



*Parent Information
Guide*

April 2023

In Rasharkin Primary School we have a celebrated tradition of educating children in a warm, respectful *and happy 'family' environment.*

Our vision is to provide a welcoming and secure environment where children will be encouraged to reach their full potential in all areas of school life.

We aim to equip children with the necessary skills to make a positive contribution to society, and deal with the challenges of a changing world.



This booklet has been prepared with the help of our school staff; a big thank you to all those who helped.

**Rasharkin Primary School,
Bamford Park,
Rasharkin
BT44 8RX
Tel: 29571383
Email: rhowe432@C2kni.net
Web: www.rasharkinprimaryschool.com**

Dear Parent / Guardian,

Welcome to Rasharkin Primary School. We are a controlled primary school catering for boys and girls from age 4—11, situated in the village of



Rasharkin. Many of our children come from the surrounding rural area, while others live in the village. We hope you and your child / children enjoy the time spent with us.

We thank you for deciding to place your child with us. We trust that their time spent at Rasharkin Primary School will not only be meaningful educationally but will also be happy and enjoyable.

We hope by reading this booklet you will have a better idea of how Rasharkin Primary School works. If however we have omitted anything, please do not hesitate to contact us.

Yours sincerely,

Mrs R Howe (Principal)

Our School

*It's a highlighter of honour,
Giving off a golden light.
It's a pupil of pure progress,
To get her grades all right.
It's a playground of adventure,
Where fun is plentiful.
But it's never, no it's never,
No it's never just a school.*

*It's a folder of freedom,
To keep track of your success.
It's a door of determination,
Through which we'll soon progress.
It's a book of brave brilliance,
That we all find really cool.
But it's never, no it's never,
No it's never, just a school.
Hana Green (P6)*

Staffing

Chair of
Governors

Mrs. Lorna Wylie (acting)

Principal & P6/7
P6+7

Mrs Ruth Howe
Mrs Julie Wright (Tues. & Wed.)

P4/5

Mrs Rebecca Henry
Mrs Pamela Gray (Mon.)

P3

Mrs Lisa Peden (until lunch)

P1 + 2

Mrs Rosemary Calderwood
Mrs Pamela Gray (Fri.)

Classroom
Assistants

Mrs Ruth Armstrong*
Mrs Alison Gilmore
Mrs Beverly McIlmoyle

Secretary

Mrs Karen Hutchinson

Supervisory
Assistants

Mrs Sharon Wilson
Staff marked * also supervise

Buildings
Supervisor
Cleaner
Kitchen
Assistant

Mr Samuel Calderwood
Mrs Ella Kedzierska
Mrs Mary Logue



Our School Day

9.10 am	School day starts
10.30 am	Break
12.15 - 1pm	Lunch
2 pm	P1 -3 School day finishes
3.00 pm	P4-7 School day finishes



At Rasharkin Primary School we believe that punctuality is very important. Please make every effort to ensure your child arrives in school on time.

Snacks

Milk

Milk is available for those children who wish to take it. Milk costs approx. 21p per day (price can fluctuate) and is paid termly, in advance. You will be notified of the amount for each term.



Mid Morning Snack

We operate a Healthy Break policy in school and **encourage children to choose a healthy snack at break time. We appreciate your help in encouraging healthy eating habits by ensuring children bring a healthy mid morning snack.** Toast and pancakes (25p each) are available to purchase in school and are ordered, with the class teacher, in the morning. Fizzy drinks should not be brought to school.



Lunch

Packed Lunch

Children may bring a packed lunch if they wish. All meals are eaten in the assembly hall.

Please remember nuts or products containing nuts should not be brought into school.



School Dinners

In Rasharkin Primary School we offer a set meal each day. A menu is prepared in advance and a copy made available on our website. School dinners cost £2.60 per day and can be taken on a weekly or daily basis.



We recommend that money sent to school with young children should be in a sealed envelope, clearly labelled as to what it is for and the amount enclosed. Your help in this is greatly appreciated.

School Uniform

Uniform is compulsory in Rasharkin Primary School.

Boys & Girls

- Yellow polo shirt
- Blue sweatshirt or cardigan with school crest
- Grey trousers, skirt or pinafore
- Black shoes
- Plain navy tracksuit bottoms and trainers for notified P.E. day

Optional

- Blue waterproof coat with school crest
- Blue checked dress / grey shorts for summer term



On special occasions, e.g. concerts, prize day etc., children are expected to wear a white shirt and blue striped tie (available from the school office).

Special Occasions



School sweatshirts (with school logo) may be purchased online, from the school supplier, (see link on school website). Other items are available from the school office.

Parents will be informed in the summer term when orders can be placed for the following school year.

P.E.

Children come to school ready for P.E. on the appropriate day.

Children should wear plain navy (not leggings) tracksuit bottoms, or skort, their usual school T-shirt and sweat-shirt and trainers, on days in which they have P.E.



All personal belongings should be clearly labelled.



We regard uniform as an excellent way in which children can identify with the school and feel a strong sense of belonging. We are proud of how well our children look in their uniform and encourage parents to support the school in this.

Attendance

Good attendance at school is vitally important to ensure that your child does not have any 'gaps' in their learning. However, we realise that children are sometimes sick and on these occasions it is best for them to be at home. As you may know we are required to provide a reason for each child's absences. Therefore, if your child is absent from school we would ask that you contact the school, or send a note with your child on his / her return.



Percentage Attendance	Number of Days Missed	Equates to .. of learning missed	Standard
100	0	—	Excellent
95	9	1 week and 4 days	Satisfactory
90	19	3 weeks and 4 days	Poor
85	28	5 weeks and 3 days	Very Poor
80	38	7 weeks and 3 days	Unacceptable
75	46	9 weeks and 1 day	Unacceptable

Ref: 'Attendance Matters', DE

Homework

We believe that homework is an important part of the education process. It provides the opportunity to reinforce the work children have been doing in class and gives parents an understanding of the current work being done in school and their child's ability in a certain area. We now send homework home on a weekly basis, each Friday, for return the following Friday. Parents may wish to organise the completion of the activities at any suitable times.

What do we expect?

- We expect each child to complete their homework to the best of their ability
- Parents should show they have supported their child in completing their homework by **signing it**. It should take children no longer than 30 minutes (or 45 minutes for older children) to complete **all** their homework
- Please don't let homework become a stressor. If a child has had difficulty with some aspect of his / her work a note to the teacher along with the uncompleted work is fine.

The general guidelines for what we expect for homework in each year group are set out below.

Spellings and Tables P2—7

Spellings and tables will be provided for children to work on for three nights each week. On a Thursday night the entire week's spellings and tables should be revised (P2 do not have tables).

English and Maths P1—7

Homeworks focusing on revision and reinforcement of key learning in these two areas will be given for Mon—Thurs nights.

Reading

Children will be encouraged to develop independent reading skills with a set reading task. The task may involve children reading certain parts of the story, or responding to the text.



The School Curriculum

At Rasharkin Primary School your child will experience a broad and balanced curriculum, which meets the requirements of the Northern Ireland Curriculum (2007). We aim to encourage all children to achieve their full potential and experience success in a variety of areas, during their time with us.

At school your child will experience:

- Play / Activity Based learning
- Language and Literacy
- Numeracy
- ICT
- The World Around Us (topic work based around Geography, History and Science) (W.A.U.)
- The Arts (Music, Drama and Art & Design)
- Personal Development and Mutual Understanding (P.D.M.U.)
- Physical Development / Education (P.E.)
- Religious Education (R.E.)



Children's Thinking Skills and Personal Capabilities will also be developed as tools that help children go beyond the acquisition of knowledge, towards becoming independent learners.

Extra Curricular Activities

As well as the statutory curriculum, your child will also have the opportunity to experience 'extra' activities. Some examples are given below. However, as opportunities / interest arises different experiences may be offered.

- Table Tennis
- Ambassadors for Christ (Football)
- Cycling Proficiency
- French
- Tag Rugby
- Scripture Union
- Swimming
- Music Tuition
- Hockey
- Badminton



We are delighted to have achieved NI Forest School accreditation. We use our extensive school grounds to regularly share learning opportunities outside.

Special Events

Throughout the school year there are a number of events held to which we invite parents and friends. These are always very well attended and are an excellent opportunity for giving our children the chance to perform to a real audience. We will send a note home prior to each event. Here are some examples.

Christmas
Concert

Parents'
Assemblies



Sports
Day

Prize Day

Harvest Service

Educational Visits and Visitors

Throughout the school year each class will enjoy at least one educational visit. These are usually to venues that relate to topic work and add a great deal to the learning experience.

We also invite visitors into school to talk to the children on a range of topical subjects.



School Fund is a voluntary contribution paid once per month, to the class teacher (£3 per family, payable on the first day of each month, or in a lump sum at the beginning of each term, or school year). This school fund is used to pay for educational visits and other expenses throughout the school year. Occasionally we may ask

P1 Children

Before starting school in September it would be helpful if your child can:

Change his / her shoes (Velcro fastenings are recommended)

Use a knife and fork (if taking dinner) or open their own lunch box

Put on his / her jumper and coat

Use the toilet independently



To help Primary 1 children adjust to the rigours of school life, their day will finish early for the first few weeks of term. Please contact the school office or Mrs Calderwood for exact dates.

Pastoral Care Policies

All our school policies are available for inspection in the school. Included here is a brief summary of some important points.

Safeguarding and Child Protection (including Digital Safeguarding)

The school has a legal responsibility to be aware of safeguarding and child protection issues and to take action if it is felt that a child is being abused or is in danger of being so. Mrs Henry is the designated member of staff for child protection. Staff are required by law to follow the Education Authority procedures if they suspect that a pupil is a victim of abuse. The school has a safeguarding and child protection policy, which is available on request.

We recognise and value the contribution the internet can make to a **child's education, however we are also aware of the many risks it poses.** As part of our policy, any child must have written parental permission before he or she uses the internet. This will be collected from you once during your child's school career, and can be changed at any time, at your request.

Anti-Bullying

We aim through our ethos and curriculum to inform children about what bullying is and how to deal with it appropriately. We also encourage children to develop a sense of self confidence and self worth. As a school we do not tolerate bullying and have anti-bullying procedures in place if an incident occurs.



Health and Medication Needs

If your child takes ill, or has an accident while at school, we will endeavour to contact you (or other contact person you have indicated). In the case of an emergency and if no contact can be made, the child will be transported to hospital. It is therefore vitally important that any changes to telephone numbers etc, are conveyed to the school, as soon as possible.

As asking staff to administer medicines to a child during the school day generates a lot of paper work for both you and the teacher, we ask that **such occurrences are rare.** (More details can be found in the school's Supporting Children with Medication Needs Policy.)

Positive Behaviour

In Rasharkin Primary School we take pride in the fact that the vast majority of our pupils display good manners, are courteous and well behaved. This is, no doubt, aided by good home and family discipline. We believe in a positive approach to discipline but will use previously agreed sanctions when children fail to meet our high expectations.

Use of Pupil Images

During the course of the school year your child may be photographed or videoed for a number of reasons, e.g. participating in school events, class trips, etc. Such images may be used for display purposes in school, in the compiling of presentations, in the local press, or on the school website. Parents will be asked to give written permission at the beginning of each school year if they wish their child to be included in photographs or videos. A record will be kept of this and can be changed at any time at the request of parents / guardians.



Cash For Clobber

We raise money for school funds by collecting second hand clothing and textiles which are then recycled. Clothing or textiles should be put in bags and placed in the disabled toilet. Spare bags are kept on the table at the front door or black bin bags can also be used.



