



**TANNAGHMORE PRIMARY SCHOOL**  
Lake Street, Lurgan, Craigavon, Co. Armagh, BT67 9DY

**Principal: Mrs.P.Harbinson**

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**[www.tannaghmoreps.com](http://www.tannaghmoreps.com)**

29<sup>th</sup> August 2023

Dear Parent/Guardian,

The staff of Tannaghmore PS would like to welcome all our pupils back for the start of the new school year. We also extend a particular welcome our new Primary One pupils, who will commence their phased introduction to school on Friday 1<sup>st</sup> September. We would ask parents to check the school letter for accurate start dates which was issued in June.

**Pupil Induction Day**

School commences for all P2-7 pupils on Thursday 31<sup>st</sup> August 9am-12noon. Please note lunches and school buses are not available on this date. Please ensure you have arrangements in place for collection at 12noon.

Friday 1<sup>st</sup> September – all pupils to attend 9am-2pm or 3pm normal school day.

**Attendance**

If your child will be commencing the school year late due to a family holiday or other circumstance, please email the office on the email address above - detailing pupil name, class and the return date. Unfortunately, school can not 'agree' to family holidays during term time – attendance percentage will therefore be affected.

Daily absences should be reported using the school phone number and selecting option 1.

**Breakfast Club**

Breakfast Club will be open from Friday 1<sup>st</sup> September for P2-7 pupils only. Booking and payment should be made via School Money.

**Please note the following changes to routine:**

**Morning Routine**

- Parents of Primary 1-3 pupils are invited to escort their child/ren to their child's external classroom door via the entrance on North Circular Road.
- Your child will enter the classroom via the cloakroom area. Parents are reminded not to enter the cloakroom or classroom and, due to the arrival of pupils, teachers are not available for lengthy discussion at this time.
- Should you need to speak at length with the class teacher, please contact the school office for an appointment.
- Please note P3A&C (Mrs J.Fegan & Mrs.B.Spencer) entrance door is via the courtyard area.





- The entrance and exit gates on Lake Street will be open for parents to complete a 'Drop & Go' only. This will allow parents to safely drop their children off within the school grounds. Gates will open at 8:50am.
- We would ask drivers to be mindful of pupils entering the school grounds at this same time. Traffic will flow in a one-way system.
- Unfortunately, due to large numbers of school staff, parking bays are not available for parents unless they require a disabled bay.
- Children then make their way to their line-up spot in the playgrounds for P4-7.

North Circular Road entrance will close at 9:10am. Please use the main reception after this time.

### **Afternoon Routine:**

P1-3 pupils can be collected from their external classroom door at 1:50pm. The gates on North Circular Road will be open to accommodate pedestrian footfall.

P4&5 pupils will exit school via the North Circular Road at 2:45pm and 2:50pm respectively.

P6&7 pupils will exit school via the exit gate on Lake Street at 2:50pm & 2:55pm respectively.

Unfortunately, due to buses and pupil movement around the front of the school building, the gates on Lake Street will not be open to general parental vehicular traffic at 2pm/3pm.

### **Buses**

Buses will be operate from Friday 1<sup>st</sup> September at 2pm and 3pm.

### **Medical Needs:**

Any child with a Care Plan for Diabetes or Anaphylaxis which has been updated since June 2023, please ensure a new copy is made available for school via the school nursing team.

If your child received a medical diagnosis during term 3 of 2022-23 or over the summer break, please send a paper copy of the Consultant's diagnosis to school for inclusion on our Medical Register. This includes asthma diagnosis.

Parents of pupils who suffer from anaphylaxis, should ensure all medical box items have been updated and given to the new class teacher at the start of term.

### **Contact Details:**

Please let the school office know if you have changed address or mobile phone number asap.

### **Sacraments:**

P4 Year Group

- First Penance – date not yet confirmed by parish office
- First Holy Communion- Friday 31<sup>st</sup> May 2024 @ 11am for P4A,B&C

P7 Year Group

- Confirmation – date not yet confirmed by parish office



### **School Money**

Please ensure your log in details are operational ahead of the start of the new school term.

Any issues please contact the school office.

Dinner and bus must be booked at least 24 hours in advance using the School Money site.

### **School App**

Please download the app to ensure you are kept up to date with messages and communication from school. School will not be issuing paper copies of letter etc.

### **Eco Schools**

Tannaghmore Primary School is aiming to achieve a Green Flag as part of the Eco School Initiative. One of the criteria is to reduce waste products associated with food stuffs and recycling. To assist our Eco Council in their endeavour to achieve Green Flag status, all wrappers, cartons, tinfoil, plastic and bags associated with pupil lunches will be returned home in your child's lunch bag/box for recycling. Any uneaten food stuffs will also be returned home at the end of the school day.

Yours Sincerely,

