



Windsor Hill Primary School

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Principal: Miss I McKane

Monday 6th January 2025

Dear Parent / Guardian,

Welcome back to school after the holidays. We wish all our pupils, parents, and friends a Happy, Healthy New Year in 2024.

Charity Collections

Everyone's generosity to last term's Charity collections was very much appreciated. Our poppy appeal sales and collection raised £321.28 for the Earl Haig fund in November. Before Christmas our P7 class presented The Southern Area Hospice with a cheque for £900 raised through our Christmas Concert and donations in lieu of Christmas Presents. Towards the end of term we received further donations and will forward another cheque for £300 for this worthy cause.

Open Enrolment for September 2025

Information regarding enrolment to primary school is now available on the EA website at

<https://www.eani.org.uk/parents/admissions>

We have also uploaded information directly to our school website at: [Admissions | Windsor Hill Primary School \(windsorhillps.co.uk\)](https://windsorhillps.co.uk)

The P1 online application procedure opens on Friday 10th January 2025 and closes on Friday 24 January 2025 at 12noon (GMT) with the deadline for supporting documentation being 4pm on Wednesday 31st January. While digital applications are preferred, support is available for everyone who needs it – just contact the office and Miss McKane will call you back.

Parents of children who are eligible to enrol next September are very welcome to contact the office to arrange a time to speak to Miss McKane, see around the school or discuss their child's application.

Please note the following dates:

Applications for P1 open on Friday 10th January @ 12 noon

Applications for P1 close on Friday 24th January @ 12 noon

The EA Deadline for submitting verification/supporting documents via EA Connect – Birth Certificates – Wednesday 29th January

Application outcomes are sent via email on Wednesday 9th April 2025

AT THE BEGINNING OF A NEW TERM PLEASE NOTE THE FOLLOWING:

Healthy Eating Policy – Healthy Breaks - Parents continued support of this programme, which aims to reduce sugar attacks on young teeth, is appreciated.

Windsor Hill Primary School
Healthy Eating Policy

Break time snack – only a healthy fruit snack, or bread
Drinks – Milk or water



Fruit can be purchased from the school canteen at break time costing 30p / portion. Please note that fizzy drinks are not permitted in the dinner hall or classrooms.

School Meals- It would be very much appreciated if payment for school meals is made on Parentpay or brought every Monday for the week with your child's name and the days they wish to have dinner clearly marked on the front of the envelope. Free school meals application forms are also available from the office for anyone who may be eligible. Please speak to either Mrs Whiteside or Miss McKane for more information.

School Uniform – As we begin a new year and a new school term, I take this opportunity to encourage everyone to wear full school uniform to school every day, except on the PE days when school tracksuit is permitted.

Due to health and safety concerns no child should be wearing earrings to school. Everyone's co-operation with this request is very much appreciated.

Supervision before school - The doors to school open each morning at 8.45am, school starts at 9.00am. There is no school supervision before 8.45 am. Breakfast club continues to be available daily from 8am, cost £2.00 per day and should be booked in advance. (Email bookings are acceptable.) 2-3 club also continues to operate daily for P1 – P3 pupils. Cost also £2/day.

Changes to contact details - Please keep us informed of any changes of address, telephone number or emergency contact details. It is particularly important that records of mobile numbers are up to date so that, in the event of an accident or illness, parents can be contacted quickly and to enable you to continue to have access to the text messaging service.

Football Club

It is scheduled that Fiona will resume Football club on Thursday 9th January, this session is a continuation from last term – please contact the office for clarification as needed. .

School Attendance & Punctuality – The beginning of the New Year is an appropriate time to once again encourage all parents to ensure that our pupils are in school punctually every morning for lessons starting @ 9:00am. Being late and 'casual' missed days at school disrupts children's routine and education - they really miss out!

Absences, due to sickness are unavoidable. If your child is unwell, particularly with a temperature, please follow PHA guidance to keep them at home. Don't forget to send a written reason for the absence when they return. Additional sheets of absence note slips are available from the school office at any time.

School Closure reminder:

Exceptional Closures	Tuesday 11th & Wednesday 12th February 2025
Half Term	13th - 14th February 2025
St Patrick's Day Holidays	Monday 17th March 2025
Last day of term before Easter	Friday 11th April 2025 (Half Day)

At the beginning of a new term we trust that the children will all quickly settle again into the routine of school. If you have any concerns or are unsure of any matter regarding your child's education or welfare, please do not hesitate to contact school.

In an emergency your first point of contact should be the Principal or Vice Principal but if you would like an appointment with the class teacher, arrangements for this can be made through either the principal or school secretary.

Thank you for your continued interest and support.

Yours faithfully

I. McKane
Principal