

PARKHALL INTEGRATED COLLEGE

Steeple Road
Antrim
BT41 1AF
Tel: **02894 468556**



Principal: Mr N. Owen BA (Hons) PGCE MA

www.parkhallintegratedcollege.org

info@parkhallintegratedcollege.antrim.ni.sch.uk

20th June 2025

Dear Parents/Guardians,

The Department of Education have asked all schools to remind parents/guardians of the school operational hours, communications, and staff availability. This information at Parkhall Integrated College is annually shared in the Parent/Guardian Information Handbook which is available as a link [here](#) on the school website, however for ease of reference please note the following:

Normal operating hours during the school term

From Monday to Thursday, the school office is open from 8.00 to 4.30.
On Friday, the school office is open from 8.00 to 4.15.

Normal operating hours during the summer holidays

From Monday to Thursday, the school office is open from 9.00 to 4.00.
On Friday, the school office is open from 9.00 to 1.00.

Please note that teaching staff are not available. The school is closed 14th and 15th July.

Contacting the school if you need to get in touch with us, please use one of the following methods:

- E-mail: info@parkhallintegratedcollege.antrim.ni.sch.uk
- Phone: 028 9446 8556

Speaking with your child's teachers

If you wish a member of staff to phone you, please contact the school office and they will forward your request. Please be mindful that teachers have a teaching timetable and will endeavour to get back to you as soon as is practicable.

If you wish to meet a Head of Year, Head of Department, or a member of the Senior Leadership Team an appointment must be made in advance, as we are not able to see parents/guardians who arrive unannounced at reception unless in an emergency. All visitors to the college, including parents/guardians, should report to the reception. For safeguarding purposes, all approved visitors will be asked to sign in/out and to wear an official visitor's badge so that we can identify any unauthorised entrants and thereby ensure the safety of our staff and students.

Please note that our staff deserve to be treated with respect. Inappropriate communication will not be tolerated. We endeavour to work in partnership with our parents/guardians and believe that mutual respect is the way to achieve this and sets a positive example for our students and your child.

Yours sincerely

Mr N D Owen
Principal

Our Vision Statement:

To provide an inclusive, caring learning environment where we all feel valued and respected and are empowered to reach our full potential