



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

26th August 2026

Dear Parents/Guardians

I hope that you and your families have enjoyed a happy and restful summer break. As we begin the new school year, I look forward to welcoming the children back to school tomorrow and to working alongside you, your children and the wider school community to continue the strong legacy of St. MacNissi's.

More information will follow in the coming days but please see the arrangements below for the start of the new year.

Pre-School and Primary 1 children have been given their own separate arrangements in their welcome packs.

School opening and closing times for 2026/27

School will re-open at 9:00am on Thursday 27th August. This is a full day of attendance for the Primary 2-Primary 7 pupils.

Primary 1 children will finish at 12pm each day until starting full-time on Monday 21st September.

School Dinners will not be available on Thursday 27th and Friday 28th August therefore all children will need to bring a 'pack lunch'. Dinners will be available from Tuesday 1st September and the Menu will be made available on the school website from the beginning of the week. 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 for entering 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.

For Child Protection reasons, parents/guardians will not be permitted to the school building during drop off.

Finishing times

Pre-School – 1:30pm from Monday 21st September

P1 – 2:00pm from Monday 21st September

P2 – P3 - 2:00pm

P4-P7 – 3:00pm

- ✓ P1 will exit via P1 playground gate in the main playground.
- ✓ P2 will exit via the 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.
- ✓ P4-P7 will exit via the school hall door into the area next to the car park.

Practices and Procedures

As we begin our new school year may I take this opportunity to remind you of some of our practices/procedures 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. 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 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, I would ask that they are **'black' in colour.**

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 securely in school.

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

5. Allergies

We are a 'Nut Free' school and request that all parents/guardians ensure that no nut-based products are brought into school for lunch or snack. We have a number of children in school with nut allergies and would ask that we all work together to ensure our school remains a safe environment for everyone.

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

More information in relation to clubs and activities will follow in the coming days.

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

I look forward to working with you and your children. Thank you, in advance, for your support.

Yours faithfully,

Miss F. Donnelly

Principal