

Ballycarry Primary School



School Prospectus

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Dear Parent / Guardian

I hope that this prospectus will give you a flavour of the friendly, happy atmosphere within the school.

Ballycarry Primary School is a controlled, co-educational day school, catering for the 4 – 11 year's age group in a beautiful setting.

The hardworking and dedicated staff give every child the individual attention that he or she deserves and this is reflected in the excellent progress made by the children and high standards of behaviour. A recent inspection report stated that Ballycarry Primary was a good school with very good teaching and very high standards of pastoral care.


At Ballycarry Primary School we work in partnership with parents to ensure that each child achieves their full potential.

We celebrate the success of all our children and provide a varied range of extra-curricular activities to further develop the children.

With an emphasis on using new technologies, this is an exciting time in Ballycarry Primary School. We are a forward looking school and want to ensure our pupils have every opportunity to develop their ICT skills. To this end, iPads have been introduced to the school and a computer suite has just been installed.

Feel free to contact the school at 02893353706 or via email at info@ballycarryprimary.co.uk to arrange a visit and experience the warm welcome at first hand.

Yours sincerely



**Mrs Gloria Trueick
Principal**



OUR AIMS

1. To promote a happy, caring, stimulating and attractive environment.
2. To promote the spiritual, moral, cultural, intellectual and physical development of the pupils at the school.
3. To provide a broad and balanced curriculum which will be challenging, cater for the full range of abilities within the school and enable the pupils to experience success.
4. To provide a variety of experiences to encourage the development of a lively, enthusiastic and inquiring attitude to learning.
5. To develop self-confidence, independence and self-discipline.
6. To prepare the pupils for the opportunities, responsibilities and experiences of adult life.



7. To encourage the pupils to value one another and to respect the views of other members of their community.
8. To provide opportunities for the pupils to have an interest in and involvement with the local community.
9. To encourage in the pupils an awareness and appreciation of the environment – natural and man-made and their responsibility for its well-being.
10. To encourage parents to be involved with the work of their children and give opportunities for them to participate in the life of the school.

ADMISSIONS

At present there are 72 pupils enrolled in the school with conservative projections of 73 for next year

Enrolment No. : 116

Admissions No. : 17 (Maximum 20)

	<u>Applications</u>	<u>Admissions</u>
September 2013	11	11
September 2014	9	9
September 2015	13	13
September 2016	20	20
September 2017	4	4

Attendance Record

The percentage attendance rate of pupils in the 2016/17 school year was 95.3%.



Admissions Policy

All pupils of compulsory primary school age will be admitted up to the admission figure set by the Department of Education.

RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATION TO ADMISSIONS

In the event of over-subscription the Principal and Board of Governors will jointly apply the following criteria.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form or attached to it.

Before starting school, all pupils and their parents are invited to meet their teacher and become familiar with their classroom and the school building. For children starting school for the first time, visits will take place on two Friday's during the month of May.

ADMISSIONS CRITERIA

Admissions criteria to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.

All pupils of compulsory primary school age will be admitted up to the admission number set by the Department of Education. In the event of the school being over-subscribed the following criteria will be applied in order of priority:-

Children of compulsory school age:-

- (i) Those children whose brothers and sisters whether natural adopted or fostered are presently attending or have attended the school.
- (ii) Those children for whom Ballycarry is the nearest school in terms of distance from their home.
- (iii) Children who have parent/s employed at the school.
- (iv) The remaining places up to the admission number will be allocated to children in accordance with their date of birth. Priority will be given to the oldest.

DUTY TO VERIFY

Applicants should note that they may be required to produce documents verifying their address and/or other information pertinent to the school's admissions criteria.

WAITING LIST POLICY

Should a vacancy arise after the 26 April 2018, all applications for admission to 2018-2019 that were initially refused, new applications, late applications and applications where new information has been provided, will be treated equally and published criteria applied. The waiting list will be in place until June 2019. The school will contact you in writing if your child gains a place in the school by this method. Upon receiving a completed application form (at any preference stage) your child's name will be automatically added to the list. Please contact the school if you wish your child's name to be removed from the list.

ADMISSION TO P2 – P7

- The above criteria will also be used for applications for P2-P7.
- In the event of over-subscription, requests for places in P2-P7 will only be considered if a vacancy arises in the appropriate year group or a relevant class and further enrolment is not prejudicial to the efficient use of resources.



STAFFING

Teaching Staff

Teaching Principal:	Mrs Trueick (Numeracy Co-ordinator)
Senior Teacher and SENCO:	Mrs Whyte (Designated Child Protection Officer)
	Mrs Logan (Deputy Designated Child Protection Officer and Literacy Co-ordinator)
	Mrs Foster (ICT Co-ordinator)
	Miss Mullan Principal Relief Teacher (Sustrans Co-ordinator)

Non Teaching Staff

Classroom Assistants:	Mrs Luke
	Mrs Greer
Learning Support Staff:	Miss Haggan
	Mrs McCurley
	Mrs Wilson
Lunchtime Supervisors	Mrs Quinn
	Mrs Glenn
	Miss King
Kitchen Staff	Mrs Hilditch
Clerical Officer	Mrs Forsythe
Building Supervisor	Mr Wilson

SCHOOL DAY

Breakfast Club:	8:00 am - 8:45 am
Playground Supervision:	8.45 am
Classes Commence:	9.00 am
Break:	15 minutes during the morning session (10:30 am – 10:45 am)
Lunch:	12.15 pm – 1.00 pm
School Finishes:	Primary 1 and 2 2 pm daily
	Primary 3 Monday, Thursday & Friday at 2 pm Tuesday and Wednesday at 3pm
	Primary 4-7 3pm daily
After School Club:	P1-P3 Monday, Tuesday, Wednesday and Friday.



EXTRA CURRICULAR ACTIVITIES

The following extra-curricular activities are on offer at the moment. Prices are subject to change.

Monkeynastix	P1 -P 3	£3.50 per session	Thursday
Guitar Lessons	P4-P7	£5 per lesson	Tuesday
Football	P5 -P7	£2 per session	Wednesday
Hockey	P5-P 7	£2 per session	Monday
Multisports	P4-P7	£2 per session	Thursday

In the event of over subscription, these activities are provided on a first come first served basis.

All classes Primary 4 to Primary 7 receive swimming lessons from an EANI NER appointed instructor at Carrickfergus Leisure Centre.

Pupils from Primary 4 to Primary 7 may be offered the opportunity of violin, singing and piano tuition from school-appointed tutors. Numbers involved are restricted to availability of instruments.



UNIFORM

It is the policy of the school to encourage the wearing of uniform.

Boys:	Grey Trousers Grey socks Grey or white shirt School Tie	School Waterproof Fleece School polo shirt School sweatshirt
Girls:	Grey skirt or pinafore Grey or white socks White blouse School Tie Summer Dress – green and white gingham in summer term (optional)	School Waterproof Fleece School sweatshirt School polo shirt Navy Trousers

For special occasions boys are encouraged to wear a white shirt and school tie. Girls are also encouraged to wear white blouse, school tie, grey skirt and white socks.

For PE: White T shirt or polo shirt, black or navy shorts / P.E. skort (for years 3-7). Trainers or slip-on gym shoes are required.

All items of uniform are available from The Jeanery (Gordon's) Carrickfergus.

The wearing of any form of jewellery is prohibited in school for health and safety reasons.



THE CURRICULUM

Stages of the Primary Curriculum

The primary phase comprises:

The Foundation Stage: Years 1 and 2

Key Stage 1: Years 3 and 4

Key Stage 2: Years 5, 6 and 7

Pupils follow courses of study in all the subject areas as prescribed by the Northern Ireland Council for the Curriculum Examinations and Assessment.

Structure of the Primary Curriculum

The primary curriculum is set out in the following six Areas of Learning:

1. **Language and Literacy** (including Talking and Listening, Reading and Writing)
2. **Mathematics and Numeracy** (focusing on the development of mathematical concepts and numeracy across the curriculum);
3. **The Arts** (including Art and Design, Drama and Music);
4. **The World Around Us** (focusing on the development of knowledge, skills and understanding in Geography, History and Science and Technology);
5. **Personal Development and Mutual Understanding** (focusing on emotional development, social skills, learning to learn, health, relationships and sexuality education and mutual understanding in the local and global community);
6. **Physical Education** (focusing on the development of knowledge, skills and understanding through play and a range of physical activities).

Cross-Curricular Skills will be integrated into the teaching of the other subjects, i.e. Communication, Using Mathematics, Using ICT and Thinking Skills and Personal Capabilities.

The school endeavours to provide opportunities, within a caring and stimulating environment, for each child to develop to his / her fullest academic and social potential and so enable him/her to proceed to post-primary education and consequently, to adult life.

Field trips and educational visits will be used to support and consolidate the work in the classroom.



An appreciation of the pupils' **Cultural Heritage** is developed through a study of the history of the area and its people and by contact with, and involvement in, a number of village organisations and activities.

Staff encourage **creative and expressive activities**, offering opportunities through Art, Music, Drama and Physical Education.

Curricular policies may be viewed in school or copies may be obtained by arrangement at the school office.

Religious Education

Religious Education is undertaken as an integral part of the curricular aspect of the Northern Ireland Curriculum. Morning assembly occurs for the whole school on three occasions each week. The local clergy visit the school to lead Assembly on a regular basis and conduct an annual RE Inspection each June.

Parents may withdraw their children from these activities by informing the Principal of their wishes in writing. Alternative arrangements will be made for such pupils.



Special Needs

The school follows the SEN Code of Practice with children progressing through the stages with increasing levels of support. Individual Education Plans (IEPs) are devised for those children at stages 1 and 2 and are implemented by the class teacher. At stage 3 outside agencies will be involved to provide further support. One to one assistance may be provided for some children at stage 5. Stage 4 is an assessment stage to ascertain whether or not a Statement of Special Educational Needs is required.

SEN pupils are well integrated in class and have varied opportunities to develop further their social skills. A caring and supportive ethos is evident in staff and pupils. Positive behaviour is promoted and rewarded.

Homework

All classes are set homework which does not necessarily include written work. The tasks set are recorded in a homework diary and parents are requested to sign this book to show that homework has been completed to their satisfaction. The school views regular homework as a necessary reinforcement for work introduced in class, encouraging good work habits and skills. All children are expected to present homework to the best of their ability. Homework set will be marked and carefully monitored by staff. Tasks may be of a written or oral nature.

Homework's are generally set Monday-Thursday. They may comprise of several elements e.g. Spellings, Tables, Reading and written activity. Usually a written homework is not given on a Thursday to allow the children to revise spellings and tables. This is at the discretion of the class teacher.

The average times recommended to be spent on homework are as follows:

- Primary 1 – 10-15 minutes
- Primary 2 – 15-20 minutes
- Primary 3 – 20 minutes
- Primary 4 – 35-40 minutes
- Primary 5 – 35-40 minutes
- Primary 6 – 45-60 minutes
- Primary 7 – 45-60 minutes

These are approximate times and should only serve as guidance. Homework is seen as a way of consolidating work currently being carried out in school and therefore serves a very useful purpose.

Parents/Guardians are asked to sign written homework and homework diaries, therefore acknowledging that they are aware of the homework set and have overseen their child's work.

Pastoral Care

The welfare of all pupils is of paramount importance to all staff, and Ballycarry Primary School is a thoughtful and caring school with a family atmosphere. Each individual child is regarded as special and their needs are important.

All pupils will be supervised during the school day by teaching staff and supervisory assistants.

When a child becomes ill or injured and is no longer able to remain at school, parents or persons responsible will be contacted as soon as possible. Those who cannot be contacted will be cared for in school. Emergency services will be notified in extreme cases.

All staff respond sensitively to any problems which may affect the development of the child in school. Any unresolved problems will be referred to the principal. Further referrals may be made to the Educational Welfare Officer, the School Nurse or the Educational Psychologist.

Parents are kept informed at each stage and their permission sought where required. All matters are dealt with in strictest confidence.

Behaviour

The staff work on the assumption that we have the full support of the parents in aiming to run a disciplined, orderly school. All pupils are expected to behave in a responsible manner, showing respect, courtesy and consideration at all times.

The school rules are formulated in consultation with the children at the start of each year. We work as a team to develop a whole school approach to promote good behaviour and discourage unacceptable behaviour.

School rules are brought to the attention of pupils by class teachers, in assemblies and by the principal where appropriate.

Parents are encouraged to bring any concerns to either their child's class teacher, the Senior Teacher or the Principal.

Non-Curricular Policies

Parents may view or obtain a range of non-curricular policies by arrangement at the school office.



OUTDOOR AREAS

Environmental Classroom

Thanks to an Environment and Heritage Service grant the school has an outdoor classroom where children can further their knowledge of the natural world around them.



Features installed include:

- Willow dome
- Wildflower meadow
- Herb bank
- Log Pile
- Mini Woodland
- Fruit trees
- Butterfly shrub area
- Story-telling circle
- New Pond
- Pond Plants

Outdoor Activity Play Area

Younger children have the opportunity to enjoy the outdoor play area. Children are able to engage in a variety of activities designed to promote and improve movement skills. Physical play allows the children to experience a sense of fun and success through running, jumping, climbing, skipping, hopping, balancing, cycling and scooting.



Community Links

The school plays an important role in the life of the community. Concerts, Carol Services and Friends of Ballycarry Primary School events are well attended by all age ranges. Senior citizens receive special invitations to certain events e.g. Harvest Services and Concerts.

The Primary 7 pupils go out into the village delivering gifts to senior citizens on Harvest Day. All pupils are asked to contribute towards this event. Local businesses have sponsored school activities and, in turn, the school meets requests from the community where possible.

The school participates in Ballycarry Community Association's Annual Service of Remembrance.



Friends of Ballycarry Primary School

We are fortunate in Ballycarry to enjoy the support of an active PTA (now known as Friends of Ballycarry Primary School) which meets regularly. Each year the committee plan a varied and interesting programme of events and are always keen to recruit new members. Membership provides the opportunity to get to know other parents as well as the teachers in the school. It also establishes that triangular partnership of pupil, parent, teacher which should be the basis of effective learning. The school values the work of the 'Friends' very highly.

Home-School Links

Parents are encouraged to be involved in the life of the school and, in particular, in the work of their children. Regular opportunities are provided for parents to discuss the progress of their children through parent/teacher interviews and "Open Days" and to participate in the wider life of the school. Informal arrangements can be made with the teacher or principal to visit the school to discuss any matter relating to their child's progress or welfare. Information is sent home regularly to brief parents on school affairs.

OUTLINE OF CHARGES AND REMISSIONS POLICY

In keeping with the 1989 Order, education by this school will be free of charge if this takes place wholly or mainly during school hours except that:

1. Board and lodging will be charged on residential visits. Where such a visit is considered an 'optional extra' this charge will not be remitted.

Parents receiving Family Income Support are entitled to have these charges remitted when evidence of their circumstances is given.

2. Ingredients or materials may be charged for where the end product becomes the property of the pupil.
3. Damages and breakages will be charged where bad behaviour is the cause.
4. "Optional Extras" taking place mainly outside school hours will be charged.

General

- a. This policy will operate for one financial year and will be subject to monitoring and review.
- b. Nothing in this policy statement precludes the Board of Governors from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.



European Day



Pancake Day

Contact Us

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