SEPTEMBER NEWSLETTER
01 September 2026

Dear Parents,

1. Welcome to the new school year. I hope you have enjoyed a restful and enjoyable summer break and that your children are returning to school feeling excited and ready for the opportunities that lie ahead. I would like to give a special welcome to our new families, we look forward to working in partnership with you throughout the year.

2. To make you aware, the inspection report for our school is now available to view at www.etini.gov.uk. We are delighted with the positive feedback that we received.

3. The school day begins at 9.00am to 3.00pm for Year 3 to Year 7. Year 2 pupils will remain in school until 2pm. Year 1 pupils will remain in school until 12 noon until Monday 5th October 2026. From Monday 5th October Y1 pupils will remain in school until 2pm. Please ensure that all pupils who are going home at 2pm are collected **promptly** as their teacher will be teaching another class. Please note children **should not** be left off at school before **8.45am**. We also ask that children are collected promptly at 3pm pick up time as staff may have scheduled meetings and courses.

   We stress the importance of your child arriving to school promptly to ensure that they do not miss out on valuable teaching time. Arriving late must be recorded on the register as a late mark which will have a negative impact on your child's attendance.

   Playground gates will be closed at 9.15am each morning. If arriving after this time, children must enter the front door where they will be **collected by a member of staff from their parent and brought to their classroom.**

   If you wish to speak to Garlene in the morning, please use the front door.

4. Please use all available parking spaces in the car park when collecting children. This is a particularly busy time. It is important that the turning circle is not blocked preventing traffic from entering/leaving the premises causing a hazard. Please ensure that the disabled parking spaces are left clear for use by disabled badge holders.

5. If your child is unwell, please do not send them into school, as this can lead to spread of sickness. If your child has been vomiting and/or had diarrhoea, they **should not** return to school for 48 hours following the last episode of vomiting/diarrhoea.

If your child needs to be given any medication, including inhalers, whilst in school, a form must be completed which gives us written permission to administer medication. **This form should only be completed and sent into school should your child require administration of medication.** Additional forms are available from the school office or can be downloaded from our website www.killenps.com

If you are happy for your child to self-administer their inhalers/medication, please contact the office and a separate form should be completed which will be retained by school.

If your child has a medical condition or an allergy, it is important that you make their teacher aware of this.

Mrs Mitchell (Y5/6) will be teaching in class 3 days per week (Monday-Wednesday). Miss J. Woods will teach the class on Thursday and Friday, we welcome Miss Woods to Killen Primary School, indeed Miss Woods has already had experience of subbing in our school last year, so she will be a familiar face to some of the children. Mrs Mitchell and Miss Woods will work together to plan and cater for the class.

6. All children should have their own pencils, sharpener, glue stick, colouring pencils, ruler and rubber. Please ensure children have these utensils with them every day. Please make sure that your child has a Pritt stick in school by Friday 4th September as these will be collected and used as a central resource for each classroom.

7. All nut products are **prohibited** in school as we have a pupil with a nut allergy. Please do not send any snacks which may contain or have a tracing of nuts into school with your child or the item will be confiscated. A healthy snack should be provided for break time for example fruit, yogurt, crackers, sandwich etc. **Please do not send in sweets, chocolate, crisps etc.** Fuelling young minds starts with healthy choices, which help to keep your child energised and focused throughout the school day.

8. Please find attached a copy of the school calendar for the current school year with holidays marked. We will keep you informed of any changes during the year.

9. Our designated Teacher for Child Protection is Mrs Palmer with Mrs Goan and Mrs Mitchell acting as Deputy Designated Teachers. Our Policy is available to view on our school website.

   Pupils are advised if they have any concerns that they may be in danger of harm, or in distress in any other way, they should speak to Mrs Palmer, or in her absence, Mrs Goan and Mrs Mitchell will be available. Pupils may speak to any other member of staff, but on the understanding that the staff member must report any child protection concerns to our Child Protection team.

10. As with previous years, please ensure that any money being sent into school is enclosed in a sealed envelope on a **Monday** of each week, with details of money enclosed and child's name on the outside. We would like to express the importance of dinner and milk money being paid in advance. Dinner money should be sent in at the beginning of each week or month if you prefer. Milk money should be paid on the **first Monday** of the month. We urge parents to use their newsletter and the school website at the start of each month to keep up with their payments or if you are unsure, you can contact the school office. Failure to keep up with payments leads to arrears with the accounts department which we cannot afford to let happen, as we have a lodgement deadline given to us by the EA. We thank you for your co-operation.

A copy of the school dinner menu is attached. Please note that the menu started today on Week 1.

If your child/ren are not on the Free School Meals list, parents are required to pay for their meals until we receive confirmation of entitlement from the EA. If you have any queries, please contact the school office.

There will be two dinner sittings – 12.10-12.40pm (Foundation and KS1) and 12.40-1.10pm (KS2).

Dinner	September – 20 days @ £3.10 = £62.00
Milk	September –20days@ £0.20 = £ 4.00
Child sponsorship	25p per week (if you wish)

As milk is ordered on a monthly basis, if your child is absent from school milk **must still** be paid for as it has been ordered.

11. As we start a new school year, I would like to express the importance of good school attendance. Consistent, on-time attendance gives your child the best opportunity to build confidence, establish strong routines and fully engage with their learning and friendships every day. We have a dedicated Education Welfare Officer, Declan McGillian, who works with our school to discuss attendance matters. Regular school attendance is crucial in raising standards in education and ensuring that every child can have full access to the school curriculum and reach their potential. Poor overall attendance will result in communication from Mrs Goan. If the attendance rate falls below 85% and Mrs Goan does not see it improve immediately, a referral will be made to the Educational Welfare Officer (EWO). The EA, through the Education Welfare Service, have a legal duty to make sure that parents meet their responsibility towards their children's education. Please note that if your child is off school parents must send in a written note explaining why their child was absent, to ensure that it is coded correctly on the attendance register. Holidays should be taken during periods of school closure.

12. Coulters will be in school on Monday 28th September to take individual photos. Please complete the form attached and return to the school office before Friday 18th September. All Year 1 pupils will have their photograph taken. Family photos are also available this year.

13. School uniform should be worn by all pupils including grey trousers/skirt (no tracksuit bottoms/sports leggings). Tracksuit bottoms may **only** be worn on PE days and these **must** be plain navy/black. Uniforms are available from 'S & K Shoes' in Castlederg. If there are any problems, please let the school know. Please ensure that items of clothing have been labelled with a permanent laundry marker (available in Bus Stop), not biro, with your child's name to help avoid confusion or loss.

    Second hand uniform is available from our Eco-Shop in school.

On their PE days children should come to school in PE kit (plain navy/black tracksuit bottoms/leggings, school t-shirt and trainers with non-marking sole). If children are attending an after school physical activity club, PE kit can be worn to school on those days. Please send a coat for your child everyday as there could be an increase in the amount of time spent outdoors. Wellies in a plastic bag will also be needed - Y1-4 essential; Y5-7 optional. Please ensure that all items are labelled with child's name and class.

PE days
Y1/2 Tuesday and Wednesday
Y2-3 Tuesday and Thursday
Y3-4 Tuesday and Friday
Y5/6 Monday and Thursday
Y6/7 Tuesday and Friday
Please note that PE will start week beginning 7th September 2026.

14. Lost Property
    We have a variety of coats that have not been taken home at the end of the year, if you feel that any of them may belong to your child please collect by the end of September as unclaimed items will be donated to charity.

15. See Saw
    It is essential that all families are connected to See Saw by Friday 5th September. This is an important communication link between home and school. A sheet containing a QR code and instructions has been sent home with your child.

    If you are making contact with a teacher through See Saw, please ensure this is done before 5pm. Messages sent after this time and at weekends/holidays will be responded to on the next working day. Please note messages sent to Seesaw during teaching hours may not be seen until after 3pm. Thanks for your co-operation.

16. The Eco-council is still collecting any unwanted items of uniform which we can then sell to parents in need of uniform at a small charge. If any parent wishes to purchase uniform, please contact the office.

17. Dates for the Autumn Term.

- 24th - 25th September 2026 Staff Development and Transform Ed Day – school closed
- 26th October – 30th October Half term holiday
- 18th December Term ends (Half day)

We will keep you advised of other events as they arise.

18. If, at any time your child will be collected by anyone other than the usual person, please make sure that the school is informed.

19. Could all families please check for any school books that may have inadvertently been kept at home and could be returned to school. Ideally, we are looking for text books, reading books and /or library books. If there are any other books your children no longer use, we would be happy to add them to the school libraries.

We are also looking for items for our outdoor mud kitchen which includes used but in good condition pots, pans and kitchen utensils. If your child/ren have any unwanted trucks, toy cars, jigsaws (must have all pieces must be included), board games suitable for KS2 or any item that could be used for structured play, please send them into school.

20. Please complete the data collection form attached and return to school as soon as possible. If there have been any changes in telephone number or address throughout the year, please advise Mrs Stevenson or Mrs Crowe in the office. It is vital that forms are returned ASAP.

21. **Free School Meals/Clothing Grant** application forms are available from the EA website – www.eani.org.uk. Please give careful consideration to the information even if you/your child prefer not to avail of free school meals as the school will benefit if more people who are eligible at least are awarded. Year 1 parents should also apply even though your child will not be taking school dinners until October.

Yours sincerely

Mrs Goan
Principal