



Hart Memorial Primary School and Nursery Unit

Charles Street
Portadown
BT62 4BD

Principal:

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Vice Principal:

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Monday 2nd September

Dear Parent/Guardian,

I hope you are all well rested and that you all had a fun-filled summer break. Many thanks to everyone for ensuring the pupils all have the same uniform on; they all look very smart! Let's do our best to ensure these standards are kept up!

School Holidays

School holidays for the incoming year are available on the school website. Please ensure that holidays are booked outside of these dates.

Timings

The following times are for a normal school day:

P1-2: Begin at 8:45am and finish at 1:45pm

P3: Begin at 8:45am and finish 2:45pm (Monday, Tuesday, Wednesday) and 1:45:pm (Thursday, Friday)

P4-7: Begin at 8:45am and finish at 2:45pm

Morning Routines

Pupils will continue to line up outside each morning and doors will open at 8:40am. There is no requirement for you to be at school earlier than 8:40am. Doors close at 8:45am and after this time, pupils are considered late. Please ensure that pathways and gates are kept clear to enable people to pass freely around the school in the mornings.

Facebook

We are delighted to now have a Facebook page to showcase what happens in our school and to give you important information. Feel free to tag and share our posts to increase engagement. As the year progresses, we hope this will prove a valuable resource for prospective parents considering our school for their child. At all times, please use Facebook respectfully; it should never be used to criticise any aspect of school life. Please also note, the Messenger function has been turned off and the page cannot be privately messaged.

School App

Please ensure that you have our school app downloaded. To do this, go to your app store and search for 'Schools NI' and select Hart Memorial. The school app is our main means of communication and is a great way of sending instant messages, forms, letters etc. if you haven't used the app in a while, please check that your notifications are turned on and that your phone hasn't muted it.

Healthy Snack

As a school, we have a duty to ensure that there is a healthy eating policy in school and that pupils are adhering to it. Pupils who bring their own break should have something healthy with them each day. Lunch boxes should also be healthy.

Dinner Money

Please ensure dinners are booked for and paid in advance using the School Money website. Free School Meals must also be booked in this way. Dinners will continue to cost £2.60 per day for the Primary School and £2.50 per day for the Nursery.

If your child is taking packed lunch, please ensure you mark this on School Money also.

Medication

Please ensure that no medication is sent into school without the relevant form being completed and signed by the Principal.

After School Clubs

Details of our after-school clubs will be available in the incoming days.

Absences

Absences should be reported on your child's return through the school website. To report an absence, please go to 'About Us' - 'Contact Us,' and there you will find an absence form. Parents are required to inform the school of pupil absence to ensure we have a record of why they have been off.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A Frizzell', written over a faint, illegible printed name.

Mr Andrew Frizzell
Principal