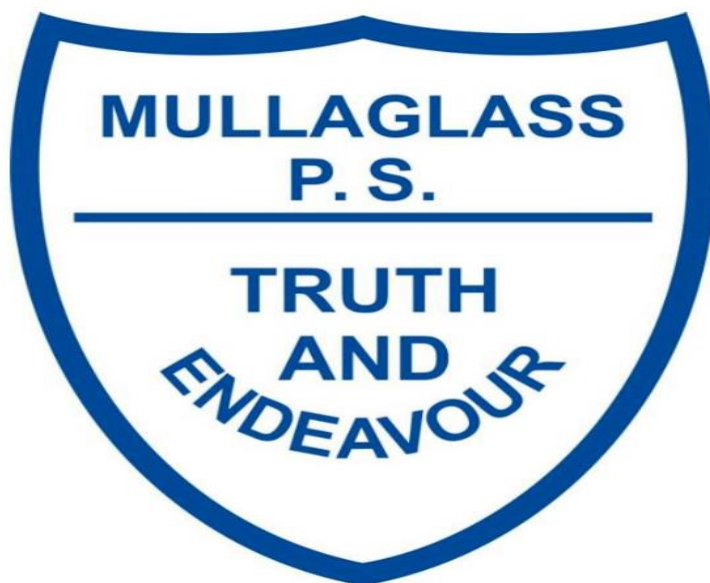




**2023 - 2024**



# Mullaglass Primary School – Key Information

## 1. Staffing

### **Teaching**

Principal – Mr Greenaway

Class	Teacher	Other Roles
P1/2	Miss Best	ICT and Music Coordinator
P3/4	Mr Greenaway teaching 3 days Monday, Tuesday and Friday  Mrs Henry (maternity cover) – 2 days principal release (Wednesday and Thursday) September – December 2023  Mrs Whitfield - (2-days principal release) Returning from maternity January – June 2024 (Wednesday and Thursday)	Learning Support Coordinator (SENCO), PDMU, Assessment and PE Coordinator   Art Coordinator
P5/6	Mr Martin (maternity cover) – 30.8.23 – 3.5.23  Ms Doyle (returning from maternity 6.5.24)	Literacy Coordinator  Literacy Coordinator
P7	Miss Oldcroft (maternity cover) 30.8.23 – 17.11.23  Mrs Weir (returning from maternity 20.11.23)	  Numeracy, WAU and ECO Coordinator

### **Non-Teaching**

Mrs Whiteside – School secretary / lunch supervisor  
 Mrs Murtagh – P1/2 classroom assistant / lunch supervisor / 2-3pm Club  
 Mrs McCulla – SEN assistant / lunch supervisor  
 Miss McCrum – SEN assistant / lunch supervisor  
 Miss Henry – SEN assistant / lunch supervisor / 3-5 Club  
 Miss Barbour – SEN assistant / Breakfast Club / 2-3pm Club / 3-5pm Club  
 Mrs Glass – SEN assistant / lunch supervisor  
 Mr McKenzie – Building supervisor  
 Mrs Rogers – Kitchen staff

### **Safeguarding Team**

Mr Greenaway (Designated Child Protection Officer)  
 Miss Best, Mrs Weir and Ms Doyle (Deputy Designated Child Protection Officers)

## 2. Key Dates and Times

P1 pupils will start school on Tuesday 29<sup>th</sup> August 8:45am – 12pm.

P1 – P7 pupils will be in school on Wednesday 30<sup>th</sup> August and Thursday 31<sup>st</sup> August 8:45am – 12pm.

P1 pupils will be in school on Friday 1<sup>st</sup> September 8:45am – 12pm

P2 – P7 pupils will be in school on Friday 1<sup>st</sup> September 8:45am – 2pm.

***\*P1 will finish at 12pm until Friday 15<sup>th</sup> September. From Monday 18<sup>th</sup> September P1 pupils will stay in school for lunch and will finish at 2pm and have the option to stay for 2-3pm and 3-5pm Clubs.***

## 3. Arrival and Pick up Times

All pupils will start school at **8:45am**. **School gates will be opened at 8:35am** for pupils to enter – parents are not permitted to walk children into the playground in the morning. School will finish at 2:00pm or 3:00pm for pupils. However, with the earlier start time of 8:45am each morning, school **will finish at 2:00pm on a Friday for all pupils**. Parents will collect pupils from the playground.

**From Tuesday 29<sup>th</sup> August – Friday 15<sup>th</sup> September – P1 pupils can enter the school and leave the school via the P1/2 classroom fire exit door.**

**From Monday 18<sup>th</sup> September – P1 pupils will be encouraged to enter the school using the playground and be collected from the playground at home time.**

Class	Start Time	Finish Time
P1 & P2	8:45am	2:00pm every day (P1 will finish at 12pm from 29.8.23 – 15.9.23)
P3	8:45am	2:00pm Monday, Tuesday and Friday 3:00pm Wednesday and Thursday
P4 – P7	8:45am	3:00pm Monday – Thursday 2:00pm Friday

#### 4. School Uniforms

At Mullaglass, we pride ourselves on the smart appearance of our pupils. Wearing a uniform helps to create a structured and respectful environment and it helps to set a very high standard for visitors and when we are on trips. Please take note of the correct PE uniform. Black shoes should be worn on non-PE days. It is expected that all pupils will wear their full school uniform on days when they are not doing PE. If a pupil is taking part in a **sports club** after school, the pupil will be allowed to wear their PE uniform on that day.

Class	PE Days
P1/2	Tuesday and Friday
P3/4	Monday and Tuesday
P5/6	Wednesday and Thursday
P7	Wednesday and Thursday

BOYS	GIRLS
Grey trousers Crested navy V-neck jumper Blue shirt Navy striped tie Black shoes <b>Summer Term (optional)</b> Grey or navy shorts	Grey skirt or pinafore Crested navy cardigan or jumper Blue blouse Navy striped tie Black Shoes <b>Summer Term (optional)</b> Gingham blue school dress Navy shorts
<b>P.E. UNIFORM (Boys and Girls)</b> Crested navy round neck sweatshirt Crested blue polo shirt Navy track bottoms (no stripes) Indoor footwear / trainers (which are suitable for doing PE)	
<b>Optional</b> Coat with school crest is now available	
<b>Labelling</b> It helps everyone, parents, teachers and children if children can easily recognise their own belongings. Please help by putting your child's name on every item brought to school, especially coats, jumpers and ties.	

***All of the above uniforms can be purchased from W.A. Moorehead, Main Street, Bessbrook.***

## 5. Cashless Payments

We will continue to use our online payment app Eduspot SchoolMoney for school meals, afterschool clubs, breakfast club and school trips etc. You won't need to sign up to this system as this is done automatically through the school. We will send new parents a password at the beginning of September, along with information how to use the app.

For the first week or two, new parents can post dinner money into the school post box at the front entrance as it will take a few days to upload information for new parents to use the app. We will endeavour to allow all parents access to this app from Monday 11<sup>th</sup> September 2023.



Email:

Mobile:

Password:

Child's First Name:

Log In

## 6. Free School Meals / Uniform Grants

<https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants/apply-for-free-school-meals-uniform-grants>

Applications for the 2023/24 year **are now available**. Use link to help see if you are in receipt of anything that would help with application.

## 7. Dinner Money

School dinners will be available from Friday 1<sup>st</sup> September 2023. School dinners will cost £2.60 per day (£13.00 per week). Dinner menu can be found on the school website.



## 8. Breakfast Club

The Breakfast Club will be in the staffroom. This will be from 7:45am – 8:35am each morning. The Breakfast Club will cost £2 per day and will be supervised by Miss Barbour. Breakfast Club will commence on Wednesday 30<sup>th</sup> August P1-P7 pupils.

## 9. Break Snack

We operate a Healthy Break Policy. Our pupils are encouraged to bring a piece of fruit, vegetable or sandwich to school for their break. They are also encouraged to drink water, **fizzy drinks must not be sent to school**. Pupils can receive a break snack before they go outside at breaktime. This costs 20p and can be booked online using the SchoolMoney app. Break snack varies each day (e.g., crackers & cheese, toast, yogurt).

## 10. Afterschool Clubs

Afterschool clubs will be available throughout term 1.

### ***2-3pm Club***

Days Available	Time	Classes Available to
Monday – Thursday	2-3pm	P1 pupils Monday – Thursday P2 pupils Monday – Thursday P3 pupils Monday and Tuesday

The 2-3pm Club will be available from Monday 4<sup>th</sup> September 2023. The 2-3pm Club will cost £2 per day and will be supervised by an adult. Pupils will take part in a range of fun activities i.e. arts & crafts, ICT, games.

***\*P1 pupils can attend 2-3pm Club from Monday 18<sup>th</sup> September.***

### ***Healthy Kidz – (outside agency 2-3pm / 3-4pm)***

Healthy Kidz will assist us this year with some sports clubs. This will be every Monday and Tuesday. More information will follow when the pupils return to school. The first two clubs that Healthy Kidz will take will be football and gymnastics.

### ***3-4pm Clubs for P3-7 pupils***

When the pupils return to school, we will begin to timetable for the restart of all our own afterschool clubs.

### ***3-5pm Club***

Days Available	Time	Classes Available to
Monday – Thursday	3-5pm	P1 – P7 pupils

The 3-5pm Club will be available from Monday 4<sup>th</sup> September 2023. The 3-5pm Club will cost £5 per day and will be supervised by an adult. Pupils will take part in a range of fun activities i.e. arts & crafts, ICT, games, movies.

***\*P1 pupils can attend 3-5pm Club from Monday 18<sup>th</sup> September.***

## **11. Absenteeism**

If your child is ill, or absent from school for any reason, it is important you let us know promptly by ringing or emailing the school to explain an absence. The school may contact you if no explanation is given on the day.

## **12. Text Service**

We have a text service in school. This provides instant, up to date messages to parents. New parents will be added to our text service list early September.

## **13. School Website** [www.mullaglassps.com](http://www.mullaglassps.com)

Our school website will keep you up to date with upcoming events and keep you informed on what has been going on in school, as well as individual class pages.

## **14. Facebook**

If you use Facebook, please like and follow our page Mullaglass Primary School. This will keep you up to date with relevant information and news. Feel free to like and share our posts. Please remember to use social media wisely.

## **15. School Contact Information**

Mullaglass Primary School  
8 Goragh Road  
Newry  
BT356PZ

Email:  
[info@mullaglass.newry.ni.sch.uk](mailto:info@mullaglass.newry.ni.sch.uk) – School email  
[pgreenaway945@c2kni.net](mailto:pgreenaway945@c2kni.net) – Mr Greenaway (Principal)

School Phone Number: 02830 830229