



*Learning every day in a fun and safe way*

St MacNissi's Primary School  
Christine Road  
Newtownabbey  
BT36 6UE  
Tel: 028 90342166

Dear Parents/Guardians

26<sup>th</sup> August 2025

I wish to extend a welcome to all our pupils, parents/guardians and grandparents as we begin our new school year. I hope everyone has had an enjoyable summer break and is refreshed for the start of term.

**School opening and closing times for 2025/26.**

- ✓ School will re-open at 9:00 on Thursday 28<sup>th</sup> August. This is a full day of attendance for the Primary 2 – Primary 7 pupils.
- ✓ Primary 1 children, will be in until 12 noon each day and start full time on Monday 22<sup>nd</sup> September. (P1 will exit via P1/P2 playground gate in the main playground.)

**There are no School dinners for Thursday 28<sup>th</sup> and Friday 29<sup>th</sup> August therefore all children will need to bring a 'pack lunch'. Dinners will be available from Monday 1<sup>st</sup> September and the Menu is now available on the school website. All payments are made via 'SchoolMoney'.**

**Start times.**

All gates will be open from 8:45am. Children will go straight to class where they will be supervised by staff until classes start at 9:00am. **Please note children will not be supervised before 8:45am. The school operates a one-way system entering school via the main driveway. Drivers are encouraged to enter the school at a safe speed and to also be mindful of cars using the car park to drop children off at Sleepy Hollow.**

We are fortunate to have the facility of Sleepy Hollow on site and supervision before 8:45am is available, from Sleepy Hollow, who will now be offering full 'Wrap Around Care' from 8:00am - 6:00pm available to all pupils, within our school community, from our Eager and Able to Learn; Pre-School and Primary School.

- P1 and P3 through top 'playground gate' and straight into the school playground. P1 will access their class directly via the P1 playground gate. P3 will access their class via the side door next to the school hall.
- P2 will access their class directly through the small gate on main driveway into P1/P2 playground.
- P4- P7 will enter through gate, opposite staff carpark and then directly access their class through the school hall.

**Finishing times**

Primary 2- Primary 3 will finish at 2:00pm.

- ✓ P2 will exit via the P1/P2 playground gate off the main driveway.
- ✓ P3 will exit via the playground door next to the school hall and be dismissed from the main playground.

Primary 4 – Primary 7 will finish at 3:00pm and will exit via the school hall door into the area next to the car park.

Primary 1 will finish at 2:00pm from Monday 22<sup>nd</sup> September.

Pre-School will finish at 12 noon from Monday 22<sup>nd</sup> September.

## **Practices and Procedures**

As we begin our new school year may I take this opportunity to remind you of some of our practices / procedures and programmes in school.

### **1. Communication with School regarding your child or children.**

If you have any queries or concerns regarding your child/children in school please,

- ✓ email into the office.
- ✓ Please give a brief outline of your query/concern.
- ✓ All staff will endeavour to contact you as soon as is reasonably possible.
- ✓ Please bear in mind that all teachers have full teaching commitments. All phone calls will be made after the school day.

### **2. Digital Devices**

Whilst it would be our preference that your children do not carry devices (mobile phones, smart watches, gaming devices etc) into school, I understand there may be occasions, outside school hours, when you might wish to contact your child. May I take this opportunity to remind you that the device is your child's responsibility and that all phones/ smart watches etc brought into school are to be kept in your child's bag and must be turned off. (School will take no responsibility for any damage or loss). If you wish to get a message to your child within school hours, please contact the school office and the message will be passed on.

### **3. P.E. and Activity N.I. uniform**

The classes will be returning to follow their P.E. programme and school will inform the children of their day for P.E.

On P.E. days and for those children going to Activity N.I. the children come to school in their school sweatshirt, School polo shirt, **black tracksuit bottoms, leggings** or shorts and trainers (no football tops or hoodies).

We don't ask that parents buy a specific P.E. uniform, as would be the norm in many schools, however as tracksuit bottoms/leggings and or shorts can be worn on P.E. days, can I ask that they are **'black' in colour** as last year, an array of 'colours/styles' were evident on P.E. days.

### **4. Medication**

Please return any medication which your child would normally have in school (such as inhalers, Epi Pens, or related medication) in a named envelope/bag along with a 'Permission to Administer Medication' form. It is your responsibility to make sure the right medication is in school and in date for your child. All medication will be kept in your child's classroom.

**The 'Permission to Administer Medication' form can be downloaded off the school website.**

## **5. Health and Well-Being Support**

We now have a number of structured programmes in school to support your child's 'Health and Well-Being'. The 2 programmes we are delivering are: - '**PATHS**' and '**Tools for Life Programme**'. The '**Tools for Life**,' replaces the Mindfulness programme and is an innovative programme designed to equip students with essential life skills, to help them foster emotional intelligence, and create a foundation for lifelong well-being. This programme will start on **Wednesday 24<sup>th</sup> September**. (more information will follow)

All After School Clubs/activities will commence week beginning **Monday 8<sup>th</sup> September** – more information to follow.

All applications and enquiries are to be made directly with the organisations (i) Irish Dancing (ii) Traditional Music and (iii) Activity N.I.

### **Contact Details**

If your contact details have changed in any way, I would ask you to contact Angela in the school office via: -

[info@stmacnissisps.newtownabbey.ni.sch.uk](mailto:info@stmacnissisps.newtownabbey.ni.sch.uk)

We look forward to welcoming the children back into school for the beginning of a new academic year and should any of our practices and routines change, as the year progresses, I will keep you informed.

If you have any concerns or queries, please do not hesitate to contact me.

Thanking you for your continued support.

J. McAuley

Principal