2/P3) and 3.00pm – 4.00pm (P4/P7)
- After School Table Tennis Club at 3.00pm – 4.00pm (P4/P7)
- After School Bible Club at 3.00pm – 4.00pm (P4/P7)

**Tuesday After School Clubs = Football Club and Art Club starting on Tuesday 23<sup>rd</sup> January 2024 (6 sessions)**

- After School Football Session at 2.00pm – 3.00pm (P2/P3) and 3.00pm – 4.00pm (P4/P7)
- After School Art Session at 2.00pm – 3.00pm (P1)

**Wednesday After School Clubs = Clay Razy Club and Handball Club starting on Wednesday 24<sup>th</sup> January 2024 (6 Sessions)**

- After School Clay Razy at 2.00pm – 3.00pm (P3/P4) and 3.00pm – 4.00pm (P5/P7)
- After School Handball at 2.00pm – 3.00pm (P3/P4) and 3.00pm – 4.00pm (P5/P7)

**Thursday After School Clubs = Music Club and Cricket Club starting on Thursday 25<sup>th</sup> January 2024 (6 Sessions)**

- After School Music Club Session 1 at 2.00pm – 3.00pm (P2/P3) and 3.00pm – 4.00pm (P4/P7)
- After School Cricket Club Session 1 at 3.00pm – 4.00pm (P4/P7)

**Safeguarding Children**

As part of our Pastoral Care and Safeguarding programme it is important that everyone in school is clear about **Home Time Routines**. Please ensure your child fully understands who is meant to be collecting them from school and that this corresponds with the information which has been communicated to school. **In addition, if you are unavoidably delayed please phone the School Office and let us know immediately – and especially before 1.45pm for P1 – P3 pupils.** Finally, please advise your child that if you do not arrive that he/she should return to the School Office and inform a member of School Staff. This will reinforce what we are telling them in school

and will avoid unnecessary worry or concern. We thank all Primary 1 – Primary 7 Parent/Guardians in advance for their cooperation with these important organisational arrangements.

### **Positive Behaviour Scheme - Harding Hero for Fairness**

The “*Harding Hero*” Scheme is used to reinforce and promote Positive Behaviour amongst all the pupils at our school. The aim of this scheme is to create an atmosphere in which the pupils are encouraged to develop a sense of self-esteem and an awareness of the needs of others. At the end of each behaviour theme period a pupil from P1 to P7 will receive a behaviour certificate which will be displayed on the Harding Hero Noticeboard. The new theme for the Harding Hero Scheme is **“Fairness”** e.g. **taking turns and share, playing by the rules, avoiding blaming others, listening to the ideas of others.** We hope that all parents will assist us in the project by reinforcing the importance of children demonstrating Fairness both inside and outside of our school.

### **School Emergency Closure Arrangements**

We would like to remind all Parent/Guardians of our organisational arrangements for Emergency School Closure Situations. **We have a system in school to enable us to text parents to inform them if school is closed for any emergency situation.** In the case of extreme weather conditions, any decision whether or not to close the school will be taken as early as possible. The School Principal will consult with the School Building Supervisor and make a decision about whether School will be able to remain open. In the event of disruption caused by heavy snow our prime concern must always be the safety of the pupils and staff. We will also endeavour to list any School Closure Information on the BBC News Northern Ireland Website or the School Website

- **If you do not receive any closure information from the school, please assume that “Harding Memorial is “Open As Usual” for all Primary 1 to Primary 7 Pupils.**
- **If anyone received a new phone for Christmas and has changed their number please ensure that you let the School Office have the number immediately, in case we need to contact you urgently. This is particularly important during the cold weather as in the event of the school being closed due to bad weather we will use text message numbers.**
- **Finally can you please ensure that all Adult Contact Mobile Phones have the Answer Machine Facility in operation to enable school to leave a Phone Message in an Emergency.**

### **School Uniform Procedures**

At Harding Memorial we are extremely proud of our school uniform. It is smart, sensible, hardwearing and engenders a sense of belonging. During the winter months we would greatly appreciate it if each child could come to school with a waterproof coat. In addition, we would request that all children have access to either a coat with a hood or else a hat or cap to use when the weather is inclement. Children may wear boots on the way to and from school but should bring their ordinary school shoes to change into. We would be grateful if parents could use some time over the next few days to check school uniforms for missing name identification labels. We occasionally have some lost property in school which we are unable to return to children when there is no identification available to view on the clothing item.

- **Please ensure that all clothing is clearly labelled with each child’s name visible in order for School to be able to return clothing items to their correct owner. This is obviously a priority issue for our School.**
- If your child/children brings home an item of clothing that does not belong to them, we would request that this item is returned to School as soon as possible in order for us to reunite it with the correct child.

# Harding Memorial Integrated Primary School

## Summary Child Protection Information For Parent/Guardians

Harding Memorial Integrated Primary School is part of the local community and is very appreciative of the support it receives from the various stakeholders in the school. Participation by Parent/Guardians and others from the community have a direct impact on the educational value of the school and is greatly appreciated by both governors and staff. Links between home and school are actively promoted. We believe that it is very important that the working relationship between both parent/guardians, their child's class teacher and the School Leadership Team is a positive experience. Although there may be rare occasions when School and Home may disagree about an incident that has occurred in school, a spirit of mutual respect with calm and mature co-operation should enable any potential miscommunication issues to be dealt with in a satisfactory manner. We would encourage the "modelling" of appropriate behaviour by all members of our wider School Community.

At Harding Memorial Integrated Primary School we acknowledge that the whole area of "*Safeguarding and Child Protection*" is a sensitive and difficult issue. The relationships which Teachers have with Children and Parent/Guardians are often based on trust and confidentiality. Such relationships are acknowledged as underpinning the secure, caring environment for growth and learning which schools seek to provide for their pupils. However all individuals connected to Harding Memorial Integrated Primary School must recognise that, in order to protect children from abuse, neglect and exploitation, a proper balance must be struck between protecting children and respecting the rights and needs of parents and families. As part of the Home/School partnership all stakeholders are reminded that it is accepted school policy that any Harding Memorial pupil (whilst they are in the vicinity of the school grounds) should not be approached by any adult other than their own Parent/Guardian or a member of Harding Memorial Integrated Primary School Staff.

❖ If you have ever have any concerns or questions about any aspect of the School Safeguarding Policy associated with Harding Memorial Integrated Primary School, please speak immediately to either the Designated Teacher for Child Protection (Mr Cumper) or Deputy Designated Teacher for Child Protection (Mrs Baird) – Thank You

