



# Ashgrove Primary School Newtownabbey

## Our Weekly Newsletter

ISSUE: 01

FRIDAY 1<sup>ST</sup> SEPTEMBER 2023

### WELCOME BACK TO SCHOOL!

It has been a pleasure to welcome our boys and girls back to school. We extend a very warm welcome to our new P1 pupils and those who have joined Ashgrove in other year groups over the Summer months.

I have lots of housekeeping information to share with you in this first edition of our Weekly Newsletter. Please refer to this information in the coming weeks as by keeping to our routines you help our school run smoothly.

### MORNING ROUTINES

School doors open at 8.40am and all children must be in their classrooms by 9.00am.

Punctuality is important for our class routines. However, if you are late to arrive to school i.e. after 9.00am, please bring your child to reception where they can make their way to their classroom.

### BREAKFAST CLUB

As a reminder, Breakfast Club is available from 7.45am – this is a help to parents/carers who need to leave children to school before 8.40am. Spaces in the Breakfast Club should be booked online in advance via SchoolMoney.

### SCHOOLMONEY

New parents to Ashgrove will be sent an email and text to set up their SchoolMoney account to book school meals, break club and After School Club etc. Unfortunately, we were unable to send this to you before 1<sup>st</sup> September. If you need help with this, please contact Tracey in the Office, a letter with more information will be emailed home.

ASHGROVE ROAD, NEWTOWNABBAY, CO ANTRIM, BT36 6LJ

T: 028 9084 8734

E: [INFO@ASHGROVEPS.NEWTOWNABBAY.NI.SCH.UK](mailto:INFO@ASHGROVEPS.NEWTOWNABBAY.NI.SCH.UK)

[WWW.ASHGROVEPRIMARY.COM](http://WWW.ASHGROVEPRIMARY.COM)

**Learning, Caring, Growing Stronger Together**

## HOW TO RAISE A CONCERN...

At Ashgrove Primary School we value parents and carers as partners in the education of our pupils. The views of parents are significant and we encourage the positive contributions which parents and carers make to the life of our school.

### PROCEDURE ON HOW TO RAISE A CONCERN IN SCHOOL...



Occasionally, a parent or carer may have a concern they wish to raise with school.

Most often, concerns and queries can be addressed quickly to the satisfaction of all. To make sure that issues are dealt with appropriately it is important that parents and carers follow the staged approach as outlined below.

This staged approach helps to ensure your concerns or queries are heard by more than one person in a fair and consistent way...

#### STAGE 1

Raise your concern(s) with the class teacher. Most often concerns are fully addressed at this stage. Please note, teachers are unable to receive calls during teaching time & appointments should be made.

#### STAGE 2

If the issue remains unresolved, you may contact the Head of Key Stage i.e. P1&2 - Miss Morrison, P3&4 - Mrs Torrie and P5,6&7 - Mr McComb.

#### STAGE 3

Following Stage 2 please contact the Vice-Principal, Mr McComb.

#### STAGE 4

Contact the Principal, Mr Smith.

#### STAGE 5

After following the above stages, if issues are unresolved, you may write to the Chairperson of the Board of Governors via the Secretary of the Board of Governors.

Tel: 028 9084 8734

email: [Info@ashgroveps.newtownabbey.ni.sch.uk](mailto:Info@ashgroveps.newtownabbey.ni.sch.uk)

Office Hours: 8.30am-4.15pm





# Our Safeguarding Team

**In Ashgrove Primary we want everyone to feel safe and happy in school.**

**If you have any worries or concerns you can speak to a member of our  
Safeguarding Team.**



**Mrs Luney  
P5 Teacher**

**Designated Teacher  
for Child Protection**



**Mrs Carberry  
P5 Teacher**

**Deputy Designated  
Teacher  
for Child Protection**



**Mr Smith  
Principal**

**School Principal**

**Child Protection is everyone's business!**





## ADMINISTRATION OF MEDICATION IN SCHOOL

Yesterday, I wrote to all parents whose children had a Medical or Dietary Care Plan last year. It is important that you, as parents, ensure we have the most up-to-date Care Plan. If the Care Plan has been reviewed by a medical practitioner, you must give us the most recent copy. If over the previous few months your child has received a Medical or Dietary Care Plan it is imperative, you inform us and give us a copy of the Care Plan without delay. Parents of new P1 pupils should also ensure we have received a copy of Care Plans if appropriate.

If a child has to take medication in school their parent or guardian **MUST** complete a school **Administration of Medication Form** OR **A Request for a Pupil to Carry His/Her Medication**. Medication will **CAN NOT** be administered unless the appropriate form is completed and received by school.

**The above mentioned forms should be completed online and are available on our website under the "Parents Area".** For safety reasons, children should **NOT** bring their own medication to school – this should be brought by an adult and left in the office.

Please remember, if your child requires an inhaler (or any other type of medication) it is your responsibility to ensure there is an adequate supply in school and the medication is in date.

Please remember, school staff can only administer medication in accordance to prescribed instructions or instructions from a GP or Care Plan.

## ALLERGIES & INTOLERANCES

Thank you to those parents who have already updated us about allergies or intolerances for their child. If your child has an allergy or intolerance we do not know about, please email school to let us know- further supporting documentation i.e. medical diagnosis will also be required. Similarly, if the allergy or intolerance is no longer a medical issue, please keep us informed.

## PRIMARY 3 – EXTENDED SCHOOL DAY...

As a reminder, P3 children will stay for a longer school day on **Tuesday, Wednesday and Friday to 2.50pm.**

On **Monday & Thursday, all P3 children will go home at 2.00pm** and exit via the Boiler House Gate. The P3 teachers will send you reminders of these arrangements on See-Saw.

## PRIMARY 1 SETTLING IN ARRANGEMENTS

It is with lots of joy that we welcome all our new pupils to Ashgrove- we hope our youngest pupils have enjoyed their first few days of Primary School. Establishing good routines in school is so important to give everyone a sense of security and belonging – many thanks to our P1 parents for helping to make the start of the day and home times smooth and safe for everyone.



## TEACHING STAFF IN ASHGROVE PRIMARY

Please see below for a list of Teaching Staff in school as of September 2022. As you can see some members of staff hold positions of responsibility for areas of the curriculum or leadership posts.

| YEAR GROUP  | TEACHERS   |
|-------------|--|
| Primary 1   | Miss Morrison (Head of Foundation Stage)<br>Mrs Harbinson  |
| Primary 2   | Miss McConvey (PTFA & Community Links)<br>Mrs MCGivern (World Around Us) Monday-Thursday, Mr Cassidy Friday                    |
| Primary 3   | Miss Morrison<br>Miss Crozier  |
| Primary 4   | Mrs Torrie (Head of Key Stage 1)<br>Mr Hutcheson (ICT & C2K Manager)   |
| Primary 5   | Mrs Luney (Designated Teacher for Child Protection & Literacy Leader)<br>Mrs Carberry (PDMU/Pastoral Care Leader & Attendance) |
| Primary 6   | Mrs Ewing (Numeracy Leader)<br>Mr Kelly (ICT)  |
| Primary 7   | Mrs Warke (Music)<br>Mr McComb (Vice Principal)  |
| SEN Support | Mrs Doherty (SENCO)<br>Mrs Hawkins (Learning Support Teacher, 1 day per week)  |

## SCHOOL CLOSURE REMINDER...

School will be CLOSED to pupils on **FRIDAY 30<sup>th</sup> SEPTEMBER 2022** for Staff Development. Although staff will be in school this day, parents will need to make alternative childcare arrangements.

## SCHOOL FUND/ VOLUNTARY CONTRIBUTION

At the beginning of each academic year, we ask parents to make a voluntary contribution of £5.00 per child (maximum of £10.00 per household) to our school fund.

We are mindful that household budgets are squeezed and restarting school can be an expensive time of year for parents, however we will use all monies carefully to help of children. Please make your Voluntary Contribution online via SchoolMoney by the end of September.



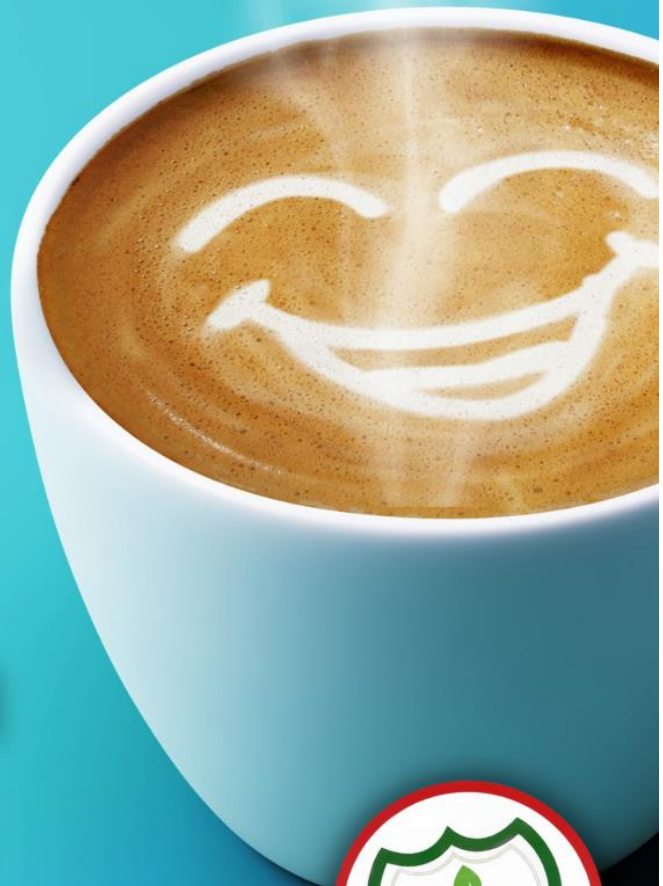
## PTFA COFFEE MORNING FOR NEW P1 PARENTS

Miss McConvey as part of her work with the Parent Teacher & Friends Association is organising a Coffee Morning for new P1 parents on Friday 15th September... this is just a chance to connect with other new P1 parents & carers, meet some of our school staff and find out a bit more about the work of the PTFA.

# ASHGROVE PTFA

**COFFEE MORNING  
FOR NEW  
P1 PARENTS**

**FRIDAY 15TH  
SEPTEMBER  
9.00-9.45AM**



## HOLIDAY LIST, 2023-2024



### AUTUMN TERM, 2023

#### School commences:

|                                   |             |
|-----------------------------------|-------------|
| Tuesday 29 <sup>th</sup> August   | (Half Day)* |
| Wednesday 30 <sup>th</sup> August | (Half Day)* |
| Thursday 31 <sup>st</sup> August  | (Half Day)* |

School Development Day 1: Friday 29<sup>th</sup> September (School closed to pupils)

HALLOWEEN: Mon 30<sup>th</sup> Oct - Thurs 2<sup>nd</sup> Nov (inclusive)

School Development Day 2: Friday 3<sup>rd</sup> November (School closed to pupils)

School recommences: Monday 6<sup>th</sup> November

CHRISTMAS: Thursday 21<sup>st</sup> December (Half Day)\*  
Friday 22<sup>nd</sup> Dec - Wed 3<sup>rd</sup> Jan 2024 (inclusive)

School Development Day 3: Thursday 4<sup>th</sup> January 2024 (School closed to pupils)

---

### SPRING TERM, 2024

School recommences: Friday 5<sup>th</sup> January 2024

School Development Day 4: Monday 12<sup>th</sup> February (School closed to pupils)

HALF TERM: Tuesday 13<sup>th</sup> Feb - Fri 16<sup>th</sup> Feb (inclusive)

St Patrick's Day: Monday 18<sup>th</sup> March (Half Day)\*

EASTER: Friday 22<sup>nd</sup> March (Half Day)\*  
Mon 25<sup>th</sup> March - Friday 5<sup>th</sup> April (inclusive)

---

### SUMMER TERM, 2024

School recommences: Monday 8<sup>th</sup> April 2024

MAY DAY HOLIDAY: Monday 6<sup>th</sup> May (School Closed)

School Development Day 5: Friday 24<sup>th</sup> May (School closed to pupils)

MAY BANK HOLIDAY: Monday 27<sup>th</sup> May (School Closed)

End of School year: Friday 28<sup>th</sup> June (Half Day)\*

\*Half Day- School closes at 12.00 pm. The above holiday dates are all inclusive.





## School Meals Menu

VEGETARIAN OPTIONS ARE AVAILABLE EACH DAY – refer to website

|   |  |
|---|--|
| <p style="text-align: center;"><b><u>Monday 4<sup>th</sup> September</u></b></p> <p>Sausage Roll, Spaghetti Hoops with Chips or Baked Potato</p> <p style="text-align: center;">~</p> <p>Ice Cream with Chocolate Sauce &amp; Pears</p> | <p style="text-align: center;"><b><u>Tuesday 5<sup>th</sup> September</u></b></p> <p>Pasta Bolognese with Garlic Bread &amp; Sweetcorn</p> <p style="text-align: center;">~</p> <p>Zesty Orange Sponge &amp; Custard</p>             |
| <p style="text-align: center;"><b><u>Wednesday 6<sup>th</sup> September</u></b></p> <p>Roast Chicken or Poached Salmon with Cauliflower, Broccoli &amp; Carrots</p> <p style="text-align: center;">~</p> <p>Blueberry Muffin</p>        | <p style="text-align: center;"><b><u>Thursday 7<sup>th</sup> September</u></b></p> <p>Chicken Curry &amp; Naan Bread, Garden Peas &amp; Steamed Rice</p> <p style="text-align: center;">~</p> <p>Fresh Fruit Salad &amp; Yoghurt</p> |
| <p style="text-align: center;"><b><u>Friday 8<sup>th</sup> September</u></b></p> <p>Beef Burger in a Bap with Tomato Ketchup. Tossed Salad &amp; Chips</p> <p style="text-align: center;">~</p> <p>Flakemeal Biscuit &amp; Fruit</p>    | <p>Please remember to book both Free and Paid school meals for the week ahead by logging into your SchoolMoney Account – thank you for your help with this.</p>  |

Last year, some families were entitled to Free School Meals. As you know, parents/carers must apply for this provision annually. I wrote to all parents in June with information on how to apply along with sources of help from the EA if required and again sent a reminder this week.

As FSM entitlement is reviewed annually, we are unable to provide a free meal from 1<sup>st</sup> September unless informed by the Education Authority that you are entitled to this provision (even if you were in receipt of school meals last year). Unless we have confirmation of FSM for 2023-24 academic year from EA there will be a charge for school meals.

### HOME TIME ROUTINES

As a reminder, classes will go home at the times outline below...

**P1&2 2.00pm every day. P4-7 2.50pm every day.**

**P3 2.00pm Monday & Thursday. 2.50pm Tuesday, Wednesday & Friday.**

**Please note there are settling in arrangements for new P1 children- refer to the information shared with home.**

