



Windsor Hill Primary School
5 Church Avenue,
BT34 1DY
Newry,
Tel: 028 3026 4047
e-mail: imckane521@c2kni.net

Principal: Miss I McKane
Vice-Principal: Mr. P. Morrow

School Website: www.windsorhillps.co.uk

Wednesday 1st September 2021

Dear Parent / Guardian,

WELCOME BACK

Welcome back and it was great to see so many smiling faces yesterday. As well as welcoming our new P1 pupils to school this year, we are also looking forward to welcoming new staff members and pupils who will be joining our P1 Specialist Provision Unit this year, beginning next week. The teacher is Miss Z Quinn assisted by Ms J Cunningham. This is an exciting new venture in school which we trust will be mutually beneficial.

School Times

We are operating a 'Trickle Arrival' in the morning until further notice – from 8:45am to 9:15am daily. Please plan ahead and try to send lunches etc. with the children in the morning, rather than having to return to school. Pupils should not gather around the door before then. We ask that parents, other than P1 parents, do not enter the school building without a prior appointment. (This very much contradicts the ethos of our school but for the time being we need everyone's co-operation with this request.)

Dismissal Times

Moving forward when 2-3 club is in place, to optimise teaching time and minimise class disruption, we are asking that all pupils stay with their class until the allocated finishing time each day.

The following finishing times are being trialled:

P1	1:40pm (From 20 th September)	Mrs Moore
P2& P3	1:50 pm	Mrs Jennett & Mrs Chapman
P4, P4/5 & P5/6	2:50pm	Miss McKeown, Mrs Magill & Miss Nesbitt
P6 & P7	3:00pm	Mr Morrow & Mrs Kerrigan

Dinner Money

In accordance with Department of Education guidelines, the canteen provides very good, healthy school dinners every day. The monthly menu is available at: <https://www.windsorhillps.co.uk/school-dinner-menus/> Paper copies of the menu are also available from the office. To date no change has been made to meal prices - £2.60 per day or £13.00 per week. To minimise disruption in class parents are asked to select the days that your child(ren) choose to eat school dinner and to send the money in an envelope on the first day of that week. Please write clearly on the envelope the days on which your child wishes to have dinners.

Free School Meals – for those who may be eligible and have not already done so, *online applications should be completed as soon as possible. The EA have advised of up to 4 week turn around with applications. Unfortunately, meals cannot be provided until official notification is received from Education Authority Meals and Uniform Sections. Details are available at:* EA: <https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants>. *Anyone who has trouble with online applications should contact the office immediately.*

Milk Money

Milk money for P2 - P7 pupils is paid for, in advance, at two monthly intervals. Reminder notes are sent home with pupils. Mrs. Whiteside will send an order form home separately. Please note orders and payment must be in school by **Tuesday 7th September** with milk deliveries starting on **Monday 13th September**. Regrettably late orders cannot be accommodated. PLEASE NOTE: Milk Money should be brought to class teachers and cannot be taken through the office directly.

Pastoral Care

In Windsor Hill we value parent's cooperation and in the interest of health and safety we ask everyone to adhere to the following:

- **NO JEWELLERY**, other than a watch should be worn. (This includes earrings, necklaces etc.)

- Pupils with long hair should wear it tied back and up at all times. (This advice is issued by the school nurse to maintain 'Healthy Heads'.)
- Please keep the school advised, in good time, if there is a change of person collecting your child.
- Please keep school informed of changes of address, telephone number or emergency contact details. It is very important for your child that we have accurate up-to-date data in the event of illness or an accident at school.
- Changes in other circumstances or health details should also be provided as soon as possible. Such information will be treated as strictly confidential.

Healthy Breaks - as we endeavour to encourage and establish healthy eating habits with our children, in line with Department of Education Guidelines, we continue to operate a "milk and/or fruit only" break time snack. Please also try to ensure your child has a healthy breakfast before school, as this will boost concentration levels throughout the morning. **Fruit may be bought from the canteen at break for 30p per item or portion, up to a maximum of two items.**

Medical Details & Permission forms

Please ensure that the medical information on your child's personal details form for this year are returned to school as soon as possible with current medical information detailed. – **These forms are required every year. Email addressed for parents are also very useful as information letters etc. can then be emailed directly using the school app.**

Policies

Please find accompanying this letter our Safe Guarding and Pastoral Care Leaflets and holiday list for this year. Packs of a range of current school policies – Positive Behaviour, Pastoral Care, Anti Bullying and Attendance Policies are also provided for new parents. Anyone who would like a copy of these policies can access them through the office. We would welcome constructive comments on school policies or any aspect of school life.

Road Safety

In the interest of pupils' wellbeing and safety parents are asked to keep the area in front of the school gates clear by not parking vehicles along the 'zig zagged' area at drop-off and pickup times. ~~Always use the small, red, front gate for entry and exit and ensure your child obeys the "lollipop lady" who is there for everyone's safety.~~

All pupils must stay on the pathway at the front of the school at all times.

Parents are also asked to show consideration to residents in the area and to be careful not to block private driveways along Church Avenue when parking to collect children.



Absences

If your child is absent from school, it is important that you provide a note explaining the reason for the absence on the day of his/her return to school. School is required to keep a record of attendances and absences on the SIMS computer system which is monitored by the Education Welfare Officer. Without an acceptable written explanation for an absence it will be recorded as unauthorised. Regrettably, phone calls and verbal explanations, whilst appreciated, do not fulfil these obligations. Sheets of absence notes are provided for your convenience, but any written note is acceptable. ***(Further copies of absences notes are always available on request from the school office.)***

Please note that staff cannot provide work for pupils who are on holiday during term time. Such absences are discouraged and are classified as unauthorised.

Text Messaging Service through C2K

The text messaging service is a quick, efficient means of sharing short messages and reminders. If you know you are not getting texts, please let Miss McKane know and this will be followed up with the providers – occasionally some numbers are not automatically picked up but C2k can usually fix this.

Breakfast Club, 2-3 Club & After School Activities

We will be trialing a 'Morning/ Breakfast Club' this half term from Monday 6th September. It will be held in the assembly hall from 8:00am daily. Juice / milk and toast will be available and the children will be supervised until classes start @ 8:45am. The cost is £2 / day. 2 – 3 club will return in the same format as pre-covid from Monday 6th September. (See separate flyers for 2-3 & Breakfast Clubs) 2 – 3 club also costs £2 daily. Bookings for both can be made weekly or for specific days. Places should be booked on the Friday of the week before.

We are hopeful that we will also be able to introduce some after school activities towards the end of September, starting with outside sport for P4 – P7. Further information will be issued in advance.

COVID Guidance Changes

Please be reassured our enhanced cleaning and hand hygiene routines are continuing in school. Our class groups will continue for break, play time and lunch time like last year.

Covid Symptoms

No child or staff member with Covid symptoms should come to school. They should book a PCR covid test and stay at home until they get the result. ***Please inform school immediately.***

If the result is positive pupils should stay at home for 10 days. If test is negative, pupils / staff may return to school.

Close contacts of those who have tested positive for Covid:

Where a pupil has been identified as a close contact they are required to go home and get a PCR Covid test the next day (Day 2). Pupils can return to school if the test result is negative and remain in school provided no symptoms develop. A second test is also required one week later (Day 8).

If the test is positive they should isolate for 10 days from the start of symptoms, or if they have no symptoms, for 10 days from a positive result.

The only exception is a child who has been positive within 90 days of being identified as a close contact – these children may remain in school.

(For reference the PHA flowchart has been added to the school website at: <https://www.windsorhillps.co.uk/newsletters-and-letters-for-parents/>

DIRECT LINK TO DOCUMENT: https://primarysite-prod-sorted.s3.amazonaws.com/windsor-hill-primary-school/UploadedDocument/96356ffea8bd4485be8489490e5100a1/operational-guidance-flowchart-covid-contacts-school-settings-19-aug-v4-with-colourcoding-200821_09.44-2.pdf

The support of parents is invaluable as we strive to meet the needs of our pupils and encourage 'Care, Courtesy and ~~Consideration~~ in all aspects of school life. In Windsor Hill we aim to put the best interests of your children as our first priority. Should you at any time during the year ahead have any queries or concerns, please contact myself or your child's class teacher.

Yours faithfully,

Miss I McKane
Principal