

**"ASHGROVE HAS A LOVELY
FEEL AND TEACHERS CARE FOR
FAMILIES, NOT JUST A CHILD!"
JAY'S MUM**



ASHGROVE PRIMARY SCHOOL

**"Learning, Caring,
Growing Stronger
Together"**

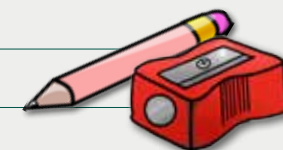
**Primary 1
Induction Booklet**



**"MY DAUGHTER LOVES
P1. SHE BOUNCES IN AND
BOUNCES OUT OF SCHOOL!
SHE IS VERY HAPPY AT
ASHGROVE PRIMARY."
LUCY'S MUM**

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WELCOME TO ASHGROVE PRIMARY SCHOOL

The purpose of this booklet is to provide you with information about your child's introduction to Ashgrove Primary School. This booklet complements the School Prospectus which is available on our website:

WWW.ASHGROVEPRIMARY.COM

Our aim is to make your child's transition to Primary One a happy and enjoyable experience. In order to achieve this we try to get to know your child and also help you to prepare your child for school. If your child has attended one of the local nurseries, a member of our staff will have visited the nursery, spoken to the staff and spent some time with your child.

MEET THE STAFF INVOLVED IN PRIMARY 1

PRINCIPAL: MR SMITH



P1 TEACHER & HEAD OF
FOUNDATION STAGE:
MISS MORRISON



P1 TEACHER: MISS MCLAUGLIN



CLASSROOM ASSISTANT:
MRS LOWRY



CLASSROOM ASSISTANT:
MRS FINLAY

SCHOOL UNIFORM



Our uniform in Ashgrove Primary is an important part of our identity and we believe it helps to set the tone of learning. It is the policy of the school to expect all pupils to wear our smart school uniform. We very much appreciate parental support in this area. Our uniform gives pupils a sense of pride and belonging.

BOYS	GIRLS
PRIMARY 1 - 3	PRIMARY 1 - 3
White polo shirt with school crest Green sweatshirt with school crest Black/grey trousers Black/grey socks Black shoes In the Summer Term boys may wear black/ grey school shorts	White polo shirt with school crest Green sweatshirt with school crest Grey/black skirt or pinafore Black shoes White knee length socks Grey or black tights In the Summer Term girls may wear a green gingham dress

Primary 1 pupils also need the following items:

- A green Book Bag (available to buy at Reception)
- Black velcro (or slip-on) P.E. plimsolls with a slipper bag
- Wellie Boots
- Pritt Stick



Please make sure all items of uniform & clothing are clearly labelled.

SCHOOL TIMES

Regular and punctual attendance is essential for good progress at school. We believe that punctuality is an important life skill for our children to be taught. Parents play an important role in this respect and should ensure that all school times are strictly adhered to.

Please note, school begins at 8.55am. At this time all children should be in school.

8.00am	Breakfast Club
8.40am	Children may enter the school. Primary 1 pupils go to their classrooms at this time
8.55am	School begins
10.25am-10.40am	Breaktime, Primary 1-4
12.30-1.15pm	Lunchtime, Primary 1-4
2.00pm	Home time* (All Primary 1 pupils go home at 2.00pm from the end of September)
2.00-3.00pm & 3.00-4.00pm	Ashgrove After School Clubs (available to P1 pupils)

(Children must NOT be left unattended in school grounds before 8.40am)

*It is much appreciated if parents collect their children promptly at home time as children may become distressed. Please remember, if someone else is collecting your child, it is your responsibility to let the Teacher know.



ABSENTEEISM

If your child is ill, or absent from school for any reason, it is important you let us know promptly by ringing the school and selecting the option to explain an absence. We also require parents to follow this up with a brief note on the child's return to school.

BREAKFAST CLUB

Breakfast Club is open to all children from 8.00am. Pupils can enjoy a healthy breakfast for only £2.00 per day. Alternatively, if you wish to leave your child to school before 8.40am and do not require breakfast, this costs £1.00.

AFTER SCHOOL CLUB

Primary 1 children may attend our After School Club which runs daily from 2.00-4.00pm. Children may attend for 1 or 2 hours at £2.50 per hour. Places must be booked in advance and paid for each Monday.



"IT WAS THE BEST CHOICE MOVING MARCUS TO ASHGROVE - HE HAS SETTLED REALLY WELL AND ENJOYS GOING TO SCHOOL."
MARCUS' MUM

HEALTHY EATING

We operate a Healthy Break Policy. Our pupils are encouraged to bring a piece of fruit, vegetable or sandwich to school for their break. They are also encouraged to drink water; fizzy drinks must not be sent to school. We have a Healthy Break Tuck Shop available to Primary 1 pupils for only 30p per day.

Please be aware that Ashgrove Primary School is a "Nut Free Zone", therefore foodstuffs containing traces of nuts must not be sent to school.

SCHOOL MEALS & PACKED LUNCHES

Children may bring a packed lunch to school or they may buy a school meal, (some pupils may also be entitled to a Free School Meal- application forms are included in our Induction Pack). Copies of the School Meals Menu are available on the website and are also shared with all parents in the Weekly Newsletter. The price of a School Meal is set by the Education Authority and may vary from year to year.

Please pay monies for School Meals each Monday morning. Should your child be absent for any reason, the School Meals credit will be carried forward to the next week.



SENDING MONEY TO SCHOOL

Please send all monies to school in a sealed envelope and write the following information on the envelope:

- **Name of your Child**
- **Teacher's name**
- **What the money is for**
- **Total enclosed**



Please endeavour to send the correct amount to school without change being required.

DATA COLLECTION & CONTACT DETAILS

It is important all parents/carers complete and return the Data Capture Forms included in the Induction Pack. This will enable us to contact you in the case of an emergency or for any other reason. If your contact details change e.g. new mobile number; it is your responsibility to keep us informed by contacting the school Secretary.

MEDICAL INFORMATION

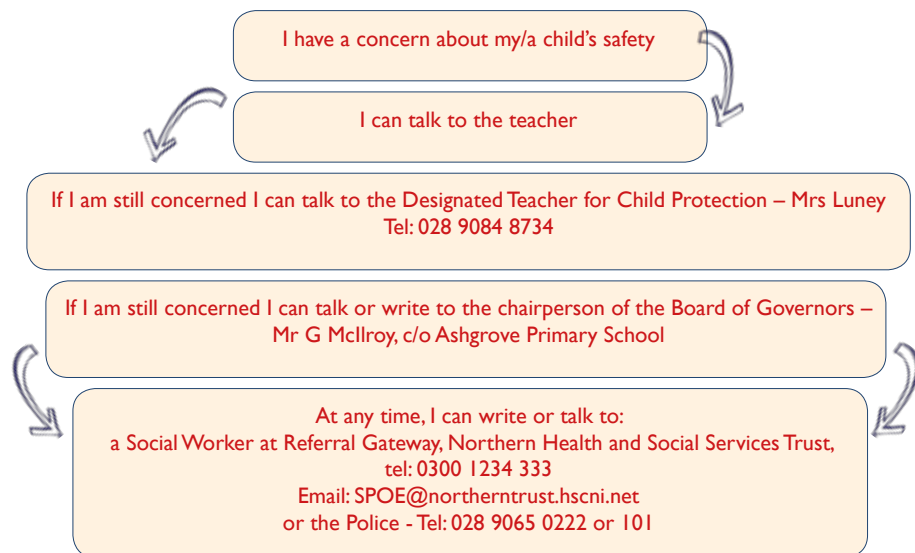
If your child has a medical condition, or suffers allergic reactions, it is imperative that the school is informed. Please complete the relevant sections in the Data Capture Form. All parents should observe our Administration of Medications Policy (included in the induction pack).

INTIMATE CARE

All children in Primary 1 should come to school able to toilet themselves. However, occasionally accidents may happen and some pupils may require help with intimate care. All new Primary 1 parents should familiarise themselves with our Intimate Care Policy, included in the Induction Pack, and return the acknowledgement slip.

CHILD PROTECTION & SAFEGUARDING PROCEDURES

The welfare and safety of our pupils is of paramount importance. Ashgrove Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. Our Safeguarding Policy is reviewed annually and a copy is included in your Induction Pack. If you have any worries or concerns about any child in Ashgrove Primary you must follow the procedure below:



OUR SAFEGUARDING TEAM

Designated Teacher for Child Protection:
Deputy Designated Teacher for Child Protection:
Principal:
Designated Governor for Safeguarding:
Chairperson of Board of Governors:

Mrs Luney, Primary 5 Teacher
Miss McLaughlin, Primary 1 Teacher
Mr Smith
Mr Edwards
Mr McIlroy

HOW DO I RAISE A CONCERN?

We endeavour to foster supportive, caring relationships in all aspects of school and in particular between home and school. We pride ourselves on our warm and welcoming environment where parents & carers feel comfortable in approaching teachers if they have any worries. If you wish to raise a concern, please follow the procedure outlined below:

1. Discuss the matter with the class teacher. Parents should bear in mind it may be appropriate to make an appointment through the Office to speak to the Teacher rather than disrupt teaching time.

MOST OFTEN CONCERNS ARE RESOLVED AT THIS STAGE.



2. If after speaking to the Teacher the matter is not resolved, the issue can be taken up with the Head of Key Stage or Vice Principal.
3. Following the second step, if concerns still remain, the issue can be referred to the Principal.
4. Ultimately, if the issue is still not resolved the parents/ carers may write to the Chairperson of the Board of Governors - please refer to our Complaints Procedure. It is very rare for concerns not to be resolved before this stage.



**"ASHGROVE HAS BEEN
INSTRUMENTAL IN MY SON'S
SUBSTANTIAL PROGRESS IN HIS
FIRST YEAR OF SCHOOL. I CAN'T
THANK THE P1 TEAM ENOUGH!"**
JACOB'S MUM & DAD

PREPARING FOR SCHOOL



**"ASHGROVE HAS PROVIDED A FUN AND SAFE ENVIRONMENT FOR MY SON - HE LOVES SCHOOL."
BOBBY'S MUMMY**

Our new Primary 1 pupils should look forward to starting school. Our school is colourful, enjoyable and an interesting place to be. Please remember that very young children learn their fears from what their parents say and do - so always emphasise the positives about school.

If your child can...

- **get dressed by themselves;**
- **put on and take off their own coat;**
- **tidy away their toys;**
- **wash their hands;**
- **eat Lunch without help (use a knife & fork); and**
- **use a handkerchief!**

The child who at home...

- **is read to every day;**
- **knows some Nursery Rhymes;**
- **has interesting things pointed out to them;**
- **is encouraged to recognise their own name;**
- **is talked and listened to;**
- **is allowed to help mum and dad; and**
- **plays with all sorts of materials (not just toys)...**

...IS THE CHILD WHO STARTS SCHOOL WITH THE GREATEST ADVANTAGES!

All new Primary 1 pupils will be invited to visit their classroom and spend some time with their new Teacher in June.

THE FIRST DAY!

The transition from the home environment to school represents a very big change for young children, but there are things we can do to make this easier!

- **with your child, complete our "Getting to Know You" booklet and talk positively about what they will experience;**
- **make all preparations for school the night before;**
- **try to ensure your child is unhurried in the morning as they get ready for school;**
- **get plenty of sleep the night before- please avoid screen time before going to bed;**
- **have a healthy breakfast;**
- **in the morning, explain to your child who will collect them from school; and**
- **expect your child to be very tired when they get home!**

On the first day, spend a moment or two in the classroom - this can be an opportunity to mention to the Teacher any issues which have arisen. After you have said 'Good-bye' try to keep out of sight after you leave the classroom. The sight of mum or dad leaving may upset some children, but they quickly settle and are distracted by lots of things to do.



WHAT DO PRIMARY 1 CHILDREN DO IN SCHOOL?

In Ashgrove Primary School we follow the Northern Ireland Curriculum. In the Foundation Stage (Primary 1 & 2) the Curriculum is divided in to seven areas of learning as follows:

- **Language & Literacy;**
- **Mathematics & Number;**
- **The Arts;**
- **The World Around Us;**
- **Personal Development & Mutual Understanding;**
- **Physical Development & Movement; and**
- **Religious Education.**

Curriculum Information Meetings are held in September which outline in more detail what your child will learn in Primary One. Teachers carefully plan meaningful learning experiences for our Primary One pupils and encourage them through Play Based Learning, helping their communication and social skills. All children are systematically monitored and encouraged to read and write when they are ready.



HOW DO WE MONITOR AND SHARE PROGRESS?



Teachers and Classroom Assistants constantly observe, record and evaluate the children as they learn. Photographs and comments of the children engaged in their learning are shared with parents through the See-Saw or Tapestry app.

Each child in Primary One is issued with a Home-School Link Book. We encourage parents to communicate with the Teacher via this.

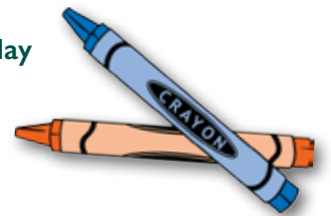
Parent Teacher Consultations are held in October and February to discuss your child's strengths and areas for development on a 1:1 basis.

At the end of the academic year the Primary One Teacher will share with you a written Report/Pupil Profile.

HOMESCHOOL LINK BOOK

We ask parents to support the school by engaging with your child in completing simple homework tasks. Primary 1 pupils get a homework task every Tuesday and Thursday and this may include the following:

- **Literacy or Numeracy game Tuesday and Thursday**
- **Tricky Word Wallet**
- **Sound Book and Blending Wallet**
- **Reading Book, when ready**



NEWSLETTER

Every week we produce a Weekly Newsletter for parents giving updates and details of forthcoming events. Our Newsletter can be downloaded on the Homepage of our website. We expect all parents to take the time to read our Newsletter as this contains important information.

WEBSITE, FACEBOOK & TWITTER

Keep up to date with our latest news and events by

- visiting our website: WWW.ASHGROVEPRIMARY.COM
- following us on Facebook: [@ASHGROVEPRIMARYSCHOOL](https://www.facebook.com/ASHGROVEPRIMARYSCHOOL)
- or Twitter: [@ASHGROVE_PS](https://twitter.com/ASHGROVE_PS)



CHARGING AND REMISSIONS POLICY

We ask for a voluntary contribution of £5.00 per child to our School Fund at the beginning of the academic year. We also ask for a contribution of 50p per week, or £18.50 per year which goes directly to Primary 1 baking ingredients, craft materials and other resources. All monies collected to school are subject to external audit. If you do not wish to pay towards the School Fund or provide a Voluntary Contribution it must be put in writing to the Principal.

HOW CAN PARENTS GET INVOLVED?

- Take an active part in your child's learning, sign up to their online journal and ask them about the pictures which are posted. Be proud of them and let them know it!
- Use your talents in the classroom. If you have a career or hobby that you think would be of interest to the children, please let us know.
- Support the Parent Teacher Association (PTA) by attending events. You could even sign up to help.

"LEAH WAS VERY SHY AT THE START OF THE YEAR, BUT NOW HER CONFIDENCE HAS EXCELLED. I AM VERY GRATEFUL TO ALL THE TEACHERS!" LEAH'S MUMMY



KEY POINTS TO REMEMBER!

- Make sure your child attends every day.
- Ensure your child arrives to school on time - 8.40am.
- Always be at school on time to collect your child.
- Take an interest in what your child brings home – it may look like a blue blob to you, but to them it is a work of art!
- Read the Weekly Newsletter – it contains a lot of important information about what is going on in school.
- Check and empty book bags regularly.
- Please bring School Meals money and After School Club money on a Monday in separate labelled envelopes – correct money is necessary.
- Please look after all school resources sent home.
- If your child is absent, inform us immediately and send a note to school in their return.



"THE SEE SAW APP GIVES PARENTS A GREAT INSIGHT INTO SCHOOL LIFE." AMELIE'S MUM



**"MY SON HAS MADE
LOVELY FRIENDS AND HE
ADORES HIS TEACHER."
ZACH'S MUMMY**



ASHGROVE PRIMARY SCHOOL

**Ashgrove Road,
Newtownabbey,
Co Antrim, BT36 6LJ**

T: 028 9084 8734

E: info@ashgroveps.newtownabbey.ni.sch.uk

W: www.ashgroveprimary.com



FIND US ON FACEBOOK

@ashgrove_ps

