

**MULLAVILLY PRIMARY SCHOOL**



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**Principal:** Mrs L McClimonds, B.Ed, PGCET, PQH

7 October 2020

Dear Parent/Guardian

Thank you for helping us make a very successful start to this most unusual school year. The children have adapted very well to our 'new normal' and are very settled in class. It is great to see them all working so hard back into routine.

We have updated our school App and will be moving to a paperless and cashless system over the next few weeks and months.

All information to parents will be sent out via the App. We will continue to use the school website in the transitional period.

Most functions will work with the current App however to ensure you have all updates it may be best to delete the current app and reinstall it on your device. Our App is currently installed on over 250 devices and proves to be the quickest and easiest way to communicate with parents.

When you reinstall it should give you two options. The first is to select the class your child/children are in. You can select more than one class. The second is to allow notifications. This means that messages will be automatically displayed on the home screen of your phone or device when sent out by the school. Please note that you will only receive notifications when you have WiFi signal.

**MENU**

There is a drop down menu which is designed to give you quick access to information and documents.

Info	Telephone number and email address.
Booking	<p>This is where bookings are made for school dinners and breakfast club. We will accept cash/cheques payments until half term.</p> <p>From Monday 2 November all breakfast club and school dinners must be booked in advance and paid for via the App. Bookings must be made before the Monday that dinners commence.</p> <p>Breakfast club – if paying by childcare vouchers please select the 'Free' option.</p> <p>Dinners – Please select the days your child requires school dinner and add to the cart for payment. At present you are required to do a new booking for each child however this will change to make it easier for parents to select more than one child and make one payment.</p> <p>If your child is in receipt of free school meals you will still need to book them in for the days on which they are taking dinner and selecting 'Free' at the payment option.</p> <p>The school is charged a commission fee for each transaction therefore where possible please book for the month or two weeks in advance.</p> <p>SNACK MONEY should still be sent on a Monday for the week as it goes directly to school meals.</p>
Newsroom	We are not using the Newsroom at present.

Parents	This will give you quick access to what is happening each week in school, school dinner menus, PE timetables, newsletters and letters. You will receive a notification when any information in this section has been updated.
Forms	We currently have the absence form and SIMS data form in this section, and will be populating it with any forms that are required to be filled in and signed by parents. When you submit the form via the app it will automatically be emailed to the school.
Website	This will bring you directly to our school website where you can find further information about the school, policies, class topics and photographs.
Notifications	This area saves notifications sent out from the school.

### **PARKING**

Thank you for your patience with our staggered drop off and pick up times. Please be reminded of a few points to help things run more smoothly.

- Please arrive at school promptly during your allocated time.
- Children are not allowed on the school premises or in classrooms until 8:45am.
- Please do not park on the road on either side of the car park, as this obscures the vision of drivers trying to exit the car park.
- Take care when parking your vehicle only to use one carpark space.
- Please be aware that children will be walking across the carpark and supervise your own children to and from the car.
- The Guidelines from the DENI clearly state that adults should social distance whilst on school premises and should not engage in loitering around the school gates.
- Please make grandparents, childminders and after-school staff aware of these guidelines.

Prompt arrival and pick up of your children is essential as teachers have many other duties at the beginning and end of the day.

### **SNACK/HEALTHY EATING**

- Water bottles should only be filled with water or milk. NOT JUICE
- Please observe our Healthy eating policy which can be accessed on the school website.
- Friday Treat: The cook does NOT supply snack on a Friday. Children may bring in a treat snack. Having monitored this in recent weeks we would like to remind parents that NO products containing nuts or sesame seeds are allowed in school. NO sweets or fizzy juice are allowed.
- Payments for snacks should be sent in on a Monday for the week (30p per day/£1.20 for the week). This money is given directly to the cook.

### **SEESAW**

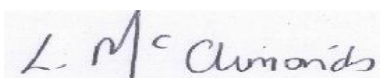
Thank you for submitting homeworks via Seesaw. This medium is only for homework communication. We will be reviewing homework procedures before half term. Please monitor your child's devices to ensure that it is only photographs of homeworks that are being uploaded for teachers to see.

### **PARENT TEACHER MEETINGS**

DENI guidelines recommend that face-to-face meetings should be avoided, where possible. We are therefore unable to hold parent teacher meetings in November as previously planned. If there are important issues to discuss or any concerns teachers will make telephone contact with parents. If you wish to speak to a teacher about your child's progress in school please contact the school office and their teacher will make a telephone call to you.

If any families have difficulty accessing the school App please contact the school office. Thank you for your ongoing support.

Yours sincerely



L McClimonds  
PRINCIPAL