

# Windmill Integrated Primary School

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

www.windmillips.com Tel: 028 87 727277



## Upcoming Events

### To be arranged

Harvest Service

### October 28

Opus Digital

### September 27

### October 25

Non-Uniform Days

£1 for privilege

## Holidays

The school will be closed on the following dates:

29<sup>th</sup> October 2019- 3<sup>rd</sup> November for Halloween

4<sup>th</sup> November: INSET- Pupils do not attend

20<sup>th</sup> December 2019 at 12 noon school closes for the Christmas Holiday.

School reopens on Monday 6<sup>th</sup> January 2020.

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 payment is not forthcoming by the end of the first week (5 school days) a letter/text detailing how much is owed will be sent to the parent/carer requesting payment directly to the school the next working day and informing them to provide their child/children with a packed lunch to prevent further arrears.**

**If, by the end of the second week (10 school days) the above action proves unsuccessful in securing dinner money arrears, a formal letter will be sent to the parent/carer explaining that the school will be making a referral to the Education Authority's Education Welfare Service ( EWS). The school will continue to provide school meals while the EWS is carrying out its assessment to determine whether or not you are entitled to free school meals. If, following the assessment, the EWS confirms that you are not entitled to free school meals, the provision of school meals will cease.**

**In making their assessment, if the EWS determines that a child is a child in need, they will make a referral to the Gateway Team of the local Health and Social Care Trust. This referral will enable the Gateway Team to establish if there is a need for this service to undertake any further assessment.**

**If your child has an allergy you must obtain written confirmation from your doctor and forward this information to the staff in the kitchen. A Special Diet application form is available on the school website. This form must be completed and returned to school.**

### **Milk**

Milk is already ordered for this term but if you wish to order for October to December it costs £11.13. Milk money must be paid no later than 18<sup>th</sup> September. Cheques for milk should be made payable to the Education Authority - Southern Region.

## **Important Information**

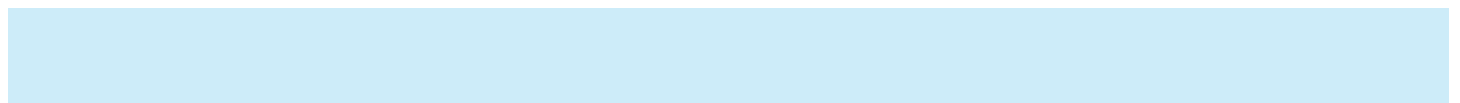
**This academic year we really need your full support in ensuring that all monies are paid promptly.**

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 [www.windmillips.com](http://www.windmillips.com)

Please keep a close eye on it as you never know what may pop up.

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.

## Mobile App

We would like to encourage **ALL PARENTS** to download the **FREE** new school app '**Windmill IPS**' onto your smartphone, computer or tablet as there are a number of benefits both to you and for our school.

First of all, you will have to install the new app '**Windmill IPS**'

The '**Windmill IPS**' app can be downloaded from the App Store or as an Android App on Google Play.

**Remember to tick the box to receive notifications in settings.** Code to receive notifications is **11111**.

Once installed you will find the following **menu**:

- Info
- Bookings
- Parent Area ( you will find holiday list, dinner menu, forms etc)
- Newsroom
- Our website
- Find Us
- Notifications

In order to become more familiar with the new app we will be phasing in all bookings/payments.

**Payment for Fun Club can be made via this app.**

The cost of **French** from Monday 9<sup>th</sup> September 2019 to Friday 25<sup>th</sup> October 2019 will be **£7.00 per child**. Deadline for this payment is **Friday 6<sup>th</sup> September 2019**. **Payment for French can also be made via this app.**

**Bookings/Payments for After School Clubs will also be made via this app.**

The information that you receive through the app will help you to stay up-to-date with your child's school life as well as support your child's development and progress. We also hope that this new system will be beneficial to all in achieving a more efficient booking and payment system.

## Fun Club

Fun Club for P2 pupils will commence on Monday 9<sup>th</sup> September. Letters will be sent home with the children this week to allocate places. Fun Club for Primary 1 pupils will commence on Monday 23<sup>rd</sup> 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](http://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. 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.**

**Alternatively, you can contact the school on 028 87727277 and report attendance by selecting Option 2. Please ensure you state the child's name and class when doing so.**

**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.

More recently Windmill has installed a new signing in system for use by pupils, staff and parents/visitors. Any child who is late must sign in using the new electronic system giving a reason for being late. Parents must accompany children from P1-P3 to reception to assist them with this task. Any child who is leaving the school premises during the course of the school day for a medical appointment etc must also sign out using the new system.

## **Parent/Teacher Meetings**

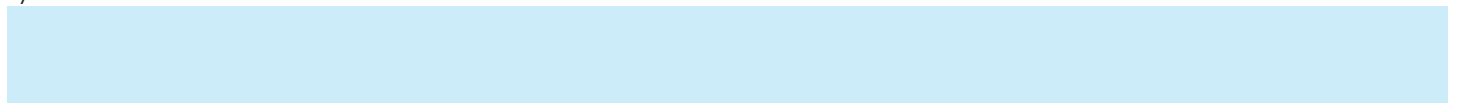
Parent/Teacher meetings will be held once throughout this academic year. Parent/Teacher meetings have been scheduled to take place on 22<sup>nd</sup>, 23<sup>rd</sup> and 24<sup>th</sup> October 2019 from 2 – 4.30pm. Fun Club will not be available for those registered. Children from Primary 1-Primary 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 using the new electronic system. 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 using the new electronic system.



## 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 27<sup>th</sup>. 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 P5-P7 for 6 weeks. 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](http://www.age.org.uk) or collected from the general office at Royal School Dungannon. Closing date for registration is Friday 6<sup>th</sup> September.

The Familiarisation day is taking place on Saturday 12<sup>th</sup> October at 10.00am at the Royal School Dungannon for those wishing to transfer to the Royal School in September 19.



## 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 and also can be downloaded from our school website.

### 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.

Test 1 is scheduled to take place on Saturday 9th November  
Test 2 is scheduled to take place on Saturday 23<sup>rd</sup> November  
Test 3 is scheduled to take place on Saturday 30<sup>th</sup> November.

### **GL Assessment**

Registration forms should be completed and returned to the school which you have nominated as Assessment Centre 1 by 2pm on Friday 20<sup>th</sup> September.

Test 1 is scheduled to take place on Saturday 16<sup>th</sup> November.

The supplementary test is scheduled to take place on Saturday 8<sup>th</sup> December.

### **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 in 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. The staff carpark is cordoned off by a chain.**

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.

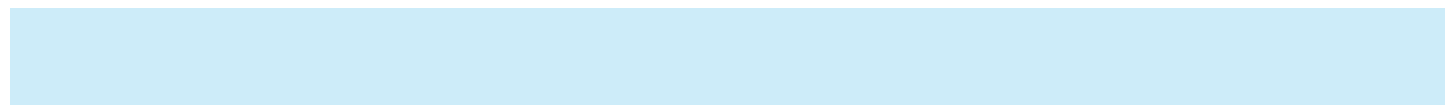
The school has a limited number of off road parking spaces, however with a little consideration and patience there is no reason why this current system should not run smoothly. The safety of the children is paramount.

### **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 will not be available this term as Dungannon Leisure Centre is closed for renovations.

### **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. **May I draw your attention to the school's updated Charging and Remissions policy** which you will find on the school website under Policies within the Parents Area.

### **Loss of/damage to school property**

The Board of Governors reserves the right to ask parents/carers to meet the costs of repair/replacement of school property lost or damaged. The principal will write to parents/carers requesting the amount to be paid to the school.

### **Dates for your diary**

School Christmas Dinner- Friday 6<sup>th</sup> December 2019. School closes at 1.30pm for Primary 1-Primary 4 children and older siblings; 1.45pm for Primary 5-Primary 7 children.

10<sup>th</sup> December 2019 from 2-4pm- Open Afternoon for prospective Nursery and Primary 1 parents and pupils.

11<sup>th</sup> December 2019 – P1-P7 Flu Vaccinations

12<sup>th</sup> December 2019- Key Stage 2 (P6&P7) Christmas Production- Morning and evening

