



St MacNissi's Primary School
Christine Road
Newtownabbey
BT36 6UE

Dear Parents/Guardians

1st September 2023

Updated 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.

We are introducing a uniform for P.E. therefore, 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).

- **Please note this change in our P.E. uniform to black tracksuit/leggings/shorts**

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 programmes are: - 'Fresh Little Minds' and 'PATHS'. We will also be continuing with our 'Mindfulness Programme', which will start on Wednesday 20th September. (more information will follow)

6. After Schools Clubs

All After School Clubs/activities **will commence week beginning Monday 18th 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.

7. Curriculum Meetings

We would like invite you into school to meet your child's teacher, for this year and to give you an outline the Curriculum being offered to your child. The meetings will be held in your child's classroom, from 9:15-9:45. Parents can meet in the school foyer from 9:00am and will be shown to your child's classroom for 9:15am.

In order to give you time to plan to attend please see the list below: -

Primary 7	Monday 18 th September
Primary 6	Tuesday 19 th September
Primary 5	Wednesday 20 th September
Primary 4	Thursday 21 st September
Primary 3	Monday 25 th September
Primary 2	Tuesday 26 th September
Primary 1	Wednesday 27 th September
Pre-School	Thursday 28 th September

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

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

Thanking you for you continued support.

J. McAuley

PRINCIPAL