



# CASTLEDAWSON

## Primary School

### Induction Booklet

‘Planting Seeds  
for Success: Grow  
and Blossom  
Together’



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

# Welcome to Castledawson Primary School

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

[www.castledawsonprimaryschool.com](http://www.castledawsonprimaryschool.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 Primary 1 teacher:

Mrs Evans



# School Uniform



Our uniform in Castledawson 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 Red 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 Red sweatshirt with school crest Grey skirt or pinafore Black shoes White knee length socks Grey or red tights  In the Summer Term girls may wear a red gingham dress

Primary 1 pupils also need the following items:

- **A Red Book Bag (provided by the school)**
- **Wellie Boots**



**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 9.00am. 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 and then out to the playground
9.00am	School begins
10.30am-10.50am	Breaktime, Primary Room 1
12.00pm-12.55pm	Lunchtime, Primary Room 1
2.05pm	Home time release is staggered, with Room 1 leaving school at 2.05pm.* (All Primary 1 children will go home at 2.05pm from the end of September)
2.15-3.15pm	HOP After School Club (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. You will find the absence form on our Castledawson Primary School App.

## Breakfast Club

Breakfast Club is open to all children from 8.00am. Pupils can enjoy a healthy breakfast for only £1.50 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 2.15-3.15pm. Children may attend paying £1.50. Places must be booked in advance and paid for each Monday.





## 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. Boys and girls can also purchase from the canteen. Baguettes, bagels, toasts, fruit and crackers are on offer for 30p each.

Please be aware that Castledawson 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 - you can apply online). Copies of the School Meals Menu are shared on the website and on Seesaw. The price of a School Meal is set by the Education Authority and may vary from year to year. Currently meals are £2.60.

Please pay monies for School Meals using our Castledawson Primary School app. Should your child be absent for any reason, the refunds will be issued.



## Sending Money to School

It is rare that money will be sent to school. All monies for clubs, dinners and trips are paid on the app. If ever you do have to send money in, please send 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**



## 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 available on our school website. This will also be sent home in September. Please advise us of any dietary needs.

## 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, available on the P1 induction area of the school website.

# Child Protection & Safeguarding Procedures

The welfare and safety of our pupils is of paramount importance. CPS 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 will be sent home in September. If you have any worries or concerns about any child in CPS, please follow the procedure below.



I have a concern about my/a child's safety

I can talk to the teacher

If I am still concerned I can talk to the Designated Teacher for Child Protection - Mrs M McCusker or the Deputy Designated Teacher for Child Protection - Mrs S Evans

If I am still concerned I can talk to the Principal  
Mrs M McCusker

If I am still concerned I can talk to the Chairperson of the Board of Governors  
Mr Mark Johnston

At any time, I can contact:  
PSNI Public Protection Unit at 101/PSNI Central Referral unit: [cru@psni.police.uk](mailto:cru@psni.police.uk)  
or a Social Worker from The Gateway Team at  
03001234333 or 02890 259299/02895 049999

## Our Safeguarding Team

Designated Teacher for Child Protection:  
Deputy Designated Teacher for Child Protection:

Mrs M McCusker  
Mrs S Evans

# 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 Seesaw.

## 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 Principal.
3. 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.





# Preparing for School



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 tissue!**

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!

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

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

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.

If you have any concerns or want to communicate with the teacher, please use our Seesaw app.

Parent Teacher Consultations are held in October and February to discuss your child's strengths and areas for development on a 1:1 basis. There is also a baseline meeting in September which will allow you and the teacher to discuss how your child has settled in to school.

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

## Homework in Primary 1

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

- **Literacy or Numeracy game**
- **Nursery Rhyme Pack**
- **Tricky Words**
- **Sound Book and Blending Wallet**
- **Reading Book, when ready**





# Seesaw

Every week we produce a weekly update for parents giving information and details of forthcoming school events/ class news as well as what your child will be learning weekly.

# Website, Facebook & Twitter



Keep up to date with our latest news and events by

- visiting our website: [www.castledawsonprimaryschool.com](http://www.castledawsonprimaryschool.com)
- following us on Facebook: [Castledawson Primary School](#)
- or Twitter: [@castledawsonps1](#)



# 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 Seesaw messages – it contains a lot of important information about what is going on in school.**
- **Check and empty book bags regularly.**
- **Please look after all school resources sent home.**
- **If your child is absent, inform us immediately.**

# Thank you!





# Castledawson

## Primary School

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Castledawson

Co Londonderry

Tel: 028 7946 8309

Fax: 028 7946 9607

Email: [info@castledawson.magherafelt.ni.sch.uk](mailto:info@castledawson.magherafelt.ni.sch.uk)

Principal: Mrs Marina McCusker

Chairman of the Board of Governors: Mr Mark Johnston



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