



# Mallusk Integrated Primary School

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## **NEWSLETTER: 29<sup>TH</sup> AUGUST 2019**

**Welcome back!** We hope you enjoyed the summer break and are looking forward to the school year ahead. We extend a special welcome to all who are joining us for the first time in our school. We will do all we can to ensure your child settles in and makes friends quickly and we hope it won't be too long before you feel a part of our school family. We would also like to welcome our new teacher, Mrs Moorhead and our new classroom assistant Mrs Moore, to the school family. We hope they will have a happy first year with us.

This Newsletter is an important channel of communication between parents, carers and school. It will be sent **BY EMAIL ONLY** each week (usually Friday) to keep you informed of news and events. Please remember to check your Inbox regularly so that you don't miss any important information. **ALL NOTES ARE ALSO AVAILABLE ON THE SCHOOL WEBSITE.**

### **OUR SCHOOL DAY**

School doors open at 8:45am. School starts at 9am.

P1 go home at 12:30pm during September

P2 children go home at 2pm

P3 children go home at 2pm on Tuesday, Wednesday and Friday and at 3pm Monday and Thursday

P4-6 children go home at 3pm

Everyone goes home at 2pm on Friday

### **BREAKFAST CLUB**

This runs from 8am to 8:45am. The charge is £3. The fee must be paid each day, or if coming throughout the whole week, must be paid in full on the Friday morning. Please remember that there is no supervision prior to 8am, so for your child's safety, please do not come to school before this time.

### **MORNING 'DROP OFFS'**

In the morning, between 8:45 and 9am, in dry weather P4- 7 children should go directly into the school playground using the gate at the top end of the school (beside the garden). Parents can leave the children off at this gate. P1-3 children may come in through the front door and leave their things on their pegs/ in the classrooms.

### **CAR PARKING**

Please remember that The Academy Club carpark is available as an overflow carpark at the beginning and end of each day. Access to the school is through a gate at the side of the club.

### **WRAPAROUND CARE**

'Play for All' is available to all pupils. This service runs in the school but is not run by the school. Arrangements for booking children in and enquiries should go directly to the staff at 'Play for All', not the school office. The email address is: [playforallenquiries@gmail.com](mailto:playforallenquiries@gmail.com) and the phone number is: **07752441498**.

### **ABSENCE**

In accordance with our Attendance policy, if a child is absent we ask that you contact the school on the first morning of absence (our phone number and e-mail address are on the top of this note). A note is then required to explain the absence when the child returns. Children arriving in school after 9am will be marked

late and children who arrive after 9:30am will be recorded as absent, unless attending medical appointments or other extenuating circumstances.

### **PERMISSION NOTES**

New children will have brought home a permission letter and contact form. Please fill these in and return them to school immediately. As permissions were sent out last school year to families already with us, we assume permission is also given for this school year. Permission continues unless it is formally withdrawn. If you wish to withdraw permissions, you must contact the class teacher.

### **SCHOOL UNIFORM**

Please ensure all items of uniform (including shoes) are **clearly marked with your child's name**. Shoes should be black. Only stud earrings are permitted for health and safety reasons. Hairbands should be plain. Girls are permitted to wear grey trousers as part of their uniform. Thank you for continued support with this, ensuring our pupils look smart and make an impression wherever they go!

To facilitate both indoor and outdoor P.E. P1- 3 children should keep a pair of plimsolls and jogging/ track bottoms in their school bag or in a PE bag on their peg. P4- 7 children should have trainers, a spare T-shirt and track bottoms. These stay in school.

### **PAYMENTS**

Please send exact money in separate envelopes, e.g. exact amount for dinner money in one envelope marked with days and amount; money for trips/ Spanish etc. in separate envelopes, marked with amount and child's name. We regret that we cannot accept £10 or £20 notes to cover payments for multiple things.

We recommend that you purchase pre-printed money envelopes from the school office (£4 for a booklet of 40 envelopes). They have spaces to write on names, dates, amounts and what the money is for. These envelopes are extremely helpful to us, and can help you stay organised with dinner/ trip/ milk money.

### **SCHOOL MEALS**

Meals will be available from Monday 2<sup>nd</sup> September at a cost of **£2.60 per day**. The menu is available on the school website in the 'Parents' section. All dinner money must be sent in on Monday mornings in an envelope (see above). Please make sure that your child knows whether they are taking lunch or dinner each day. If your child has any allergies or special dietary requirements, please inform us. This information should be supported by a letter from the GP.

### **MILK**

Milk will be available at a cost of **£16 per term** (i.e. from 9<sup>th</sup> September- 20<sup>th</sup> December). This must be paid in advance. Unfortunately, money cannot be refunded if a child is absent. Please send the money by Monday 2<sup>nd</sup> September if you wish your child to have milk at break time.

### **POLICIES**

Key school policies will be sent home to new families for your information. I will also send our Special Educational Needs Policy and our Child Protection Policy to all families within the week. P1 parents received the Intimate Care policy in their welcome pack. Please make you sign the permission (on the back of the policy) and send it into school immediately. Copies of all school policies are available from the office. Key policies are also on our website.

### **NUT FREE & HEALTHY BREAKS**

**WE ARE A NUT FREE SCHOOL (no jokes please!). Please do not send any nuts or items which contain nuts for snacks or lunch, including things such as Nutella.** Please endeavour to send healthy snacks at break time. Please remember that children have only 15 minutes to eat, drink and play at break time, so keep this in mind when packing their snacks. P4- 7 children may have a bottle of still, plain water to drink during class. P1- 3 children have access to water in their classroom. Children are permitted to have juice with break and lunch. Please do not send fizzy drinks. Although yoghurts are acceptable for lunch time, children should **not** bring yoghurts as part of their mid-morning snack.

**Many thanks for your support with everything. We all look forward to working with you and your children throughout the coming year.**

Kind regards

Susanne Kinsella