



Old Eglish Road
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26th August 2022

Dear Parent

Welcome back to a new school year.

I am writing to inform you of the teaching arrangements for this academic year. As from 1st September 2022 your child will be taught by:

Nursery	Mrs Kierna Corr
P1	Mrs Renu Neeson (Position is being re-advertised and Mrs Neeson will teach Primary 1 until the position is filled.)
P2	Mrs Samantha Ross
P3	Miss Ellen McCrilly (Initially from September to end of December.) Hoping that the Department of Education will release further Engage funding so that Miss McCrilly will be able to teach Primary 3 for the full academic year. If funding isn't available, Mrs Mitchell will return to teaching Primary 3.
P4	Miss Megan Mullan
P5	Miss Anna Lynn (Monday and Tuesday); Mrs Vaughan (Wednesday - Friday)
P6	Miss Nicola Hughes
P7	Miss Charley Brush

The Department of Education has granted funding so that the successful Engage Programme can continue for 4 months (September to December). Mrs Joanne Mitchell will undertake the Engage Programme during the 2022/2023 academic year.

Mrs Sharon Cleary is being released from her classroom duties to act as SENCO for this academic year. Mrs Cleary will be teaching small groups of children 3 days per week, Monday to Wednesday.

Children will enter and leave the building as shown below.

Parents will be able to drop children off at school from 8.30am onwards, if needed. The children must go to the Assembly Hall. At 8.45am all those children in the Assembly Hall will be taken to their classrooms. After 8.45am, the Assembly Hall will be closed and children will enter the building as follows.

ALL Children **MUST** be on the school premises by 8.55am to enable classes to start promptly.

Class	Entrance	Exit
Nursery	Black gate at left hand side of building	Gate at right handside of building
Primary 1	Up the steps, through the P2 outdoor play area and around to the Fire Exit door at end of Key Stage 1 corridor 8.45am-8.55am. School starts at 8.55am SHARP.	Via P1/P2 cloakroom area. Children line up along the fence at P2 outdoor play area and are released to parents standing at bottom of steps. Hometime: 1.55pm
Primary 2	Up the steps to Primary 2 cloakroom area 8.45am-8.55am. School starts at 8.55am SHARP.	Primary 2 Cloakroom area. Children line up in P2 outdoor play area and are released to parents standing at bottom of the steps. Hometime- 1.55pm
Primary 3	Walk up behind the Nursery and line up outside the P3 cloakroom area 8.45am-8.55am. School starts at 8.55am SHARP.	Fire Exit at Key Stage 1 Library Area Released to parents standing at bottom of steps. Hometime 3pm
Primary 4	Walk up behind the Nursery and line up outside the P4 cloakroom area 8.45am-8.55am.	Fire Exit at Key Stage 1 Library Area Released to parents standing at bottom of the steps.

	School starts at 8.55am SHARP.	Hometime 3pm
Primary 5	Up the steps and enter via the P5/Nurture Room cloakroom door 8.45am-8.55am. School starts at 8.55am SHARP.	Primary 5 cloakroom door Hometime 3pm
Primary 6	Walk up behind the Nursery and line up outside the P6/ICT suite cloakroom area 8.45am-8.55am. School starts at 8.55am SHARP.	Assembly Hall Hometime 3pm
Primary 7	Walk up behind the Nursery and enter via the Fire exit door to mobile 8.45am-8.55am. School starts at 8.55am SHARP.	Assembly Hall if wet walk down behind Nursery if dry Hometime 3pm

Starting School:

You can help to prepare your child for starting school on Thursday 1st September.

We ask that:

- All pupils know and understand the importance of washing their hands regularly throughout the day (wash hands while singing the Happy Birthday song', twice).
- Pupils know how to follow the 'Catch it, Bin it, Kill it,' virus control measures, use tissues or inside of an elbow to sneeze and cough into.
- Pupils know and understand the need to avoid touching their face, in particular their eyes, nose and mouth as much as possible.
- All pupils must be able to use the toilet and clean themselves properly after bathroom breaks.
- Primary 1- Primary 7 pupils must bring their own individual water bottle as we are unable to provide shared drinking cups.
- P1-P7 pupils must bring in the following items on the first day of return;

pencils

pens
rubber
sharpener
colouring pencils
felt tips
glue stick
ruler
packet of tissues
pencil case (**Pencil cases should be able to be washed or wiped down easily. No furry, fluffy or material pencil cases allowed**)

These items will be placed in your child's individual named A3 zip wallet and will not be used by anyone else. Children from Primary 2 -Primary 7 must bring a small snack.

Scissors, mathematical equipment and white boards will be provided by school. All items will remain in school. No school items are required for Nursery.

Children may bring school bags.

Parents/ carers are **NOT** permitted to enter the school building, except in exceptional, pre -arranged circumstances. Parents/ carers should ensure correct social distancing at all times and not congregate at gates/ exit points. Staff will greet all of the children at the various access points, highlighted above and this should help alleviate any worries or anxiety.

Communication: All communication will be via notifications on the Windmillips app, Seesaw, Google classroom, text messages and the school website www.windmillips.com

Password to Home Learning section of the website is W1ndm1ll2020.

Please continue to update the Windmillips App to ensure you receive the most up to date information. The '**Windmill IPS**' app can be downloaded from the App Store or as an Android App on Google Play.

Remember to tick the box to receive notifications in settings. The code to receive notifications is **11111**.

Parents must ensure they can access these means of communication.

Money: No cash will be accepted in school. We will continue to use the online payment system **SCHOOL MONEY**.

Dinner Money:

The charge for school meals next year is £2.70 per day. Please check our website for a dinner menu. As you are aware we have already set up an online dinner payment system via School Money.

All meals **MUST** be paid for the week ahead via **SCHOOL MONEY**. Deadline is 12 midnight.

Please refer to the school menu on the school website www.windmillips.com to help select what days your child will take a school meal.

SCHOOL MEALS WILL NOT BE PROVIDED WITHOUT PAYMENT. IF DEADLINE IS MISSED, PARENTS WILL BE EXPECTED TO SEND IN A PACKED LUNCH.

If your child entitled to **FREE SCHOOL MEALS** you still **NEED TO BOOK** their meals via School Money. **You WILL NOT be charged for the booking.**

Free School Meals/School uniform/Physical Education Clothing 2022/2023

Apply Online for September 2022/2023

Free School Meals / School Uniform / Physical Education Clothing applications for 2022-2023 school year **MUST NOW BE MADE ONLINE**. If you think you may be eligible for free school meals please see information on how to apply at www.eani.org.uk

Parents/Guardians who have a child/children already entitled to free school meals during the 2021/2022 school year also need to apply for these children (as well as any additional children) for the 2022/2023 school year. Please include in your application all children for whom you have parental responsibility and who will be attending full time at school or Regional/FE College.

Signing in system

Windmill has an electronic signing in system, which you will find at reception. All staff, parents and visitors must sign in and sign out using the system.

If a pupil is late into school or leaves the school early they must sign in/out using the system. Parents of Key Stage 1 children must assist their child with this procedure.

IMPORTANT HEALTH AND SAFETY: If your child has been unwell within the last 24hours, it is imperative that they **DO NOT** attend school until they have fully recovered. Should your child display any signs and symptoms of any illness, they must remain at home until they have fully recovered. It is common, on starting school that germs, bugs and illnesses may be passed around. In order to

keep everyone as safe as possible, we are asking that children presenting with any ailment should be kept at home.

Children who present as ill during the school day will have their temperature checked using a non -contact thermometer and where necessary moved to the area off the Key Stage 1 Library. The parent/carer will be contacted. **All parents MUST provide a contact number for someone who can collect a child within an appropriate time frame of being contacted.** Please ensure you inform the school if you have changed your contact details.

Transport:

Home to school transport services start on 1st September.

If you live 2 or more miles from our school you may be eligible for EA school transport. You must apply online at www.eani.org.uk for your child to travel on an Educational Authority bus.

School will close early (11.45am/12noon) at the end of Term 1 for Christmas, at the end of Term 2 for Easter and at the end of Term 3 for Summer. If you have a private arrangement with Ace Coaches, may I remind you that Ace Coaches will only be available in the morning on those dates.

Absence Form

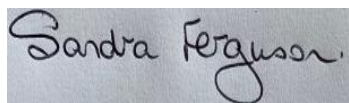
If your child is ill, it is vitally important that you complete and submit the '**Absence Form**' which you will find within the **Forms Area of the Windmillips app** so that your child's absence can be recorded accurately.

If you don't have access to an android/smart phone you can notify school of your child's absence by contacting the school on 028 87727277, choosing option 2 and leaving a message containing the child's name, class and reason for absence.

All pupils will return to school on **Thursday 1st September 2022**. (Separate arrangements are in place for Nursery and Primary 1; parents have been informed of these via Seesaw.)

On behalf of all the staff at Windmill may I take this opportunity to wish you every health, happiness and success for the year ahead.

Yours sincerely



Sandra Ferguson
Principal

