

Fort Hill Integrated Primary School Newsletter (September 2026)



Welcome Back!

A very warm welcome back to the start of another academic year. We hope you had a wonderful summer and are looking forward to the year ahead as much as we are.

We are delighted to welcome some new members to our teaching team this year. We are pleased to welcome Mr Craig Knight, who joins us as our new P7 teacher and Vice Principal. During Mr Knight's Vice Principal release time, Mrs Helen Dimond will provide cover. We also warmly welcome Mrs Chambers, who will be covering the remainder of Miss McIntyre's maternity leave, and Ms Bawden, who will be covering Mrs Patterson's maternity leave. We

are delighted to have them all join our school community and look forward to the contribution they will make throughout the year.

To help keep everyone informed, we will be sending out Friday reminders highlighting upcoming events and important dates. We will also share an occasional Sway newsletter containing key information and updates for parents and families.

The information contained within this newsletter will provide a useful point of reference throughout the remainder of this term, so please keep it handy and refer back to it when needed.

We hope you enjoy reading this newsletter and finding out about all that is happening in our school community. We look forward to a happy, successful and enjoyable academic year together.

Mr Patterson

SAFEGUARDING AND CHILD PROTECTION

Please remember that if you have any concerns of a Child Protection nature, about any Fort Hill Integrated School pupil, you should share these concerns with

Miss Kirk (Designated Teacher for Child Protection and Safeguarding)

dkirk774@c2kni.net

Mr Patterson (Deputy Designated Teacher)

spatterson089@c2kni.net

Mr Chris Grant (Designated Governor)

Raising Concerns



Pastoral Concerns

An important part of support for your child is ensuring good communication between home and school. At Fort Hill IPS we have clear procedures in place, as outlined within our Home School Liaison Policy, to assist with good communication.

Firstly, put concerns in writing to your child's class teacher, or email our school secretaries (Mrs Harron or Mrs Morgan), who will organise a meeting for you.

Occasionally there may be a need to request a further meeting to discuss a concern with additional members of staff. For your information, if you feel another meeting is required, the following members of the school's Leadership Team may meet with you when necessary:

Head of Nursery

Miss Elliott

Foundation and Key Stage 1

Mrs Wiggam

Head of Key Stage 2

Miss Hawthorne

Head of Special Provision

Miss McIntyre

Learning Support Coordinator (Special Educational Needs)

Mrs Best

Vice Principal (all other issues)

Mr Knight

You may, of course, make an appointment to speak to myself, should you need further advice and support having first met with the relevant members of staff.

Breakfast Club and Waiting Club



Breakfast club will run from Monday to Friday from 8.15 to 8.45 at a cost of £2.50.

Waiting club will return for our P1-P3 pupils from 2pm to 3pm at a cost of £3.00.

These will commence next week beginning Tuesday 1st September.

YOU WILL ONLY BE ABLE TO AVAIL OF OUR BREAKFAST CLUB AND WAITING CLUB IF ALL OUTSTANDING DEBTS ARE PAID IN FULL.

Key Dates this Term



Thursday 24th September Macmillan Coffee Morning

Friday 25th September School Closed

Monday 12th October School Photographs

Wk Commencing 19th October Parent Teacher Interviews

Wk Commencing 26th October Halloween Half Term Holidays

Thursday 26th November P7 Shared Education with Brownlee PS

Monday 7th December Flu Vaccinations

Wednesday 8th December Nursery to P3 Nativity 1pm

Thursday 9th December Nursery to P3 Nativity 9.15am

SCHOOL HOLIDAY LIST 2026/27



SCHOOL HOLIDAY LIST 2026/27



The first four days back in August will be **Introductory Days**
Tuesday 25th - Friday 28th August 2026 P1-P7, ASC 1&2
(Introductory days will finish at 12pm for P2-7)

***Monday 31st August is a BANK HOLIDAY – School Closed for ALL**

First full day for P2-7 Tuesday 1st September 2026

Nursery and P1 have staggered start times which Nursery & P1 parents already know about.

School Closed for ALL Children:

TRANSFORM ED DAY	Friday 25 th September 2026
AUTUMN HALF TERM	Monday 26 th October 2026 - Friday 30 th October 2026 (1 week for pupils)
CHRISTMAS/NEW YEAR	Monday 21 st December 2026 - Monday 4 th January 2027 (Children start back on Tuesday 5 th January 2027)
TRANSFORM ED DAY	Monday 25 th January 2027
MID TERM BREAK	Monday 8 th February 2027 - Friday 12 th February 2027 (1 week for pupils)
ST. PATRICK'S DAY	Wednesday 17 th March 2027
EASTER BREAK	Monday 22 nd March 2027 – Friday 2 nd April 2027 (2 weeks for pupils)
MAY DAY	Monday 3 rd May 2027
TRANSFORM ED DAY	Tuesday 4 th May 2027
SPRING BANK HOLIDAY	Thursday 27 th May 2027 - Monday 31 st May 2027 (3 days for pupils)

LAST DAY WEDNESDAY 30th JUNE 2027

Principal: Mr S T Patterson

Low Road, Lisburn, Co Antrim. BT27 4TJ (028 92 664505)
Education Authority

Vision and Values

At Fort Hill, our vision is to ensure that every child reaches their full potential and strives for excellence in all they do. We believe this is achieved through our core values, captured in our **REACH** ethos.

We promote **Respect**, where everyone is kind, fair, and celebrates the diverse backgrounds, beliefs, and talents within our school community. We encourage children to be **Engaged** in their learning—joining in, trying their best, and developing a love of discovering new things, even when challenges arise.

Through this, pupils are able to feel **Achieved**, as they aim high, persevere, and take pride in both their efforts and successes, with every child given the opportunity to shine in their own unique way. We place great importance on being **Caring**, ensuring that everyone looks after themselves, others, and the world around them.

Finally, we value being **Heard**. Every voice matters at Fort Hill—we listen to one another, share ideas, and create an environment where everyone feels valued and understood.

Together, these principles underpin everything we do, helping our children grow into confident, respectful, and successful individuals.



At Fort Hill Integrated Primary School We Are:

- R**ESPECTFUL
- E**NGAGED
- A**CHIEVING
- C**ARING
- H**EARD



“Climbing High Together”

Change of Start Time and Attendance

Attendance Matters

Regular attendance at school is extremely important for your child's education, wellbeing and progress. While we fully appreciate that children can become unwell, when your child is fit and well, it is important that they attend school every day and arrive on time.

Attendance levels will be monitored closely throughout the school year. If your child's attendance falls below an acceptable level for any reason, we will contact you to discuss our concerns and work together to support improved attendance. If concerns persist, we may be required to refer the matter to the **Education Welfare Officer**.

Punctuality

From the start of this academic year, we will be placing a greater emphasis on punctuality. Our school day will begin at 8:45am, when the gates open. Pupils should make their way into school and to their classrooms, with registration taking place between 8:45am and 8.55am.

Please note the following:

- Pupils arriving **after 9:00am** will be marked late.
- Pupils arriving after **9:15am** will be marked absent for the morning session. This will have an impact on their overall attendance record.
- The number of minutes a pupil is late will be recorded and accumulated throughout the year.
- Where requested, records of lateness and accumulated minutes may be shared with the Education Welfare Officer.

We would encourage all parents to ensure that children arrive at school promptly each morning, ready to begin their learning at 8:45am. Good attendance and punctuality give children the best possible opportunity to engage fully in school life, make progress and enjoy their learning.

Thank you for your continued support in helping us to promote excellent attendance and punctuality across our school community.



School Times

School will commence each day at 08.45am. Children will walk directly to their classes first thing in the morning where they will complete registration.

Nursery - Individual pupil finish times

SPSC - Parents will be informed of finish times

Primary 1 - September – Parents will be informed of finish times

Primary 2 - 2.00pm each day

Primary 3 - 3.00pm Wednesday and Thursday 2.00pm Monday, Tuesday and Friday

Primary 4 - 3.00pm Mon - Thurs

Primary 5/6/7 - 3.00pm Mon-Thurs

School will finish for P1-P7 at 2pm on a Friday.



Allergies

Please be aware that there are pupils in our school who suffer from a severe allergy to nuts, **all nuts and nut related products are NOT PERMITTED**. Children with this condition could have a severe reaction if they come into contact with nuts, or related products. For some of these children a severe allergic reaction may be caused simply by touch or smell alone. This therefore has serious implications for all areas of the school both inside and in the playground.

Consequently, I would ask that no nuts or related products are brought into school for your child's break or packed lunch. Your agreement with this and compliance could prevent a serious medical emergency developing. I am sure you will appreciate the reasons for making this request and trust that you will give it your full co-operation.

Should your child have an allergy or intolerance to any food, please let your class teacher know. Those children who have food allergies/anaphylaxis will be required to wear an identifiable lanyard at lunchtime to ensure they are kept safe.



School Dinner Menu

All school meals should be paid for through School Money in advance. If meals are not paid for, you will be asked to provide a packed lunch for your child until payment is received.

All existing debts must be paid before you avail of school dinners this year.

EAT SMART WITH THE LUNCH BUNCH

WEEK ONE

WEEK BEGINNING:
31 AUGUST, 28 SEPTEMBER, 26 OCTOBER,
23 NOVEMBER, 21 DECEMBER,
25 JANUARY, 22 FEBRUARY, 22 MARCH,
19 APRIL, 17 MAY, 14 JUNE



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<i>MAIN COURSE ONE</i> LUNCH BUNCH CATCH OF THE WEEK Oven Baked Fish Fingers Mushy Peas & Sweetcorn Chips or Mashed Potatoes <i>MAIN COURSE TWO</i> MAC 'N' CHEESE Macaroni Cheese Sweetcorn Chips or Mashed Potatoes <i>DESSERT</i> SHAKE IT OFF Fruit Muffin with Milkshake	<i>MAIN COURSE ONE</i> A LITTLE TASTE OF ITALY Homemade Beef Bolognese Broccoli & Coleslaw Pasta Spirals <i>MAIN COURSE TWO</i> HEARTY HEALTHY PIZZA Margherita Pizza Broccoli & Coleslaw Oven Roasted Diced Potatoes <i>DESSERT</i> SUNNY FRUIT TREAT Custard & Two Fruits	<i>MAIN COURSE ONE</i> LUNCH BUNCH CHICKEN CURRY Chicken Curry & Mini Naan Bread Garden Peas & Baton Carrots Boiled Rice <i>MAIN COURSE TWO</i> THE BAKED DIPPER Oven Baked Quorn Dippers Garden Peas & Baton Carrots Mashed Potatoes <i>DESSERT</i> WHAT'S THE CRAIG? Crackers & Dairyless Cheese	<i>MAIN COURSE ONE</i> LUNCH BUNCH ROAST OF THE WEEK Roast Pork with Stuffing & Rich Gravy Seasonal Veg of the Day Oven Baked Roast Potatoes or Mashed Potatoes <i>MAIN COURSE TWO</i> WINNER WINNER CHICKEN DINNER Roasted Chicken & Gravy Seasonal Veg of the Day Oven Baked Roast Potatoes or Mashed Potatoes <i>DESSERT</i> CHOCO-PEAR DELIGHT Chocolate & Pear Cake with Custard	<i>MAIN COURSE ONE</i> THE GOLDEN NUGGET Oven Baked Chicken Nuggets Baked Beans & Mini Corn on the Cob Chips or Baked Potato <i>MAIN COURSE TWO</i> RELAX AND CHILL-I Mild Chilli Beef Baked Beans & Mini Corn on the Cob Chips or Baked Potato <i>DESSERT</i> NICE 'N' FRESH Fresh Fruit Salad with Strawberry Yoghurt

MILK, WATER, BREAD & FRESH FRUIT
AVAILABLE DAILY

IF YOU NEED ANY INFORMATION ON ALLERGENS, OR HAVE SPECIAL DIETARY REQUIREMENTS,
PLEASE NOTIFY YOUR SCHOOL ACCORDINGLY

MENU SUBJECT TO
PRODUCT AVAILABILITY

EAT SMART WITH THE LUNCH BUNCH

WEEK TWO

WEEK BEGINNING:
7 SEPTEMBER, 5 OCTOBER,
2 NOVEMBER, 30 NOVEMBER,
4 JANUARY, 1 FEBRUARY, 1 MARCH,
29 MARCH, 26 APRIL, 24 MAY, 21 JUNE



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<i>MAIN COURSE ONE</i> LUNCH BUNCH CATCH OF THE WEEK Oven Baked Fish Goujons Baked Beans & Garden Peas Chips or Mashed Potatoes <i>MAIN COURSE TWO</i> PESTO PARADISE Cheese & Pesto Panini with Salad in Season Baked Beans Chips or Mashed Potatoes <i>DESSERT</i> THE MOUSSE IS LOOSE Strawberry Mousse & Fruit	<i>MAIN COURSE ONE</i> TACO BOAT ADVENTURE Beef Chilli Taco Boat with Salsa & Cheddar Cheese Broccoli & Coleslaw Boiled Rice <i>MAIN COURSE TWO</i> TASTE OF THE MED Mediterranean Chicken Pizza Broccoli & Coleslaw Oven Roasted Diced Potatoes <i>DESSERT</i> JELLY AND ICE CREAM Raspberry Jelly with Vanilla Ice Cream & Two Fruits	<i>MAIN COURSE ONE</i> LUNCH BUNCH CHICKEN CURRY Chicken Curry & Mini Naan Bread Baton Carrots & Green Beans Boiled Rice <i>MAIN COURSE TWO</i> GOING FOR GOLD! Golden Herb Baked Chicken Baton Carrots & Green Beans Mashed Potatoes <i>DESSERT</i> A BERRY LEMON SURPRISE Lemon & Blueberry Sponge with Custard	<i>MAIN COURSE ONE</i> LUNCH BUNCH ROAST OF THE WEEK Roast Turkey with Stuffing & Rich Gravy Seasonal Veg of the Day Oven Baked Roast Potatoes or Mashed Potatoes <i>MAIN COURSE TWO</i> QUORN CRUNCH & PEPPER PUNCH Quorn Fillet & Pepper Sauce Seasonal Veg of the Day Oven Baked Roast Potatoes or Mashed Potatoes <i>DESSERT</i> OKEY DOKEY OATY TASTY Oaty Biscuit with Milkshake	<i>MAIN COURSE ONE</i> BURGER BIG BITE DELIGHT Cheeseburger with Salad Mini Corn on the Cob & Spaghetti Hoops Chips or Baked Potato <i>MAIN COURSE TWO</i> CAJUN WRAP 'N' ROLL Cheesy Cajun Chicken & Veggie Wrap with Salad Mini Corn on the Cob & Spaghetti Hoops Chips or Baked Potato <i>DESSERT</i> NICE 'N' FRESH Fresh Fruit Salad with Raspberry Yoghurt

MILK, WATER, BREAD & FRESH FRUIT
AVAILABLE DAILY

IF YOU NEED ANY INFORMATION ON ALLERGENS, OR HAVE SPECIAL DIETARY REQUIREMENTS,
PLEASE NOTIFY YOUR SCHOOL ACCORDINGLY

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PRODUCT AVAILABILITY

EAT SMART WITH THE LUNCH BUNCH

WEEK THREE

WEEK BEGINNING:
14 SEPTEMBER, 12 OCTOBER,
9 NOVEMBER, 7 DECEMBER,
11 JANUARY, 8 FEBRUARY, 8 MARCH,
5 APRIL, 3 MAY, 31 MAY, 28 JUNE



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<i>MAIN COURSE ONE</i> LUNCH BUNCH CATCH OF THE WEEK Oven Baked Fish Fingers Garden Peas & Diced Carrots Chips or Mashed Potatoes <i>MAIN COURSE TWO</i> THE 'TUS-CAN' DO CHICKEN BAKE Tuscan Chicken Pasta Bake Garden Peas & Diced Carrots Chips or Mashed Potatoes <i>DESSERT</i> PEACHY KEEN RICE DREAM Rice Pudding with Peach Slices	<i>MAIN COURSE ONE</i> A LITTLE TASTE OF ITALY Homemade Beef Bolognese Sweetcorn & Coleslaw Pasta Spirals <i>MAIN COURSE TWO</i> HEARTY HEALTHY PIZZA Margherita Pizza Sweetcorn & Coleslaw Oven Roasted Diced Potatoes <i>DESSERT</i> CHOCOLATE LAVA MOUNTAIN Ice Cream & Pears with Chocolate Sauce	<i>MAIN COURSE ONE</i> LUNCH BUNCH CHICKEN CURRY Chicken Curry & Mini Naan Bread Broccoli & Baton Carrots Boiled Rice <i>MAIN COURSE TWO</i> THE VEGTASTIC SIZZLERS Roast Vegetable Sausages & Gravy Broccoli & Baton Carrots Mashed Potatoes <i>DESSERT</i> SUNBEAMS & APPLE DREAMS Apple Sponge Cake with Custard	<i>MAIN COURSE ONE</i> LUNCH BUNCH ROAST OF THE WEEK Roast Gammon with Stuffing & Rich Gravy Seasonal Veg of the Day Oven Baked Roast Potatoes or Mashed Potatoes <i>MAIN COURSE TWO</i> HOOK LINE AND PERFECT PASTA! Creamy Salmon Pasta Seasonal Veg of the Day Oven Baked Roast Potatoes <i>DESSERT</i> SIMPLY THE ZEST Chocolate & Raspberry Cookie with Orange Wedges	<i>MAIN COURSE ONE</i> CHICKIN' LICKIN' GOOD Oven Baked Chicken Goujons Baked Beans & Mini Corn on the Cob Chips or Baked Potato <i>MAIN COURSE TWO</i> CHILLI-CHILLI BANG-BANG Sweet Chilli Chicken Panini with Salad Baked Beans & Mini Corn on the Cob Chips or Baked Potato <i>DESSERT</i> BANANA FOOL Layered Banana with Yoghurt, Banana Mousse & Biscuit

MILK, WATER, BREAD & FRESH FRUIT
AVAILABLE DAILY

IF YOU NEED ANY INFORMATION ON ALLERGENS, OR HAVE SPECIAL DIETARY REQUIREMENTS,
PLEASE NOTIFY YOUR SCHOOL ACCORDINGLY

MENU SUBJECT TO
PRODUCT AVAILABILITY

EAT SMART WITH THE LUNCH BUNCH

WEEK FOUR

WEEK BEGINNING:
21 SEPTEMBER, 19 OCTOBER,
16 NOVEMBER, 14 DECEMBER,
18 JANUARY, 15 FEBRUARY,
15 MARCH, 12 APRIL, 10 MAY, 7 JUNE



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<i>MAIN COURSE ONE</i> LUNCH BUNCH CATCH OF THE WEEK Oven Baked Fish Goujons Garden Peas & Sweetcorn Chips <i>MAIN COURSE TWO</i> 'JAM-IN' 'SLAM-IN' CHICKEN Chicken Jambalaya Rice Stew Garden Peas & Sweetcorn <i>DESSERT</i> IT'S ONE IN A 'MELON' Yoghurt Tub & Melon Wedge	<i>MAIN COURSE ONE</i> A TRUE 'MASH'-TERPIECE Homemade Cottage Pie & Gravy Baton Carrots Oven Roasted Diced Potatoes or Mashed Potatoes <i>MAIN COURSE TWO</i> HEARTY HEALTHY PIZZA Homemade Margherita Pizza Baton Carrots & Salad in Season Oven Roasted Diced Potatoes <i>DESSERT</i> SUNSET BROWNIE Brownie & Orange Wedges	<i>MAIN COURSE ONE</i> LUNCH BUNCH CHICKEN CURRY Chicken Curry & Mini Naan Bread Broccoli & Roasted Butternut Squash Boiled Rice <i>MAIN COURSE TWO</i> 'MED' ROAST WITH THE MOST Roast Mediterranean Chicken with Vegetables Broccoli & Roasted Butternut Squash Boiled Rice or Couscous <i>DESSERT</i> 'FINE-APPLE' FLIP Pineapple Upside Down Cake with Custard	<i>MAIN COURSE ONE</i> LUNCH BUNCH ROAST OF THE WEEK Roast Beef & Yorkshire Pudding with Stuffing & Rich Gravy Seasonal Veg of the Day Oven Baked Roast Potatoes or Mashed Potatoes <i>MAIN COURSE TWO</i> THE PENNE-TASTIC PASTA PARTY Penne with Creamy Roasted Tomato & Basil Sauce Seasonal Veg of the Day <i>DESSERT</i> A SLICE OF 'OH SO NICE' Jellywhip & Pear Slices	<i>MAIN COURSE ONE</i> THE BEANY-BANGER BONANZA Baked Pork Sausages Baked Beans & Coleslaw Chips or Baked Potato <i>MAIN COURSE TWO</i> THE UN-'BEAN'-LIEVABLE SPUD Cheesy Bean Baked Potato & Salad in Season Baked Beans & Coleslaw <i>DESSERT</i> THE 'PEACH-PERFECT' POT Peach Melba Pot
MILK, WATER, BREAD & FRESH FRUIT AVAILABLE DAILY IF YOU NEED ANY INFORMATION ON ALLERGENS, OR HAVE SPECIAL DIETARY REQUIREMENTS, PLEASE NOTIFY YOUR SCHOOL ACCORDINGLY MENU SUBJECT TO PRODUCT AVAILABILITY				

Free School Meals

Please register for free school meals if you are eligible. It is important that all those who are eligible apply for free school meals as this contributes to additional funding for our school. If you have not already done so, please follow this link to register:

<https://www.eani.org.uk/parents/pupil-applications-and-grants/free-school-meals-and-uniform-grants/apply-for-free-school>

IF YOUR CHILD AVAILS OF A FREE SCHOOL MEAL YOU MUST STILL SELECT THIS OPTION ON SCHOOL MONEY!!



Outstanding Debt

As we prepare to commence the new academic year, we would ask that **any outstanding school money owed from the previous year is paid in full** before the start of term.

This includes any outstanding payments for Breakfast Club, Waiting Club, swimming, school dinners, or any other school-related costs.

It is important that all outstanding debts are cleared before your child accesses these services during the new academic year. **Where a debt remains outstanding, your child will not be able to avail** of Breakfast Club, Waiting Club, swimming or school dinners until the full balance has been paid.

We would appreciate your cooperation in ensuring that all accounts are brought up to date before the commencement of the new school year.

If you are unsure of your current balance or have any queries regarding outstanding payments, please contact the school office or check on your School Money account.



Flu Vaccination Dates

Please note – a team of nurses will be in school on **Monday 7th December 2026** to give the vaccine to our children. Further details will be sent home nearer to this date.



School Photos

Cool for School will be coming to take our school photographs on Monday 12th October. Information regarding the purchase and order of photographs will be sent out prior this date.



Drop Off and Pick Up

Please note that cars should not park on the turning circle at drop off.

Exception will be made for those with DISABLED BADGES who are collecting pupils themselves or agreed day care providers.

I would ask everyone for their co-operation in this very important health and safety matter to keep our pupils and parents safe.

Mr Cherry will be closing the barrier at drop-off and collection times. Please take care in the school car park when entering and exiting the school grounds.

To help alleviate congestion, parents are welcome to use the church car park at Seymour Street Methodist or the car park at Wallace Park, and then access the school grounds on foot.



Important Information!

Health and Safety

Due to the dangers posed to the Health and Safety of our children, the wearing of pierced jewellery is limited to a single stud earring. These must be removed or covered during PE. Non-compliance with this request will result in your child not being permitted to participate in P.E. and break and lunchtime play.

Mobile Phones

We are aware that mobile phones can be a very useful means of contacting a parent or indeed for a parent who is running a few minutes late, contacting their child. Please note however, our school policy on this matter is that if a child brings a mobile phone or other recording device into school, it must be handed to their class teacher and be switched off during the entire time the child is on the school premises. Any child using a mobile phone or recording device (including Smart Watches) during the school day without permission from the school will have it confiscated and returned to him or her at the close of the school day.

Persistent breaking of this rule will result in parents being contacted. Also please note that the school cannot take responsibility for any such device that is lost or broken.

Valuables

Pupils must not bring valuable items of any kind to school as we cannot take responsibility for any personal items or money which may go missing.



Parent Teacher Interviews

Parent teacher interviews will take place on **week beginning 19th October**. We would urge all parents to make the effort to attend a face to face interview and meet your child's class teacher. School will finish at a slightly earlier time each day this week in order to facilitate these interviews. School lunch will still be provided.



Extra Curricular Activities

Our Extra Curricular Activities programme will commence later this term. All information will be shared via Dojo on Friday 4th September.



Homework Policy

As you may remember we surveyed parent views on homework and have been analysing the recent responses to the wider scoping exercise regarding homework. As communicated previously, these are quite split in opinion. Having considered all factors, our revised trial approach is outlined below. This will be kept under review as we continue to refine appropriate middle ground to reflect the views of all.

Learning & Reading Homework

These areas will be maintained to have high priority, therefore, the practice within each year group will reflect age-appropriate requirements.

Written Homework Adjustment

We are trialing the removal of written homework for P1 and P2, and the gradual progression of written homework from P3 - P7. We hope this will support the children as they build-up tolerance and positive engagement with written and applied tasks. We feel that senior pupils need to develop the skills to support the embedding of independent study habits for post primary education. The table below summarises the gradual progression of written homework.

To support families and the views gleaned from the survey responses, all written homework will be issued on Fridays for submission by the Thursday of the next week.

Class	Learning Homework	Written Homework	Frequency (weekly)
Foundation Stage (P1-P2)	✓	✗	✗
Key Stage 1 (P3-P4)	✓	✓	2
Key Stage 2 (P5-P7)	✓	✓	3

Updating Information

As you are aware we hold emergency contact and medical information for your child. It is very important that parents keep us informed of any changes so that we have accurate

details, especially contact numbers in case your child is sick. We treat all information as strictly confidential in line with GDPR. You will be receiving a hard copy of a Data Capture form. **Please ensure that this is updated with the latest information regarding your child.**



Notes from Home/Dojo messages

I thought it would be useful to set out clearly the occasions where notes are required. You may want to keep this for future reference.

Regarding:-

- (a) absences
- (b) occasional illness while in school
- (c) leaving school during the school day.

1 After an absence: A note explaining a reason for the absence must be sent into school either with your child on the day of his/her return after an absence from school or via Dojo. This should give the dates the child was off and explain why your child was off school. We need this information for two reasons. Firstly, we may be asked for your note by the Education and Welfare Officer as part of her periodic check of the school roll. Secondly, our digital record system requires a 'reason for absence' when we enter attendance data.

2 To allow children to remain indoors at break and lunch time: All children will normally go outside at break and lunchtime, weather permitting. It is reasonable however for children to stay indoors at break time and lunchtime if they are getting over an injury or period of illness. We would not expect such requests to be open-ended however. Generally, such a request

would be for no more than a week though obviously this can be extended if required, with a further note.

3 To get your child out early: We need to know the time and reason why a pupil has to leave early, parents should put in writing a brief note to this effect stating the time you plan to collect your child and if appropriate the approximate time he/she will return to class. Normally these are for dental appointments, family commitments etc. Your child should be collected from the main door at the school reception area.

4 Leaving school over lunchtime: Pupils will not be permitted to leave school at lunchtime unless an adult collects them from Reception.

5 Leaving school at home time: Parents, particularly of the younger children, are asked to make it clear to your child that should you not arrive on time to pick him/her up after school they should either,

(a) go back into school and tell his/her teacher - the teacher will, if time allows, investigate or bring the child to the secretary's office.

(b) if their teacher has gone on to take another class the child will be escorted to the secretaries office.

PLEASE ONLY CONTACT YOUR CLASS TEACHER VIA DOJO IF IT IS AN IMPORTANT MESSAGE. TEACHERS WILL NOT BE ABLE TO RESPOND TO MESSAGES DURING CLASS TIME!

Exceptional Closure Procedures

In the event that the school should have to close at short notice for any reason the following procedure will apply.

1. Check the whole school Dojo feed. We will keep our website updated at times of severe weather or other exceptional situations and we will endeavour to make a final decision by 7.30 am or earlier if at all possible.

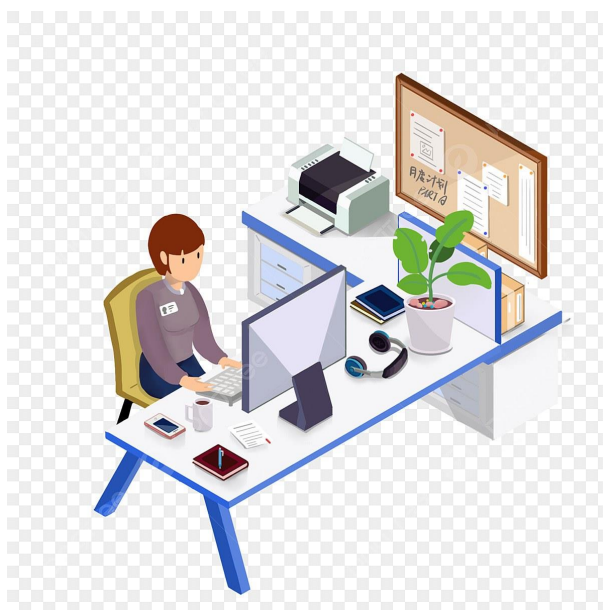
2 Check BBC (Red button service) this will only list the school if it is closed.

3 Telephone school – 028 92 664505. We will endeavour to have our phone lines manned from 7.30am if a late decision is taken. However, in severe weather conditions this may not be possible.

Parents are asked to appreciate that we will work on the basis that school will be open every day. This basic premise means that a decision to close the school will be left as late as possible.

In future on any given day, we will try to take that decision before 7.30am (and earlier if possible) and communicate that decision by means of the above as soon as possible thereafter.

School Office Opening Hours



Please be aware that the school office will be open at the following times:

Monday 08.30 - 15.15

Tuesday 08.00 - 16.00

Wednesday 08.00 - 16.00

Thursday 08.30 - 15.15

Friday 08.00 - 14.30

Please note there will be **no office supervision between 12.15 and 12.45 each day**. You can leave a voice note should you need to contact the office and this will be responded to as soon as possible.

Safeguarding and Operation Encompass

The safety and welfare of pupils in Fort Hill is our highest priority, above everything else. Every member of staff has a duty of care to safeguard every child, however we also have a dedicated Safeguarding Team consisting of Miss Kirk (Designated Teacher) and Mr Patterson (Deputy Designated Teacher for Child Protection). Should you have a concern about a child, no matter how small or insignificant you might think it is, you can approach either Miss Kirk or Mr Patterson, who will treat your concern with the utmost confidentiality.

Should you not be able to locate either member of staff, any member of staff can handle your concern and ensure it is passed-on to the relevant person.

Miss Kirk

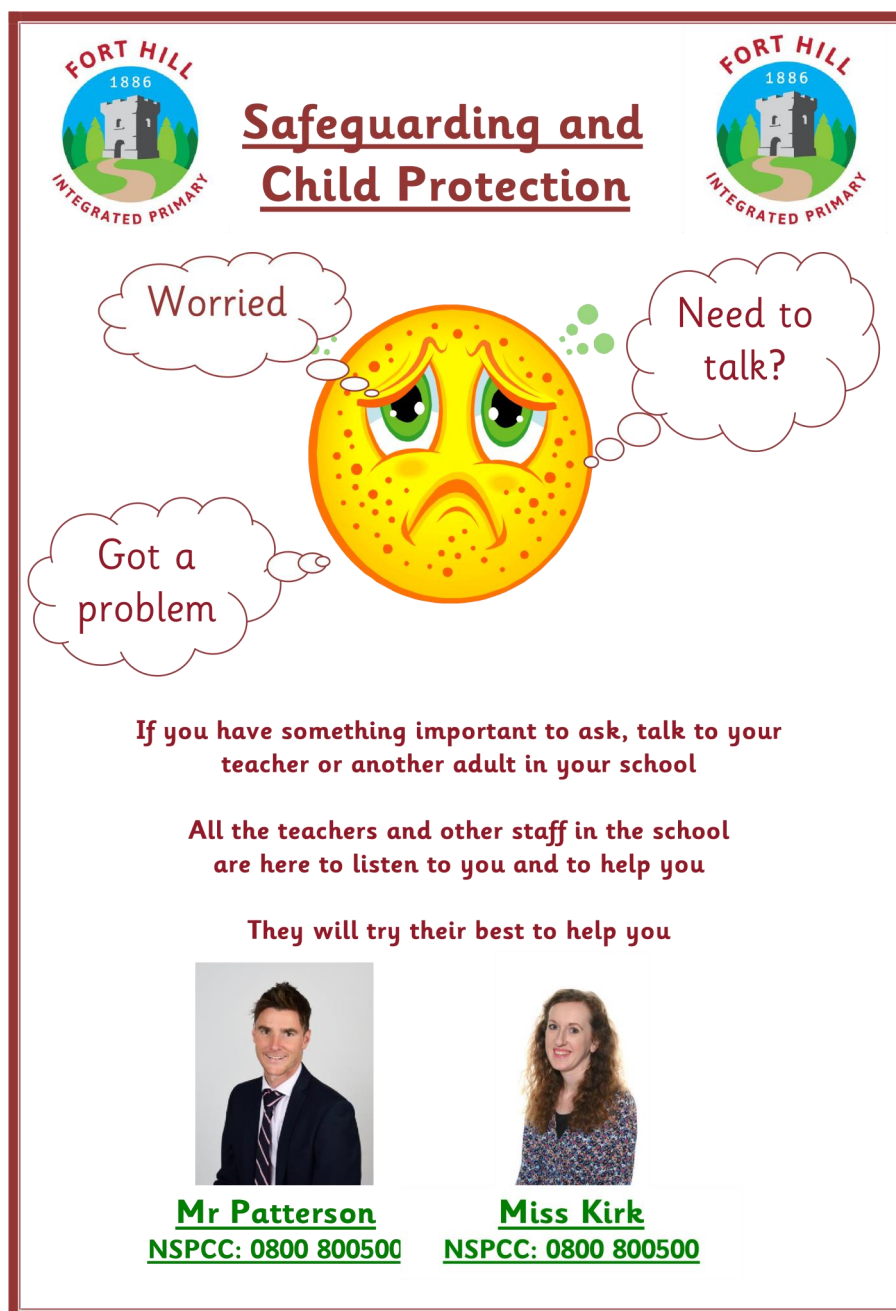
Designated Teacher for Child Protection and Safeguarding

Or

Mr Patterson

Deputy Designated Teacher

Fort Hill IPS child protection poster 2025



Please see below the procedures for reporting and responding to a pupil being at risk.

- I have a concern about my/a child's safety
- I can talk to the class teacher in the school
- If I am still concerned, I can talk to the Designated Teacher for Child Protection: Miss Kirk
- If I am still concerned, I can request a meeting with the Principal (Mr Patterson)

- If I am still concerned, I can talk/write to the Chairperson of the Board of Governors: c/o Fort Hill Integrated Primary School. The Designated Governor for Child Protection is Chris Grant.

At any time, I can talk to:

Children's Services Gateway Team 03001234333

Regional Emergency Social Work Service 028 9504 9999 PSNI

Central Referral Unit at 028 9025 9299