

Windmill Integrated Primary School

30 Old Eglish Road, DUNGANNON, Co. Tyrone, BT71 7BE

www.windmillips.com Tel: 028 87 727277



Upcoming Events

[Date]

Harvest Service

October 9

Flu Vaccination P1-P7

October 15

Opus Digital

September 28

October 26

Non-Uniform Days

£1 for privilege

Holidays

The school will be closed on the following dates:

31st October 2018- 5th November for Halloween

6th November: INSET- Pupils do not attend
21st December 2018 at 12 noon school closes for the Christmas Holiday.

School reopens on Friday 4th January 2019.

Dear Parents,

Welcome back to a new school year. Hope you all had a lovely summer and are now feeling relaxed and refreshed, ready for the year ahead. A special welcome to all of our new pupils. I trust that all the children will settle quickly into school life. Big thank you to all the staff for making the necessary preparations for the new school year.

A copy of this newsletter will be placed on the school website, on the parents' noticeboard in the reception area and on the external noticeboard which is located on the wall outside the assembly hall.

Please check our school website on a regular basis as it contains lots of relevant information.

Warm regards,

Sandra Ferguson (Principal)

Tools for School

If you have a child from P3 upwards please could you provide them with the tools they will need for their learning:

- ☐ 3 pencils (plain HB pencils)
- ☐ Pencil sharpener
- ☐ Eraser
- ☐ A Pritt Stick
- ☐ Pencil case.
- ☐ Box of tissues.

School Meals

The price of school meals cost £2.70 per day or £13.50 per week. To save valuable secretarial time meals money should always be brought in on Monday or first day of school week in a sealed envelope with your child's name and the day(s) they are having meals clearly labelled. **Please**

send in the correct amount as change will not be given. Cheques for dinner money should be made payable to **Windmill Integrated Primary School.**

If your child has an allergy you must obtain written confirmation from your doctor and forward this information to the staff in the kitchen.

Milk

Milk is already ordered for this term but if you wish to order for October to December it costs £11.88. Milk money must be paid no later than 18th September. Cheques for milk should be made payable to the Education Authority - Southern Region.

Important Information

This academic year we really need your full support in ensuring that all monies are paid promptly.

All meals and milk monies are to be paid on time to Windmill Integrated Primary School. **The school cannot carry deficits.** As well as being able to pay for your school meals on a weekly basis you can pay for them monthly if you wish.

Please find below the admin routine:

- School office will open at 8.50am
- School office will be closed during break (approx. 10.15-10.30am) and lunch (approx. 1.10-1.40pm). During these times office staff will be unavailable.
- Telephones will not be answered between the hours of 9.30-11.30am each day however it will be possible to leave a message which will be picked up after these times.

In order to ensure the smooth and efficient running of the school office we would truly appreciate your full co-operation.

School Website

Hopefully many of the answers to your queries can be found on our school web-site. Please keep a close eye on it as you never know what may pop up.

You can also download our School App. The '**Schools Northern Ireland**' app can be downloaded from the App Store or as an Android App on Google Play.

The school website and its contents can be translated into a number of different languages using the **Google Translate button** which can be found at the top of the website.

Fun Club

Fun Club for P2 pupils will commence on Monday 10th September. Letters will be sent home with the children this week to allocate places. Fun Club for Primary 1 pupils will commence on Monday 24th September.

Back to School



Reminders

Head Lice

A number of cases of head lice have been reported recently. Please be vigilant and remember to check your child's hair on a regular basis. For more information on head lice go to www.dhsspsni.gov.uk and search head lice.

Nut Allergies

As we have children in our school with severe nut allergies, I would ask that we keep our school a nut free zone. Please do not put any kind of nuts or nut product in your child's lunch to snack on (including products like Nutella).

School Uniform

Full school uniform must be worn by all pupils. Our uniform includes the Windmill sweatshirt, white polo shirt, grey skirt/trousers and black shoes. All uniform items must be clearly labelled with your child's name.

Healthy Breaks

Please ensure you send a healthy snack with your child (P3 – P7) each day as the fruit supplied by Parents Council is to supplement what you provide. Please make sure that it is a small snack.

Harvest Service

Date and venue to be confirmed

Attendance

The Department of Education are asking us to pursue reasons for absence from any child who misses a day this year. To aid us in this task I would ask that you send in a note on your child's return to school following a period of absence detailing the reason(s) why and the likely duration. If you prefer this can be emailed to tmurtagh955@c2kni.net. Please note that the absence of any child due to a holiday must be recorded on our system as unauthorised. Please try to ensure holidays do not coincide with term time.

Any medical/dental appointments should be made where possible outside of school hours.

Punctuality

Anyone arriving after 8:55am will be marked late. If your child arrives at school after 9:05am he/she will be marked absent for the morning session. When pupils arrive late it makes things difficult for everyone. The teacher has to stop and wait for the latecomer to settle and the rest of the class is disrupted. The latecomer misses the first part of the day and may feel uncomfortable or embarrassed. Similarly when a child is picked up late repeatedly this causes concern for the child and issues for the teacher.

Parent/Teacher Meetings

Parent/Teacher meetings will be held once throughout this academic year. Parent/Teacher meetings have been scheduled to take place on 23rd, 24th and 25th October 2018 from 2 – 4.30pm. Fun Club will not be available for those registered. Children from Primary 1-Primary 4 and older siblings will go home at 1.30pm; children from Primary 5-Primary 7 will go home at 1.45pm on each of the designated days. If you have an academic or pastoral concern, please do not hesitate to contact your child's teacher to arrange a meeting for a mutually convenient time.

Mornings

In order to encourage independence and to ensure that teaching commences on time in the mornings, I am asking you to drop your child off at the main door and allow him/her to enter the premises on their own. Supervision is available in the hall from 8:30am. Any parents still on school premises at 8:55am must be signed in. This is not only a health and safety issue but a child protection one. If you need to speak to a teacher please make an appointment as we are always happy to accommodate you.

Absences for appointments etc

All children leaving during the school day for appointments etc must be signed out.

Home Time

If your child is going home with someone different please inform his/her teacher in writing in advance. If you need to collect your child early please send in a note explaining why.

If you give permission for your child to walk home from school please inform his/her teacher in writing in advance.

Where possible please ensure home-time arrangements are organised before coming to school each morning.

Non-uniform Day

Our non-uniform day in September will be held on Friday 28th. Please send in £1 with your child. Our newly elected pupil council representatives rely on this money to help them make improvements throughout the school.

Information Meeting

Each teacher from Primary 2 to Primary 7 will be sending you out some information regarding the year ahead about homework, classroom routines, teacher expectations etc.

Birthday cakes

In order to ensure the well-being of those children with specific allergies and medical needs we can no longer allow birthday cakes to be brought into school for sharing with classmates.

Flyers

From time to time throughout the year you may receive flyers from school about outside events and organisations. We are merely forwarding these on – not necessarily endorsing them.

Football

Judith Reid (IFA) will be undertaking football coaching with children from Primary 1 – Primary 5 every Thursday commencing Thursday 18th September however, due to funding cuts this worthwhile initiative may end at Christmas. Please ensure your child has his/her P.E. kit in school.

A.Q.E.

Application forms can be downloaded from www.age.org.uk or collected from the general office at Royal School Dungannon. Closing date for registration is Friday 7th September.

The Familiarisation day is taking place on Saturday 13th October at 10.00am at the Royal School Dungannon for those wishing to transfer to the Royal School in September 19.

Test 1 is scheduled to take place on Saturday 10th November

Test 2 is scheduled to take place on Saturday 24th November

Test 3 is scheduled to take place on Saturday 1st December.

GL Assessment

Registration forms should be completed and returned to the school which you have nominated as Assessment Centre 1 by 2pm on Friday 21st September.

Test 1 is scheduled to take place on Saturday 17th November.

The supplementary test is scheduled to take place on Saturday 8th December.



Reminders

Clothing Bank

Please donate all your unwanted clothes to the school clothing bank at the front of the school and help raise much needed funds for the school.

Medicine

Medicine should not be sent into school in your child's school bag. Please see your child's teacher. All medicine should be labelled with child's name and the correct dosage. For long term medications i.e. inhalers a medical form must be filled in. These can be obtained from the school office.

Jewellery

The only jewellery children should wear in school, are a watch or stud ear-rings. No jewellery should be worn on days when there is P.E.

Data Sheets

If you have changed your address or telephone number it is vital you let us know this particularly in the event of an emergency. Up to date mobile numbers are essential for our text messaging service.

Piano Tuition

Mrs Eleanor Crymble (LTCL, Dip Mus, MTD) is offering to teach Piano to pupils after school. Lessons would last for 20 minutes and cost £8.50 per lesson, payable 4 weeks at a time.

Anyone interested is availing of this service please send in a note with your contact details and your child's name and class. We can pass this information on to Mrs Crymble.

Letters

Please check your child's school bag every evening for letters/information from the school. It is very important that you do this as this is the main method we have of communicating with you. All letters will be posted on the school website for your perusal.

Parking

We have two disabled parking spaces in front of the school and one in front of the nursery building. These should only be used by those who genuinely need them. **The staff car park is for staff cars and disabled badge holders only.**

There is a visitors car park and there are bays at the front of the school, please use these.

I would ask that you:

- Do not park along the curb blocking the entrance and exit points.
- Respect the one way system in place.
- Do not park around the junction at Dunclare Park.

The school has a limited number of off road parking spaces, however with a little consideration and patience there is no reason why this current system should not run smoothly. The safety of the children is paramount.

Visiting School

We are asking everyone, parents and visitors alike to report to reception when they visit our school for child protection reasons. If you need to speak to your child's teacher please phone to arrange a time that will suit both you and the class teacher. If you need to collect your child early from school for an appointment please ask at reception. We would appreciate your cooperation in this matter to keep all our children safe in school.

Free School Meals

If you feel that you may be entitled to free school meals you should fill in an application form and submit it to the Education Authority. Children will only receive a free meal if the Education Authority has informed the school of their entitlement.

Changed your address or mobile telephone number?

If you have changed your address or mobile telephone number please let us know. Up to date mobile telephone numbers are essential for our text messaging service and to enable us to contact you in an emergency.

Mobile Phones

Mobile phones should not be brought into school. In the unusual event that it is necessary for your child to bring in a phone then a letter of explanation should be sent to the teacher. In this case, phones should be switched off (not on silent mode) and given to the class teacher to store in a secure location.

Phones must not be used for any purpose (e.g phoning, texting, surfing the internet, taking photos, checking the time, taking videos) in school hours or on school premises.

If a mobile phone is brought to the attention of a member of staff where no note has been received then it will be confiscated and stored securely in the classroom. A parent/guardian will be notified and asked to collect it.

Trips

Swimming lessons for Primary 4JM will be commencing on Thursday 13th September for 6 weeks.

Policies

Throughout the course of the year, members of staff, the pupil council, parents and Board of Governors will be reviewing a number of policies. This month we will be renewing our Discipline Policy. We would appreciate it if you could look at the new Positive Behaviour Policy which you will find under the Parents Tab on our school website at the beginning of next week. **Please ensure that any comments you would like to make on the new Positive Behaviour Policy are returned to school no later than Friday 14th September.**

Dates for your diary

10th October 2018- The whole school will be utilising 'Take 5 resources' to highlight World Mental Health Day with other local primary and secondary schools, local churches and organisations.

6th December 2018- Key Stage 1 (P2-P4) Christmas Production at 7pm.

School Christmas Dinner- Friday 7th December 2018. School closes at 1.30pm for Primary 1-Primary 4 children and older siblings; 1.45pm for Primary 5-Primary 7 children.

11th December 2018 from 2-4pm- Open Afternoon for prospective Nursery and Primary 1 parents and pupils.