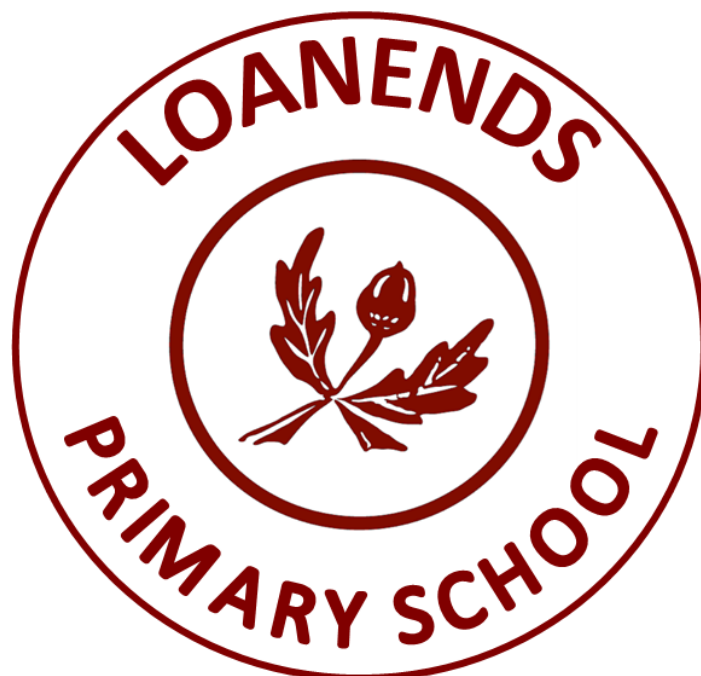


LOANENDS PRIMARY SCHOOL



ANNUAL INFORMATION UPDATE and Parental Forms

2021-2022

*Important Reply Slips enclosed. **MUST** be returned by 1 September.*

PLEASE NOTE CONTENT MAY BE SUBJECT TO CHANGE AT SHORT NOTICE.

September 2021

Dear Parent/Carer

I would like to take this opportunity to welcome everyone back at the start of the new school year after what I hope has been a good summer holiday. I would also like to welcome all new pupils, parents and staff and wish them a successful (and uninterrupted) year ahead.

At the outset, I would respectfully ask that in the absence of being able to access the school building, that you do not contact teachers directly by email, even though you may have done so during Lockdown. Should you require the assistance of the teacher, I would ask that you contact the school office, giving the reason for your call. The Secretary will arrange for the Member of staff to return your call when it is practical to do so.

TEACHING STAFF FOR SEPTEMBER 2021

P1	Mrs V Watson	P6	Mrs G O'Neill
P2	Mrs M Campbell/Mrs Y Greer* (*covering Mrs Bennett's absence)	P7	Mr S Hyde
P3	Miss K McComb (Maternity Cover)	SENCo and Literacy Support	Mrs C Hegarty
P4	Mrs S Mullan	Maths Support	Miss ER Wright
P5	Mrs K Montgomery		

CURRICULUM DEVELOPMENT

This year Governors and teachers have identified the following areas for whole school development. Please note these have been carried forward from the last two school years as they have not been entirely completed due to Lockdown.:

- Further development of Guided Reading and Comprehension (P5-7)
- Literacy Development within Play/Activity Based Learning (P1-4)
- Problem Solving (all classes)
- PDMU (All classes)

Copies of the School Development Plan for 2021-22 are available on request. Please speak either to Mrs Bowman or myself and we will be happy to provide you with a copy. In addition, if you have any suggestions for inclusion on the School Development Plan for **next year**, please let us know. The Governors will give consideration to any suggestions when they next review the School Development Plan.

INFORMATION MEETINGS:

We are hoping to be able to host socially distanced parent induction meetings on various dates as noted below. Please note that these meetings will take place in the Assembly Hall. Please wear a face covering during your time on the school premises, observe social distancing and hand hygiene measures.

Class	Date	Time
P7	Thursday 2 September	6:30pm
P1	Monday 6 September	6:30pm
P2	Monday 6 September	7:15pm
P3	Wednesday 8 September	6:30pm
P4	Wednesday 8 September	7:15pm
P5	Thursday 9 September	6:30pm
P6	Thursday 9 September	7:15pm

PARENT INTERVIEWS:

At the moment we are planning for Parent Consultations to take place, week commencing **18 October**. We would love to have a face to face meeting but we cannot guarantee this type of arrangement. However, if this doesn't work out, we will give you some feedback on your son or daughter's progress in some format (most likely by telephone); please note **school will close for all pupils at 2:00pm during this week**. More details will follow.

AFTER SCHOOL ACTIVITIES

At the moment it would be our plan to reinstate After School Activities this term. Mrs Montgomery will write to you separately with the list of activities on offer. Could I please ask, that if a pupil is "booked in" for an activity and cannot attend on a given day, that you inform the teacher. Time can be lost in the afternoons checking up on absent children. Please also advise Stephen, the bus driver, if there are any changes to the afternoon arrangements.

For updates regarding Jujitsu training, please contact Lorraine Gault for further details: 07812029477.

Preliminary Arrangements are as follows:

Tuesdays 6:00-7:00pm Beginners up to and including Orange Belts

Tuesdays 7:00-8:15pm Green Belts and above

See information below from Loanends Jujitsu Club

!!Club News!!

Classes starting back on Tuesday evening in Loanends Primary School on Tuesday 14th September.

We are back after Covid break!

Jujitsu is a Japanese Martial Art, a healthy activity for everyone both physically and mentally.

It is an effective form of self- defence and suitable for all ages.

AND Fun 😊

You can book your place in advance

Juniors – Beginners - from 5 years and up to and inc Green Belt 6.00pm-7.00pm

Juniors Intermediate - Blue and White up to and inc Brown Belt 7.00pm-8.15pm

Seniors – 7.00pm-8.15pm

Contact Sensei Lorraine Gault to make enquiries and book your place at Templepatrick and Loanends Jujitsu Facebook page or send an email to Lorraine.gault@btinternet.com

DATA COLLECTION

It is possible that some families may have changed address or contact numbers over the last year. Please ensure that all telephone numbers, especially mobile numbers, are accurate, since using our text messaging system is a quick way to relay important information. **This now more important than ever.** We also will use Seesaw to send to communications, so it is important to keep an eye on that too.

In order to update our database, I have attached a form for you to note any changes, which I would ask you to complete and return to school by **Wednesday 1 September**.

In addition, I should be grateful if you could also complete the various permission slips enclosed. I would appreciate a prompt return of all information by 1 September.

GENERAL DATA PROTECTION REGULATIONS

As you aware, the GDPR data regulations came into effect in May 2018. To that end I would remind you of our Privacy Notice, which is posted on the school website.

CAR PARK HEALTH AND SAFETY:

(Please read carefully and pass on to anyone who may be collecting your child). This is sent out every year and reminders are also sent on a regular basis, yet some parents still disregard our requests.

Care, consideration and caution are the key objectives when entering and exiting the car park. Please ensure that children are **dropped off/picked up in the main car park and NOT the staff car park, on the Zebra Crossing.**

To ensure the safety of pupils at the end of the school day, I would remind you that the staff car park is **not** to be used as a pick-up area. Only the school bus, those displaying disabled badges (**parents of disabled pupils/particular medical needs are given priority**) or who have been granted permission (Nursery pick-ups), may use the spaces allocated.

All parents using the car park have a responsibility for the safety of pupils, themselves and other drivers. These rules are in place for everyone's safety so please act responsibly. **It is impossible to meet every request for special consideration. Pupils are our first priority. Therefore, they have "first call" on the two disabled spaces.**

It is frustrating that a few parents or those collecting children continue to flout the rules so please do not be offended if we give you a reminder and ask you to move your car!

In particular, please do not **DOUBLE PARK** as this blocks other drivers in! Please be mindful of this and in particular bear in mind that many of our parents need a quick exit from the car park in order to get to work on time.

Parents should not park in the staff car park for convenience or because there are no spaces in the main car park. This has been said often yet some parents/carers believe this doesn't apply to them!

Just a further but important point - please remind pupils to exercise care when crossing the car park, **using the paths and zebra crossing**. This also applies to parents who walk pupils up the middle of the staff car park. This message is regularly reinforced in school, particularly among the P4-7s who sometimes forget the rules of the road in their excitement (or relief!) to leave school at 3:00pm. It would also be very much appreciated if parents could ensure that pupils do not swing on trees, play outside the office windows or run through the flower beds, particularly at 2:00pm. I would also ask parents to remind pupils not to run across the grass as they enter the school playgrounds in the mornings.

Please pass this information on to other family members or child minders who are bringing children to and collecting them from school. Thank you.

DAILY START AND END TIMES

Class	Morning drop off	Start Date time	Afternoon collection	Collection Time
P1	One Parent to accompany pupil exterior door during September From 4 October one parent to accompany pupil to side gate	8:45-9:00 am from 26 August	To be collected at front of the school	12:15pm (Sept) 2:00pm from 4 October.
P2	One Parent to accompany pupil to side gate	8:45am-9:00am from 26 August	To be collected at front of the school	2:00pm every day
P3	One Parent to accompany pupil to side gate	8:45am-9:00am from 26 August	To be collected at front of the school	3:00pm (Monday and Tuesday) 2:00pm (Wed-Fri)
P4	To be dropped off in car park	8:45am-9:00am from 26 August	To be collected in the car park	3:00pm (Monday-Thurs) 2:00pm (Fri)
P5	To be dropped off in car park	8:45am-9:00am from 26 August	To be collected in the car park	3:00pm (Monday-Thurs) 2:00pm (Fri)
P6	To be dropped off in car park	9:00am from 26 August	To be collected in the car park	3:00pm (Monday-Thurs) 2:00pm (Fri)
P7	To be dropped off in car park	8:45am-9:00am from 26 August	To be collected in the car park	3:00pm (Monday-Thurs) 2:00pm (Fri)

Parents are reminded that they mustn't gather together at the front door or in the car park. Please observe the social distance guidelines of two metres. We would also ask that parents continue to wear masks whilst in the school grounds.

BREAKFAST CLUB

We are working in conjunction with Activity NI to facilitate a Breakfast Club from the beginning of September. Bookings and payment should be made directly to Activity NI.

The Club will run from 8:00-8:45am and costs £2.50 per day per pupil or £3.00 if breakfast is requested (cereal, toast, fruit and juice).

Please note that there will not be any morning supervision in the playground. Children should go directly to their classroom when they arrive between 8:45am and 9:00am. Classes start at 9:00am so it is expected that all children should be in class by this time. Persistent lateness is disruptive both for the class and the pupils, so please aim to be in before the gates are locked.

SCHOOL BUS

Transport Section is continuing to provide a school bus (from Wednesday 1 September) which will drop off pupils at 9:00am and pick up at 2:00pm/3:00pm. The bus will be permitted to enter the staff car park to best ensure the safety of our pupils. The Education Authority should have written directly to a number of parents who reside along the "designated bus route." The school has no authority to permit children to travel on the bus. Any queries regarding the use of the bus should be directed to Transport Section in the Education Authority. Please see the link below to apply online:

[Primary School Transport Applications | Education Authority Northern Ireland \(eani.org.uk\)](https://eani.org.uk)

Please speak to your child about safety and behaviour whilst travelling on the bus. We will inform you of any causes for concern or the Education Authority may also contact you if problems remain persistent.

It is also parents' responsibility to liaise with the bus driver directly if their child is not travelling on the bus on any given day and also to pass on information about a pupil staying for after school activities. Please ensure that you provide Stephen with your contact details.

In current times, it is strongly recommended by DE that all children, regardless of age, should wear face coverings whilst travelling on the school bus. A member of staff will meet pupils arriving by bus to ensure they access their classrooms at the appropriate entry points.

CHILD PROTECTION

For Child Protection reasons it is essential that all parents should **report to the main office**. I must emphasise that parents should not go directly to the external doors of the classrooms or P4 mobile without first gaining permission to do so.

Please advise us if there are any changes regarding the adult/s that collect your child. If we are in any doubt, we will contact you to gain your permission to release your child to another adult. Please do not be offended by this. We take the safety of your child very seriously.

Please take time to read through the Child Protection Policy which is posted on the School website. Mrs Watson is the Designated Teacher (DT) for Child Protection, whilst Mr Hyde is the Deputy Designated Teacher (DDT). All pupils will be taken through "A Child's Guide to Pastoral Care" by their class teacher at the beginning of the school term.

P7 ENTRANCE TESTS

P7 parents should note that the registration for AQE closes on **24 September 2021**. Please continue to check the website, www.aqe.org.uk, for details. Forms are available from the Grammar Schools or can be downloaded from the AQE website.

Assessment dates are as follows:

GL Assessment	Saturday 13 November
AQE Assessment 1	Saturday 20 November
AQE Assessment 2	Saturday 27 November
AQE Assessment 3	Saturday 4 December
Results	Saturday 5 February

For those wishing to take the GLA Entrance Assessment registration also closes on **24 September 2021**. Please check www.pptni.com.

We would really appreciate it if you could let us know if you have registered your child for either test. Please note that some Grammar Schools, including Antrim Grammar School will accept GLA or AQE applications. Please continue to check websites since some schools may change their entrance tests.

SCHOOL MEALS

The school meals service will be operating from 1 September. Please note that meals should be ordered using the **online** (SchoolMoney) payment system as the school is now 'cashless'. All existing families are familiar with their log in details. These haven't changed. New parents will receive a text message and email, also inviting them to log on to the system. A Parent User Guide for SchoolMoney can be found on the school website noticeboard.

Please note – when purchasing dinners, select the 'MEAL' option – not the packed lunch option as this is not provided in Loanends' kitchen.

- School closures will be marked in grey as unavailable on the system already, for your convenience.

- Refunds – if your child is sick, a refund will be made back to you (school dinners and breaks only).

A new menu will be posted on the school website (www.loanendsps.com) at the beginning of each month along with the Monthly Update. Please see attached menu for September.

Forms to apply for free school meals are available online:

<https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants>

Free School Meals are handled sensitively, and we would encourage any parent who believes they may be eligible to apply. Parents may well have had changes in circumstances and so should avail of this opportunity. Please see www.gov.uk/workingtaxcredit.

1. The parent/guardian is in receipt of Income/Income Related Employment and Support Allowance/Income based Jobseeker's Allowance or if a pupil claims Income Support in their own name.
2. The parent/guardian is in receipt of the guarantee element of Pension Credit.
3. The parent receives Child Tax Credit/Working Tax Credit and falls within the right income bracket.
4. He/she has a statement of educational needs and is designated to require a special diet.
5. He/she is a boarder at a Special School.
6. He/she is a child of an Asylum Seeker supported by the Home Office Asylum Support Assessment Team (ASAT).

HEALTHY BREAKS:

For many years we have been participating in the Healthy Breaks Scheme. A different bread product (fruit will be available on request) will be available each day to our pupils at a cost of **30p** per day. Similar to the School Dinners, this needs to be paid for via SchoolMoney.

Monday	Toast
Tuesday	Bagels
Wednesday	Toast
Thursday	Bagels
Friday	Toast

MILK SCHEME: (beginning Monday 6 September – 17 December)

Milk must be ordered and **paid for in advance**. The cost is **21p** per day. The total amount for the first term is **£14.70**. Money cannot be refunded if a pupil is off school for a short period of time. The milk company does not accept any returns.

Please note that this should now be ordered using the online (SchoolMoney) payment system not later than **Friday 27 August** for the order to be placed with Dale Farm on time. You will find it listed as an item in the 'shop'.

ABSENCES/TERM TIME HOLIDAYS

Telephone calls from parents informing us of absences are appreciated but it is also essential that this is also followed up **with a written note**, giving reason for the absence, when your child returns to school. The guidelines from the Department of Education state that this should be **done within 5 days**, otherwise the absence will be recorded as an "N" ie. "No reason given for absence". In addition, they also analyse our attendance codes and have instructed us to actively seek a reason for absence when a pupil is recorded as "N." If parents fail to supply a written explanation, the school will write to you for clarification. For ease of administration, please use the tear off slips to provide reasons(s) for absence and return to the class teacher. These are attached but will also be available on the school website.

The EWO (Education Welfare Officer) assists us in monitoring attendance and has digital access to our school records on a monthly basis. Should a pupil's attendance fall below 85%, parents will be informed, and the school is obliged to make a referral to the EWO.

Good timekeeping is something that we continue to ask you to work on; for a small number of families there is still room for improvement. By ensuring your child gets into school promptly means

teachers can complete administration first thing. Persistent lateness is disruptive and means the pupil concerned has to catch up on essential information, such as homework or spellings, which also are often completed first thing in the morning.

Pupils arriving after the official start time will be marked *late* and “minutes late” will be automatically recorded electronically on their record.

Please note that school starts at 9:00am.

FAMILY HOLIDAYS:

Taking family holidays during term time is not recommended and I cannot grant permission for such requests. **I would therefore advise parents to arrange holidays outside of term time.**

Should parents decide to take holidays during term time, this must be put in writing to the Principal and will be held on file and copied to the EWO if required. You will be provided with a written response which we will copy and hold on file. **Teachers will not provide work in advance.** The worksheets and homeworks that have been missed can be requested when a pupil **returns** from holiday and not before departure.

I would also refer you to the Department Strategy for promoting school attendance: **“Miss School: Miss Out.”** <https://www.education-ni.gov.uk/consultations/miss-school-miss-out-strategy-improving-pupil-attendance>.

Please see attached holiday list for 2021-22 school year.

P3 TIMETABLE

Finishing times:

- Monday and Tuesday: 3:00pm
- Wednesday, Thursday and Friday: 2:00pm

SEN PROVISION

Governors have fought long and hard to enable us to maintain our SEN withdrawal support despite the fact that we can't afford to do so. This is quite simply down to underfunding as our school is fully subscribed.

In June, Governors were delighted with the appointment of Mrs C Hegarty as the new Literacy Support Teacher and SENCo. As a staff we are very much looking forward to working alongside Mrs Hegarty, aiming to provide the very best learning opportunities for all our pupils. The SEN provision in school benefits ALL pupils-those who require support are withdrawn thereby giving them additional attention. Equally it frees teachers up to provide more time and attention for the remainder of the class by way of support or challenge.

The SENCo is now known as the Learning Support Coordinator. Mrs Hegarty will make contact with parents in due course. In the meantime, if you have a concern or query please contact the school office and leave a message for Mrs Hegarty. Some time has been set aside for administration and follow-up for the Learning Support Coordinator who will attend to queries during this time.

PE AND SWIMMING

I would just like to remind you that PE is a **compulsory** part of the curriculum for all pupils and that an appropriate change of clothing should be brought on “PE days” for those pupils who are expected to change. PE T-shirts can be bought from school. Pupils will not be permitted to phone home to ask parents to bring in PE kits or clothing for after school activities. The advice from the Education Authority for pupils opting out of PE (for whatever reason) is for them to take notes during the lesson so that they have an understanding of the content and skills covered and are better prepared when they next join the lesson. This is the expectation in normal times. However, in the current climate we are asking for the following on PE days only:

P1-4 to come to school wearing trainers;

P5-7 to come to school wearing plain tracksuit bottoms and trainers.

This will be kept under review. Please do not drift into the habit of abandoning good uniform standards on non-PE days. This is a temporary relaxation only in current times.

With regard to swimming, it is essential that all P5-7s avail of this opportunity and come prepared on the day. If for some reason your child is unable to participate in the long term, the school may ask for medical evidence, to support their exemption from this activity. P5-7 pupils swim on a rota basis. You will be advised of the requirements in advance. Information relating to swimming will be sent out separately.

READING/LIBRARY BOOKS

Reading Books will be managed to allow adequate non-contact time before redistributing to the next group or individual.

We expect pupils to take care of all school resources including reading and library books. Should any of these be lost, we will impose a minimum charge of **£5.00** to replace the missing item. Please also have a look at home for books which should be returned to school. Our stocks seem to have been depleted during Lockdown.

MUSIC SERVICE

Music lessons from EA will resume this term. Current P4 and P5 pupils should have yet to be tested in and offered the opportunity to take up an instrument. P6 and P7 pupils will be carried forward from previous years. Please ensure musical instruments are brought in to school on Tuesdays.

POLICIES

MOBILE PHONES/SMART WATCHES

I would ask that mobile phones should not be sent into school with pupils. In the event of a pupil needing to make essential contact with their parents, they will be permitted to use the school telephone, or a member of staff will make the call relaying the appropriate information. Other valuable electronic items, such as Apple Watches, iPads and PSPs should be kept at home-essentially anything with internet access should not be in school. I would really appreciate your support with this matter, particularly for Child Protection reasons. This policy, along with others, is available to view on our website <https://www.loanendsps.com/policy-documents/>

UNIFORM (Please see Uniform and Jewellery Policy).

Please refer to website for the full document and complete the tear-off slip attached.

Please keep uniform simple and fuss free. In particular, I would ask that girls would wear moderate hair accessories; **large Jojo bows and are not in keeping with our uniform and therefore should be left at home.** I would also dissuade the wearing of necklaces, “dangly earrings” and scarves in class for health and safety reasons. Your support with this would be greatly appreciated.

Please also be mindful of appropriate footwear. Our uniform policy is black shoes for boys and girls, not trainers. Your support with maintaining a high standard of appearance, throughout the year, would be greatly appreciated.

VOLUNTEERS

Regrettably, at the moment we are unable to welcome volunteers. Hopefully this will change as the Covid situation improves. We will let you know when it is safe to do so.

VOLUNTARY CONTRIBUTIONS FOR TRIPS/ADDITIONAL ACTIVITIES

Usually during the course of the year we normally provide additional activities in the form of sports coaching, visitors to the school or trips out. In cases where a voluntary contribution is requested, there is no obligation to make a contribution and pupils will not be treated differently according to

whether or not their parents have made any contribution. As a school, the consideration for us is that if we are not in receipt of enough voluntary contributions, the activity may not be financially viable and therefore be cancelled. You will be advised if this is the case. The school does not benefit financially and only aims to cover costs.

SCHOOL FUND

At the end of June 2020 we requested **£20 per family** to enable us to put online systems in place for learning and administration. We didn't request any further contributions during 2020-21. The SchoolMoney online payment alone costs almost £1000 and Seesaw, a comparable amount. Many of you have commented on the value of these (especially during Lockdown) and therefore it would be our intention to continue with these systems which are mutually beneficial. Any remaining monies from the school fund will be allocated towards a new spelling scheme or costs associated with the current spelling materials.

If you would be willing to contribute to the school fund this year, please make your payment through SchoolMoney by **Friday 17 September**. Thank you.

New P1 parents, who do not have a sibling further up the school can make this payment using the online system (SchoolMoney) – when your child has been admitted on the school system. (As per instructions with School Dinners, you will receive a text/email to enable access to the system).

ADMINISTRATION OF MEDICINES

NORMAL ARRANGEMENTS FOR ADMINISTRATION OF MEDICINES:

Mrs Mullan, or in her absence, Mrs Armour will administer only **essential** medicines. This is our normal school policy and we would ask parents to bear in mind that Teachers have no contractual duty to administer medicines, even prescribed medicines. In fact, Union advice is not to administer medicines at all.

The appropriate forms (AM2) must be completed before any medicine is given (form available on school website). Medicines must be sent to school, clearly labelled and in original containers. We reserve the right to ask your GP to alter the dosage of certain medicines, so that they do not have to be taken during the school day. Please note that we will only administer Calpol if it has been prescribed by your doctor, is deemed to be essential and bears the chemist label. Parents of course are welcome to come to school at any time and give medicines to their son or daughter.

With regard to inhalers, we would expect that most pupils can self-administer. You must complete the appropriate form (AM3) (form available on school website). Please also note that if you have given permission for your child to self-administer, staff will not supervise. Please ensure that there are two inhalers in school at any one time. These should be clearly labelled; one will be held in school for emergency use and one retained by the pupil in his/her schoolbag. Mrs Mullan will write to parents of asthmatic pupils reminding them of the details of our policy and ensuring that the requisite number of inhalers are in school.

It is parents' responsibility to ensure that all medicines are in date. This includes Epipens, Piriton, Diabetes emergency supplies etc. Please take time to read through the Administration of Medicine Policy carefully. Should you require a new copy, or forms, please contact the school office.

COMPLAINTS POLICY

Please refer to policy available on the school website.

COMMUNICATION WITH STAFF

In relation to Seesaw, parents should not use this to make specific enquiries about a pupil's achievements, daily timetable or equipment required for the school day UNLESS we have another period of lockdown.

Monthly Updates, menus, policies will be uploaded onto the school website and sent directly to you on Seesaw. For those unable to access the internet, a small supply of hard copies will be kept in the office

for you to collect. However, where permission slips are required, we will send hard copies for your approval and signature.

Due to the operational needs of the school, **it is essential that parents make an appointment to speak to the Principal or teachers.**

In the mornings, time is set aside for cleaning, supervision, planning and preparation and only in very exceptional circumstances will parents be permitted to have a “quick word” with a member of staff. Teachers will also be engaged in meetings, after school activities or planning in the afternoons. I would respectfully ask that all parents adhere to this and make an appointment through the school office.

You are already familiar with the protocols of referring FS/KST1 matters to Mrs Watson and KST2 queries to Mr Hyde. Of course, your concern or query should always, in the first instance, be addressed to the class teacher. It would be most helpful if you could give some indication of the nature of your query to the Secretary, so that the appropriate member of staff can prioritise responses.

Regrettably, over the past few years, a small number of parents have been aggressive in their approach to Members of staff. This is not conducive for working relationships. To that end, I would remind all parents that the Governors can remove your license to enter school premises if your conduct is not deemed to be appropriate or respectful. The Parental Access Policy is available on the school website.

WEBSITE www.loanendsps.com

I would very much encourage you to make use of the website. It will keep you up to date with news, such as the monthly updates and help you keep an eye on class or school events. We will continue to include the school meals menu and staff hopefully will update class pages and photos regularly. Our main aim is to keep you informed. I would also ask parents to ensure that they teach their children to use the internet safely and responsibly; this is a message that we continuously reinforce at school through targeted e-safety teaching within UICT. If you have any feedback or suggestions for items to include, Mr Hyde would be happy to hear from you.

CONSENT FORM FOR PHOTOGRAPHS AND FOOTAGE

Photographs and recordings of pupils for school, family and press are a source of pride to both the pupils and their families/legal guardians. Taking, keeping and publishing photographs and video footage involves processing personal data under data protection laws.

To enable us to comply with our obligations under the General Data Protection Regulations, we are required to obtain express consent to the use of a pupil’s image for example in school displays, performances, newsletters, prospectus and social media platforms.

In all instances listed, the image or footage may be of an individual, small group, class or classes. Where pupils are named, we will use first names only unless we have sought prior permission from you to publish full names (***newspaper and media companies will often use a full name and we will not seek further permission for this**). We will only use photographs and footage where pupils are appropriately dressed to reduce the risk of inappropriate use of the images or footage.

Parents/legal guardians of pupils under the age of 13 or pupils over the age of 13 and not considered capable of giving their own consent should complete this form on behalf of the pupil.

This consent form is valid for the academic career of your child in Loanends Primary School. It will be updated at parent’s request (in writing). Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. (an additional form of media to use with pupils/parents/legal guardians)
- Changes to school circumstances, e.g. (if a new Principal reviews how the school markets itself)

Please provide specific consent for photographs or digital images of your child to be used on the separate form sent out to you by ✓ the boxes:

- Please be aware that websites and social media can be viewed throughout the world and not just in the United Kingdom where UK law applies. Our current social media accounts are the school's website, school Facebook Account and PTA Facebook Account.
- We may continue to use your child's image in promotional materials or on our social media or website accounts for the pupil's lifetime.
- We will not include personal e-mail or postal addresses, telephone or fax numbers on video, on our website or in any printed materials.
- We may include a pupil's written work, projects and artwork including portraits of other pupils on our website and in promotional materials.

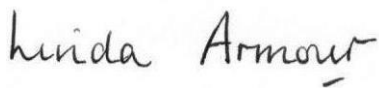
Consent can be withdrawn at any time by notifying the Principal and completing a new copy of this form. If you do not consent to a particular use of your child's information, your child will not suffer any detrimental effect as a result.

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Principal. A new hard copy consent form will be supplied to you to amend your consent accordingly and provide a signature.

As always, I very much look forward to the support of all parents and working in partnership in the year ahead. We are hoping for an uninterrupted year but of course we must be mindful of the current climate and also plan for potential closing of groups or the school if advised to do so.

May I wish all our pupils good health and every success as they begin this new school year.

Yours sincerely

A handwritten signature in black ink that reads "Linda Armour". The signature is written in a cursive, flowing style.

Mrs L Armour
Principal

LOANENDS PRIMARY SCHOOL
PARENT CALENDAR –2021/2022



Autumn Term 2021		
Thursday 26 August	P2- P7	8:45-9:00am
Thursday 26 August	P1	To be advised separately
Monday 30 August		Bank Holiday (School Closed)
Monday 25 October		School Development Day (school closed for pupils)
Tuesday 26 October – Friday 29 October (inc)		Half Term
Monday 20 December		School finishes at 12.15 - End of Term
Tuesday 21 December – Monday 3 January (inc)		Christmas Holidays
Spring Term 2022		
Tuesday 4 January		School commences
Monday 14 February		School Development Day (school closed for pupils)
Tuesday 15 February – Friday 18 February (inc)		Half Term
Friday 8 April		School finishes at 12.15 – End of Term
Monday 11 April – Friday 22 April (inc)		Easter Holidays
Summer Term 2022		
Monday 25 April		School commences
Monday 2 May		Bank Holiday
Friday 6 May		School Development Day (school closed for pupils)
Monday 23 May – Tuesday 24 May		School Development Days (school closed for pupils)
Thursday 2 June – Friday 3 June		Late Spring Bank Holiday
Thursday 30 June		End of Term (school closes at 12.15pm)

Pupil Absence Form	
Please complete and return this form to the class teacher after your child's absence to ensure your child's record and the class register are updated.	
Pupil Name:	Class:
Date(s) of Absence:	
Reason for Absence:	
Parent/Guardian Signature:	Date:
For Class Teacher Use - Date of return:	Initial:



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Pupil Name:	Class:
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Date(s) of Absence:	
Reason for Absence:	
Parent/Guardian Signature:	Date:
For Class Teacher Use - Date of return:	Initial:

Change to Pupil/Personal Data September 2021:

If your personal information or circumstances held on our data sheets have changed, for example:

- ☐ Address
- ☐ Telephone/Mobile Number
- ☐ Email address
- ☐ Medical
- ☐ Other

Please complete the slip below, sign, and return to the school office by 1 September 2021.

Thank you

PUPIL/s Name	Class
Amendment to Personal Details – please state below	
Signed:	Date:

Uniform and Jewellery Policy September 2021

(see full policy on the website)

Please detach and return this form as soon as possible to the class teacher.

I have read the above policy and agree to implement this with my child/children.

Name(s) of Children and Class(es):	
Signed: (Parent/Guardian)	Date: