



ACADEMY
PRIMARY SCHOOL

Frequently Asked Questions - Starting Academy Primary

We have put together a series of questions we think many parents new to our school would like answered.

You can help your child get to know the school by looking at photos and videos of all the exciting things that Academy children take part in. There is a virtual tour for parents and children to look at.

What are the school times?



Nursery

There are two nursery sessions:

The morning class runs from 9 am to 11.30am, and the afternoon class runs from 12.30 pm to 3pm. (The first day is a shorter session of 1 $\frac{1}{2}$ hours). The children can be dropped off and picked up during the first and last 10 minutes of each session.

P1

Normally, arrive for 9am and the school day ends at 12.15pm for P1 pupils. From October, P1 stay for their lunch and leave at 2.00pm. Morning break is from 10:45-10:55am and lunch is from 12:10-1:00pm. Starting the school day on time is really important as often

the children go over very important learning first thing in the morning. Please see our website for holiday dates and events.

Intake arrangements

In the summer months before beginning Nursery/P1, we hold information sessions for parents and arrange for the children to visit school to meet their new classmates and teachers. At this time you will be given information about starting times and dates. Nursery and P1 children will have staggered and gradual intake to allow them and the staff to get to know each other and become comfortable in the nursery/school environment.

What is the uniform?

In Nursery, children wear blue joggers, a blue polo shirt and a blue sweatshirt. (the polo shirt and sweatshirt have the Nursery logo on) These are available all year round from Marshalls in Saintfield. They can wear any colour of trainers on their feet, preferably with Velcro fastening.

In the main school....

GIRLS:

- A pinafore dress or skirt in mid grey
- V-necked sweatshirt in Royal Blue
- Blouse/shirt - light blue
- School tie- royal blue with pale blue
- Black shoes

BOYS:

- Mid grey trousers
- V-necked sweatshirt in Royal Blue.
- Blouse/shirt - light blue
- School tie- royal blue with pale blue
- Black shoes

What do I do if my child is unable to attend school?



You should contact the school office on: **02897510407** to report your child absent from school. You can call the line every school day from 8:00am. You should call the school on the first day of your child's absence.

Please phone the school to report the following absences:

- **Sickness absence:** if the absence lasts more than one day, parents and carers are required to call on subsequent days to provide an update. A letter should be provided to the school when the child returns from their absence.
- **Medical or dental appointments:** Parents and carers should call the school to report absences for medical or dental appointments. The school requires a letter or appointment card as evidence of the appointment to ensure permission is given to be absent from class.

Please phone the school directly to report the following absences:

To make sure you receive the right support you require, parents and carers should still contact the school directly on **02897510407** to report absences of a sensitive or personal nature, for example:

- Bereavement
- Serious illness, for example, an absence which is going to last more than one week
- Injury, for example, broken limb
- Contagious diseases or illness

Children should not be kept off unless it is essential.

How does the Dinner Hall work?



The P1 children always come along to the dinner hall first. Menus are distributed on a regular basis. If your child would like a school dinner, please log in to the School Money App to book these the week before.

(P1 can take a school dinner from October).

Any child with a medical diet can be accommodated.

Parents/carers are asked to ensure that children are not given nuts or nut products for their lunch or snack.

We have a number of staff present in the Dinner Hall and they check that children are eating. If you are concerned that your child is not eating his/her lunch let his/her class teacher know so that the situation to be monitored.

Children with packed lunches

All P1 children normally eat their packed lunch in the Dinner Hall.

Who teaches my child?



All classes have a designated class teacher and classroom assistant in Nursery and Foundation Stage. There may on occasion be two teachers when a job share arrangement is in place. Please see the Nursery and P1 videos to meet the staff.

Is there an emphasis on outdoor play in Nursery?

In Nursery, we believe in the value of outdoor play and all children take part in every day. This is important, not just for their physical and mental wellbeing, but also in facilitating many other areas of development. In wet weather we have a large covered sandpit and a separate covered area that can be used.

What happens in the playground?

We have a number of play spaces. We have an infant playground for P1 - P3 and an all weather pitch designated for our P4 - P7 pupils.

The play areas are separated out for safety reasons and to give the children space to play.

Each play area is supervised by a number of Supervisors, and, in the case of the infant playground, Buddies. Buddies are P7 children who have been trained to play with, support and help our infant children in the playground. They work very well with our younger children and help promote a sense of community.

A number of games, activities and stations are provided for the children in Foundation Stage.

What happens if it is wet?

We aim to ensure that our children can go out to their play areas as much as possible at break times and children should come to school dressed appropriately for the weather. However, if it is very wet or exceptionally cold then we would keep the children in. The children will remain in their class. Classroom assistants and Supervisory assistants will take care of our children.

How do you deal with Medical Issues?

Parents complete a medical consent form when their child is enrolled and the school nurse keeps a note of all of the medical conditions made known to us. Parents/carers of children who require to use an inhaler should ensure that they have a spare one in school. These will normally be labelled and stored in the child's classroom available for use by the child as required.

We should be informed of any changes in medical conditions immediately.

Who deals with First Aid?



We have a School Nurse and number of designated First Aiders at Academy. Our School Nurse is also responsible for the storage and management of medicines, the assessment of a child's injury or condition and the administration associated with First Aid.

If a child sustains a minor injury in school, then it will be treated by a First Aider or the nurse. If a child has a head bump, even if it is minor, then the parent will be informed either by a phone call or a note. If a child has a serious injury or is unwell then the parent will be contacted and the situation discussed. If it is a very serious injury the school office would contact the parent. If we were unable to make contact with a parent or if the child needed immediate medical care we would arrange for the child to be taken to Hospital. It is absolutely vital that we have accurate emergency contact details for all of our parents.

What is Home Learning?



Home Learning provides an important link between the school and the home. We acknowledge that parents and children lead busy lives and in P1 we give home learning at the beginning of the week and collect it back in at the end of the week. This enables families to plan when home learning can be done so that it does not interfere with other arrangements. In Nursery, parents are given information about key learning, topics and songs each month and are encouraged to reinforce this at home with their children through play.

Some Home Learning will be set online via Seesaw, Mathseeds and Bug Club.

How do I know how my child is doing?

We hold two parents' meetings each year (usually October and March) and produce an annual report (sent out in June). For many parents that, plus the information gained from working with their child on home learning, provides sufficient information and reassurance on their child's progress.

However, if you have any concerns or require any further information you can request a meeting with your child's class teacher and arrange a meeting.

Who do I speak to if I am worried?

If you have a concern, please speak to your child's teacher who will try to resolve the issue, or to a member of the Pastoral Care team. The school has a Child Protection Policy which is available to all parents.

Can Parents get involved?



We are very fortunate to have an active and supportive PTA at our school. Everyone is welcome to get involved.

Is there Wrap Around Care / Out of School Provision?



We offer care for your Primary One child between 8.00am to 6.15pm each day.

Breakfast Club

Our breakfast club opens each morning at 8.00am and is supervised by teaching staff until 8.50am when pupils go to their own classroom. The charge is £1.00 per day payable at the door.

The kitchen opens around 8.15am and those pupils, who wish to, can purchase a range of breakfast items, including cereal, fruit juice, tea and toast.

After School Care



Paddington Lodge Day Nurseries is a family run business who became our after-school provider in February 2019. Their Carryduff branch has been open for 30 years, they have been serving the Saintfield community for 17 years at their Old Belfast Road branch and are the only local nursery to provide an all-inclusive service.

They offer the following at Academy P.S.

- After-school club 2pm-6.15pm
- Waiting in club 2pm-3pm
- Early closures catered for
- Full day care is available during holiday periods

Please contact us to discuss prices and availability on 028 9751 9295

Please visit our website @ www.paddingtonlodgenursery.co.uk or our Facebook page.

When is PE?



Each class has two sessions of Physical Education every week. There is a time table drawn up to accommodate all classes. When appropriate PE will be taken outdoors.

Working in Partnership

We believe that for our pupils to reach their full potential and stay happy in school, it is very important for our parents and teachers to work together as a team.

In Nursery, we take part in the 'Getting Ready to Learn' project which seeks to provide parents with information and resources in order to help them develop their children's learning at home. This involves some information evenings for parents as well as lending book bags and toy bags for use at home. P1 teachers often provide input into these

sessions, introducing parents to the way phonics and reading is taught in P1.

