



KING'S PARK PRIMARY & NURSERY SCHOOL



PARENTS' INFORMATION BULLETIN (287) 2025/2026

PLEASE RETAIN THIS BOOKLET FOR YOUR INFORMATION



School tel: 028 3832 2450

Principal: Miss H Brown

E Mail: hbrown539@c2kni.net

Web Site: www.kingsparklurgan.com

Dear Parent/Carer

I would like to welcome you to this new school year 2025/2026.

I and all of the staff look forward to welcoming your child/ren into their new class and trust they will have an enjoyable and rewarding year. Each child is very important to us and if you have any concerns please do not hesitate to contact myself through the school office or by email at hbrown539@c2kni.net. Your child's teacher may be contacted on the class dojo when this is set up. Please note teachers will endeavour to reply to your messages on dojo by 4.00pm each day during the school week. Any important information regarding your child, e.g. a change of pick up, should be passed to the office as teachers may not have time to read dojo messages during the day when they are teaching.

Please read this booklet carefully and retain during the year as a reference. It is important that all points in the booklet are followed each year so that we can work together in the best interests of each pupil.

Pastoral Concerns

If there have been any recent significant events in your family that may impact on your child/ren in school, please inform their class teacher. It is important that staff are aware of any pastoral issues so we can support your child/ren effectively in school.

Child Protection Matters

Should you have any concerns during the school year of any child protection issues you should report these immediately to our Designated Teacher: Mr Kirkland, Deputy Designated Teachers: Mrs Woods, Mr Shields, Mrs Thompson and Mrs Quinn or our Designated Governor Mr J Ormerod. You can also report concerns to myself.

Attendance

It is very important that if your child is well, they should attend school every day. Attendance levels will be monitored and if they fall below an acceptable level for any reason we will contact you. If concerns persist we may have to contact the E.W.O. (Education Welfare Office).

Sincerely

H Brown (Principal)

KIDZ PATCH

The breakfast/afternoon club (located in the Jethro Centre, Flush Place, Lurgan) is available every day (Times 7.30 am to 9.00 am and 2.00pm to 6.00pm).

Day Care Facility – Kidz Patch offers parents day care for younger children. For further information, prices, etc. Telephone Kidz Patch on 028 3834 5339.

Important Note:

NO NUTS OR NUT RELATED PRODUCTS PERMITTED

*All parents are asked to note that all nuts and products containing nuts are **NOT PERMITTED IN SCHOOL**. We have an increased number of children with allergies to nuts and products containing elements of nuts.*

Please read carefully the letter below and be aware of this very important health and safety issue when preparing snacks/lunches.

KING'S PARK PRIMARY AND NURSERY SCHOOL (EDUCATION AUTHORITY – SOUTHERN REGION)

Principal:
H Brown B.Ed.(Hons) PQH



24 Avenue Road
Lurgan
Co Armagh
BT66 7BB

Tel: 028 3832 2450
Emil: hbrown539@c2kni.net

August/September 2025

Dear Parent,

I am writing to advise you that due to the number of children in King's Park who suffer from a severe allergy to nuts, all nuts and nut related products are **NOT PERMITTED**. Children with this condition could have a severe reaction if they come into contact with nuts, or related products. For some of these children a severe allergic reaction may be caused simply by touch or smell alone. This therefore has serious implications for all areas of the school both inside and in the playground.

Consequently, I would ask that **no nuts or related products** are brought into school for your child's break or packed lunch. Your agreement with this and compliance could prevent a serious medical emergency developing.

I am sure you will appreciate the reasons for making this request and trust that you will give it your full co-operation.

If I can be of further assistance on this matter, or should you require clarification please do not hesitate to contact the school.

H Brown
Principal

Flu Vaccination Dates – Mon 13th October and Tue 14th October 2025

Please note – a team of nurses will be in school on Monday 14th and Tuesday 15th October 2025 to give the vaccine to our children. Further details will be sent home nearer to this date.

MEDICAL ISSUES – If your child has any allergies or medical issues it is important to ensure the school is aware of these.

School times for August /September 2025

Nursery	-	individual pupil finish times
Primary 1	-	September – Parents will be informed of finish times
Primary 2	-	2.00pm each day
Primary 3	-	3.00pm Monday, Tuesday and Wednesday 2.00pm Thursday and Friday
Primary 4	-	3.00pm each day
Primary 5/6/7	-	3.00pm each day

Nursery – all queries regarding nursery children should be directed to each Nursery teacher via the class Dojo.

Vehicle Entrance from Avenue Road

*Please note that the main school roadway is for **STAFF, SERVICE VEHICLES and EMERGENCY VEHICLES ONLY** and should not be used for dropping off or picking up children. Exception will be made for those with DISABLED BADGES who are collecting pupils themselves or agreed day care providers.*

Parents should **NOT ENTER THE SCHOOL GROUNDS IN THEIR CARS** except in an emergency.

Everyone is asked to co-operate with this request. I would ask everyone for their co-operation in this very important health and safety matter to keep our pupils and parents safe.

Parking in Queen Street and King's Park Mews

Parents are asked not to park in residents' parking spaces or block driveways in these areas.

Good Behaviour at school

This information gives some ways on how our school, parents and pupils can help each other throughout the year ahead.

To support their children and the school, parents should:

- Encourage their children to obey school rules and to show respect for other pupils, school staff and property.
- Make sure their children have all they need for school and have done their homework.
- Respond quickly to concerns raised by the school.
- Make every effort to come to parent events and Parent/Teacher interviews.
- Take part in the life of the school. We would like as many parents as possible to attend Supporting King's Park meetings. Information on the first meeting of the year will be monthly in the bulletin.
- Treat school staff with the respect they would expect to receive themselves.
- Tell the school promptly of any concerns about their children.

To co-operate with parents and pupils school will:

- Be a warm, welcoming and safe place.
- Treat pupils fairly and with respect.
- Give pupils advice on how they can improve.
- Give pupils support if they are bullied, worried or have other problems affecting their education.
- Tell parents about anything which affects them or their children.
- Work with parents in carrying out their policies.
- Involve parents and children in key decisions about their education.
- Tell parents promptly about any concerns.
- Respond sensitively to any concern raised by parents or pupils.

To benefit from school, pupils should:

- Learn, understand and obey the school rules.
- Behave safely at break times and not do anything likely to upset or hurt others.

School Rules

1. We respect and care for ourselves, others and property.
2. We come to school on time and ready to learn.
3. We always try to do our best.
4. We listen and take turns to speak.
5. We move quietly and carefully around the school.

Due to the dangers posed to the Health and Safety of our children, the wearing of pierced jewellery of any kind is not permitted in school.

Children wearing any such jewellery will be asked to remove it.

Non-compliance with this request will result in the child not being permitted to participate in P.E. and break and lunchtime play.

Children are **not permitted** to wear nail varnish in school.

Children are **not permitted** to wear tops advertising alcoholic drinks or gambling websites.

Children are **not permitted** to have vivid hair colouring or shaved designs.

Mobile Phones or any kind of recording device

We are aware that mobile phones can be a very useful means of contacting a parent or indeed for a parent who is running a few minutes late, contacting their child.

Please note however, our school policy on this matter is that if a child brings a mobile phone or other recording device into school, it must be kept in their schoolbag and be switched off during the entire time the child is on the school premises. Any child using a mobile phone or recording device during the school day without permission from the school will have it confiscated and returned to him or her at the close of the school day. Persistent breaking of this rule will result in parents being contacted.

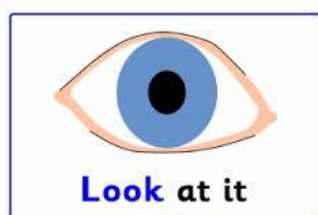
Also please note that the school cannot take responsibility for any such device that is lost or broken.

Valuables

Pupils must not bring valuable items of any kind to school as we cannot take responsibility for any personal items or money which may go missing.

Spelling

You can help your child learn their spellings by encouraging them to use the following method.



LOOK at the word carefully and in such a way that you will remember what you have seen.

COVER the word so that you cannot see it.

WRITE the word from memory, saying it softly to yourself as you are writing.

CHECK what you have written. If you have not written the word correctly do not alter it, instead go back and repeat all these steps.

Please ensure that your child understands the meaning of the words they are learning.

Handwriting:

Parents should be aware that our handwriting programme applies to all classes. The programme shown below is called Nelson Handwriting and all parents will receive a brief outline of the letter shapes etc as they apply to all children in the different year groups. Any queries on this should be directed to myself, Principal or to Mrs O'Hara or Mrs McClements.

Nelson Handwriting - Primary One/Two

a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Nelson Handwriting - Primary Three/Four

a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Nelson Handwriting - Primary Four to Seven

a b c d e f g h i j k l m n o p q r
s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T
U V W X Y Z

Number Facts:

It is important that your child learns his/her number facts. They are a necessary foundation for other work covered throughout the year and indeed for life long skills.

Please spend a little time in the evening revising these basic Maths facts with your child. Try, if possible, to make it a fun activity for your child!

NB A free resource for Parents to help with your children's Maths Homework may be found at the following websites: www.mad4maths.com/parents, www.bbc.co.uk/schools/ks1bitesize, www.bbc.co.uk/schools/ks2bitesize/maths and <http://uk.ixl.com>.

All children from P1-P7 have access to Numbots or Times Tables Rock Stars which helps consolidate key number bonds and multiplication facts.

Parent/Teacher Interviews – will be arranged this term before the end of October. There will be two further Parent/Teacher Interviews arranged during the school year.

Extra Curricular Activities – further information will be sent home regarding these.

Annual School Photographs

22nd and 23rd September 2025 – All P2-P7 individual photos and family groups of siblings attending King's Park. Nursery and Primary 1 photos will be taken later this term.

Parent Queries

As Principal, I will be pleased to speak with parents and to deal with any issues as soon as they arise, as indeed will all of the teaching staff.

ParentPay

We will continue to use ParentPay for payments, including school meals. Parents of new pupils will receive an email with activation details. If you do not receive an email contact the school office.

School Milk

Information will be sent home.

School Meals

Nursery: dinners will cost **£2.50** per day (**£12.50 per week**) – includes a dessert.

All school meals should be paid for through ParentPay in advance. If meals are not paid for, you will be asked to provide a packed lunch for your child until payment is received.

Primary 1–7: dinners will cost **£2.60** per day (**£13.00** per week) - includes a dessert.

The starting date for Primary 1 dinners will be 15th September.

The starting date for Nursery dinners is expected to be 15th September.

Lunchtimes:	P1, P2, P3	12.20 to 1.00
	P4, P5, P6, P7	12.40 to 1.20

Updating Information - Change of Circumstances

As you are aware we hold emergency contact and medical information for your child. **It is very important that parents keep us informed of any changes** so that we have accurate details, especially contact numbers in case your child is sick. We treat all information as strictly confidential in line with GDPR.

Charity:

Last year we raised a considerable sum for charity. The charity organisers, staff and the recipient charities would like to thank the children, parents and friends for their support throughout last year to the following:

Children in Need	£ 897.00
Macmillan	£ 660.00
B Positive	£ 4,005.00
Reach	£ 2,000.00
Guide Dogs for the Blind	£ 500.00
Poppy Appeal	£ 500.00
RNLI	£ 400.00
Wings Appeal	£ 300.00
GRAND TOTAL	<u>£ 9,262.00</u>

Salvation Army Christmas Appeal – a large number of toys and gifts were presented.

Thank you for helping us to help those in need.

Notes from Home

- Regarding:-**
- (a) absences**
 - (b) occasional illness while in school**
 - (c) leaving school during the school day.**

I thought it would be useful to set out clearly the occasions where notes are required. You may want to keep this for future reference.

1 After an absence: A note explaining a reason for the absence must be sent into school with your child on the day of his/her return after an absence from school. This should give the dates the child was off and explain why your child was off school. **We need this information for two reasons.** Firstly, we may be asked for your note by the Education and Welfare Officer as part of her periodic check of the school roll. Secondly, our digital record system requires a 'reason for absence' when we enter attendance data.

2 To allow children to remain indoors at break and lunch time: All children will normally go outside at break and lunchtime, weather permitting. It is reasonable however for children to stay indoors at break time and lunchtime if they are getting over an injury or period of illness. We would not expect such requests to be open-ended however. Generally, such a request would be for no more than a week though obviously this can be extended if required, with a further note.

3 To get your child out early: We need to know the time and reason why a pupil has to leave early, parents should put in writing a brief note to this

effect stating the time you plan to collect your child and if appropriate the approximate time he/she will return to class.

Normally these are for dental appointments, family commitments etc. **Your child should be collected from the main door at the school reception area and NOT from their classroom.**

4 Leaving school over lunchtime: Pupils will not be permitted to leave school at lunchtime unless an adult collects them from Reception.

5 Leaving school at home time: Parents, particularly of the younger children, are asked to make it clear to your child that should you not arrive on time to pick him/her up after school they should either,

- (a) go back into school and tell his/her teacher - the teacher will, if time allows, investigate or bring the child to the secretary's office.
- (b) if their teacher has gone on to take another class the child should go directly to the secretary's office and tell Mrs Carson.

Voluntary Contributions

Parents should be aware that some planned activities are organised outside school, ie educational visits etc.

In all cases we do try to keep costs to a minimum – to the cost of transport and the entrance fee. Parents should be aware the Voluntary Contributions asked for are 'voluntary' yet at the same time we do need to try to meet the costs of such trips. If we are unable to meet the costs unfortunately we may have to review these Educational Visits.

Remissions Policy

We do have a remissions policy whereby families may get some financial assistance from school for such costs. Parents should simply contact myself, Principal with your request regarding the remission of costs.

Emergencies

Clearly there will always be occasions when emergency situations arise, especially for leaving school early. Obviously this can be arranged by telephone and Mrs Carson, Mrs Morrow or Miss Proctor the school secretaries are always on hand to take your call and inform the teachers accordingly. As usual I would thank you for your assistance in these matters. I am sure you realise that clear procedures are necessary at all times.

Do not hesitate to contact me if you require further information or clarification.

Exceptional Closure Procedure 2025/2026

In the event that the school should have to close at short notice for any reason the following procedure will apply.

- 1 Check the school website – www.kingsparklurgan.com. We will keep our website updated at times of severe weather or other exceptional situations and we will endeavour to make a final decision by 7.30 am or earlier if at all possible.
- 2 Check school's Facebook page – King's Park Primary and Nursery School Lurgan.
- 3 Check BBC (Red button service) this will only list the school if it is closed. Please be aware that there is a second King's Park Primary School in Newtownabbey.
- 4 We also have a text messaging service available and we will also text parents of exceptional closing. In this regard it is important that you inform the school office of changes to your mobile phone number.
- 5 Telephone school – 028 3832 2450. We will endeavour to have our phone lines manned from 7.30am if a late decision is taken. However, in severe weather conditions this may not be possible.

Parents are asked to appreciate that we will work on the basis that school will be open every day. This basic premise means that a decision to close the school will be left as late as possible. In future on any given day we will try to take that decision before 7.30am (and earlier if possible) and communicate that decision by means of the above as soon as possible thereafter.

Email Contact Addresses

We have a parent emailing procedure in school and to this end we would ask any parent who has not yet supplied us with an email address to do so as soon as possible. Also, if your email address has changed recently please supply us with both your old address as well as your new email address. This information should be sent to the school office.

Chewing Gum

In order to help maintain a high standard of cleanliness in each classroom the eating of **chewing gum is not permitted**. We would ask all parents for their co-operation in this matter by discouraging your child from bringing gum to school.

CHILDREN'S SAFETY DURING SCHOOL HOURS

As you are all well aware school security has become an increasingly important issue over recent years. The pupils' entrance gate at Queen's Place will be locked each day from 9.30 am to 1.20 pm. (During September the gate will be opened at 12.00 pm to allow Nursery and P1 children to be collected). Parents collecting children from school between the above times should use the entrance off the Avenue Road and come to the main entrance door to collect their child. **ALL CHILDREN MUST BE COLLECTED VIA THE RECEPTION DURING SCHOOL HOURS.**

PARK GATE. This will be open in the morning and afternoon to drop off or collect children. (The gate will be locked from 9.30 am and opened at 1.50 pm.)

CHILD PROTECTION

All of the staff in the school have undergone their Child Protection Training again this year. A copy of the Child Protection and Pastoral Care Policies are available from the office on request.

ANIMALS

Animals are not permitted into the school or the school grounds without prior permission from the Principal. An exception will be made for service dogs.

NO SMOKING OR VAPING

Parents and carers are asked **NOT TO SMOKE OR VAPE** inside the school buildings and grounds.

COMPLAINTS PROCEDURE

Parents should be aware of our Complaints Procedure. Parents can receive a copy from the school office on request at any time.

SCHOOL HOLIDAYS 2025/2026

2025

October	27 th - 31 st
December	22 nd -31 st

2026

January	1 st and 2 nd
February	11 th -13 th
March	30 th & 31 st
April	1 st -10 th
May	4 th

Five additional staff training days have been agreed. School will be closed for children on 9th & 10th Feb, 17th March, 22nd and 25th May.

*I trust that the year ahead will be happy and successful
for your son/daughter and for all the pupils of
King's Park Primary and Nursery School.*

Information Bulletin – September 2025

At the start of the school year parents are asked again to go over the **GOLDEN RULES** with their children.

GOLDEN RULES

Never go away with anyone unless one of your parents has told you to.

If your mother is supposed to pick you up from school and someone else turns up - do not go with them - tell a teacher.

If approached keep your arms tucked in so you cannot be grabbed. Run straight home or to someone you know.

If offered sweets, a puppy, toys or a ride home in a car - take nothing, don't trust people you do not know.

Never stop to play in a lonely place and try to be home before dark - always tell your parents where you will be.

A stranger may pretend he knows you but never let anyone touch you, hold your arm or try to cuddle you.

If you feel someone is watching you or following you home from school, tell the teacher or your parents. Remember - no one will be cross if you are wrong.

Some strangers can look nice - don't go with them; never believe them. If in doubt - shout for help as loudly as you can.