



Hart Memorial Primary School and Nursery Unit

Charles Street
Portadown
BT62 4BD

Principal:

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Vice Principal:

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Wednesday 13th March 2024

Dear Parent/Guardian,

It is hard to believe that term 2 is coming to an end and that Easter is almost upon us! On a personal level, many thanks to so many of you who have taken the time to welcome me to Hart Memorial; it has made 'settling in' much easier!

Please find some important information for the incoming weeks.

St Patrick's Day

School will be closed on Monday 18th March for St Patrick's Day.

After School Clubs

Owing to school being closed for St Patrick's day, clubs which would normally take place this Monday 18th will instead take place the following Monday 25th - this will finish this block of clubs.

Morning drop off

Please note that pupils should not be left unattended before 8:30am on school premises as there is no supervision allocation until this time.

Easter

School will close on Tuesday 26th March at 12 noon for the Easter holidays. School will resume on Monday 8th April.

Shared Education Showcase

On Wednesday 1st May, from 10am-12noon, our school and Presentation Primary will be showcasing the work they have completed throughout this academic year in shared education through an event held in the Millenium Court in town. To help encourage our pupils and schools, please do plan to attend and celebrate this worthwhile initiative.

Administering Medication

From time to time, your child may require medication to be administered in school. For this to take place, you must complete a request form and have this signed by the Principal. Please note, only medication which has been prescribed by the doctor can be given – medication must be clearly labelled and still have the prescription sticker on it showing the date, dosage etc. If your child is

given an inhaler by the doctor for ongoing usage, you should also fill in an administering medication form. At no time should pupils have medication in their school bags.

Money

Please ensure that any outstanding money which is owed on School Money is paid before Easter.

Once again, thank you for all of your support and cooperation during this term.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A. Frizzell', written in a cursive style.

Mr Andrew Frizzell
Principal