



Leadhill Primary School  
School Handbook  
2021/22

## **Staffing - September to December 2021/22**

**Mrs Millis - Principal**

**Senior Clerical Officer - Mrs Craig**

	Teaching Staff	Classroom Assistants
P1	Mrs McClements	Miss White
P2	Mrs Eccles	Miss Gillespie Mrs Cromie
P3	Mrs Mooney	Miss Moyes Mrs Adair Mrs Campbell
P4	Mrs Piper	Miss Mallen
P5	Miss Soma	Mrs Glover Mrs Smith
P6	Mr Maher	Mrs Boyd
P7	Mrs Watters	Mrs Ross

**Kitchen Supervisors - Mrs Magee and Mrs Reilly**

**Lunchtime Supervisor – Mrs Livingstone**

**Building Supervisor - Mr Jones**

**Cleaning Staff - Mr Wilk**

## Key Staffing Responsibilities

Principal: Mrs Millis

### Co-ordinators

- Literacy Mrs Millis
- Numeracy Mrs Watters
- ICT Mr Maher
- Assessment Mr Maher
- World Around Us Mrs Piper
- Art Miss Soma
- PDMU Mrs Millis
- Music Mrs Watters
- Eco-Council Miss Soma
- School Council Mrs Piper
- PE Mrs McClements
- RE Mrs Mooney
- Child Protection Mrs Watters
- Pastoral Care Mrs Millis
- Special Educational Needs Mrs Millis
- School House System Mrs Watters
- Anti- Bullying Mrs Piper
- Nurturing Schools Mrs Millis and Mrs Piper

### Key Governors

- Mr McCann Chairman
- Mrs Clare Stewart Deputy Chair  
Child Protection Governor



# School Holiday List 2021/22

First Day of Term 1	Wednesday 25 August 2021 (finish 12 noon) <b>Note:</b> No dinners until Wednesday 1 Sept
Halloween Holidays	Monday 25 October - Friday 29 October 2021
Term Ends	Friday 17 December 2021 at 12 noon
Christmas Holiday	Monday 20 Dec 2021 - Monday 3 January 2022
Staff Training Day	Tuesday 4 January 2022
Start of Term 2	Wednesday 5 January 2022
Staff Training Day	Monday 14 February 2022
Mid Term Holiday	Tuesday 15 February - Friday 18 February 2022
Staff Training Day	Thursday 17 March 2022
Term Ends	Friday 8 April 2022 at 12 noon
Easter Holiday	Monday 11 April - Friday 22 April 2022
Start of Term 3	Monday 25 April 2022
May Day Holiday	Monday 2 May 2022
Staff Training Day	Tuesday 3 May 2022
Staff Training Day	Wednesday 1 June 2022
Bank Holiday Break	Thursday 2 June and Friday 3 June 2022
School Year Ends	Thursday 30 June 2022 at 12 noon

## Schoolmoney

Schoolmoney is the cashless payment system used in Leadhill. New parents will be sent a welcome message which will allow them to log in. We recommend use of the app- Teachers2Parents, to access Schoolmoney. On a computer, you can use [www.eduspot.co.uk](http://www.eduspot.co.uk) .

Schoolmoney is used for booking and paying for school dinners, paying for snack (P1 & P2), Afterschool and Breakfast Club, milk, trips and items available in the shop.

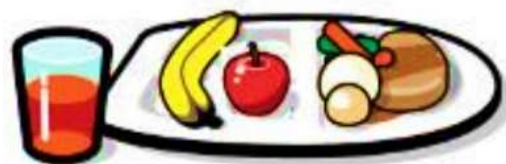


[www.eduspot.co.uk](http://www.eduspot.co.uk)



app store/play store

## School Dinners



School dinners will be provided daily from 1 September 2021, at a cost of £2.60.

All children taking school dinners need to have these booked on Schoolmoney. This includes children who are in receipt of free school meals. If a child's meal is not booked in Schoolmoney, there is a risk that the dinner will not be ordered and that the school will have to contact parents to arrange for a packed lunch to be provided. Bookings can be made up to midnight of the night before the dinner is required. If you have forgotten to book a dinner, please telephone the school office to ask for a booking to be made manually. Please also speak to the school office if you are having any difficulty using the Schoolmoney App.

If you feel that you may be eligible for Free School Meals, but have not applied, applications for Free School Meals are made to the Education Authority, by completing a form which is available on the Education Authority website: [www.eani.org.uk/financial-help/free-school-meals-uniform-grants](http://www.eani.org.uk/financial-help/free-school-meals-uniform-grants). Children who received Free School Meals in the past year are not automatically carried forward to the new school year and a new application has to be made. Please speak to the school office if you need any guidance about this application.

The menu is available on the school website: [www.leadhillps.com](http://www.leadhillps.com)

## Packed Lunch

Children who are not taking a school dinner will need to have a packed lunch. For infection control reasons, we ask that lunches are sent to school in a washable plastic container. All containers should be clearly named.



## Healthy Break

We try to encourage all pupils to have a healthy diet. We promote this through a healthy break routine in school.

Pupils in P3-7 need to bring a healthy break every day except a Friday which is considered a treat day. This is to encourage children to eat healthily and know that treats are allowed in moderation.

P1 and P2 are provided with snack each day in school at a cost of £1.50 a week.

Water is permitted in class. There is a cooler providing cold water in school as well as drinking water taps in every classroom, and children can fill their water bottles up during the day. We do not allow juice or fizzy drinks to be consumed during class time. We encourage you to send a water bottle with only water in it. It is difficult to encourage good habits when some families send in juice.

Drinking water throughout the day has many benefits, ranging from fresher breath and better dental hygiene to improved concentration.

We follow guidelines set out by the Health Service. The aim is to reduce obesity and reduce dental decay.

**Did you know:** Northern Ireland has one of the worst records of dental hygiene in Europe!

## No Nuts

Due to severe allergies experienced by some pupils, we are **STRICTLY** a 'No Nuts' school. Look out for nuts in the ingredients list. We cannot allow these to be consumed in our school for the safety of our pupils with life-threatening allergies.



### Common Errors:

Nutella/other chocolate spreads, cereal bars, chocolate bars

## Healthy Choices

Fruit and Vegetables	Carbohydrates	Other
<ul style="list-style-type: none"> <li>• Pears</li> <li>• Plums</li> <li>• Oranges</li> <li>• Grapes **</li> <li>• Apples</li> <li>• Strawberries</li> <li>• Bananas</li> <li>• Melon</li> <li>• Cherry Tomatoes</li> <li>• Celery Sticks</li> <li>• Cucumber</li> <li>• Carrots</li> <li>• Fruit and Vegetable Salads</li> </ul>	<ul style="list-style-type: none"> <li>• Sandwiches (not jam or chocolate spread)</li> <li>• Wheaten Bread</li> <li>• Rolls</li> <li>• Sodas</li> <li>• Scones</li> <li>• Bagels</li> <li>• Crumpets</li> <li>• Bread/Fruit Muffin</li> <li>• Baguettes</li> </ul>	<ul style="list-style-type: none"> <li>• Cheese</li> <li>• Cooked Meats</li> <li>• Yoghurts</li> </ul>

\*\* Please cut grapes and similar sized chunks of fruit or vegetables, particularly for younger children. Grapes should be cut lengthwise. They are a common choking hazard.

Source: Department of Health (NI)



## Unhealthy Choices

- Crisps
- Chocolate bars and biscuits
- Fizzy drinks
- All sweets

Throughout the year we often run school competitions in school to see which class can have the healthiest breaks. This is recorded daily (not on a Friday!). A class reward is on offer for the winners!

# Attendance

School has a flexible starting time from 8:45 to 9:00am. Children go straight to their classrooms on arrival at school. Children arriving after 9:00 will need to enter school through the Casaldona gate, entering school through the front door. Children arriving in school after 9:10am will be marked in the register as late.

Children who arrive late miss out on valuable settling-in time and even the first lessons of the day. For example: A child arriving in P7 at 9.20am will have missed homework review and answering of queries. In P4, they will have missed their phonics session for the day. By 9.40am the child could have missed the first two lessons of the day. It is challenging to recap all this information.

We have a punctuality award for the class with the best timekeeping in the school. This is a monthly award given by the Principal.

School keeps a daily record of attendance and punctuality. This is a legal document and retained for many years after children have left our school. We are required by the Department of Education to ask for a written reason for all absences. Absence notes should be provided by submitting an Absence Note, available on our school website: [www.leadhillps.com](http://www.leadhillps.com) This should be submitted on the first day the child returns to school.

If a child is unwell, and will not be coming to school, parents should contact school by telephone or email so that we know not to expect their arrival. Due to the current Covid-19 situation, we are all much more aware of infections and the spread of disease. We do not want children to come to school if unwell but we also do not want children needlessly missing school. If children have had incidents of vomiting or diarrhoea, they should not attend school for 48 hours after the incidents have ceased. Infections can spread quickly in schools, and we will contact you to collect your child from school if we feel that they have not been given the required quarantine periods.

Please talk to Mrs Millis if you have any concerns or questions relating to attendance. We are committed to helping children to have regular and punctual attendance and will work to help you build up good routines.

## **Did you know:**

A child with 100% attendance will be more likely to reach their potential in



school.

A child with 95% attendance will have missed two weeks of school. That could be as much as four guided reading sessions, ten Maths and English lessons and an entire section of a World Around Us topic.

A child with 80% attendance is at risk of seriously harming their education. That is 37 days off school or almost an entire half term (over six weeks). It is challenging to help children to make up for learning that they have missed and gaps in learning can create difficulties with progress in the future.

## **Administration of Medicine**

Medicines can only be administered with the Principal's permission. A form MUST be completed by a person with parental responsibility and approved by Mrs Millis. This form is available on our website [www.leadhillps.com](http://www.leadhillps.com) and should be emailed to Mrs Millis in advance of the medicine needing to be administered. No medicines should be sent into school with a child.

Medicines need to be handed over to a member of staff by an adult and should be clearly named.

**Did you know:** You can contact school and ask how long your child will need to be off school if they have an illness. We have guidance available to us from the Health Service. Schools are prime locations for the spread of infections as our pupils are in such close proximity to each other.

## **Physical Education**

Your child will have PE twice a week, on Tuesdays and Thursdays. Due to the current Covid-19 situation, PE sessions will take place outdoors where possible.

**On Tuesdays and Thursdays children should come to school wearing their outdoor PE kit.**

**PE Kit:** Tracksuit bottoms, a jade Leadhill PE T-shirt, a Rainbow Hoodie or school Jumper, Trainers.

Jewellery should not be worn to school on P.E. days to avoid items being lost or damaged. For safety reasons, any jewellery worn to school must be removed for PE, including all earrings.

### **Hair**

Long hair should be tied up for P.E. sessions.

## **B.E.A.T. Sessions**

This year, we are introducing B.E.A.T. sessions for children- **Be Extra Active Today**. This will help to ensure that children have opportunities to be active each day in school. The BEAT sessions will include activities such as walking, jogging, aerobics and circuits. To ensure that children have the correct footwear for these activities, we ask that they keep a spare pair of trainers in school.

### **Did you know:**

Children should complete an hour of moderate to vigorous physical activity each day.

Physical activity has brain health benefits for school-aged children, including improved cognition (e.g., academic performance, memory) and reduced symptoms of depression.

## **Parental Responsibility**

For legal reasons, there are certain duties that can only be carried out by people with Parental Responsibility. Only a person with Parental Responsibility can attend formal school meetings such as Parent/Teacher Consultations or receive a school report issued in June each year. The Education Authority Educational Psychologists can only meet with parents who have Parental Responsibility to discuss a child's assessment. Permissions, such as those for trips or clubs, should also be signed by a person with Parental Responsibility.

### **Who has Parental Responsibility?**

- The birth Mother or Mother by Adoption.
- The birth Father if:
  - Married to the Mother at the time of birth, or
  - Subsequently married to the Mother, or
  - Gets Parental Responsibility awarded to him by a court or through an agreement with a solicitor, or
  - Is on the child's Birth Certificate.
- Anyone with a Residence Order
- The State, if a Care Order is in force

If you are unsure about this issue, please ask Mrs Millis for further clarification.

# Wrap Around Care

At Leadhill P.S. we recognise the challenges of modern life for our families and understand the difficulties faced by parents in sourcing affordable childcare.

For this reason, we created the Leadhill Breakfast Club and After School Provision. Breakfast Club is open each school day from 8am, providing breakfast and an opportunity to play and interact before school.

Breakfast Club costs £2.50 per day. All food is included in the cost. This is an excellent way for the children to start the school day with friends whilst getting a healthy breakfast.



After School Club runs from 2pm until 6pm (or from 12 noon for new P1 children in September). Children are given a snack and participate in a wide range of fun and engaging activities.

The clubs are run by our Leadhill P.S. Classroom Assistants, who know the children well and provide excellent continuity between school and the club. Arrival for Breakfast Club is through the school front door and there is a doorbell on this door which will alert staff that you are waiting. Breakfast Club will be running in the school PE hall.

After School Club will be running in the room shared with pre-school. Collections should be made from the door in the pre-school playground.

**Current costings** -After School Club costs £3.50 from 2pm to 3pm and £8.00 from 3pm to 6pm. A late fee is charged for bookings made on the day. (£4.50 for 2-3pm and £10 for 3-6pm) On days that school closes early, a £3.50 hourly rate applies for the times up to 3pm.

Bookings can be made by emailing Mrs Millis on [amillis370@c2kni.net](mailto:amillis370@c2kni.net) or Mrs Boyd on [cboyd527@c2kni.net](mailto:cboyd527@c2kni.net) on or before a Friday at 2pm for the following week. Arrangements can be made for recurrent bookings. Payments should be made on Schoolmoney.

## Did you know:

Our Breakfast and After School care is registered as a childcare provider with the Belfast Health Trust. If your employer has a childcare voucher scheme, you can use these to pay for your childcare, giving you tax benefits. We are also registered with the Tax-Free Childcare scheme, which benefits families who have children born after the voucher scheme was discontinued for new applicants. For further information, speak to Mrs Millis.

## Social Media Information

In the modern world of instant communication, children are more likely to ask to use Social Media. As parents, you face a difficult decision as to when to allow them access to this media. You are ultimately responsible for this decision. In school, we regularly have to deal with issues arising from the misuse of Social Media. This diagram shows the age restrictions placed on Social Media by the companies who run the sites.



## Did you know?

Sites such as You Tube, Google and Bing have restricted modes or safe modes which allow for safer navigation of these sites by children.

No Social Media can be accessed in school. Our filtering system prevents children from opening these sites/apps.

O2 offer a free service providing a safety consultation for parents, where they will set up your safety settings on mobile devices. This service is open to users from all networks, not just O2 customers. For further information, visit: [nspcc.org.uk/onlinesafety](https://www.nspcc.org.uk/onlinesafety) or call 0808 800 5002



## Parking @ Leadhill

Our school has almost 200 children accessing the site each day, and an ever growing staff. Due to safety concerns, no parent cars are permitted on site. This includes drop-offs to Breakfast Club and collections from After School Club. Thank you for helping to keep our site as safe as possible.

Please be respectful of our neighbours. Do not park over driveways or blocking lanes/access rights and leave ample space for pedestrians on footpaths. The PSNI and Mrs Millis will continue to monitor this situation.

## Online Learning and practical homeworks

We will be continuing to explore online learning resources both in school and as part of our homework programme. Children will be asked to use Sumdog, our popular maths resource, or to carry out research on a specific topic, as part of their homework. These homeworks are not optional, and we will expect them to be carried out and monitored by parents. We will be continuing to use Seesaw to communicate with you, alongside the reintroduction of paper homeworks. Please speak to Mrs Millis or Mr Maher if you have any difficulties accessing the technology required for online resources.



## Our Website



[www.leadhillps.com](http://www.leadhillps.com)

Find information about school holidays, dinner menus and a host of other information about life in Leadhill.

## F.A.Q. for Leadhill Primary School

### 1. How will I know about events and activities in school?

We send out a weekly newsletter called The Yellow Page. This outlines forthcoming dates and events as well as current news about school, and helps you to forward plan your family diary. We send out copies by email, Seesaw and on our website. Teachers also share reminders about events and activities on our Seesaw App. Urgent messages are shared by text, Seesaw and also placed on our school website.

### 2. Will my child get to attend after school clubs?

In normal circumstances, we run a wide variety of clubs and activities for children throughout our school. At the moment, we will only be providing our After School childcare, but we hope that we will be able to resume our afterschool activities when it is safe to do so.

### 3. Do children attend swimming lessons?

Swimming is part of the Northern Ireland Curriculum. Our children use the Lisnasharragh Leisure Centre for swimming lessons. Lessons will be resuming this year for P5, 6 and 7.

### 4. Will my child go on trips?

Due to the current Covid-19 restrictions school trips have not been able to take place. When it is safe, we will begin to organise trips to further enhance the learning experiences of our pupils.

### 5. Do you prepare for the Transfer Tests?

Yes. All pupils wishing to take part in A.Q.E. or G.L. Transfer Tests are very well prepared in school and also attend a free after school club run by the school.

## **6. Will my child be happy in school?**

Our main aim is to create a happy and safe environment in which your child can learn and thrive. We have a forward thinking and positive staff who develop good relationships with all our families. Staff encourage children to play collaboratively and inclusively and our 'Playground Buddies' help to engage the younger children in learning new games and playing together.

## **7. How will I be kept informed about my child's progress?**

Seesaw provides a great opportunity to share the highlights of life in school. Teachers and children regularly update this App with images and information about their tasks. We hold parent meetings twice a year. Last year our meetings were held on the telephone. This year we will review this as the year progresses. Teachers will contact you if they have concerns about your child. Equally, Parents are encouraged to speak to a teacher immediately if they have any concerns. Home-school collaboration and teamwork plays an essential role in your child's progress in school.

## **8. My Child is struggling. How can I help?**

Your child's teacher will know exactly how they are progressing academically and which areas you can help with at home. General advice to all parents would be:

- Read often with your child.
- Talk to your child about what they have learnt in school.
- Engage with children during homework activities, discussing their learning. Make sure they learn spellings and tables throughout the week.
- Ensure you are signed up to the Seesaw App so you know what children are doing in school.
- Make sure children attend and are punctual every day.

We generally offer parent workshops on how to support children with areas of learning such as phonics or mental maths. This year we will be using some technological solutions to help you to support your child. Don't be afraid to ask for guidance from the teacher - they will be happy to help.

## **9. How do I get a message to my child's teacher?**

If you need to speak to a teacher, or alert them to something happening in your child's life, you can do this in several ways-

- Phone school and ask that the teacher call you when it is convenient



- Reply to any message on Seesaw, starting your message with 'Private' so that the teacher will not approve it for viewing by other parents. The teacher will then contact you as soon as possible.
- Email the school info account and the message will be given to the teacher.

### 10. How can I help Leadhill PS?

Join our Parent Teacher Association (PTA) and help them to organise fundraising and social events. PTA funding helps school to fund additional resources and has always played a valuable part in the life of Leadhill. Our PTA need helpers to run school events and also families to support them by attending these events. With the current situation, this additional funding is more valuable than ever. We will be looking at creative ways for our PTA to continue to contribute to life in school.

At Leadhill, we value your questions and suggestions. Please ask a member of staff if you are uncertain about any area of life in Leadhill or speak to Mrs Millis if you have a suggestion of a way we could improve.

### School Collection Times

Class	Collection time	Collection Point
<b>P1 (October onwards)</b>	Monday – Friday 1:50pm	Lower Playground
<b>P2</b>	Mon-Thurs 2pm Fri – 1:50pm	Lower playground
<b>P3</b>	Mon & Tues 2:45pm Wed - Thurs 2pm Fri – 1:50pm	Upper Playground
<b>P4</b>	Mon-Thurs 2:55pm Fri 1:55pm	Upper Playground
<b>P5</b>	Mon-Thurs 3pm Fri – 2pm	Upper Playground
<b>P6</b>	Mon-Thurs 3:05pm Fri – 2:05pm	Lower playground/ Upper Playground
<b>P7</b>	Mon-Thurs 3:05pm Fri – 2:05pm	Upper Playground



# Leadhill Pre-School Playgroup

We offer places to children from the age of 2 years and 10 months who are toilet trained. Our group runs from 9:15am to 12:15pm, and costs £10.50 a session. Children can be enrolled for 2, 3, 4 or 5 days a week. We have a very limited number of places still available for 2021-22 and are taking bookings for 2022-23. For further information, or to obtain an enrolment form, contact Mrs Millis.

Leadhill Primary School,

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