



FULLERTON HOUSE SCHOOL INFORMATION

2021/2022

Opportunity, Diversity, Excellence

FULLERTON HOUSE PREPARATORY DEPARTMENT

Dear Parents

I am pleased to present the latest Fullerton House Information Booklet for the 2021/2022 school year which includes important information on a wide range of areas influencing the life of Fullerton House, including holidays. Please read it carefully and keep it for reference.

We will continue to use the School Gateway App parent communication system to send you relevant information by alerts. In order to work effectively please ensure we have up-to-date email addresses and mobile phone numbers.



CONTACT DETAILS

If you have any questions, please do not hesitate to get in touch:

02890 205217

info@fullertonhouseprep.org

Please also follow our social media accounts for updates; Twitter @mcbfullerton, Facebook fullertonmcb

I hope you find this information beneficial and look forward to welcoming you to a new academic year.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Alan Jennings', written over a light grey textured background.

Alan Jennings, Head of Fullerton House
June 2021

School Day

AUTUMN TERM

The Autumn term begins **Thursday 26th August at 8.45 am for all pupils.**

School will close on the first day at 12 noon.

From Friday 27th August the normal class hours are as follows:

- P1 - P3 8.45am – 2.30pm

Please note that all P1 children will stay to 12 noon until Friday 3rd September and until 1pm from Monday 6th September to Friday 17th September, as they settle into the school routine.

- P4 – P7 8.45am – 3pm

Please ensure that your child is collected promptly each day.

SCHOOL START

Breakfast club begins at 8am each morning. Places can be booked through the School Gateway App.

Children should arrive to school at 8.30am. P1 pupils will be collected from the infant playground. P2 - P3 pupils should enter by the main door and then make their way to their classroom. P4 – P7 should enter by the side door and then make their own way to their classroom. Registration takes place between 8.30am and 8.45am.

PUNCTUALITY

Registration finishes when lessons start at 8.45am. Children arriving after 8.45am are considered late and will be registered as such. The school has an extensive curriculum and teachers begin working with their classes very promptly so even a few minutes late can be disruptive for latecomers, their classmates and the teacher.

FULLERTON HOUSE PREPARATORY DEPARTMENT

ABSENCE

In cases of illness causing absence, please notify the school by telephone 028 90 205217 or email info@fullertonhouseprep.org, or by message via the School Gateway App, please contact the school as soon as possible. Extra work will be set for a sick child, if requested.

All requests for permission to be excused from classes should be made in writing at least 3 days in advance and such requests should be kept to a minimum. Parents/guardians must send in a note to explain any absence for any reason.

HOLIDAYS

Clear advance notice is given by the school of all holidays. Parents should not arrange family holidays during school terms unless exceptional circumstances have arisen. Written requests for leave of absence outside these dates must be made in advance to the Head of Prep. No work will be set by class teachers when a family holiday is taken in term time.

FULLERTON HOUSE PREPARATORY DEPARTMENT

SCHOOL TIMETABLE

Details of class timetables will be given to each pupil.

TIMETABLE

Year	School day	Break	Lunch	Afternoon
P1-P3	8.45am – 2.30pm	10.15am – 10.30am	12noon – 1pm	1pm – 2.30pm
P4-P7	8.45am – 3pm	10.15am – 10.30am	12noon – 1pm	1pm – 3pm

Thursday 26th August 2021

School ends at 12 noon for all pupils.

Friday 27th August – Friday 3rd September 2021

P1 pupils will finish at 12noon.

Monday 6th September – Friday 17th September 2021

P1 pupils will finish at 1pm.

END OF SCHOOL

Pupils should be collected promptly at the end of the school day. Please do not arrive late and allow your child to play unsupervised on the climbing frame or in the quad.

Uniform Requirements

UNIFORM

It is expected that parents will adhere to the official list. It creates difficulties for the staff and embarrassment for the children when they arrive in clothing which is non-uniform. All items of clothing should be **clearly marked** with the child's name – sew on labels are preferred. Clothing will be inspected by staff for 'name labelling' two weeks after the beginning of term.

Hair should be neat and tidy, natural in colour and conventional in style (minimum #2 clipper, medium/high/skin fades are not permitted i.e. the scalp should not be visible). Long hair should be tied.

A peg will be allocated to each child on the first morning and the child uses that peg for the rest of the year. Parents are urged to impress upon their children the necessity of looking after their possessions carefully.

FULLERTON HOUSE PREPARATORY DEPARTMENT

Uniform requirements

UNIFORM LIST

	Girls	Boys
Compulsory	School blazer White blouse Navy blue tunic School tie Navy v-necked pullover with white stripe at neckline White knee length socks / black or navy tights Navy pants Black flat outdoor shoes	School blazer School tie White shirt Grey short trousers (P1 - P3) Grey long trousers (P4 - P7) Knee socks - regulation pattern (P1 – P3) Plain grey socks (P4 – P7) Grey v-necked pullover with navy and white stripe at neckline Black outdoor shoes
Summer	Regulation cotton dress White knee socks / ankle socks (P1-P4) White knee length socks only (P5-P7) Navy pants Black shoes (as for winter)	Short sleeved white shirt Black shoes (as for winter)
Hair	Long hair must be tied back Ribbons/bands etc. should be navy/black/brown	Hair should be conventional in style (minimum #2 clipper, medium/high/skin fades are not permitted i.e. the scalp should not be visible).
Jewellery	Maximum permitted: Watch 1 pair of studs	Watch
P1 – P5	Gym shoes for assemblies and in the gym	Gym shoes for assemblies and in the gym
P6 - P7	Gym shoes or trainers for assemblies and in the gym	Gym shoes or trainers for assemblies and in the gym

FULLERTON HOUSE PREPARATORY DEPARTMENT

SCHOOL BAGS

P1 – P3	Regulation book bag available from Warnocks, 791/793 Lisburn Road. P3 pupils may continue to use the old style brown leather satchel for this year.
P4 – P7	Regulation backpacks can be purchased from the school office.
Sports Bags	Plain blue or black. Optional draw string swimming bags can be purchased from the school office.

OPTIONAL UNIFORM FOR BOYS AND GIRLS

An outer jacket (reversible waterproof/fleece) may be purchased through the school. Please note this jacket DOES NOT REPLACE school blazer.

Winter hats should be navy blue and must display the MCB Prep Logo. Hats can be purchased through the school office.

All compulsory items may be obtained from WARNOCKS LTD, 791 LISBURN ROAD, BELFAST, BT9 7GX.

PE Uniform can be obtained in school from Donna Armstrong, 07974977854.

The PTA operate a nearly new uniform shop, please contact the school office directly for further information.

- Your support is vital to ensure that your child is smartly dressed in the correct uniform at all times and therefore a credit to you and the school.
- Track or gym shoes are not permissible for daily wear.

PLEASE NOTE: EVERY ITEM BROUGHT TO SCHOOL MUST BE MARKED CLEARLY WITH CHILD'S NAME.

FULLERTON HOUSE PREPARATORY DEPARTMENT

PE UNIFORM

	Girls and Boys
P1 & P2	Black gym shoes
P3 – P7	White Polo Shirt* Navy Shorts* White ankle socks Black gym shoes Trainers for summer term
P3 – P7	Swimming costume/trunks Towel Goggles Swimming hat Verruca socks (when necessary)
P3 (all year) and P4 (until Christmas)	May wear the following items on swimming day instead of uniform to allow for quick changing: Navy tracksuit bottoms* Navy fleece / sweater / hooded top* White polo shirt* Trainers
	*All items in bold print must display the MCB Prep logo.



FULLERTON HOUSE PREPARATORY DEPARTMENT

GAMES UNIFORM

	Girls	Boys
P6-P7	White polo shirt* Navy shorts (athletics)* Navy skort* White ankle socks Shin guards (when applicable) Gum shields (when applicable) Navy tracksuit bottoms* Navy fleece / sweater / hooded top* Trainers Navy PE pants Navy and white hooped socks (hockey) Navy lightweight / showerproof games jacket* Black gym shoes	White polo shirt* Navy shorts (athletics)* Navy rugby shirt* Navy rugby shorts* White ankle socks Shin guards (when applicable) Gum shields (when applicable) Navy tracksuit bottoms* Navy fleece / sweater / hooded top* Trainers Navy PE pants Navy and white hooped socks (hockey) Navy lightweight / showerproof games jacket* Black gym shoes
	* All items in bold print must display the MCB Prep logo	



General

CHANGE OF ADDRESS OR CONTACT DETAILS

It is essential that the school is notified immediately of any changes of address, permanent or temporary, of pupils. Failure to do so causes inconvenience both to school authorities and parents. It is also very important that current telephone numbers, including business ones, are known by the school. Please inform us also if the number is ex-directory.

We also use School Gateway App to send text and email information to parents. It is therefore vital that we hold up to date mobile phone and email addresses for this communication to be effective. The School Gateway App will also be used as the method for paying for most prep activities including trips, after school, breakfast club and school meals etc.

PARENT/STAFF CONSULTATIONS

Parent/staff consultations will take place by video conference on the following dates:

P1 –P7 consultations are held during the autumn term, usually in October.

In February 2022 a specific day for parent consultations has been set aside to allow teachers and parents further time for consultations. These parent consultations will take place for P1 - P6 children on **Friday 11th February 2022**. There will be further opportunity for P6 parents to consult with their child's teacher in June.

For P7 children, The Head of the Prep and the P7 teacher will be available in the days following the issue of AQE and GL results should a consultation be required before parents are required to complete the EA online application process for a post primary place.

Parents are able to speak to teachers at any time throughout the year but requested to do so out of school hours as unscheduled meetings can be very disruptive for the remainder of the children in a class. Interviews will be more productive if prior notice is given by parents.

REPORTS

A report is sent home once a year in June.

FULLERTON HOUSE PREPARATORY DEPARTMENT

HEALTHY EATING

We have a healthy eating scheme in Fullerton House. This helps encourage and develop a positive attitude towards food and a healthy diet. The Healthy Eating Policy is available to [read here](#). We encourage a healthy break from Monday – Thursday; treat should be reserved for Friday.

A two-course dinner is available; currently at a charge of £2.60 per day. This is subject to increased changes made by the Education Authority. School dinners are booked and paid for on the School Gateway App and must be booked before 9.00 am. A refund is given when appropriate i.e. illness or school trips. Refunds are **NOT** given when holidays are taken during term time.

Children may bring their own packed lunch if parents wish.

Fullerton House is a Sesame and Nut Free school and therefore we would ask that you do not put any products containing **SESAME or NUTS** in lunch boxes or any food that is brought into school.

PARENT TEACHER ASSOCIATION (PTA)

The PTA has raised an immense amount of money over the years to provide valuable extra equipment to benefit future generations of pupils. It is hoped that all parents will support this valued organisation enabling it to grow throughout 2021/22. Details of meetings are sent regularly to all parents.

GAMES

Physical Education is included in the school timetable from P1 except for those who have proper reasons for non-participation. Games are introduced from P6 onwards and pupils are transported to and from Pirrie Park by private bus at a normal fare which is charged to each pupil's account. If pupils are not participating in games, PE or swimming, at any time, a note of explanation from parents is necessary.

Children will be reminded at the beginning of term about any equipment required for games and gym. Failure to bring shin guards and a mouth guard when requested will result in a child not being allowed to participate in that session.

FULLERTON HOUSE PREPARATORY DEPARTMENT

SWIMMING

P3 – P7 have swimming tuition throughout the year.

MUSIC TUITION

In addition to the normal music curriculum, private tuition is available for other instruments. Interested parents should contact the Music Teacher as soon as possible after the beginning of term. Individual music tuition usually commences in P4. Please note the following important information regarding pupils attending tuition in school:

- Children must complete, at home, any class work missed during their music lesson.
- Children must remember their own lesson times.

VALUABLES

Children should not bring large amount of money, electronic devices, expensive jewellery or other valuables to school. If it is necessary for a child to have a large amount of money, their teacher will be glad to look after it until school ends. **Children should not bring toys from home into school.**

TELEPHONE CALLS

We discourage the use of the school telephone by children, except in cases of real emergency. It can be very disruptive for the office staff (and parents) if children consistently telephone their parents to request forgotten PE kits, packed lunches or other items.

FULLERTON HOUSE PREPARATORY DEPARTMENT

MOBILE TELEPHONES

Pupils should not bring mobile phones to school. The school introduced a mobile phone policy which is part of our Safeguarding Policies booklet sent home to parents each year. Key points are as follows:

- Pupils are not to bring mobile phones to school unless a parent feels that it is absolutely necessary.
- If necessary P7 pupils may bring a mobile phone to school. This is considered to be a privilege for P7 pupils and is a privilege that can be removed.
- A form, available from the school office, needs to be filled in by the parent stating the reason why their child needs to bring a mobile phone to school.
- The school principal grants permission for a mobile phone to be brought into school.
- Under special circumstances, Mr Jennings may give permission for a younger pupil to bring a mobile phone to school.
- All such authorised phones must be switched off and be given to the class teacher at 8.45am each day and the phone will be returned to the child at 3pm.

Full details regarding phones are available in our recently published mobile phone policy.

USE OF COMPUTERS

We strongly advise parents to restrict access to sites such as Facebook, Instagram, Snapchat, Fortnite and other gaming sites to weekends (if at all) and it is recommended for one-hour maximum per night. Please be aware of age restrictions to sites with most social media sites being 13+. Please ensure you monitor your child's access to the internet and ensure you are vigilant to cyber-bullying.

Fullerton House supports the work of [REIM Training Solutions](#) who have lead internet safety seminars for both children and parents (the latter sponsored by the PTA).

PHOTOGRAPHS

From time to time photographs will be taken of pupils taking part in various activities. These may be used by the PTA, for the school website and social media, the school display boards or in the press. The pupils will **NOT** be identified by name. If you have any objection, please state this on the Photograph Consent Form which you will receive at the beginning of term.

Traffic

TRAFFIC WITHIN THE SCHOOL GROUNDS

Please note the following important details regarding parking in the school grounds.

1. The area between the Biology (N) block and the Sports Hall is reserved for Preschool and P1 parents who should park on the Sports Hall side of the car park.
2. The school has a drop-off area in College Gardens where pupils (P2-P7) can enter through the gate at the bottom of College Gardens and walk around the back of the Sports Hall.
3. Please note that the Lisburn Road is an urban clearway in both directions from 8am to 9.30am and 4.30pm to 6.00pm. These restrictions are enforced by the PSNI and Traffic Attendants.

Please do your best to comply with these arrangements. As I am sure you will understand, they have been put in place with the safety and wellbeing of all the children in mind.

FULLERTON HOUSE PREPARATORY DEPARTMENT

School Term Dates 2021 - 2022

AUTUMN TERM

Term Begins	Thursday 26 th August 2021	Finish 12 noon
Exceptional Closure 1	Friday 22 nd October 2021	
Half Term	Monday 25 th October – Friday 29 th October 2021 inclusive	
End of Term	Friday 17 th December 2021	Finish 12 noon

SPRING TERM

Term Begins	Monday 3 rd January 2022	
Exceptional Closure 2	Friday 11 th February 2022	
Half Term	Monday 14 th February – Friday 18 th February 2022 inclusive	
End of Term	Thursday 7 th April 2022	Finish 12 noon
Exceptional Closure 3	Friday 8 th April 2022	

SUMMER TERM

Term Begins	Monday 25 th April 2022	
Bank Holiday	Monday 2 nd May 2022	
Exceptional Closure 4	Tuesday 3 rd May 2022	
Exceptional Closure 5	Thursday 2 nd June 2022	
Platinum Jubilee Holiday	Friday 3 rd June 2022	
End of term	Thursday 30 th June 2022	Finish 12 noon

FULLERTON HOUSE PREPARATORY DEPARTMENT

Contact Information

ALAN JENNINGS
HEAD OF PREP

COLIN ALLEN
DEPUTY HEAD

RUTH FORSYTHE
SCHOOL SECRETARY

Tel: 028 90 205217

info@fullertonhousehouseprep.org

Fullerton House Preparatory Department
1 Malone Road
Belfast
BT9 6BY

www.fullertonhouseprep.org

Twitter @mcbfullerton

Facebook fullertonmcb

