



Windsor Hill Primary School

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Principal: Miss I McKane

Vice-Principal: Mr P. Morrow

Wednesday 4th January 2023

Dear Parent / Guardian,

Welcome back to school after the holidays. We wish all our pupils, parents, and friends a Happy, Healthy New Year in 2023.

Thank you to everyone who contributed so generously to our Christmas Charity Collections. £1250.00 was donated to The Southern Area Hospice, £265 to the local children's cancer charity Bpositive in lieu of Christmas gifts and £150 to Save the Children Fund from our Christmas Jumper Collection.

Open Enrolment for September 2023

Information regarding enrolment to primary school is now available on the EA website at <https://www.eani.org.uk/parents/admissions>.

EA staff are available at an 'Admissions Clinic' in Newry City Library on Tuesday 10th January from 9:30am – 4:00pm. We have also uploaded information directly to our school website at: [Admissions | Windsor Hill Primary School \(windsorhillps.co.uk\)](https://www.windsorhillps.co.uk)

The P1 online application procedure opens on Tuesday 10th January 2023 and closes on 28 January 2023 at 12noon (GMT) with the deadline for supporting documentation being Monday 30th January. While digital applications are preferred, support is available for everyone who needs it with paper applications – 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.

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

School Milk – School milk will resume from today, 5th January 2023, for those pupils who pre-ordered and paid for milk last term.

Healthy Eating Policy – Healthy Breaks – parents continued support of this programme, which aims to reduce sugar attacks on young teeth, is appreciated. For their break time snack pupils should bring a healthy fruit snack and drink only milk or water. Fruit can be purchased from the school canteen at break time costing 30p / portion. Please note, if you are sending a drink to school for lunch time 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 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 9.15am. 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 operated daily for P1 – P3 pupils, allowing them to be collected @ 3:00pm if this is more convenient for parents. 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 12th January. New registration forms have been distributed this week and should be returned by Wednesday 11th January.

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. Without a written note, absences are recorded as unauthorised and if they accumulate can be followed up by the Education Welfare Officer. Additional sheets of absence note slips are available from the school office at any time.

School Closure reminder:

Exceptional Closure	Wednesday 15th February 2023
Half Term	16th & 17th February 2023
St Patrick’s Day Holidays	Friday 17th March 2023
Exceptional Closure	Monday 20th March 2023
Last day of term before Easter	Friday 31st March 2023 (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