

BALLINDERRY PRIMARY SCHOOL & NURSERY UNIT

ESSENTIAL INFORMATION FOR THE SCHOOL YEAR (2025-26)

PLEASE KEEP FOR FUTURE REFERENCE

Child Protection

All visitors to the school, **including parents**, **MUST report** to the school office. No one is permitted to walk down the corridors without permission.

Breakfast Club

Breakfast Club runs from 7.45 am - 8.45 am each morning, at a cost of £3.00 per day. Parents are required to book their children into Breakfast Club by using the school money app. **No "drop-ins" are possible.**

All Breakfast club bookings to be made via the School Money App by Friday 3 pm for the week ahead.

The School Day

The playground gate will be opened at 8.45 am by the teacher on duty, a bell will be rung at **8.55 am** for children to line up and the gate locked promptly at 9.00 am. After that time pupils will have to enter by the main door at Reception and will be marked as **late** on the attendance register.

The children will have a 15-minute break to enable them to eat their healthy break and have time outside in the fresh air.

Starting & Finishing times: September 2025

Class	Start Time	Finishing Time	Entrance/ Exit gate
Year 7 Mr McNeil	9.00 am	3.00 pm	Double playground gate
Year 7 Mrs Ritchie	9.00 am	3.00 pm	Double playground gate
Year 6 Mr Barker	9.00 am	3.00 pm	Double playground gate
Year 5/6 Mrs Glover	9.00 am	3.00 pm	Double playground gate
Year 5 Mr Mehaffy	9.00 am	3.00 pm	Single playground gate
Year 4 Mrs Nelson	9.00 am	3.00 pm	Single playground gate
Year 3/4 Mrs Catterson/Mrs Hayes	9.00 am	2.00 pm Y3 3.00 pm Y4	Double playground gate Single playground gate
Year 3 Ms Honey	9.00 am	2.00 pm	Double playground gate
Year 2 Mrs Kyle	9.00 am	2.00 pm	Single playground gate
Year 1 Mrs Rosca	9.00 am	12 noon 2.00 pm w/c 22 September 2025	Individual starting times Single playground gate

Appointments with Teachers

Please note that if a parent/guardian wishes to speak to their child's teacher they should contact the school office (Tel: 028 92 651633) and the teacher will return their call as soon as possible or urgent messages may be left with the Secretary.

Contact details

Please inform the school immediately of any changes in contact names, addresses, telephone numbers (home/work), and mobile numbers.

Travelling to and from school

Applying for Home to School Transport

The Education Authority has introduced a new, online process for parents applying for home to school transport assistance. Applications should now be completed online via the EA website at www.eani.org.uk/transportapp

Bus Children

A form will be issued each year by the school to ensure the Class Teacher knows whether or not a child is travelling home by bus on a daily basis. If your child is not getting the bus for any reason on their regular bus day a note should be sent to the Class Teacher.

Only children who have applied for EA school transport are entitled to travel on the school bus.

Children walking home (P5 – P7)

Key Stage 2 children will be given a form at the beginning of the school year requesting written permission to walk home. Parents are asked to sign and return the form to the class teacher.

School Dinners

School dinners cost **£2.60 per day** (£13.00 per week). Maybe subject to change.
All dinners must be ordered on School Money App by Sunday evening for the week ahead.

Dinners are ordered each day by 10.00 am. If your child is going to be late but requires a dinner, please contact the Secretary before 10.00 am

The dinner menu is available on the school website.

All school lunches will be taken in the child's classroom, hot meals will be served in the Assembly Hall.

Nut Allergies

For the safety of children who have nut allergies, please do not bring nut products into this school.

Your co-operation in this matter is very much appreciated.

Free School Meals

Claiming free school meals brings additional funding into our budget. If you make a claim for your child, this is confidential within school and there is no divide between free and paid meals, all meals will be served in the dining hall.

In the present economic climate, it would be greatly appreciated if any families entitled to this would make a claim, even if your child does not wish to take the dinners on a daily basis. Application forms are available from the school office, or accessed from the EA website – <http://www.eani.org.uk/i-want-to/fsm/>

Milk Scheme

If you wish your child to take milk, this can be arranged on a termly basis. If you have missed ordering at the beginning of term, please contact the school secretary.

The milk will be available at break time and we hope that this will encourage our Healthy Eating aim within the school.

Attendance

Children should be in school to line up at 8.55 am. Latecomers must report to the office. Lateness or any absences are recorded immediately on the computerised registration system.

Please try not to organise appointments for your child during the school day e.g. doctor's/dentist appointments.

If a child is absent a note must be sent to school on their return. **Notes are a legal requirement** and The Education Welfare Officer calls regularly at school to monitor attendance. **Please note** if no reason is given the absence will be recorded as unauthorised. (Absent slips attached for your convenience)

Children should not be taking holidays during term time. If holidays are taken this is recorded as unauthorised.

Uniform and other belongings

To reduce the amount of lost property in school, please ensure all **items of clothing are named** and other items such as water bottle, lunch boxes etc.

Pre-loved uniform available all by emailing ballinderrypta@outlook.com

Holidays

Holiday list for 2025-26 (available on the school website)

Health

If a child has been ill during the night, it is in the child's best interest to stay at home and recover fully before returning to school. **Please note** if your child has had vomiting and/or diarrhoea they must remain off school for **48 hours from the last episode**.

If your child is taken ill during school times, the school will contact you as soon as possible.

COVID Symptoms – if your child has symptoms, do not send them to school.

Medication

The Policy for the Administration of Medication in School is available on the school website.

If you wish your child to be administered medicines in school, please complete the form attached and return it to your child's teacher. Additional forms are available on the school website, this can be found under the Parents Section.

School Website www.ballinderryprimaryandnursery.co.uk

Please visit our website regularly for update information about our school.

Thank you for your co-operation in the above matters.

**A Galbraith
Principal**

**BALLINDERRY PRIMARY SCHOOL
ABSENT NOTE**

Name _____ Class _____

Date of Absence _____ Date of Return _____

Reason for Absence _____

Signed by Parent or Guardian _____ Date _____

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