

# MULLAVILLY PRIMARY SCHOOL



## Information for Parents 2025-2026

**School Address:** 46 Mullavilly Road  
Tandragee  
Co Armagh  
BT62 2LX

**Telephone:** 02838 840911

**Email:** [info@mullavilly.tandragee.ni.sch.uk](mailto:info@mullavilly.tandragee.ni.sch.uk)  
[pritchie951@c2kni.net](mailto:pritchie951@c2kni.net)

**Website:** [www.mullavillyps.com](http://www.mullavillyps.com)

**PLEASE RETAIN THIS BOOKLET FOR YOUR INFORMATION**

## A message from the Principal

Welcome to Mullavilly Primary School and the beginning of our new school term. A special welcome to all new pupils and families.

Our small class sizes mean we can provide a personalised education for all our pupils in a safe and healthy environment. We aim to ensure our children develop into happy, well-rounded, respectful, and confident individuals by modelling and teaching Christian values through our work.

We have the highest expectations of all our children for behaviour, academic achievement, attitudes to learning, and attendance; and we also maintain a good partnership with our parents – our staff are always willing to listen.

Our strategic, long-term commitment is to improve and achieve outstanding standards for all our pupils. We have a strong team, committed to providing the very best outcomes for our pupils. Due to this genuine dedication, strong leadership, high quality of teaching and engaging provision, pupils at Mullavilly Primary School leave this school having made real achievements thus reflected in the academic and non-academic progress they make.

We would encourage parents to use our school website for weekly updates, school holidays, forms and photos of school and class activities. For many parents this is the first point of reference, and we will endeavour to keep this as up to date as possible to ensure good communication between school and home.

**Please download our Mullavilly App which will give you full access to our website, allow you to receive direct notifications from school and complete dinner and M Club payments/bookings.**

If you have any other queries please direct them, in the first instance, to the principal who will make suitable arrangements, if necessary, with the member of staff concerned.

Please take time to read through this booklet for key information regarding the school year.

Yours sincerely



Mr Philip Ritchie  
Acting Principal



## Our Vision

### **We have a clear vision of what we want to achieve at Mullavilly Primary School.**

We are committed to providing a safe, happy, caring and stimulating environment for your child with high quality learning experiences.

- We are driven by our desire to **inspire** a love of learning, taught by enthusiastic and dedicated teachers and staff in partnership with parents and the local community.
- We recognise the uniqueness of individual learners and believe in **nurturing** every child to reach and expand their potential.
- We are passionate about **celebrating** our pupil's personal successes and achievements in all aspects of life, no matter how big or small.
- Our desire is to see children **flourish** into confident, well-rounded individuals who are prepared to continue their intellectual, emotional and physical development to become lifelong learners.

**'Inspire, Nurture, Celebrate, Flourish'**



# **Statement of Aims**

To realise the vision, the following aims have been agreed by our school community:

- To create a happy, safe and stimulating learning environment.
- To provide a relevant and challenging curriculum in which pupils will be encouraged to persevere and strive to achieve the highest possible standards.
- To develop enquiring minds with a motivation to learn.
- To promote the development of self-confidence, self-respect and self-discipline.
- To promote the importance of healthy lifestyles and a respect for the environment.
- To help pupils develop values, beliefs and attitudes in keeping with our Christian faith and to develop a strong sense of community showing tolerance and respect for others.
- To prepare pupils for the responsibilities and opportunities that arises through life in a multi-cultural and technological society.



# THE SCHOOL DAY



## BREAKFAST CLUB

We operate a Breakfast Club from 8.00am each morning. It will be held in the School Assembly Hall. Breakfast is served from 8.00am – 8.30am. Cereal, toast, muffin, pancakes and fruit juice will be served daily.

The cost is **£2.00** per morning which should be paid via the School App. This includes breakfast. If you just want your child to be supervised without eating the cost is **£1.00** per morning.

To assist with catering purchases, we would request that **bookings for Breakfast Club be made before 8.00am on Monday.**

We ask that parents/guardians **DO NOT** enter school during breakfast club and instead drop their child off at the side entrance door. Our breakfast club can be very busy, and staff are focussed on preparing breakfast and ensuring children are safe and happy. If you need to speak to a member of staff, please follow our normal procedure and make contact with the school office.

## OPENING AND CLOSING TIMES

DOORS WILL OPEN AT 8.45AM.

Class	Arrival	Departure	Entrance
Primary 1	8.45am – 9.00am	1.55pm	Opposite car park
Primary 2/3	8.45am – 9.00am	2.00pm	Front Gate - Pupil Entrance
Primary 3/4 (P3)	8.45am – 9.00am	2.00pm	Opposite car park
Primary 3/4 (P4)	8.45am – 9.00am	3.00pm	Opposite car park
Primary 5/6	8.45am – 9.00am	3.00pm	Front Gate - Pupil Entrance
Primary 6/7	8.45am – 9.00am	3.00pm	Opposite car Park

All pupils should be in school on time to enable classes to start promptly at 9.00am. If a pupil arrives late to class, this will be recorded on the school's attendance register.

Primary 1 pupils will go home at 11.30am until Friday 29 August. From Monday 1 September all Primary 1 will be in school together and will stay until 12.00noon. From Monday 15 September Primary 1 will stay for dinner and will be dismissed at 1.55pm.

## BREAK AND LUNCH TIMES

School Break and Lunch times are staggered to accommodate children playing in the school playground.

	Break time	Lunch time
Session 1	10.30 – 10.50am	12.20pm – 1.05pm
Session 2		12.45pm – 1.30pm

# ATTENDANCE AND PUNCTUALITY

## LATENESS

The school doors will be closed between 9.00am and 1.55pm each day. If your child is arriving at school during these times, it is essential that they are accompanied to the school office via the staff entrance door on the car park side of the school to be marked present (even if they are taught in a mobile classroom). You will be asked to sign your child in and provide a reason for being late.

## LEAVING SCHOOL EARLY

Any child leaving school during the day, e.g. for an appointment, **must** be signed out at the school office. Please provide the class teacher with a note explaining the reasons for leaving school prior to the date.

Where possible, please try to arrange doctor/dentist appointments outside of the school day. If your child has a pre-arranged doctor/dental appointment during school time, please advise the class teacher before the appointment.

## ABSENCE

Regular attendance at school is important for the educational development of all children. When a child is absent from school **an absence notification form must be completed and submitted via the school app explaining the absence.**

Please note that a family holiday during term time, i.e. availability of cheap flights etc, is not considered to be an authorised absence by the Department of Education, even if the school has been informed of the absence.

Our attendance is regularly monitored by the Education Welfare Officer, especially when it drops below 85%. In some cases, legal action may be taken against parents for poor attendance. A summary of our Attendance Policy is enclosed for your information.



# SCHOOL MEALS

## HEALTHY BREAK INITIATIVE

Parents are requested to provide a snack for their child at break time and we encourage a healthy approach to both break and packed lunch provision in line with government recommendations. Please send healthy foods – vegetables, fruit or a ham, salad or cheese sandwich. There is no facility to purchase break in school.

ALLOWED	NOT ALLOWED
Vegetables	Crisps
Fruit	Sweets
Ham sandwich	Chocolate bars
Chicken sandwich	Fizzy drinks
Tuna sandwich	Nuts
Cheese sandwich	Cereal Bars
Crackers	Sweetened yoghurts, et Petit Filous, Frubes, etc
Bread sticks	

Healthy break must be provided 5 days per week. If your child does not bring in a healthy break a letter will be sent home with a follow up phone call.

**PLEASE NOTE: PUPILS WITHIN THE SCHOOL HAVE NUT ALLERGIES, THEREFORE WE HAVE A NO NUT POLICY WITHIN SCHOOL.**

### **WATER BOTTLES**

Each pupil should bring a filled water bottle on a daily basis. Research has proven that pupils' concentration and attainment improve by drinking water regularly throughout the day. **Please only send water or milk to drink in a water bottle clearly marked with your child's name.**

### **SCHOOL DINNER**

The cost of a school meal is **£2.60 per day**. School meals are prepared on the site by our cook. This price includes a convenience dessert.

Payment for school meals should be made before 8.30am on a Monday morning using the School App. Please do not send cash or cheques into school to pay for school meals unless specifically asked to do so.

The school menu is available on our school website and the school app.

Application Forms for Free School Meals are available on the Education Authority website - <https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants>

If you believe you may be entitled to free school meals, please apply directly to the Education Authority

### **PACKED LUNCH**

Pupils have the option to bring a packed lunch if they do not want to take school dinners. Packed lunches are eaten in the dining hall. Again, it is requested that your child's packed lunch is healthy and must **NOT contain NUTS**.

If your child forgets their packed lunch, they will be provided with a school dinner. Payment for this should be made the following day.

# SCHOOL UNIFORM

We have high expectations for school uniform, and children should wear full school uniform **every day with the exception of the day on which their class has PE** when PE uniform should be worn. PE uniform may also be worn on a day when children have a sporting after school club, e.g. EVO Soccer.

**All** items of uniform **must be clearly labelled** with the pupil's name.

Neon coloured trainers are not permitted. Hairstyles must be tidy, unobtrusive and not extreme with hair kept the natural colour at all times. Make-up and nail varnish are not allowed at any time.

All children should bring a waterproof coat every day for outdoor play.

## SCHOOL UNIFORMS

### BOYS

- School Sweatshirt with school logo
- Blue Polo shirt
- Mid grey trousers
- Dark socks
- Black shoes
- Dark Coat with a hood or School Coat

### GIRLS

- School Sweatshirt with school logo
- Blue Polo shirt
- Mid grey skirt or pinafore
- Blue knee socks or grey tights
- Black flat/low heel shoes
- Dark Coat with a hood or School Coat

## PE Uniform

- Mullavilly Primary School Tracksuit (Please note - no other tracksuit will be permitted)
- Blue Polo shirt
- Dark Trainers (with non-marking soles)

Pupils are not permitted to wear any items of jewellery (rings, necklaces, bracelets etc) as these can cause accidents during play and PE sessions. Pupils are permitted to wear a watch and small stud earrings. Both of these items **must be removed** for PE lessons. Failure to do so will result in a pupil being unable to participate in the PE lesson.

Please note that watches with an ability to send text messages without internet connection, record sound or take photographs are **NOT PERMITTED** for safeguarding and GDPR reasons. A reminder also that we operate a strict no mobile phone policy.

It is your responsibility to ensure that your child has the correct PE uniform on for PE lessons or afterschool sports activities. Children are permitted to wear PE uniform if they are participating in a sport related after school club.



# HOMework

## **Primary 1**

Homework will commence on Monday 15 September

## **Primary 2-4**

Reading will commence on Monday 1 September. (P3/4)  
Homework will commence on Monday 8 – Monday 15 September.

## **Primary 5-7**

Reading, Spelling and Mental Maths homework will commence on Monday 1 September. Literacy and Numeracy written homework will commence on Monday 8 September.

## **All Classes**

All written homework must be completed to an acceptable standard and written homework must be signed by a parent/guardian. Your support in this matter is greatly appreciated.

If your child does not complete set homework on a regular basis the class teacher will contact you for a meeting to discuss this issue.

# AFTERSCHOOL

## M CLUB

Please book M Club the same way as you book Dinners and Breakfast Club via the school app. **There will be no help with your child's homework during M Club hours.**

### **Days:**

- Monday – Friday

### **Time slots:**

- 2-3pm
- 3-4pm
- 4-5pm

### **Cost:**

- 1<sup>st</sup> Child - £3.50 per child per hour
- 2<sup>nd</sup> Child - £6.00 per x2 children per hour

**Please remember, bookings for M Club must be made before 8.00am on Monday.**

## EXTRA – CURRICULAR ACTIVITIES

During the year there will be various activities on offer to children after school. Details of afterschool clubs will be issued in due course.

## P4-P7: WALKING HOME

Please complete the consent form sent out at the start of the year to indicate if your child has permission to walk home. If there is any change to this permission during the school year, a note can be sent into school to advise your child's teacher or an email can be sent to [info@mullavilly.tandragee.ni.sch.uk](mailto:info@mullavilly.tandragee.ni.sch.uk). Please ensure you add your child's name and class into the email.

# **COMMUNICATION**

## **GENERAL CONCERNS**

If you have any concerns regarding your child, please contact the school office to make an appointment to speak with the **Class Teacher** who will investigate your issue and/or discuss an appropriate course of action. If you are not satisfied with the outcome of that then the Principal should be informed.

In the first instance pupils should raise any concerns that they may have with their class teacher immediately. We want all children to feel happy and safe at school.

## **TEACHER CONTACT**

**It would be greatly appreciated if parents did not try to engage with the teacher first thing in the morning.**

As you can appreciate this is a very busy time for teachers as they try to settle the children into class and cannot leave the children unsupervised. If you have a message to pass on to your child's teacher, please contact the school office and a message will be passed on at an appropriate time. Alternatively, if you need to speak with your child's teacher, please contact the school office to arrange a suitable appointment. Teachers will not be able to answer telephone calls during class time. The school secretary will be in the office between 8.30am and 1.30pm. Please leave a message on the school voicemail if you are unable to speak to anyone in person.

## **SCHOOL RECORDS**

It is imperative that all pupil information held in school is up to date. In case of illness or incidents in school it is important that we hold up to date contact information of more than one person. Please ensure that all addresses and telephone numbers (including mobiles) are kept up to date as and when they change. Please complete the Data Collection Form, which can be found in the forms section of the school app, as soon as possible so that our records can be updated. If you require a paper copy of this form, please request it from the school office.

## **SCHOOL WEBSITE**

Our school website is regularly updated and can be viewed at [www.mullavillyps.com](http://www.mullavillyps.com) Please use this as your first port of call for any information regarding school activities.

If you have any suggestions for how this site can be improved, please let us know.

## **SCHOOL APP**

The School App can be downloaded from Google Play App and Apple App Store for free. The app will enable you to receive notifications and updates regarding school activities. Please select "Allow Notifications" when downloading the app. This is a very useful way of communication and can be accessed by both parents, grandparents and children. The app will also be used to pay for Breakfast Club, M Club and school dinners. Please remember to refresh the app regularly to ensure you receive any updates to documents, e.g. dinner menus.

## **SAFEGUARDING & CHILD PROTECTION**

Our Child Protection Policy is available on the school website. A summary of the policy will be given out during parent/teacher consultations in October. Any issues in relation to Child Protection should be raised in the first instance with Mr P Ritchie (Designated Teacher) or Mrs A Innocenzi (Deputy Designated Teachers).

## **MEDICAL CONDITIONS**

It is imperative that teachers are aware of any medical conditions that your child suffers from. **Children who suffer from asthma must leave a spare inhaler in school which should be clearly labelled with their name.** Even if your child does not appear to need their inhaler when they come to school there may arise an occasion during the day when one is required. When children are going on school trips it is also imperative that an inhaler is brought with the child. If there is any change to your child's medical condition, please inform the teacher immediately.

If your child is required to take medicine (ie antibiotics etc) during the day, for a limited period, please complete a Temporary Administration of Medicine form (which can be found on the school website) and leave it, along with the medication, into the school office. Specific details of dosage must be completed on the form along with a parent/guardian signature.

## **BEHAVIOUR**

We want to see all pupils in Mullavilly Primary School reach their full potential. Research shows that good discipline can significantly help this goal to be achieved. I would like to emphasise to parents the essential role which they play in the fostering of self-discipline and respect for authority in children. Children, from an early age, must be taught to **listen carefully** and **respond positively** to a request from a member of staff.

Please encourage your child to listen and respond appropriately at all times.

Please read over the Home School agreement with your child and sign to confirm that you agree to follow the guidelines given.

## School Holidays, Closures and Key Dates for 2025/2026



### MULLAVILLY PRIMARY SCHOOL



#### School Holidays, Closures and Key Dates for 2025/2026

AUGUST	
28 <sup>th</sup>	<b>START OF TERM / EARLY FINISH</b> – P2-4: 12.00pm P5-7: 12.10pm P1 following separate induction timetable given out in June.
29 <sup>th</sup>	<b>EARLY FINISH</b> – P2-4: 12.00pm P5-7: 12.10pm P1 following separate induction timetable given out in June.
SEPTEMBER	
1 <sup>st</sup>	<b>NORMAL SCHOOL DAY</b> – P2-P3: 2pm P4-7: 3pm P1 following induction timetable given out in June
OCTOBER	
20 <sup>th</sup> – 24 <sup>th</sup>	<b>PARENT / TEACHER INTERVIEWS WEEK</b> – Early finish: 1.15pm / 1.30pm (Mon-Fri)
27 <sup>th</sup> – 31 <sup>st</sup>	<b>SCHOOL CLOSED</b> - Half Term Holiday
NOVEMBER	
3 <sup>rd</sup>	<b>SCHOOL REOPENS</b>
DECEMBER	
19 <sup>th</sup>	<b>LAST DAY OF TERM</b> - Early finish: 12noon / 12.10pm
22 <sup>nd</sup> – 31 <sup>st</sup>	<b>SCHOOL CLOSED</b> - Christmas Holidays
JANUARY	
1 <sup>st</sup>	<b>SCHOOL CLOSED</b> - Christmas Holidays
2 <sup>nd</sup>	<b>SCHOOL CLOSED</b> - School Development Day 1
5 <sup>th</sup>	<b>SCHOOL CLOSED</b> - School Development Day 2
6 <sup>th</sup>	<b>SCHOOL REOPENS</b> Start of Term 2
FEBRUARY	
9 <sup>th</sup> – 13 <sup>th</sup>	<b>SCHOOL CLOSED</b> - Half Term Holiday
16 <sup>th</sup>	<b>SCHOOL REOPENS</b>
MARCH	
9 <sup>th</sup> – 13 <sup>th</sup>	<b>PARENT / TEACHER INTERVIEWS WEEK</b> – Early finish: 1.15pm / 1.30pm (Mon-Fri)
17 <sup>th</sup>	<b>SCHOOL CLOSED</b> – St. Patricks Day holiday
31 <sup>st</sup>	<b>LAST DAY OF TERM</b> - Early finish: 12noon / 12.10pm
APRIL	
1 <sup>st</sup>	<b>SCHOOL CLOSED</b> - School Development Day 3
2 <sup>nd</sup> – 10 <sup>th</sup>	<b>SCHOOL CLOSED</b> – Easter Holidays
13 <sup>th</sup>	<b>SCHOOL REOPENS</b>
MAY	
4 <sup>th</sup>	<b>SCHOOL CLOSED</b> - Bank Holiday
5 <sup>th</sup>	<b>SCHOOL CLOSED</b> - School Development Day 4
18 <sup>th</sup> – 22 <sup>nd</sup>	<b>ASSESSMENT WEEK</b> – Full attendance is required this week
25 <sup>th</sup>	<b>SCHOOL CLOSED</b> - Bank Holiday
26 <sup>th</sup>	<b>SCHOOL CLOSED</b> - School Development Day 5
28 <sup>th</sup>	<b>SCHOOL FAIR (TBC)</b>
JUNE	
3 <sup>rd</sup>	<b>SPORTS DAY</b> – Weather permitted (TBC)
18 <sup>th</sup>	<b>PRIMARY 7 LEAVERS' PRIZE GIVING</b>
30 <sup>th</sup>	<b>LAST DAY OF TERM</b> - Early finish: 12noon / 12.10pm

# **OUR SCHOOL TEAM**

## **SLT – SENIOR LEADERSHIP TEAM**

Acting Principal & Primary 5/6 Teacher – Mr P Ritchie  
Primary 3/4 Teacher – Mrs G Jackson

## **KS1 – KEYSTAGE 1**

### **Primary 1**

Class Teacher - Miss L Kelly  
Classroom Assistant – Mrs C Dalzell  
Classroom Assistant SEN – Mr K Willoughby

### **Primary 2/3**

Class Teachers – Mrs E Riddle (Mon - Thurs)  
Mrs A Murray (Fri)  
Classroom Assistant – Miss P Weir  
Classroom Assistant SEN – Mrs R Makariene

### **Primary 3/4**

Class Teachers – Mrs G Jackson (Mon - Tues)  
Mrs A Innocenzi (Wed - Fri)  
Classroom Assistant SEN – Miss C Black  
Classroom Assistant SEN – Mrs K McCully

## **KS2 – KEYSTAGE 2**

### **Primary 5/6**

Class Teacher – Mr P Ritchie  
Classroom Assistant SEN – Mrs A Beggs

### **Primary 6/7**

Class Teachers – Mrs A Murray (Mon)  
Mrs S Nesbitt (Tues – Fri)  
Classroom Assistant SEN – Mrs A Pearson (Mrs S Norden Maternity Leave)

## **NON-TEACHING STAFF**

**BUILDING SUPERVISOR** - Mr R Conn

**CLEANERS** – Mrs E Burns & Miss R Weir

**CATERING SUPERVISOR**– Mrs J Cochrane

**SECRETARY** – Miss M Brady