



MULLAVILLY PRIMARY SCHOOL



Information for Parents 2021-2022

School Address: 46 Mullavilly Road
Tandragee
Co Armagh
BT62 2LX

Telephone: 028 38840911

Email: info@mullavilly.tandragee.ni.sch.uk

Website: www.mullavillyps.co.uk

PLEASE RETAIN THIS BOOKLET FOR YOUR INFORMATION

A message from the Principal

Welcome to Mullavilly Primary School and the beginning of our new school term. A special welcome to all new pupils and families.

Our small class sizes mean we can provide a personalised education for all our pupils in a safe and healthy environment. We aim to ensure our children develop into happy, well-rounded, respectful and confident individuals by modelling and teaching Christian values through our work.

We have the highest expectations of all our children for behaviour, academic achievement, attitudes to learning, and attendance; and we also maintain a good partnership with our parents – our staff are always willing to listen!

Our strategic, long term commitment is to improve even further and achieve outstanding standards for all our pupils. We have a strong team, committed to providing the very best outcomes for our pupils. Due to this genuine dedication, strong leadership, high quality of teaching and engaging provision, pupils at Mullavilly Primary School leave this school having made real achievements thus reflected in the academic and non-academic progress they make.

We would encourage parents to use our school website for weekly updates, school holidays, forms and photos of school and class activities. For many parents this is the first point of reference and we will endeavour to keep this as up-to-date as possible to ensure good communication between school and home.

Please download our Mullavilly App which will give you full access to our website and allow you to receive direct notifications from school.

If you have any other queries please direct them, in the first instance, to the Principal who will make suitable arrangements, if necessary, with the member of staff concerned.

Please take time to read through this booklet for key information regarding the school year.

Yours sincerely

Mrs L A McClimonds
Principal



The School Day



Breakfast Club

We operate a Breakfast Club from 8.00am each morning. It will be held in the School Assembly Hall. Breakfast is served from 8.00am – 8.30am. Cereal, toast, pancakes and fruit juice will be served daily.

The cost is **£2.00** per morning which can be paid daily or weekly. This includes breakfast. If you just want your child to be supervised the cost is **£1.00** per morning.

Opening and Closing Times

Doors will open at 8.45am.

Class	Arrival	Departure	Entrance
Primary 1	8.45am – 9.00am	1.55pm	Opposite car park
Primary 2	8.45am – 9.00am	2.00pm	Front Gate - Pupil Entrance
Primary 3	8.45am – 9.00am	2.00pm	Opposite car park
Primary 4	8.45am – 9.00am	2.55pm	Front Gate - Pupil Entrance
Primary 5/6	8.45am – 9.00am	3.00pm	Front Gate - Pupil Entrance
Primary 6/7	8.45am – 9.00am	3.00pm	Opposite car Park

All pupils should be in school on time to enable classes to start promptly at 9.00am. If a pupil arrives late to class this will be recorded on the school's attendance register.

Primary 1 pupils will go home at 11.15am until Thursday 9 September. From Friday 10 September all of Primary 1 will be in school together and will stay until 12.00pm. From Monday 27 September Primary 1 will stay for dinner and will be dismissed at 1.55pm.

During the months of May and June it is planned that Primary 3 pupils will stay in school until 3pm on Tuesdays and Thursdays. This is to assist the transition into Primary 4 when the school day will be longer.

Break and Lunch Times

Due to the size of our school Break and Lunch times are staggered to accommodate children playing in the school playground.

	Break time	Lunch time
Session 1	10.20am – 10.45am	12.25pm – 1.10pm
Session 2	10.40am – 11.05am	12.45pm – 1.30pm

Attendance and Punctuality

Lateness

The school doors will be closed between 9.00am and 2.00pm each day. If your child is arriving at school during these times it is essential that they are accompanied to the school office via the staff entrance door on the car park side of the school to be marked present (even if they are taught in a mobile classroom). You will be asked to sign your child in and provide a reason for being late.

Leaving School Early

Any child leaving school during the day, eg for an appointment, **must** be signed out at the school office. Please provide the class teacher with a note explaining the reasons for leaving school prior to the date.

Where possible, please try to arrange doctor/dentist appointments outside of the school day. If your child has a pre-arranged doctor/dental appointment during school time, please advise the class teacher before the appointment.

Absence

Regular attendance at school is important for the educational development of all children. When a child is absent from school **an absence notification form should be completed and submitted via the school app explaining the absence.** It is not simply enough to ring into the school office to say your child will be absent.

Please note that a family holiday during term time, ie availability of cheap flights etc, is not considered to be an authorised absence by the Department of Education, even if the school has been informed of the absence.

Our attendance is regularly monitored by the Education Welfare Officer and in some cases legal action may be taken against parents for poor attendance. A summary of our Attendance Policy is enclosed for your information.



School Meals

Healthy Break Initiative

Parents are requested to provide a snack for their child at break time and we encourage a healthy approach to both break and packed lunch provision in line with government recommendations. Please send healthy foods – vegetables, fruit or a ham, salad or cheese sandwich.

Allowed	Not allowed
Vegetables	Crisps
Fruit	Sweets
Ham sandwich	Chocolate bars
Chicken sandwich	Fizzy drinks
Tuna sandwich	Nuts
Cheese sandwich	Cereal Bars
Crackers	Sweetened yoghurts, et
Bread sticks	Petit Filous, Frubes, etc

Healthy break must be provided 5 days per week. If your child does not bring in a healthy break a letter will be sent home with a follow up phone call.

Please note that some pupils in our school have nut allergies so please do not send anything that contains nuts.

Water Bottles

Each pupil should bring a filled water bottle on a daily basis. Research has proven that pupils' concentration and attainment improve by drinking water regularly throughout the day. **Please only send water to drink.**

School Dinner

School meals are prepared on the site by our cook. The cost of a school meal is **£2.60** per day. This price includes a convenience dessert.

If paying by cash dinner money **must** be paid every Monday (either weekly or monthly) to the class teacher. **The correct money should be put in a sealed envelope clearly labelled with the child's name and days on which dinner is to be taken.**

Please send a separate envelope for each child you have in school as the teacher is responsible for recording payment for their class only. It adds greatly to the teacher's workload if money for children in different classes is sent in to one class.

If paying by cheque please make cheques payable to "Education Authority, Southern Region".

The school menu is available from our website.

Application Forms for Free School Meals are available on the Education Authority website - <https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants>

If you believe you may be entitled to free school meals please apply directly to the Education Authority.



Packed Lunch

Pupils have the option to bring a packed lunch if they do not want to take school dinners. Packed lunches are eaten in the dining hall. Again it is requested that your child's packed lunch is healthy and must NOT contain NUTS.

If your child forgets their packed lunch they will be provided with a school dinner. The school office does not have time to be phoning home for forgotten lunches. Payment for this should be made the following day.



School Uniform

We have high expectations for school uniform, and children should wear school uniform every day with the exception of the day on which their class has PE when PE uniform should be worn. Primary 1 and 2 will also need to wear PE uniform on Friday for outdoor play.

All items of uniform **must be clearly labelled** with the pupil's name.

Neon coloured trainers are not permitted. Hairstyles must be tidy, unobtrusive and not extreme with hair kept the natural colour at all times. Make-up and nail varnish are not allowed at any time.

All children should bring a waterproof coat every day for outdoor play.

School Uniform

BOYS

- School Sweatshirt with school logo
- Blue Polo shirt
- Mid grey trousers
- Dark socks
- Black shoes
- Dark Coat with a hood or School Coat

GIRLS

- School Sweatshirt with school logo
- Blue Polo shirt
- Mid grey skirt or pinafore
- Blue shirt and school tie
- Grey knee socks or grey tights
- Black flat/low heel shoes
- Dark Coat with a hood or School Coat

PE Uniform

- Mullavilly Primary School Tracksuit (Please note - no other tracksuit will be permitted)
- Blue Polo shirt
- Dark Trainers (with non-marking soles)

Pupils are not permitted to wear any items of jewellery (rings, necklaces, bracelets etc) as these can cause accidents during play and PE sessions. Pupils are permitted to wear a watch and small stud earrings. Both of these items **must be removed** for PE lessons. Failure to do so will result in a pupil being unable to participate in the PE lesson.

It is your responsibility to ensure that your child has the correct PE uniform on for PE lessons or afterschool sports activities. Children are permitted to wear PE uniform if they are participating in a sport related after school club.

Curriculum

Physical Education

All children are encouraged to wear a school tracksuit on designated PE days. PE lessons will commence week beginning 2 September. Each class is timetabled for two PE sessions per week. Details of PE days are as follow:

Primary 1	Tuesday	Friday
Primary 2	Monday	Wednesday
Primary 3	Tuesday	Thursday
Primary 4	Tuesday	Friday
Primary 5/6	Wednesday	Thursday
Primary 6/7	Monday	Wednesday

Swimming

Swimming will be available for Primary 5, 6 & 7 pupils during the year. Pupils will travel to the South Lakes Leisure Centre for swimming lessons.

Primary 5/6 will attend swimming lessons from Tuesday 14 September 2021 until Tuesday 14 December 2021.

Primary 6/7 will attend swimming lessons from Tuesday 11 January 2022 until Tuesday 5 April 2022. The Small Schools Swimming Gala will be held in May 2022.

The school will cover the cost of the swimming lessons however financial assistance will be required from parents to assist with the cost of transport. Details will be circulated nearer the time of each swimming session.

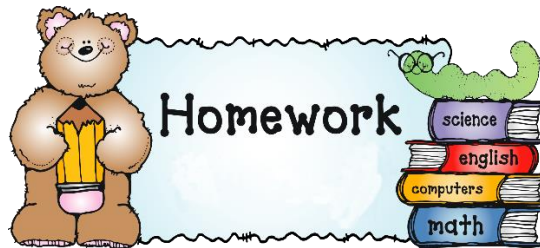


Homework

Reading, Spelling and Mental Maths homework will commence on Monday 6 September. Literacy and Numeracy written homework will commence on Monday 13 September.

All written homework must be completed to an acceptable standard and written homework must be signed by a parent/guardian. Your support in this matter is greatly appreciated.

If your child does not complete set homework on a regular basis the class teacher will contact you for a meeting to discuss this issue.



Extra-Curricular Activities

During the year there will be various activities on offer to children after school. Details of afterschool clubs will be issued in due course.



Communication

General Concerns

If you have any concerns regarding your child, please contact the school office to make an appointment to speak with the **Class Teacher** who will investigate your issue and/or discuss an appropriate course of action. If you are not satisfied with the outcome of that then the Principal should be informed.

In the first instance pupils should raise any concerns that they may have with their class teacher immediately. We want all children to feel happy and safe at school.

Teacher Contact

It would be greatly appreciated if parents did not try to engage with the teacher first thing in the morning.

As you can appreciate this is a very busy time for teachers as they try to settle the children into class and cannot leave the children unsupervised. If you have a message to pass on to your child's teacher, please contact the school office and a message will be passed on at an appropriate time. Alternatively, if you need to speak with your child's teacher please contact the school office to arrange a suitable appointment. Teachers will not be able to answer telephone calls during class time. Mrs Douglas will be in the office between 8.30am and 3.00pm. Please leave a message on the school voicemail if you are unable to speak to anyone in person.

School Records

It is imperative that all pupil information held in school is up to date. In case of illness or incidents in school it is important that we hold up to date contact information of more than one person. Please ensure that all addresses and telephone numbers (including mobiles) are kept up to date as and when they change. Please complete the Pupil Information form, which can be found in the forms section of the school app, as soon as possible so that our records can be updated. If you require a paper copy of this form please request it from the school office.

School Website

Our school website is regularly updated and can be viewed at www.mullavillyps.co.uk. Please use this as your first port of call for any information regarding school activities.

If you have any suggestions for how this site can be improved, please let us know.

School App

The School App can be downloaded from Google Play App and Apple App Store for free. The app will enable you to receive notifications and updates regarding school activities. Please select "Allow Notifications" when downloading the app. This is a very useful way of communication and can be accessed by both parents, grandparents and children. The app will also be used to register your child for afterschool activities.

SeeSaw

Class teachers will issue your child with a code for SeeSaw. Class notifications will be sent out via this app.

Safeguarding & Child Protection

Our Child Protection Policy is available on the school website. Any issues in relation to Child Protection should be raised in the first instance with Mr P Ritchie (Designated Teacher) or Mrs Innocenzi (Deputy Designated Teachers).

Medical Conditions

It is imperative that teachers are aware of any medical conditions that your child suffers from. **Children who suffer from asthma must leave a spare inhaler in school which should be clearly labelled with their name.** Even if your child does not appear to need their inhaler when they come to school there may arise an occasion during the day when one is required. When children are going on school trips it is also imperative that an inhaler is brought with the child. If there is any change to your child's medical condition, please inform the teacher immediately.

If your child is required to take medicine (ie antibiotics etc) during the day, for a limited period, please complete a Temporary Administration of Medicine form (which can be found on the school website) and leave it, along with the medication, into the school office. Specific details of dosage must be completed on the form along with a parent/guardian signature.

Behaviour

We want to see all pupils in Mullavilly Primary School reach their full potential. Research shows that good discipline can significantly help this goal to be achieved. I would like to emphasise to parents the essential role which they play in the fostering of self-discipline and respect for authority in children. Children, from an early age, must be taught to **listen carefully** and **respond positively** to a request from a member of staff. Please encourage your child to listen and respond appropriately at all times.

Please read over the Home School agreement with your child and sign to confirm that you agree to follow the guidelines given.

School Holidays, Closures and Key Dates

AUGUST	
30 th	Start of Term
30 th - 31 st	Early Finish - children dismissed between 12noon and 12:30pm

SEPTEMBER	
1 st	Normal School Day

OCTOBER	
1 st	SCHOOL CLOSED - School Development Day
25 th - 29 th	SCHOOL CLOSED - Half Term Holiday

NOVEMBER	
22 nd – 26 th	Parent teacher interviews - early closure

DECEMBER	
21 st	Last day of term - Early finish
22 nd - 31 st	SCHOOL CLOSED - Christmas Holidays

JANUARY	
3 rd	SCHOOL CLOSED - Christmas Holiday
4 th	SCHOOL CLOSED - Staff Development Day
5 th	Start of Term

FEBRUARY	
14 th - 18 th	SCHOOL CLOSED - Half Term Holiday

MARCH	
14 th - 18 th	Parent teacher interviews - early closure

APRIL	
13 th – 22 nd	SCHOOL CLOSED - Easter Holidays

MAY	
2 nd – 3 rd	SCHOOL CLOSED - Bank Holiday and School Development Day
16 th – 20 th	Assessment Week

JUNE	
1 st – 3 rd	SCHOOL CLOSED – School Development Day and Bank Holiday for Queen’s Platinum Jubilee

Any additional dates for school closures will be notified. Please check the school website regularly for information.

The School Team

Senior Leadership Team

Principal – Mrs L A McClimonds
Primary 3 Teacher – Mrs A Innocenzi
Primary 5/6 Teacher – Mr P Ritchie

Key Stage One

Primary 1

Class Teacher - Miss L Kelly
Classroom Assistant – Mrs C Dalzell

Primary 2

Class Teachers – Miss M Cochrane
Classroom Assistant – Miss P Weir

Primary 3

Class Teachers – Miss L Jenkinson (Mon - Tues)
Mrs A Innocenzi (Wed - Fri)
Classroom Assistant – Miss C Black

Key Stage Two

Primary 4

Class Teachers - Mrs E Riddle (Mon - Thurs)
Mrs A Murray (Fri)

Primary 5/6

Class Teacher – Mr P Ritchie

Primary 6/7

Class Teacher – Mrs A Murray (Mon)
Mrs S Nesbitt (Tues – Fri)

Building Supervisor – Mr H Pearson

Catering Supervisor – Mrs J Cochrane

Secretary – Mrs L Douglas