



Windsor Hill Primary School
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Principal: Miss I McKane

School Website: www.windsorhillps.co.uk

Wednesday 26th August 2026

Dear Parent / Guardian,

Restarting Arrangements – August 2026

As a school staff we are very much looking forward to welcoming children back to school after what I hope was an enjoyable summer break. We also look forward to getting to know our new parents in the coming weeks and months. P1 and our specialist provision units induction is slightly different, but our P2 – P7 children will meet their new teachers on **Thursday 27th & Friday 28th August** for two **induction mornings** from 9:00am to 12:15pm.

BREAKFAST CLUB

Breakfast club is available each morning from 8:00am from Tuesday 1st September at a cost of £2.00 per day. Juice/milk and toast will be available each morning and the children will be escorted to their class @ 8:45am.

2 – 3 CLUB

It is planned that 2 – 3 club will operate from Tuesday 1st September and booking forms will be available in school and on the website next week. Cost is £2.00 per day.

ACCESS TO SCHOOL

Parents, other than P1 Parents, are asked, as far as is reasonably possible, to encourage *their children it come into the school building in the mornings independently.*

ARRIVAL AT SCHOOL

The school door will be open from 8:45 am – 9:00am each morning and at the beginning of a new year we encourage everyone to arrive promptly so that classes can start on time @ 9:00am. On entry the children should all go straight to their own class. Please do not, if at all possible, allow your children to gather at the school door before 8:45am.

SCHOOL MEALS

School dinners will begin again on **Tuesday 1st September**. Cost of school meals is currently unchanged - £3:10 per day or £15.50 per week. We will distribute menus this week. It is important that school meals are paid for in advance please, preferably at the beginning of the week.

FREE SCHOOL MEALS AND UNIFORM GRANT

Please ensure that those who may be eligible for free school meals and uniform grant have made a new application for this school year as soon as possible if you have not already done so. **Free meals cannot be provided until clearance is given by the EA.** Further 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 where paper forms are available.*

ParentPay

We are continuing to use Parentpay for parents who find this more convenient, where this is not possible, payment for dinners can be sent to school on **Monday morning** in a sealed envelope with the pupil's name and dates dinner is required written on the front. (Cheques can be made payable to 'Education Authority'. Exact money please.) New parents need all their details on SIMS before an account on 'ParentPay' can be activated, therefore please send cash next week and send in your data capture forms as soon as possible.

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.

We ask parents for their support for this policy. **Fruit may be bought from the canteen for 30p per item or portion, up to a maximum of two items.** P1 have their own snack arrangements which Mrs. Jennett will inform parents about directly.

Uniforms

Please ensure that your child wears the correct school uniform everyday as this fosters a sense of identity and belonging. I trust that the excellent adherence to this request will be maintained throughout the year by all our pupils. Navy tracksuits and polo shirts may only be worn on designated PE and swimming days, and for after school sports activities. **Alternative tracksuit tops, t-shirts and bottoms should not be worn.**

Please ensure that all items of clothing and equipment are clearly named. **‘Sew-on’ name tags or indelible ink laundry markers are recommended;** names written on labels with felt tips or biro pen quickly wash off.

Communications with parents

Parent information meetings

It is hoped that as many as possible will be able to attend our parent information meetings on Thursday and Friday afternoons this week. For those who are unable to attend, the information booklet created for these meetings is available from your child’s teacher – everyone is welcome to a copy.

Please find below a copy of the arranged times for the parent information meeting.

Times are being staggered over two days to allow parents with more than one pupil in school to be able to attend:

Day	Time	Class
Thursday 27 th August	1:30pm	P3 parents in Mrs. Chapman’s classroom
	1:30pm	P6 parents in Mrs. McKee’s classroom
	2:15pm	P4 parents in Mrs. Magill’s classroom
Friday 28 th August	1:30pm	P2 parents in Miss Mc Keown’s classroom
	1:30pm	P7 parents in Mrs. Kerrigan’s classroom
	2:15pm	P5 Parents in Miss Nesbitt’s classroom (Miss Somerville)

School Website & Facebook

Please get into the habit of having a look at our school website where you can find copies of letters sent to parents, class pages provide a snapshot of what is happening in our classes and there are links to other useful information. In addition a Windsor Hill ‘Facebook Page’ has been created on social media which we hope to add to in the coming weeks with more immediate updates and information. We have updated our parental consent forms to include social media, but will not put pupil / class pictures up initially until the updated parental permission forms have been returned.

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. We are all excited to be returning to school and I trust everyone will have a happy, productive, enjoyable year.

Best wishes,
I. McKane
Principal