



Dungannon Primary School

Parent Handbook

Taking you step-by-step through starting school

Preparing Children, Enriching Our Community, Shaping Futures



Mr David Thompson, Principal, says:

It's great news that you have chosen our school for your child. Thank you!

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12-14 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 028 8772 2250 or Email: info@dungannonps.dungannon.ni.sch.uk and we will be happy to help!

Term dates

Please see page 15 for our term dates.

Welcome

Welcome to Dungannon Primary School and I look forward to getting to know you and your child.



Step 1

STEP 1: Pupil Data Collection Form Dungannon Primary School

DUNGANNON PRIMARY SCHOOL	FOR OFFICE USE ONLY	Date of Admission to School:	Class:	Data entered:
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DATA COLLECTION FORM

Please complete the details below and return this form to School as soon as possible

Preferred Surname:		Legal Surname: (if different)
Preferred Forename:		Legal Forename: (if different)
Middle name:		Gender: Male / Female
Date of Birth:		Brother/Sister already at Dungannon PS Yes / No
Name(s) of Brother/Sister(s) attending Dungannon PS		
Address: <i>(Must include House Name or House Number)</i>		
	Postcode:	

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the priority/order that you wish for them to be contacted.

1. Parent /Guardian	Relationship to Pupil e.g. Parent / Step-parent		
Surname:	Forename:	Mr / Mrs / Ms	
Address:			Postcode:
Home Tel:	Mobile:	Text Service (see Overleaf):	
Work Tel:	Email		
2. Parent /Guardian	Relationship to Pupil e.g. Parent / Step-parent:		
Surname:	Forename:	Mr / Mrs / Ms	
Address:			Postcode:
Home Tel:	Mobile:	Text Service (see Overleaf):	
Work Tel:	Email:		
3. Other Contact	Relationship to Pupil e.g. Grandparent / Childminder:		
Surname:	Forename:	Mr / Mrs / Ms	
Home Tel:	Mobile:		

Meal Arrangements (Please tick below)	Eligible for Free Meals <input type="checkbox"/> Yes <input type="checkbox"/> No		
Free School Meal <input type="checkbox"/>	Paid School Meal <input type="checkbox"/>	Sandwiches <input type="checkbox"/>	

Medical Practice:	Telephone:
Address of Medical Practice:	
Any relevant Medical Information:	
Special Dietary Needs:	

Ethnicity: (White, Black, Etc – see overleaf)	Religion:
Nationality	Home Language:

Previously registered with a Sure Start project (Please Tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Do not know
Attended a Sure Start Programme for 2-3 year olds (Please Tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Do not know

Pre-School Experience (Please Tick):	Nursery School or a Nursery class in a PS <input type="checkbox"/>
NO pre-school education setting <input type="checkbox"/>	Nursery Unit in Special School <input type="checkbox"/>
Reception class/group in a PS <input type="checkbox"/>	Voluntary or private playgroup <input type="checkbox"/>
Unknown <input type="checkbox"/>	

Previous School:	Date of Admission:
Reason for Leaving:	Date of Leaving:

The data being collected, controlled and processed is in line with General Data Protection Regulations (GDPR). The school has a duty to protect this data and to keep it up to date. The school is required to share some of the data with the Education Authority and with the Department of Education.

Signature:	Date:
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Text Service Number:

The school uses a Text Service to inform nominated parent/guardian contacts of events or unplanned closures. Please tick **ONLY ONE** mobile number on which you wish to receive the Text Message.

Religion/Ethnicity/Home Language:

The following tables outline the categories used by the Department of Education for the School Census returns. Please indicate your selection in the appropriate section on the attached form.

Bahai	Baptist	Brethren	Buddhist	Church of God
Church of Ireland	Church of Jesus Christ of LDS	Church of Scotland	Congregational Church	Elim
Free Methodist	Free Presbyterian	Hindu	Independent Methodist	Jehovah Witness
Jewish	Methodist	Moravian	Muslim	No Religion
Other Christian	Other Protestant	Pentecostal	Presbyterian	Quaker
Roman Catholic	Salvation Army	Seventh Day Adventist	Sikh	Unclassified

Bangladeshi	Black – African	Black – Caribbean	Black – Other	Chinese/Hong Kong
Indian/Sri Lankan	Irish Traveller	Korean	Malaysian	Mixed Ethnic Group
Other Non-White	Pakistani	Roma	Vietnamese	White

Afrikaans	Akan/Twi-Fante	Albanian/Shqip	Arabic	Belarusian
Bengali/Bangla/Sylheti	British Sign Language	Bulgarian	Burmese/Myanma	Chinese (Any Other)
Chinese (Cantonese)	Chinese (Hakka)	Chinese (Hokkien/Fujianese)	Chinese (Mandarin/Putonghua)	Creole English
Creole French	Czech	Danish	Dutch/Flemish	Edo/Bini
English	Esan/Ishan	Estonian	Fijian	Finnish
French	Gaelic (Scotland)	German	Greek	Gujarati
Hebrew	Hindi	Hungarian	Icelandic	Igbo
Irish	Irish Sign Language	Italian	Japanese	Kannada
Kashmiri	Kikuyu/Gikuyu	Korean	Kurdish	Latvian
Lingala	Lithuanian	Luganda/Ganda	Macedonian	Malay/Indonesian
Malayalam	Maltese	Marathi	Matebele	Ndebele
Nepali	Norwegian	Oriya	Other Language	Pahari/Himachali (India)
Panjabi	Pashto/Pakhto	Persian/Farsi	Polish	Portuguese
Rajasthani/Marwari	Romanian	Romany	Russian	Serbian/Croatian/Bosnian
Shona	Sindhi	Sinhala/Sinhalese	Slovak	Slovenian
Somali	Sotho/Sesotho	Spanish	Swahili/Kiswahili	Swedish
Tagalog/Filipino	Tamil	Telugu	Tetum	Thai
Tibetan	Tsonga	Tswana/Setswana	Turkish	Ukrainian
Ulster Scots	Urdu	Venda	Vietnamese	Welsh/Cymraeg
Xhosa	Yiddish	Yoruba	Zulu	

Please tear here



Step 3 - 4

STEP 3: CLASS TRIPS Dungannon Primary School

As part of the school's curriculum your child may be going on several school trips during the school year 2022/23. Your child's Class Teacher and Classroom Assistants will always accompany the class.

You will be informed via the School App when each trip is taking place, if there is any cost and if your child requires a school packed lunch. To avoid asking parents' permission for their child to go on each individual trip please complete the section below –

- ☐ I give permission for my child to attend any school trips planned from September 2022 to June 2023.
- ☐ I give permission for my child to travel by bus or to walk to a venue close to the school.
- ☐ I will pay any travel/admission costs if necessary.

Name of Child:

Signed:

Parent/Guardian

Date:

STEP 4: SCHOOL POLICIES Dungannon Primary School

I acknowledge that I have read the following Policies on the School Website –

www.dungannonps.co.uk

- ☐ Discipline
- ☐ Pupil Attendance
- ☐ Safeguarding & Child Protection
- ☐ Homework
- ☐ Marking
- ☐ Pastoral Care
- ☐ Code of Conduct for Parents, Carers & Visitors

I have read these policies and fully understand their contents.

Name of Child:

Signed:

Parent/Guardian

Date:

Please tear here

During the year school is involved in various activities which require photographs to be taken of your child either individually or in a group setting. Please complete the sections below -

I agree to the following: -

- ☐ Photograph of my child to be taken by a member of the school staff and uploaded unto the school website or displayed around the school. This includes events held with other local schools.
- ☐ Photograph of my child to be taken by local press and published in local newspapers.
- ☐ Photograph of my child to be taken by external organisations and published on social media sites ie facebook etc.

Name of Child:

Signed:

Parent/Guardian

Date:

Step 5

Step 6

School

Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth

D

D

M

M

Y

Y

Address

Parent/carer's name

Telephone – home

Telephone – mobile

Email

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines and spacers should be clearly labelled with your child's name and kept in agreement with the school's policy.

Reliever treatment when needed

For shortness of breath, sudden tightness in the chest, wheeze or cough, help or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature

If the school holds a central reliever inhaler and spacer for use in emergencies, I give permission for my child to use this.

Parent/carer's signature

Date

D

D

M

M

Y

Y

Expiry dates of medicines

Medicine	Expiry	Date checked	Parent/carer's signature

Parent/carer's signature

Date

D

D

M

M

Y

Y

What signs can indicate that your child is having an asthma attack?

Does your child tell you when he/she needs medicine?

☐ Yes ☐ No

Does your child need help taking his/her asthma medicines?

☐ Yes ☐ No

What are your child's triggers (things that make their asthma worse)?

☐ Pollen

☐ Stress

☐ Exercise

☐ Weather

☐ Cold/flu

☐ Air pollution

If other please list

Does your child need to take any other asthma medicines while in the school's care?

☐ Yes ☐ No

If yes please describe

Medicine	How much and when taken

Dates card checked

Date	Name	Job title	Signature / Stamp

To be completed by the GP practice

What to do if a child is having an asthma attack

1

Help them sit up straight and keep calm.

2

Help them take one puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.

3

Call 999 for an ambulance if:

•

their symptoms get worse while they're using their inhaler – this could be a cough, breathlessness, wheeze, tight chest or sometimes a child will say they have a 'tummy ache'

•

they don't feel better after 10 puffs

•

you're worried at any time.

4

You can repeat step 2 if the ambulance is taking longer than 15 minutes.

asthmaUK

Any asthma questions?

Call our friendly helpline nurses

0300 222 5800

(Monday-Friday, 9am-5pm)

www.asthma.org.uk

The Asthma UK and British Lung Foundation Partnership is a company limited by guarantee 01863614 (England and Wales). VAT number 648 8121 18. Registered charity numbers 802364 and SCO39322
Your gift will help Asthma UK fund vital research projects and provide people with asthma with the support they need. © Asthma UK Last reviewed and updated 2020; next review 2023.

8

9

Agreement on behalf of

(child's name)

SCHOOL - The school will:

1.. maintain high expectations and standards in all aspects of its work;

2.. encourage and model responsible behaviour and respect for others;

3.. provide a happy and supportive environment to encourage individuality and independence;

4.. encourage each child to take care of his/her belongings and the property of others;

5.. keep you informed of your child's progress at regular meetings and through annual reporting to parents and ensure all teachers are available, by mutual agreement, to discuss any concerns you might have about your child's progress or general welfare;

6.. provide home learning tasks or projects routinely, supporting your child's learning needs and developing curiosity, creativity and enjoyment;

7.. actively welcome parents/carers into the life of the school and communicate providing information about the school and events;

8.. actively promote e-safety awareness;

9.. adopt a policy for the Safeguarding and Promoting Children's Welfare in line with all statutory requirements to reflect best practice.

9.. work with the school to combat bullying including monitoring my child's use of social media and work with the school to eliminate the potential of cyber-bullying;

10.. support the school in the implementation of its behaviour policy

11.. support the school in upholding the Safeguarding and Promoting Children's Welfare policy and follow advice in line with the policy including beginning and end of day procedures

CHILDREN - I agree to:

1.. respect and maintain the school's golden rules;

2.. always try to do my best in my lessons and homework;

3.. always try to enjoy school and help other children do the same;

4.. engage fully in learning how to keep safe including how to use IT responsibly, including social media;

5.. always try to keep safe by following school rules and procedures.

1.. nurture the child through spiritual, moral, social and cultural experiences which help to prepare him/her for the opportunities and responsibilities of later life:

2.. support learning through promoting positive attitudes and helping the child to achieve his/her best;

3.. celebrate achievement;

4.. develop positive relationships and help build good self-esteem, confidence, independence and responsibility;

5.. celebrate difference and diversity; and promote equality

6.. ensure safe and responsible use of IT;

7.. actively safeguard all children.

BY WORKING TOGETHER WE WILL:

1.. ensure my child arrives at school on time every day;

2.. ensure my child attends regularly and that absences are properly notified;

3.. share concerns or problems which may affect my child's work or behaviour and to work in partnership with the school, endeavouring to communicate directly with the school;

4.. support my child's learning by establishing clear homework routines and wherever possible promote opportunities for home learning;

5.. promote enjoyment of reading as a positive role model including reading to and with my child

6.. acknowledge the benefits of curriculum enrichment activities by supporting my child's participation in for example school productions and educational visits including residential trips;

7.. attend parents' evenings and other meetings in relation to my child; and wherever possible, special occasions and workshops to support my child and the school;

8.. use social media responsibly including not posting comments which may impact negatively on the school's reputation;

School:

Parents/Carers:

Pupil:

To be completed by parents/carers who do not wish to sign our Home-School-Child Agreement I have received a copy of the Home-School-Child Agreement but do not wish to sign it

Parent's/Guardian's signature :

Key information

What are our school times?

Breakfast Club Open	8.15 am
Playground Supervision Starts at	8.30 am
School Starts at	8.45 am
Home Time	2.00 pm (P1, P2) 2:00pm (P3 – Thursday & Friday) 3:00pm (P3 – Monday, Tuesday & Wednesday) 3.00 pm (P4, P5, P6, & P7)

Arrivals and departures

Parents should inform the teacher if their child is arriving and/or going home by taxi. We will require the name of the taxi firm, the driver's name and a contact number.

Wraparound care

Breakfast club
Dungannon Primary School offers a supervised Breakfast Club which runs from 8.15 am (Monday to Friday) and this allows the parents to leave the children into school earlier than the normal start time. The Breakfast Club, which has proved very popular with the children, provides them with a wide range of healthy and nutritious food such as toast, pancakes, cereal, fruit, fruit juice and milk.

There is a nominal charge of 50p per day per child to help cover costs.

Dungannon Campus Day Care

We also offer an After Schools Child Care Facility from 2.00 pm to 6.00 pm. Providing flexibility for parents, our hourly rates enable the parents to book their child in for the times that are most suitable for them. Details of rates may be obtained by contacting a member of the Day Care Staff.

Dungannon Campus Day Care, which is run by fully qualified staff, is registered with Armagh & Dungannon Health & Social Services Trust and is inspected yearly. Day Care is also a member of Playboard Northern Ireland which is an organisation that promotes children's right to play. Day Care offers a flexible service for parents of Dungannon Primary School for children aged 4 years 2 months up to 12 years of age and can cater for 30 children. Depending on the interest, the service can be extended to cover holiday periods. This service provides children with a fun and non-school like environment in which they can benefit from a wide range of activities in a safe and enjoyable environment.

Uniform

This school sees uniform as a means of giving children a sense of identity. We hope that they are proud of their school and the uniform they wear. In most cases both children and parents find the wearing of a school uniform more convenient. Parents find it most cost effective while children automatically know what they are going to wear each day.

- School polo shirt with school logo (P1- P3).
- School shirt and tie (P4 - P7).
- Grey trousers (or shorts for summer)/Grey skirt (or blue checked dress for summer).
- Grey socks (boys)/White knee socks/grey tights.
- Black shoes.
- School Sweatshirt.
- School Coat.

Note

For safety reasons shoes with raised heels or open toes **MUST NOT** be worn. P4-P7 pupils are not required to provide indoor shoes.

Physical Education

For Physical Education pupils are expected to wear:

- Navy blue shorts.
- Navy tracksuit bottoms (with school logo).
- Trainers (black or white only).
- Socks.
- Yellow school polo shirt (with school logo).

On P.E. /Swimming days pupils may come to school wearing navy blue jogging bottoms and a school sweatshirt over their kit. However, pupils in P4, P5, P6 and P7 who will be taking part in outdoor games on particular days, may be advised to bring a complete change of kit which they can change into prior to the activity.

Only school navy jogging bottoms are acceptable (with school logo).

Pupils should wear white or black track shoes with non-marking soles for P.E.

Purchase of uniform items

All of the above items of clothing are currently available from Horace McMullan, Scotch Street, Dungannon. www.horacemcmullan.co.uk/
If you are entitled to free school meals you may also be entitled to a uniform grant of £35.75.

Labelling of uniform

Please ensure that all items of uniform and personal possessions are clearly labelled with your child's name.

Food in school

School dinners cost £2.60 per day or £13.00 per week. We would encourage as many children as possible to take school dinners; for £2.60 per day children are receiving a hot nutritional main course and pudding.

However, your child may be entitled to free school meals if you meet one of the following criteria:

- Income Support/Income Based Jobseekers Allowance/ Income related Employment and Support Allowance.
- Guarantee Element of State Pension Credit.
- Child Tax Credit and are not receiving Working Tax Credit because you work for less than 16 hours per week and have an annual taxable income of £16,190 or less.
- Working Tax Credit and have an annual taxable income of £16,190 or less.

If you think any of the above conditions apply to you, please contact the school office and ask for a Free School Meals/School Uniform application form to be sent to you.

Paying for school meals

We are a cashless school and meals must be paid for via the School Money app.

Packed lunches

If your child prefers to bring a packed lunch, in accordance with our healthy eating policy, we request that lunch boxes should contain a balanced and nutritious meal. For this reason, we do not allow sweets, chocolate, crisps or fizzy drinks.

Drinks and snacks

Children are encouraged to bring a bottle of water, however water is readily available throughout the day.

Frequently asked questions

Attendance

Dungannon Primary school aims to ensure that every child will want to attend school. This will be achieved by creating a warm, welcoming and secure atmosphere where the pupils feel valued, and a stimulating and accessible curriculum is delivered in a physically clean, bright and attractive environment.

This school has a good record of attendance which it aims to maintain. An overall level of 96% attendance is the target.

If you are having problems getting your child to attend school and would like support and advice, you should contact the Education Welfare Service on 028 8772 8113.

If your child cannot attend school for any reason, please contact the school office to let us know. If the absence is unexpected this should be done by telephone on the first morning of absence, and a note explaining the reason given to the school. If the absence was expected, you should inform the school in advance.

Authorised absences

In normal circumstances the following types of absence will be classified as authorised:

- Illness.
- Hospital/dental appointments (when prior notice is given).
- Family bereavement.
- Representing the school/county/country at an approved event.
- Taking music/ballet/drama examinations.
- Religious holidays (when prior notification of absence is given).

In special circumstances parents may apply for a leave of absence for their child. The authorisation of the absence is at the Principal's discretion and must be requested in writing prior to the absence. In exceptional circumstances, when a written request is impractical, parents should contact the Principal in person to discuss the matter in confidence.

Unauthorised absence

In normal circumstances the following types of absence will be classified as unauthorised:

- Birthday.
- On a shopping trip with parents.
- Staying at home with ill parent or sibling.
- Term time holiday.

Holidays in term time

We very strongly discourage holidays being taken in term time.

It is important that children attend school regularly if they are to benefit from the learning opportunities provided. Children who are absent from school due to a holiday will miss out on important learning. Educational experiences in school which are missed as a result of a family holiday cannot be recaptured later.

If your child does not attend school regularly, they will not be able to keep up with the work. This will have a serious impact on their learning and overall academic achievement.

Lateness

In Dungannon Primary School lateness is strongly discouraged. Pupils are expected to be in the playground before the bell rings at 8.40 am so that they can line up with their class. The teacher will make the class register on arriving in his/her classroom and complete this by 9.00am. If a pupil arrives after registration has closed the pupil must go directly to the office where the secretary will mark him/her 'L' on the register unless a valid reason is provided (e.g. SEN Taxi/Bus).

Medicine in school

The Board of Governors and staff of Dungannon Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Principal will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

Please note that parents should keep their children at home if acutely unwell or infectious.

Parents are responsible for providing the Principal/First Aid co-ordinator/Class Teacher with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. This information will be provided through the school app.

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Each item of medication must be delivered to the Principal or Authorised Person, in normal circumstances by the parent, in a secure and labelled container as originally dispensed.

Each item of medication must be clearly labelled with the following information:

- Pupil's Name.
- Name of medication.
- Dosage.
- Frequency of administration.
- Date of dispensing.
- Storage requirements (if important).
- Expiry date.

The school will not accept items of medication in unlabelled containers.

Mobile phones

Mobile phones are not permitted in school.

Hairstyles and jewellery

For safety reasons, no jewellery may be worn.

Long hair should be tied back neatly.

Helping to support children's learning at home

Dungannon Primary School sees a value in children engaging in homework as a means of revising work done, in discovering information unavailable in school, involving parents in their children's studies and in the development of good work habits. Against this must be balanced each child's need for recreation.

There are a number of reasons for giving homework:

- To consolidate schoolwork.
- To keep parents informed of the type of work ongoing in school and the processes involved.
- To foster and create interests in pupils.
- To encourage parents to sustain the interest and continue the momentum built up in the classroom.
- To provide a starting point for future work.
- To encourage a positive working attitude.

The form of homework will be mainly written, it may also be oral or investigatory and will often involve the pupil in learning something e.g. spellings or reading. The duration and frequency of the homework will depend upon the age of the child and his/her ability within the classroom situation.

Key Stage 2 homework will comprise of spellings, tables, reading and a literacy or numeracy activity. A copy of the School Homework Policy is available via the school website.

Internet safety

In Dungannon Primary School we understand the responsibility to educate our pupils in e-Safety issues. We aim to teach them appropriate behaviours and critical thinking to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

- Pupils are aware of the impact of online bullying and know how to seek help if these issues affect them. Pupils are also aware of where to seek advice or help if they experience problems when using the Internet and related technologies i.e. parent/carer, teacher/trusted member of staff, or an organisation such as Childline/CEOP.
- The school Internet access is filtered through the C2k managed service.
- No filtering service is 100% effective, therefore all children's use of the Internet is supervised by an adult.

Child protection and issues concerning children's welfare

We aim to protect our pupils by ensuring that everyone who works in our school has clear guidance on the detection of inter-agency management of situations where abuse or neglect of a child is suspected.

The overriding concern of all caring adults must be the care, welfare and safety of the child and is our paramount consideration.

The following principles form the basis of our Child Protection Policy:

- Children should be listened to and taken seriously.
- In any incident the child's welfare must always be paramount; this overrides all other considerations.
- A proper balance must be struck between protecting children and the rights and needs of parents and families, but where there is a conflict the child's interests must always come first.

Issues concerning children's welfare

If you have a concern about a child's safety, you should talk to the child's teacher in the first instance. If this does not prove helpful, you can contact the designated teacher (Miss Wilson) or the deputy designated teacher (Mr Young).

If you are still concerned, you can talk or write to the Chairperson of the Board of Governors, Mrs J Anderson. The designated Governor is Miss Leckey.

Clubs and activities

There are a number of extra-curricular clubs and activities that run at lunchtime and after school. These currently include:

- | | |
|-----------------------|--------------------------|
| • Drama. | • Art. |
| • Football. | • ICT. |
| • Cookery. | • Literacy and numeracy. |
| • Cycling Proficiency | • Scripture Union. |
| • Art & Design. | • Knitting. |
| • Table Tennis | • Eco Schools. |
| • Senior choir. | • Tag rugby. |
| • Crafts. | • Short tennis. |
| • Hockey. | • Gardening. |

A full list of extra-curricular clubs can be found on our website, together with dates and times.

Positive behaviour policy

We would expect the children who attend Dungannon Primary School to enjoy their education and to have their needs met. However, at the same time, we wish to encourage children to realise that other children deserve and must enjoy the same treatment as they do. A child who is experiencing difficulty at school should inform his/her class teacher, the Principal or any other member of school staff.

Pupils have a right to:

- Work and play in a calm and safe environment.
- Receive a broad and balanced curriculum.
- Be listened to in a sensitive manner.
- Be made aware of the school's standard of expectations with regard to work and discipline.
- A fair, consistent, clear and calm approach to discipline.

Pupils have a responsibility to:

- Follow the school's code of conduct contained in the Positive Behaviour Policy including rules relating to attendance, punctuality and uniform.
- Show respect for staff, visitors and other pupils in school.
- Show respect for their own and other's property.
- Behave in an acceptable manner in class and in the playground.
- Listen attentively in class and work to the best of their ability.
- Follow the directions of staff, both teaching and non-teaching.
- Represent the school in a positive way.

Role of Parents/Guardians

Standards of behaviour are well established in children before they come to school. The accepted standards of behaviour may vary from home to home and family to family. Behaviour which can be tolerated at home may not always be acceptable at school because of the large numbers involved in the school community.

We believe in the principle of *partnership* and therefore encourage parents and guardians to establish and maintain a relationship with the class teacher and Principal.

Special educational needs

Some of the children attending the school may have special education needs. These may arise from the child's physical incapacities or his/her learning abilities. As it is the intention of the school to maximise the potential of each of the pupils the school will endeavour within its resources to meet these needs.

If a child experiences difficulties with the accepted milestones of learning in Dungannon Primary School, a statement of the child's needs may be issued by the Education Authority – Southern Region and these needs will be met by the Southern Region either through extra assistance in Dungannon or by a placement in another appropriate school.

The process of determining that a child has special educational needs in accordance with the law is a lengthy one and involves close co-operation amongst the teachers, school, medical authorities, psychologists and the parents. The Education Officer responsible for special needs will make the final decision about the appropriate form of education. They will be pleased to provide information and guidance about the procedure to be followed after they have discussed the child's needs with the Principal.

Charging policy

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities which is kept under regular review.

Our charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Our policy identifies activities for which:

- Voluntary contributions may be requested.
- Charges will not be made.
- Charges will be made.

For more information, please ask at the school office.

Emergency arrangements

We will, of course, endeavour to keep the school open, if at all possible, but severe weather conditions could make it necessary to close the school if it were dangerous or unreasonably difficult:

- For children or sufficient numbers of staff to reach school and provide an adequate educational service.
- For children or staff to journey to and return from school safely and without undue delay.

In these circumstances, we will send a text via your mobile phones or the School App to inform you of school closure, so it is really important that we have your up-to-date details on file.

Stay in touch

The school appreciates that during bad weather children may arrive later than normal, but parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation.

Contact numbers

In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by text message, a phone call either at home or work or via the School App and asked to collect their children. Such an early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.

Communication with parents

Parents in partnership

The Staff and Governors of Dungannon Primary School see learning as a partnership between home and school. We actively encourage parents and guardians to become involved in the life and work of the school by adopting an Open Door Policy. This means that parents and guardians are welcome to talk with the teachers and the Principal formally or informally at a time that suits everyone. We also encourage parents to become involved in the school by:

- Promoting school as a positive and happy experience;
- Ensuring children attend regularly and punctually every day;
- Ensuring school uniform is worn every day;
- Ensuring children are in bed at an age appropriate time each evening;
- Supporting school policies;
- Supporting children with homework tasks;
- Encouraging reading at home;
- Sharing with the teacher or Principal (in confidence if necessary) any problems or difficulties that may affect the child's happiness, progress or behaviour;
- Attending all interviews with the class teacher or the Principal;
- Helping meet any individual targets or goals set for the child by the school or class teacher;
- Responding to letters sent home from school;
- Ensuring all emergency contact details are up to date;
- Supporting extra-curricular activities including after-school clubs and special events such as Harvest Assembly, Christmas concerts and Summer Fairs and;
- Attending any curriculum-based workshops designed to assist parents when working with their children.

Reports on your child's progress

A full report on your child's progress and achievement throughout the year is sent home at the end of the Summer term.

Parent consultation afternoons are held twice a year, at the end of the Spring and Autumn terms. In addition, interviews and reports are provided for pupils enrolled in the Learning Support Centre attached to the school at various times during the course of the year. Parents of children with a Personal Learning Plan are encouraged to contribute to their child's PLP in order to maintain a close two-way relationship between school and home.

News

Our website is a great resource for keeping updated with events and news at school. You'll find regular updates on our website.

At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

Contacting Parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we could contact if we cannot get through to you.

Seek permission

Outings and trips are a valuable part of school life and we arrange as many as possible. Parents sign a form giving full consent for local visits on admission. In addition to this we will inform you via the school App of any visits which are further away or involve transport and children are not taken unless the permission slip is returned.

Getting involved

Parents, Teachers and Friends Association

Dungannon Primary School has an active and supportive group of parents and friends, which works throughout the school year, organising a wide variety of events and raising invaluable funds for our school and its pupils.

If you have some spare time or interesting fund-raising ideas why not join our Parents & Friends Association or make yourself available at some of our forthcoming events. We would love to see you there!

Governors

The Governing Body meets regularly to discuss school matters. It has responsibility for overseeing the organisation, curriculum and budget of the school. The day-to-day running of the school is entrusted to the Principal and staff. Vacancies for Parent Governors are advertised as they arise.

Volunteering in school

We welcome parents into school to assist on school trips. If you are able to spare some time, please let us know.

Policies

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

Key policies

Some of our key policies are:

- E-safety and acceptable use.
- Positive behaviour.
- RSE.
- Anti-bullying.

More information can be found on our website under the General Info drop-down menu.



Term dates

Term 1

Wednesday 31st August 2022	School Starts at 8:45am
Friday 30th September 2022	School Closed - Exceptional Closure
Monday 31st October 2022	School Closed - Mid-Term Break
Tuesday 1st November 2022	School Closed - Mid-Term Break
Wednesday 2nd November 2022	School Closed - Mid-Term Break
Thursday 3rd November 2022	School Closed - Mid-Term Break
Friday 4th November 2022	School Closed - Mid-Term Break
Tuesday 20th December 2022	School Closes at 12 noon

Term 2

Wednesday 4th January 2023	School Starts at 8:45am
Wednesday 15th February 2023	School Closed - Exceptional Closure
Thursday 16th February 2023	School Closed - Half Term
Friday 17th February 2023	School Closed - Half-Term
Friday 17th March 2023	School Closed - Bank Holiday
Friday 31st March 2023	School Closes at 12 noon
Monday 3rd April 2023	School Closed - Exceptional Closure
Tuesday 4th April 2023	School Closed - Exceptional Closure

Term 3

Monday 17th April 2023	School Starts at 8:45am
Monday 1st May 2023	School Closed - Bank Holiday
Monday 29th May 2023	School Closed - Bank Holiday
Tuesday 30th May 2023	School Closed - Exceptional Closure
Friday 30th June 2023	School Closes at 12 noon



Our Mission Statement

Dungannon Primary School aims to provide a high-quality education in a happy and caring working environment where the potential of each individual can be realised.

We wish to promote life-long learning by:

- Providing opportunities for personal development.
- Promoting such values as will make each individual a caring and responsible citizen.
- Encouraging individuals to develop to their full potential, while promoting moral values and respect for one another.

All members of staff work towards promoting these values and ensuring a child-centred approach in which caring is our shared responsibility.



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