



## St. Luke's Primary School

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St. Luke's Primary School  
Glasvey Drive  
Twinbrook  
Dunmurry  
Belfast  
BT17 ODB

Principal: Mrs Claire Robinson  
B.Ed. Hons. Ad. Cert.P.Q.H. (NI)  
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Dear Parents,

This information has been compiled to assist you in supporting your child's education during the school year. Please read it carefully and retain this copy for future reference.

Each class in school has extensive programmes of work to cover each year. So that your child makes maximum progress, it is very important that he/she attends school regularly and punctually, that you talk to them about their school work, check and sign all written homework and keep in regular contact with the class teacher.

As a Catholic primary school we place your child at the core of everything we do, each child will be valued, respected and nurtured in our care, socially, emotionally and spiritually.

We are here to support your child and to work in partnership with you, so if you wish to speak to any member of staff please contact Mrs Irwin at the office to make an appointment.

Yours Sincerely,

Claire Robinson  
Principal



## School Starting and Finishing Times:

**BREAKFAST CLUB:** (50 pence per day) 8:15A.M-8:45A.M

**P1-3:** 8:50A.M-1:50P.M

**P4-7** 8:50A.M-2:50P.M

**Friday: all classes will finish at 1:50p.m**

**After Schools Clubs:** a timetable of sessions will be sent out in September

**Dinners cost £2.20 per day**

## Staff Members

**Principal**  
**Vice-Principal**

Mrs Claire Robinson  
Mr Damian O'Neill

### **Teachers:**

Ms Colette McCaffrey (P7)  
Mrs Jaqueline Murphy (P4/5)  
Miss Leann Sillcock (P1)  
Ms Donna Stewart (P2/3)

Mr Damian O'Neill (P6/7)  
Mrs Andrea McComb (P2)  
Mrs Colleen Reilly (P4)

**Part time:** Mrs Colette Walsh - Special needs

**Office Staff** Mrs Margaret Irwin

### **Classroom Assistants:**

Mrs Paula Armstrong  
Miss Cathy Gray  
Mrs Karen McQuillan

Mrs Brid Denny  
Mrs Jackie Neeson  
Mrs Patrice Tierney

**Caretaker:** Mr Brendan McDermott

**School Counsellor:** Miss Sinead Mulholland

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## **Lunchtime Supervisors**

Mrs Ann Mitchell  
Mrs Anne Savage  
Mrs Bernie Smith

## Ancillary

Bernie Smith  
Carol Brown

Annie Savage

### **Arrangements for children's Safety**

Your child's safety depends on us working together to ensure that the children feel confident and secure at school by following a few simple routines. If you have any concerns about your own or someone else's child, please speak to Mr O'Neill (Designated teacher for Child Protection or Ms McCaffrey the Deputy Designated teacher) they will give you advice or support.

The Board of Governors will continue to review all aspects of school security.

We would ask for your full cooperation in adhering to the following arrangements:

**All children should be in school in time to line up when the bell rings at 8:50a.m**

Children taking breakfast will be supervised from 8:15a.m to 8:45a.m by Mrs Denny and Mrs McQuillan.

All other children must **NOT** be in school before 8:45a.m as there is no adult supervision until 8:45a.m and we cannot ensure your child's safety.

The school doors will be closed at 9:00a.m and anyone wishing to enter school will have to do so at the main doors at the office.

Children in P1-3 must be collected promptly from collection points in the yard at 1:50p.m as teachers have either bus Duty or are taking literacy Support classes with P4-7 classes which begin at 1:55p.m.

If your child is being collected by someone other than yourself please inform the class teacher beforehand. Likewise, if you are going to be late, please let us know as this can be distressing for your child as they feel you have forgotten about them.

Children must be collected by an adult and will not be let leave the school will any one under the age of 16.

Children in P4-7 are dismissed either from the yard or the front of the school. Please wait at one of these points for your child, as too many adults in the hallways adds to congestion and confusion for the teachers who are still supervising their class.

Remind your child to go directly to school in the morning and directly home in the afternoon. If no one has collected them tell them they must go to the office and Mrs. Irwin will contact a parent/guardian.

Anyone wishing to speak to a teacher **MUST** make an appointment.

Please send in a note or ring the office if your child is going to be absent or on their return to school, this helps us keep Attendance records up to date and can be helpful if the Education Welfare Officer remarks on low attendance.

If your child gets a bus home to either Poleglass or Lagmore, please ensure they have 60 pence for the fare and are aware of where they need to get off the bus. **The school is not responsible for children's safety on these buses.**

## Parent Consultation

**Rota**: September: Baseline assessment with P1 parents  
Curriculum meetings P1-7

November: P4-7 Parents' meetings to discuss INCAS test results

February: P1-3 Parents' meetings

June: School reports will be sent home.

If you wish to speak to your child's teacher please contact Mrs Irwin to make an appointment. School office: 90619941

We will do our best to arrange a mutually convenient time as soon as possible.

### Holidays:

Refer to the list sent out in September. Please avoid where possible taking your child out of school for holidays, appointments, family events, etc...

### Absences:

If your child is off for any reason, please contact the school and let us know and or send a note in on their return. Any child whose attendance falls below 85% will be referred to the Educational Welfare Officer which we are by law obliged to do.

### Healthy Eating

We would like to congratulate you on the great effort you have made to provide a healthy break for your child. Can we remind parents that children should not bring juice into school as water is provided daily.

Can parents please extend the healthy options to the lunch boxes as well. Children **are not permitted to** have crisps or chocolate in school.

### No Smoking

There is a non-smoking policy both inside and in external areas around the school.

### Cars and Taxis:

Vehicles are **NOT** permitted to drive onto the yard at anytime, please park on the road and walk into the school via the back gates or the front entrance.

## Changes in contact details or family circumstances

Please keep us informed of any changes to details. It is vital we have up to date and numerous phone numbers in the event we need to speak to you about your child. It is important that information regarding legal restrictions of access to your child by a named person is given to the Principal immediately. This information will be held in the strictest of confidence.

## Volunteer Helpers

If you are willing to help by going on school trips, organizing the school library, or joining the school PTFA etc. Please ask at the office for an Access NI Vetting form which we will process for you.

## School Uniform:

Children who are suitably dressed settle to do their work more easily and can play safely in school. Jewellery : a small pair of stud earrings and a watch may be worn, but **no hoops or necklaces** are permitted.

The school uniform must be worn every day, PE uniforms are only for PE days, the PE uniform consists of maroon shorts and a yellow polo shirt. P4-7 children will change into gear in school and P1-3 can wear the yellow polo shirt and trainers on a PE day and put on their shorts.

The uniform can be purchased in Truly Fare (Dairy Farm) the shirts, skirts, pinafores and trousers are widely available from other stores.

**Please mark your child's coats and jumpers to save confusion and to ensure all lost property can be returned to the rightful owner.**

## Medical Information:

It is crucial that you tell us if your child has a medical condition, takes medication, requires the toilet frequently. Pass on this information to the class teacher immediately.

## Home /School Contract:

We see home and school as a partnership; we want to work with you to ensure your child is happy, safe and settled to learn in school. Please support the school's policies and if you have concerns please talk to us, we are approachable and eager to listen and to support you and your child, remember all problems can be resolved.

## Curriculum:

Your child will be experiencing a wealth of learning through a variety of topics taught through the areas of:

Literacy, Numeracy and Mathematics, The World Around us, PD&MU( Personal Development and Mutual Understanding, Play-based learning in P1-4, The Arts, PE, Religion, ICT, developing thinking skills and personal capabilities which will develop your child as an independent learner.

Your child will be encouraged to set personal targets, please chat to your child about their targets, and encourage them to work hard, as it will help build their confidence if they achieve their goal.

Teachers will be setting targets for their class, groups and individual children to help raise standards in literacy and numeracy again we hope you can support your child and give them the encouragement they need to improve their learning.

### Physical Education:

Your child will be told which day of the week is their allocated PE day. This year P1-7 will have PE sessions with an external coach. This is a great opportunity for the children to develop their sporting skills and to get them exercising.

Can I remind parents that PE uniforms are **ONLY** to be worn on allocated PE days.

St Luke's Primary School Homework Schedule P1-7

<u>Year Group</u>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
<b>1</b> <b>15 minutes</b>	Shared Reading	Shared Reading Literacy Task work	Shared Reading Alive O (Religion)	Independent Reading Maths Task work (After Halloween)
<b>2</b> <b>15 minutes</b>	Shared Reading	Shared Reading Literacy Task work	Shared Reading Alive O (Religion) Word Work	Independent Reading Maths Task work
<b>3</b> <b>20 minutes</b>	Easy Reads Word Work	Easy Reads Work and Maths	Easy Reads Alive O (Religion)	Easy Reads Literacy Word Work
<b>4</b> <b>25 minutes</b>	Easy Reads Maths Spelling	Easy Reads Spelling Alive O (Religion)	Easy Reads Writing task Spelling	Spellings Times-tables
<b>5</b> <b>30 minutes</b>	Reading Spellings Written task	Reading Spellings Written task	Reading Spellings Written task	Reading Times-tables and Spellings
<b>6</b> <b>40 minutes</b>	Reading Times-tables and Spellings Maths Task	Reading Spelling Times-tables Maths task	Reading Times-tables and Spellings Written task	Reading Spelling Times-tables Maths task
<b>7</b> <b>45 minutes</b>	Reading Times-tables and Spellings Writing Task Maths Task	Reading Spelling Times-tables Maths task	Reading Times-tables and Spellings Writing Task	Reading Spelling Times-tables Maths task

*Please check and sign your child's Reading Records and or Homework Books every day.*

There is a Homework Club for P4-7 on a Monday and a Wednesday from 2:50p.m until 4:30p.m

### **Positive Playground:**

Miss Gray and Mrs McQuillan have organized the outside areas to make them more enjoyable for the children. There is a wealth of play equipment in the yard, the front of the building in our Eco garden, the top field and the Muga. We believe this prevents problems as the children are engaged in play and they are gaining exercise and realising that the outdoors is fun. On wet days each class has a Wet Day Activity box containing board games and art and craft items.

### **Playground Buddies:**

Our P7 children are given the responsibility of playing with the Foundation and Key Stage 1 children at break and lunchtime. This gives the little ones a positive role model, a friend to talk to if they are worried or upset and gives the older children a role of responsibility, which can only be a positive thing for our young people.

### **School Council:**

Our council gives P3-7 pupils the opportunity to have their opinions heard. The councillors discuss issues with their class, then the suggestions are brought back to the council, led by Mr O'Neill, and solutions are sought.

### **Pupils of the week:**

Each week the children are given a target to achieve covering aspects of behaviour, being responsible etc.. a child from each class receives a certificate at assembly each week to reward their efforts.

### **Eco School:**

As a school we are dedicated to improving the learning environment for our children, parents and staff. We will continue to develop our outdoor space and aim for the Silver Award. We would welcome any keen gardeners who could help us plant, weed or who have any ideas to keep developing the gardens. If you can help please contact Mrs Robinson.

### **Trocaire:**

Each year during Lent we raise money for those less fortunate than ourselves. Last year we raised £1000 which was phenomenal for a school our size and we know this money will go to making lives of children around the world that little bit better.

### **Fund-raising:**

Over the past few years we have tried hard to raise money to buy play equipment, interactive whiteboards and to subsidise school trips which have become increasingly expensive. Please keep supporting any event which either the PTFA or the staff organise, as every penny helps improve the learning environment for your child.