



Portglenone Primary School



Prospectus 2023-2024



Portglenone Primary School, 10 Cullybackey Rd., Portglenone. BT44 8AF

Telephone: 028 2582 2046 Website: www.portglenoneps.com

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Welcome

Dear Parent/Guardian,

Our school prospectus aims to inform you, as fully as we can, about the organisation of our school and the policies we have adopted.

We hope that when you have read it you will have a better understanding of our ethos, our aims and objectives and how we hope to achieve them.

We trust the information it contains will be of interest and value to you and the start of a positive relationship between you and the school.

As teachers we are very aware of the responsibility of providing a sound education for your child and you have our assurance that our policies and methods have been carefully thought out to meet the needs of the individual child and the requirements of the N.I. Curriculum.

If there are points in this prospectus you would like to discuss, or if you have any anxieties concerning your child starting school, please contact me at school.

Yours sincerely,

J. Harris

Mr J Harris
Principal



Admissions

Portglenone Primary School is a co-educational controlled day primary school in the North-Eastern Region of the Education Authority. The school has the capacity to cater for 204 pupils from age four to eleven. Information about the online application process can be found on the Education Authority website at <https://eani.org.uk/parents/admissions>

Admissions Criteria:

Each school has a set enrolment number, as determined by the Department of Education, Northern Ireland. At present, our allocation of 29 pupils, plus an extra 10% if necessary should provide sufficient places to meet local demand. However, in the event of over-subscription, the Principal will apply the following criteria:

Criterion 1 Applicants who, at the time of application, have a child of the family currently enrolled at Portglenone Primary School.

Criterion 2 Applicants whose permanent given home address is nearest the school as measured by the use of AA online mileage calculator on the C2K school computer system.

In the event of a tie-break, applicants will be prioritised by age, beginning with the eldest, established by date of birth as entered on a birth certificate.

A birth certificate is required for all applicants and should be provided directly to the first preference school. The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application form. If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any way, the offer of a place will be withdrawn.

Priority will be given to children who have attained compulsory school age at the time of their proposed admission including those whose parents deferred their primary admission in September 2023 (as defined by the new School Age Act – both groups to be treated equally).

In selecting children for admission, children resident in Northern Ireland at the time of their proposed admission will be selected for admission to the school before any child not so resident.

Year	Total Number of Applications	Number of Pupils Admitted
2021/2022	10	10
2022/2023	16	16
2023/2024	15	15

Governors

The Education Reform Order stipulates that all Controlled schools must be managed by a Board of Governors and rules for establishing such are clearly defined.

Parents are entitled to elect two Parent Governors and the teaching staff is entitled to elect one Teacher Governor. Other members of the Board are nominated to serve as Church or community representatives.

The Board of Governors are due to be reconstituted in 2023/24. Those who served during the last academic year were.

The members are listed below:-

Mrs J McDonald
(Chair)
(Transferor Rep)

Mrs S Greer
(Vice-Chair)
(Parent Rep)

Mr A Bell
(Transferor Rep)

Mrs R Clarke
(Parent Rep)

Mrs B Connolly
(EA Rep)

Mrs M Courtney
(EA Rep)

Mrs C Forsythe
(Teacher Rep)

Mrs D McClean
(EA Rep – in lieu of Transferor
Rep)

Mr T Wilkinson
(Transferor Rep)

Mr J Harris
(secretary)



Vision & Aims

The Board of Governors and staff of Portglenone P.S. seek to provide a broad and balanced curriculum within a happy, caring and disciplined environment which will encourage the formation and development of positive attitudes and a desire to learn. We will seek to create an atmosphere of mutual respect and tolerance. We will set high expectations for our pupils and support them in their efforts to achieve them. We will endeavour to create a strong school community working together with one purpose – to provide the best possible education for the young people of this community. We will strive to make our school a place where children can –

- Feel safe, secure and valued
- Learn in a challenging environment
- Achieve success in academic, creative and sporting areas
- Develop their talents, abilities and self-confidence
- Learn respect for themselves and others
- Acquire positive, moral attitudes
- Prepare for life after primary school



1. To develop skills in oracy, literacy, numeracy and information and communication technology through a variety of meaningful and enjoyable experiences appropriate to the needs of each pupil at each stage of their development.
2. To promote the spiritual, moral, cultural, intellectual, aesthetic and physical development of each child.
3. To provide opportunities for every pupil to achieve success, thereby encouraging and promoting the development of self-confidence, self-esteem, self-discipline and independence.
4. To prepare pupils for opportunities, responsibilities and experiences of post-primary school life and later adult life by:

- a) Encouraging self-respect, respect for others and property,
 - b) Encouraging tolerance towards others, and
 - c) Helping them to acquire values which will enable them to make informed decisions.
5. To foster in pupils an awareness and appreciation of their environment, both in time and space.
 6. To promote and develop close links between school, home and the community and create an atmosphere in which parents feel they have a meaningful contribution to make towards their child's education.
 7. To encourage staff to pursue professional development and receive adequate, appropriate training for the delivery of our curriculum.



School Building

The school is a split level building and is spacious and well equipped, providing a comfortable and stimulating environment for staff and children alike. Indoor facilities include seven classrooms, a large well equipped P.E. hall, kitchen and dining area, special needs room, staff room and offices. A €240K upgrade took place during 2021/22.

Outdoor facilities include a large grass playing field and separate tar macadam playgrounds for the P1 – P3 children and for the P4 – P7 children.

Access to the school grounds can be gained through three gates:

- one from the Cullybackey Road at the front of the school.
- one providing access from the neighbouring housing development and
- one providing access to the staff parking area behind the school

There are two main entrance doors to the building. These are located at either end of the school. From 9.05am the gate on the Cullybackey Road is locked and visitors should use the main front entrance which has an intercom security system.



Visiting the School

It is the aim of Portglenone Primary School to involve parents in the education of their children and to inform them as fully as possible about their child/children's progress. To this end various parental consultations are available.

Before admission to the P1 class

A. (a) all prospective pupils and their parents will be invited to meet the principal and their child's teacher and view their classroom one afternoon in June. On this occasion the principal and class teacher will give short talks and answer any queries relating either to general school policies or the needs of the individual child.

(b) for entrants who have previously attended another school:

1. an interview will be arranged with the principal.
2. parents and children will be welcome to view the school premises.
3. a meeting can be arranged with the prospective teacher/s of the child or children.

After admission

B. Parental appointments with the class teacher will be made on the following basis:

- (a) P1 baseline meeting in September
- (b) P1 - P7 classes during the month of October
- (c) P1 - P7 classes during the month of February.
- (d) P7 transfer interviews in February.
- (e) Further meetings are held for P6 transfer information and school trips.

C. Should you wish at any other time to consult the principal or teacher about your child's needs this can be arranged by contacting the school to make an appointment.

D. Parents will also be invited to the school on such occasions as:

- 1) parental information sessions
- 2) open day
- 3) special assemblies such as the Harvest and Christmas services and the Prize Day.
- 4) School productions
- 5) Sports' day
- 6) Parent Association activities
- 7) Shared Education events



Our pupils visit Portglenone Forest for their autumn walk.

School Staff

Principal: Mr. J. Harris

Senior Teacher: Mrs S Wallace

Teaching Responsibilities:

P 1 - Miss. A. Martin
P 2/3 - Mrs. S. Wallace/Mrs. C. Forsythe
P 4 - Mr. M. Moorhead
P 5/6 - Mrs. J. Linton
P 6/7 - Mrs. C. Forsythe/Mr. J Harris



Auxiliary and Ancillary Staff

A. Bonnar Classroom assistant (P1)
V. Smyth Classroom assistant (P2)
D. Irvine Classroom Assistant (P2)
S. Wilkinson Classroom assistant (SEN)
A. Bowyer Classroom assistant (SEN)
L. Smith Classroom Assistant (SEN)
S Harris Classroom Assistant (SEN)

K. Bryce Clerical officer
A. Galbraith Building Supervisor

K. Bryce Supervisory Assistant
A. Bonnar Supervisory Assistant
V. Smyth Supervisory Assistant

Mrs. S. Anderson Crossing Patrol

Mrs. N. Doherty School Cook
Mrs. P. Thompson Assistant to the Cook



Curriculum

Under the revised N.I. Curriculum every school must provide a broad and balanced curriculum for all its pupils. This includes the study of:

- Literacy and English
- Numeracy and Mathematics
- The World Around Us
- Personal Development and Mutual Understanding
- The Arts
- Physical Education
- Religious Education



In Portglenone Primary School curriculum co-ordinators have been appointed to draw up detailed programmes of study for each subject, thus ensuring progression and cohesion over all primary levels. We are fully committed to implementing the Northern Ireland Curriculum and we strive to go beyond the legal entitlement in areas where there are particular abilities among the staff.

Each teacher has drawn up a class timetable to facilitate the delivery of the curriculum. The timetables and programmes of study are continually under review to take into account changing educational requirements.

CURRICULUM COMPLAINTS PROCEDURE

In accordance with the school's policy of involving parents in the education of their children, a parent, who considers that the curriculum provision is unsatisfactory, may express his/her concern to the Principal. Every effort will be made within the school to bring the matter to a satisfactory conclusion. However, if the parent is still dissatisfied, he/she may detail the complaint, in writing, to the Secretary of the Board of Governors. If matters remain unresolved, a request may be rered to the E.A. Complaints Tribunal for Curriculum matters.

School Day

The school doors open at 8.30 a.m. and classes begin at 9.00 a.m.

Mid Morning Break	10:45 – 10:55am
Lunch Time	12:20 – 1:00pm

Dismissal Times

P1	The first 2 weeks of September – 12:00pm, thereafter 2:00 pm
P2	2:00pm
P3	Term 1 – Monday – Friday: 2:00pm Term 2 – Monday 3:00pm; Term 3 – Monday & Thursday 3:00pm
P4 – 7	3:00pm Monday – Thursday; 2:00pm on Friday

***School closes at 2.00 p.m. on Fridays for all pupils.**

All pupils not engaged in school organised activities should have left the premises by 3.15 pm. In the interests of children's safety, we request that all P1-3 children are met in the front playground by their parent/guardian. If the parent/guardian is not able to collect their child/children a signed letter should be sent to the child's teacher informing them of any change, noting the name of the adult who will be collecting the child.

All other classes (and bus people) will be expected to leave the school in an orderly and disciplined manner.

Staff will ensure the safe dismissal of the children, while the crossing patrol will see the children safely across the road.

As soon as the children have either:

- a) Been discharged to a parent/guardian
- b) Left the school premises or
- c) Crossed the road under supervision of the patrol person

their parents must assume responsibility for their child/children's safety.

Class Organisation

It is the school policy that, as far as possible, children will be taught in single year group classes, however, when enrolment numbers fluctuate this may not always be possible. Where year groups have to be combined in composite classes, these classes will be determined by a decision of the Board of Governors.

Each teacher will be responsible for a specific year group, or in the case of the composite class, year groups, particular skills of teachers being used to complete the afternoon classes where teachers will adopt a semi-specialist role in such subjects as Art, Technology, Drama, ICT, Music and Games.

The teachers will create a positive atmosphere which is conducive to learning while also being friendly and pleasant. A wide variety of teaching approaches including whole class, group, paired and individual will be employed appropriate to the task. Teachers aim to motivate and challenge children by providing a wide range of meaningful, stimulating and enjoyable experiences across all areas of the curriculum. We aim to make such experiences appropriate to the needs of individual children at each stage of his/her development providing opportunities for success through the realisation of achievable goals. Children will be given responsibility for some of their own learning and valued for all contributions to school life. The school will, where possible and appropriate, inform parents of its variety of teaching approaches and attempt to show them how they, as parents, may assist in the education of their children.

Learning Support

As children develop in different ways and at different rates, there will be those who require additional support for their learning. These particular children are identified by observation coupled with formal and informal assessment.

For many children, these needs will largely be met within their own classroom, the teacher matching learning experiences and tasks to the needs and abilities of these children. Where possible, classroom assistants will be available to allow the class teacher more time to work with these children.

Children in the P2 – P7 year groups will also be given extra literacy tuition by the Learning Support teacher (Mrs C Forsythe). This may be in the form of withdrawal or may be classroom based. The time allowed for this extra help may vary from year to year, depending on staff allocation.

Children with additional learning needs will be listed on the school's Special Educational Needs register. Children who are placed at Stages 1-3 of the new Code of Practice will have a bi-annual Individual Education Plan which will be drawn up and reviewed in consultation with the pupil, teacher and parent. Children will be set targets to help them make progress in their learning. Children with a statement of Special Educational Needs will have a statutory Annual Review.

Where a child's progress may require additional resources, an educational psychologist may be called in to assess the particular child. Parents of such children are always consulted prior to the psychologist being invited.

Results of such testing are discussed with the principal, child's teacher and parents. If this particular child's needs would be best met by placement in another school, then the appropriate steps will be taken.

A copy of the School's Special Educational Needs Policy is available for inspection.

Religious Education

Religious Education, as prescribed by the Department of Education, will be provided for all pupils of the school in order to promote their spiritual and moral development.

The whole school attends assembly on Friday mornings. The P1, P2 & P3 classes have an additional assembly on Tuesday mornings.

Local clergy provide an invaluable service by taking assemblies on a regular basis. They are joined by representatives from Scripture Union and Child Evangelism Fellowship.

Where parents, on grounds of conscience, do not wish their children to take part in the Religious Education Programme, alternative arrangements can be made within the school. Parents are asked to speak to the Principal to discuss this.



Homework

Homework is seen as a valuable and integral part of the education process. It may be of an investigative nature, requiring cooperation or collaboration with parents or other adults, or may be designed to provide practice, application and consolidation of knowledge and skills already acquired.

By nature, it provides the parents with an opportunity to share in their child's learning, at the same time developing good working habits in the child.

In the Foundation Stage classes homework is in the form of reading and phonics with story packs used in Primary 1. As the child moves up the school this is also supplemented with spellings and number facts/tables (from P2). Written homework may be of a cross-curricular nature. Homework will be given on a regular basis, exceptions being made for special occasions and vacations. Each child is expected to complete the allocated homework, the teacher being sensitive to the needs and abilities of each child and responding appropriately to such. A copy of the school's homework policy is available for inspection in school.



Uniform

All children will be asked and are encouraged to wear a school uniform.

Girls

Grey Skirt/Pinafore or Navy Jogging Bottoms
White Blouse/Blue Polo Shirt
Navy Blue Jumper (V-neck) or
Cardigan or School Sweat Shirt



Boys

Grey Trousers/Navy Jogging Bottoms
White Shirt/Blue Polo Shirt
Navy Blue Jumper (V-neck) or
School Sweat Shirt

Tie - navy blue with single blue narrow stripe
Crest - may be worn on jumpers or pinafores

Uniform is available from -

Select Kidz.
83 Church Street,
Ballymena.



Child's name should be written on all belongings (especially Ties and Jumpers)

School Meals.

Break

A ten-minute break in mid-morning gives the children an opportunity to eat a healthy snack. This snack should consist of fruit, toast or bread and a drink. **We would ask parents not to send sweets, crisps or fizzy drinks for morning snack.** For P1 and P2 children, a carton, small bottle or flask is easier for the children to cope with. In good weather pupils will be allowed out to the playground and will be supervised by the teachers on duty.

Milk

Milk can be bought at school and is paid on a monthly basis. We encourage pupils to drink milk at break time. It is currently subsidised and costs 21p per carton.

Snacks

Baguette, pancakes, toast and fruit (30p) can be purchased from the school canteen for morning break. Prices may vary from time to time and parents will be notified when necessary.

Dinners/Packed Lunches

The school has introduced new nutritional guidelines aimed at providing healthy meals. A menu is sent home on a monthly basis and can also be downloaded from the school website/SeeSaw app. School dinners will cost £2.60 and are paid through ParentPay our online cashless payment system. Children go to the dinner hall to eat and are supervised by staff. You are encouraged to keep the packed lunch quite simple.

Lunch Break

It is preferred that after dinners or lunches are eaten, the children should go out to the playground, where they are always supervised. In the autumn and winter terms children should bring a coat. Understandably, if the weather is extremely wet or wintry, the children are supervised in the classrooms. If your child cannot go outside, because of illness or for any other reason, you should send a note to the class teacher with a short explanation.

Child Protection

We seek to provide a happy and caring environment in which children feel confident and secure. All staff are aware of their responsibilities for the physical well-being of the children and assist in providing effective supervision, planned and spontaneous at all times. We also aim to promote the emotional well-being of children through our display of warmth; sincerity and positive attitudes towards them. As the children progress through school we encourage them to take more responsibility for their learning, actions and judgements, attributes which will serve them well in adult life. All staff endeavour to maintain and develop good teacher/pupil relationships based upon mutual trust and respect.

The school has a child protection policy, copies of which are available from the school office. The designated teacher for child protection is Mrs. S. Wallace. The deputy designated teacher is Mr. J. Harris. If parents are concerned about a possible case of child abuse or abuse by a member of staff they should contact the designated or the deputy designated teacher. If the complaint is about possible abuse by the designated or deputy teacher they should contact the chair of governors. The welfare of the child must always be paramount and this overrides all other considerations. The flow chart on the next page outlines the procedures to be followed in the event of a complaint.

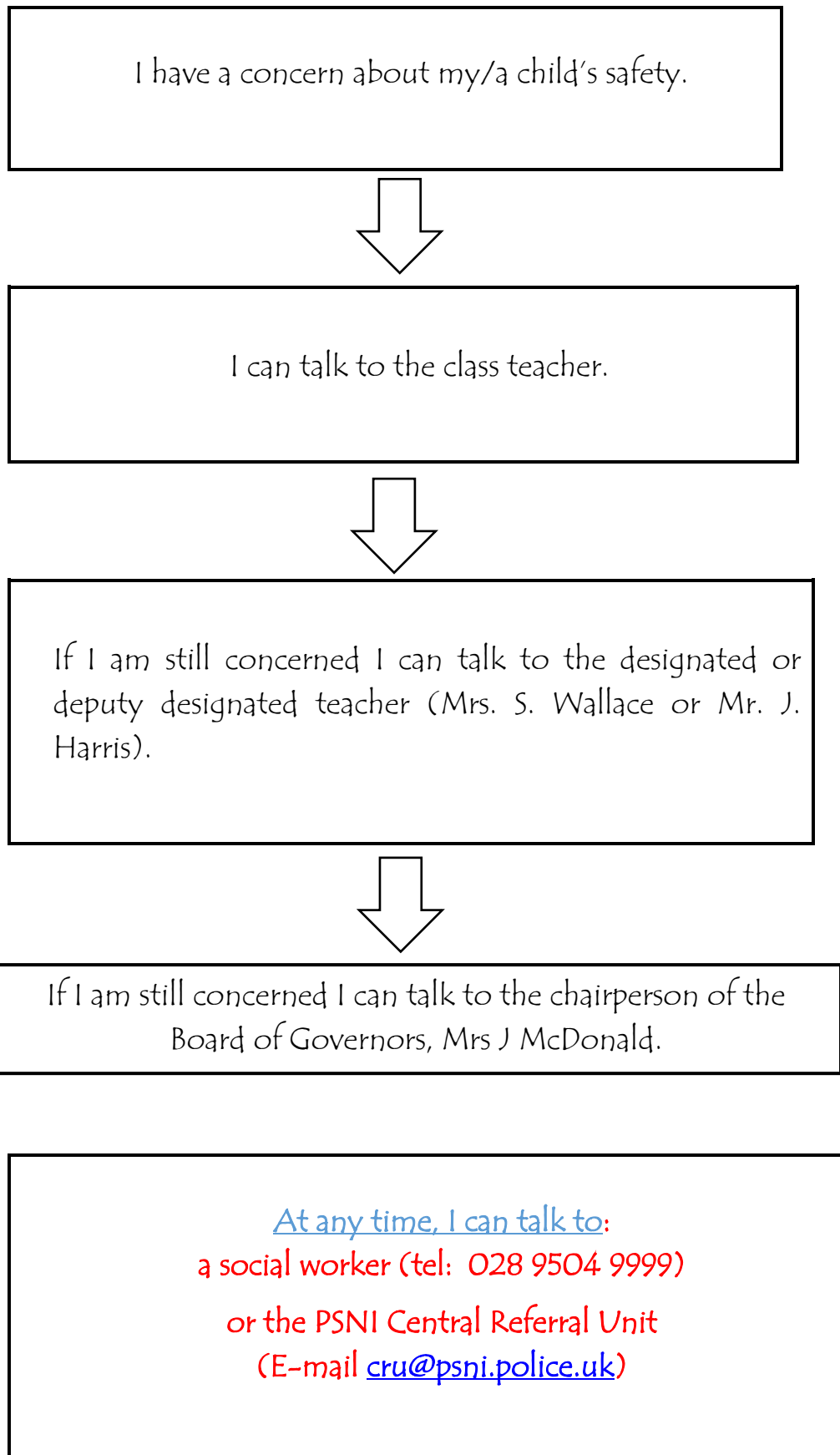
Drugs Policy

In line with DENI requirements the school has a Drugs Education Policy. The Board of Governors and staff of Portglenone Primary School actively discourage the misuse of any illicit drug or its possession within the school by any pupil or adult. The only drugs which may be brought into school are those prescribed for a pupil by his/her doctor and for which parents have given written instruction to the teacher.

A copy of the full policy is available for inspection in school. A paper or digital copy may be requested by telephoning the school office.

Portglenone P.S. – Child Protection Procedures

How a parent raise a Child Protection concern:



Discipline

Discipline is the system and ethos which aims to cultivate in pupils an acceptance of and responsibility for the pupils' own decisions and actions and for their consequences.

Discipline by definition is a system of rules for good behaviour, which in turn assists the school to fulfil its functions, namely the full development of the potential of each child.

In Portglenone Primary School we aim to:

- 1) Promote among pupils, self-discipline and proper regard for authority.
- 2) Encourage good behaviour on the part of pupils.
- 3) Ensure that standards of behaviour of pupils are acceptable.
- 4) Create the conditions for an orderly school, in which effective learning can take place and in which there is mutual respect between all members.

School rules are brought to the attention of the children by their respective teacher, and indeed by any member of staff with whom they come in contact, either accidentally or planned. At all times the school's code of behaviour will be applied consistently and fairly.

If a child transgresses the school rules there is a graded set of sanctions which automatically come into operation. Parents may view the school's policy on Positive Behaviour and Discipline on the school website or request a paper copy.

Extra Curricular Activities

A variety of extra-curricular activities are provided to give the children opportunities to develop personal qualities, values and attitudes. The range of activities available reflect the interests and expertise of our teachers.

- Scripture Union
- Cycling Proficiency
- Hockey
- Netball
- Football
- Transfer Club
- Musical instrument tuition (Woodwind tutor)
- Music Club
- Cookery Club
- Art & Craft Club
- French Club
- Mo McDowell Coaching (P1-P7)
- Coaching for Christ (P1-7)



From time to time the Parents' Association may provide other opportunities for the children to display their talents.

There may be a cost incurred for some of these activities.

SPORT

The school seeks to provide access to a varied range of sporting activities for all pupils. We have a large hall for P.E. and indoor games. We also have our own football pitch. Each pupil will receive timetabled sporting activities during the week. In line with the Department of Education Guidance, each child will have two hours physical activity per week. Pupils in P5, 6 and 7 classes will also be given swimming instruction each year at the Seven Towers Leisure Centre in Ballymena.



Charges & Remissions

The Board of Governors of Portglenone Primary School has formulated the following Charges and Remissions Policy on the basis of Articles 127-138 of the Education Reform Order (NI) 1989 and the related guidance contained in the Department of Education Circular 1991/21.

The Board of Governors is very much aware of the valuable contribution that educational visits, residential visits and other enrichment activities can make in promoting the development of our children and will seek to maintain these. It is also aware of the principle underpinning this policy of each child's right to free education and so no compulsory charge is permissible for activities provided mainly or wholly inside school hours.

This policy, in respect of the charges and remissions we propose to outline for any **OPTIONAL EXTRAS** or **BOARD and LODGING**, will operate for the current financial year and will be subject to monitoring and review.

A. OPTIONAL EXTRAS

- 1) Tuition In The Playing of a Musical Instrument
THESE CHARGES WILL NOT BE REMITTED



- 2) Education Activities

Charges will be made in respect of all activities which take place wholly or more than 50% outside school hours when the child's participation has been agreed in advance by the parent. The charge will include the cost of travel, entrance fees, materials, books and equipment and where appropriate board and lodgings and insurance cover.

THESE CHARGES WILL NOT BE REMITTED

- 3) Transport

A charge based on the full economic cost will be made when a pupil makes use of transport, other than transport provided by the EA, to attend an activity.

THESE CHARGES WILL NOT BE REMITTED

4) Practical Subjects

Charges will be made for ingredients and materials needed for courses in practical subjects where parents indicate, in advance and in writing, a wish to receive the finished product. As an alternative parents may provide the ingredients and/or materials.

THESE CHARGES WILL NOT BE REMITTED

5) Breakages

Although the Order does not make specific provision for charges for breakages it is the decision of the Board of Governors that a charge will be made for damage to school books, school equipment or to the fibre or structure of the school. The amount of the charge will not exceed the actual amount required to replace or repair the damaged items.

B. BOARD AND LODGING ON A RESIDENTIAL TRIP

Where a school activity involves pupils spending a night or nights away from home, a charge for board and lodging will be made. Where such a residential trip is considered an Optional Extra, **THESE CHARGES WILL NOT BE REMITTED.**

However, where a residential trip is deemed to be inside school hours and must be provided free, (tuition which is part of the preparation provided by the school to enable a pupil to sit an approved public examination or for the purpose of fulfilling the statutory obligations in respect of the Curriculum) parents in receipt of Income Support or Family Credit are entitled to have these charges remitted when they declare and give evidence of their circumstances. Such parents may make a **VOLUNTARY CONTRIBUTION** towards the cost of the trip.

General

- a) No charge made in respect of individual pupils will exceed the critical cost of providing the optional extras to that pupil. Charges will not include an element of subsidy for any pupil where parents are unable to pay the full charge.
- b) There may be occasions when an outside organisation arranges an activity to take place during school hours. The third party will be able to levy charges in return for the services provided.
- c) The school reserves the right to cancel any activity arranged under the terms of this Charges and Remissions Policy.
- d) The Board of Governors may seek voluntary contributions in support of some school activities as permitted in the Education Order. Any communication will state clearly that there is no obligation to contribute but that the activity cannot be funded without such contributions.

Communication

WEBSITE

The school has a website to display pupils' work and inform parents about dates and events. It can be accessed at www.portglenoneps.com

TEXT MESSAGING SERVICE

Should any unforeseen circumstances occur during the academic year all parents will be informed prior to the change/s taking place. The school has subscribed to an online text messaging service which allows us to contact parents quickly should we need to close the school in the event of severe weather conditions or other emergencies.

SEESAW APP

We use the SeeSaw app to showcase pupil learning in their own personal online journal. This can be accessed by parents through any smart phone, tablet or computer device. Pupil work and photographs can be uploaded to give parents and guardians an idea of what happens on a day to day basis in each classroom.

MOBILE PHONES

In recent years, mobile phones have become more common place and children regularly carry them. There is the possibility, however, that if children bring mobiles to school they may be lost or damaged. **For this reason, we request that children leave mobiles at home.**

FURTHER COPIES OF THIS PROSPECTUS ARE AVAILABLE FROM THE SCHOOL OFFICE.



**Shared
Education**



**GL
Assessment**



**Accelerated™
Reader**



As a school we are engaged in a number of programmes which deepen our understanding and enable us to share what we are learning in school with those who look after us.



What are our parents saying about us?

A very caring environment where children feel valued, regardless of academic ability.

We like Portglenone Primary because it is a small rural school and the caring ethos of the staff makes it like an extended family.

Good Communication

Focus on learning and raising student's attainment. Students clearly progress over the course of the year, building on prior learning.

It is very warm and friendly when you enter. My children have formed great relationships with many of the teachers.

Staff (all staff) have been very interested and as involved as possible with pupils. All concerns are dealt with promptly.

Its continued focus on being a good family school offering good pastoral care to all children and families. The children's happiness is the core of the school and this is evident when you see happy children coming out the gate and when they can't wait to return the next day, or when your child says "Mum I don't want to leave Primary School."