

**STRABANE CONTROLLED PRIMARY SCHOOL
43 DERRY ROAD
STRABANE
CO TYRONE
BT82 8DX**

**PRIMARY
CONTROLLED
BOYS AND GIRLS
AGE RANGE: 4-11**

Tel No. 028 71 382510
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CHAIRPERSON OF GOVERNORS: Rev. M. Shaw
PRINCIPAL: Mr. D. Canning

- NUMBER ON ROLL (1 September 2015) 272
- EXPECTED NUMBER ON ROLL (1 September 2016) 277

ADMISSIONS NUMBER: 33 ENROLMENT NUMBER: 231

APPLICATIONS FOR ADMISSION: (Sept. 15) 35	ADMITTED 34
(Sept. 14) 46	ADMITTED 39
(Sept. 13) 32	ADMITTED 31

ANNUAL ATTENDANCE RATE: 95.61%

THE BOARD OF GOVERNORS

Nominated by the Transferors

Mrs. D. Kidd
Mrs. L. Preston
Rev. M. Shaw
Mr. N. Darragh

Nominated by the Education Authority Western Region

Mrs. R. Cole
Mr. R. F. Cummings

Elected by the Parents

Mrs. P. Canning
Mrs. L. Gallen

Elected by the Teaching Staff

Mrs. C. McDonnell

Secretary (Principal)

(Non-Voting)

Mr. D. Canning

AIMS OF THE SCHOOL

To develop the whole child

- To recognise and appreciate each child's potential and provide opportunities for this to be developed to the full - intellectually, spiritually, physically, emotionally, socially and creatively.
- To provide a caring, secure, stimulating and imaginative environment where each child can achieve success and satisfaction.
- To help each child acquire a reasoned set of Christian moral beliefs and attitudes thus creating an atmosphere within which children will be encouraged to develop a sense of fair play, tolerance and respect for other people's views, attitudes and possessions.
- To provide a broad, balanced and relevant curriculum in keeping with the revised Northern Ireland Curriculum.
- To involve the parents, Governors and wider community in the life and work of the school.
- To monitor, in a systematic manner, in line with the recommendations of the Northern Ireland Council for the Curriculum, Examinations and Assessment (C.C.E.A.) the progress of each child and provide the parents with details of their children's achievement on a regular basis, including an arranged meeting and a written report at least once a year.
- To promote the professional development of all staff as effective, efficient, teachers, through a continuous programme of professional development.

TEACHING STAFF

Principal	Mr D. Canning	M.Ed., B. Ed. (Com.)
Vice-Principal (Y.4/5 teacher)	Mrs G. Donnell	B. Ed. (Hons).
Y.7 teacher	Mrs A. Fallows	B.A. (Hons) P.G.C.E.
Y.6 teacher	Mr D. Gamble	B. Ed. (Hons)
Y.5/6 teacher	Mrs A. Smith	M.A., P.G.C.E.
Y.3/4 teacher	Mrs K. Clarke Miss E. Rutherford	B. Ed. (Hons) B.Ed (Hons)
Y.2/3 teacher	Mrs F. Barclay	B.Ed (Hons)
Y.1/2 teacher	Miss L. Finlay	B.Ed (Hons)
Y.1 teacher	Mrs J. Lyttle	B.Ed. (Hons)
Nursery teacher	Mrs C. McDonnell	M.A., B.A. (Hons) P.G.C.E.
Learning Support teachers	Mrs J. Canning Mrs J. McConnell	Dip. Special Ed. B.Ed (Hons)

ANCILLARY STAFF

School Secretary	Mrs C. Maybin	Cleaning staff	Mr H. Kerr Mrs H. Hetherington Mrs C. Borland Ms L. Foley
Caretaker	Mr. H. Kerr		
Classroom Assistant	Miss C. Robinson Mrs E. Shaw Mrs S. Pollock Mrs P. Gamble Mrs J. Hannan Mrs Y. Hepburn Mrs. F. Gamble	Cook in Charge Kitchen Staff	Mrs M. Connolly Mrs H. Hetherington Ms. L. Foley Mrs C. Borland
Nursery Assistant Crossing Patrol	Mrs S. McKnight Mr. D. McCallan		
Supervisory Assistants	Miss K. Devenney Mrs Y. Hepburn		Miss C. Robinson Mrs M. O'Kane

PARENT TEACHERS' ASSOCIATION COMMITTEE

2015 / 2016

Chairperson	Mrs P. Canning
Vice Chair	Mr. A. Patterson
Secretary	
Assistant Secretary	Mrs. C Sayers
Treasurer	Mr. T. Mealiff
Assistant Treasurer	Mrs. A. Kelly
P.R. Officer	Mrs N. Cummings
Members	Mrs R. Crawford Mrs S. Campbell Mrs. S. Boyd Mr D. Hampton Mrs. L. Gallen Mrs. K. Hay Mrs. J. Taggart
Teachers	Mr D. Canning Mrs G. Donnell Mrs. A. Smith Mrs. J. Canning

GENERAL INFORMATION

Strabane Primary School is a Controlled School, owned and maintained by the Education Authority Western Region (E.A). It is a modern and well maintained building attractively situated in its own extensive grounds on the northern outskirts of Strabane. The school seeks to promote a friendly caring atmosphere and parents are always welcome to visit the school.

An extremely active Parent Teachers Association (P.T.A) exists to involve parents, relatives and school together for the benefit of the children. Over the past few years, the Association has contributed greatly to the life and work of the school by providing much essential equipment and materials to enhance the educational opportunities of all the children. Parents of new children are heartily invited to become involved in its activities.

The school was built in 1964 and has eight permanent classrooms, each equipped with computers and interactive whiteboards. The classrooms are bright, spacious and well equipped. There is also a library and a computer suite (including scanners and digital cameras), two learning support rooms, a reading recovery room and an Assembly/Dining Hall together with offices and a staff room. Meals are cooked daily in our own kitchen and served in the dining hall. A new purpose built nursery unit was opened in September 2000. This provides 26 full-time places for children who intend to attend the school.

The Governors and staff, with the support of the parents, are always working to improve the environment, facilities and resources of the school. Consequently, with the help of the PTA, and in partnership with the Education Authority, we are currently constructing an outdoor classroom and environmental area. Also, to compliment our nursery class, a playgroup caters for children from 3 years and upwards. Finally, two part-time Learning Support teachers are available to give additional help to children in the vital areas of literacy and numeracy.

SCHOOL HOURS

The school day begins at 9.10 a.m. Children should arrive on the premises around 9.00 am and be in the assembly hall by 9.05 a.m. Pupils will be admitted to the school from 8.45 am to accommodate early buses. Children going to the breakfast club can arrive from 8.15 a.m. onwards.

CURRICULUM

The curriculum of the school is designed to deliver a broad and balanced education to every child and to present all children with experiences suitable to their current stages of development. The curriculum is in a constant state of development and all teachers are working to implement the demands of the Revised Curriculum for N. Ireland.

The primary phase now comprises:

The Foundation Stage	Years 1 and 2
Key Stage 1	Years 3 and 4
Key Stage 2	Years 5, 6 and 7

The curriculum for the three stages is set out in six Areas of Learning.

1. Language and Literacy
2. Mathematics and Numeracy
3. The Arts (including Art and Design, Drama and Music)
4. The World Around Us (Geography, History and Science and Technology)

5. Personal Development and Mutual understanding
6. Physical Education

The staff strive to present children with lively and exciting experiences and to attain the targets that are within their abilities. Pupil performance and development will be evaluated by appropriate formative and summative assessment techniques in harmony with the directions of C.C.E.A. and the assessments will be reported to parents regularly. Parents will receive a written report on their child at the end of each year and there will be parent interviews every October/November. On entry to Year 1 all pupils will undergo an initial assessment. This will be used to plan future learning and teaching opportunities.

At the end of Key Stage 1 (Year 4) and Key Stage 2 (Year 7) parents will receive a report setting out the level their child is working at within the N. Ireland Curriculum. Year 7 parents will also be given a Record of Achievement for their child just before they leave.

KEY STAGE ASSESSMENT

In the CCEA Key Stage Assessments of 2015 / 2015 our results were as follows

Key Stage 1 Communication

School percentage	Level 2	59.38%	Level 3	31.25%
NI average	Level 2	70.21%	Level 3	18.53%

Key Stage 1 Using Mathematics

School percentage	Level 2	68.75%	Level 3	25%
NI average	Level 2	71.67%	Level 3	18.57%

Key Stage 2 Communication

School percentage	Level 4	55.55%	Level 5	27.78%
NI average	Level 4	60.08%	Level 5	16.90%

Key Stage 2 Using Mathematics

School percentage	Level 4	47.22%	Level 5	36.11%
NI average	Level 4	54.78%	Level 5	22.85%

Key Stage 1 ICT Level 2 93.75%

NI average Level 2 91.10% (two year old data)

Key Stage 2 ICT Level 4 100%

NI average Level 4 79.78% (two year old data)

Please note the Northern Ireland figures quoted may not be an accurate reflection of standards as, due to industrial action, the summary figure is based on approximately only 20% of pupils.

RELIGIOUS EDUCATION

The teaching of Religious Education (RE) in each age group will be based on the agreed core syllabus for Northern Ireland. It will be non-denominational in character. The rights of parents to withdraw their children from RE lessons and morning assembly will be respected. Those wishing to exercise this right should inform the principal in writing.

SPECIAL EDUCATIONAL PROVISION

Care is taken to match the curricular provision for all children to their particular stage of development and to take account of any individual difficulties or special talents that they show. If at any time during the school year teachers become concerned about a child's progress the parents will be invited to discuss the problems with the class teacher so that the maximum help can be afforded the child. If it is thought appropriate a child may progress through the stages of support as set out in the Special Needs Code of Practice. This will include:

- (i) individualised help from the class teacher
- (ii) extra help from the Learning Support teacher
- (iii) an individualised programme of work agreed between the class teacher, Learning Support Teacher, and Special Needs Co-ordinator (SENCO).

As well as two Learning Support teachers the school has access to a trained Reading Recovery teacher. Where provision beyond what can be given by the school is required the specialist services of the E.A.'s Special Education Section will be obtained and children may be moved to stages 4 and 5 of the Code of Practice. The assistance of WEST will also be sought to plan early intervention strategies at nursery, Foundation and Key Stage 1. At all stages parents will be kept updated about their child's progress and the school will make a special effort to involve parents in supporting their child.

DRUGS EDUCATION

This school will attempt to protect children from drug misuse by actively promoting a prevention and protection programme. Through the PDMU programme pupils are encouraged to adopt a 'positive lifestyle approach'. Emphasis will be placed in personal responsibility and each individual being equipped to make informed health choices. Furthermore, staff members will do all within their power to ensure that the school and its grounds are maintained as a safe and drug free working environment at all times. Co-operation with other outside agencies to maximise the school's effectiveness is an important feature of our programme.

SPORTS

As the physical development of children is important the school has adopted the following aims for P.E. and sport (including extra curricular activities).

Aims:

1. Promotion of enjoyment and a healthy lifestyle.
2. Development of a sense of fair play and team spirit.
3. Enhancement of sports' skills
4. Giving children the experience of a range of sports and sporting activities.

Each class experiences, on average, a minimum of 1.5 hours to 2 hours of P.E. and sports in formal lessons, per week (exclusive of extra-curricular activities). From P.4 upwards a range

of sports is on offer as extra-curricular activities. These combine in P.6 and P.7 to provide a potential additional 2 hours of sport per week. Through the good services of the Extended Schools Programme, the District Council, Maiden City Football Club, Ballylaw Badminton Club and the IFA we have at our disposal the services of fully trained coaches for many of the sports being offered as extra-curricular activities.

Facilities:

The school has an assembly hall fully marked and equipped for P.E. and games and the two tarmac playgrounds are set out for rounders. One of these has also got a netball court and the other a 5 a side football pitch and a cycling proficiency course. Extensive grass areas within our grounds are used for games and athletics and a new outdoor playground and environmental area has been added recently.

Sports provided as curricular and extra-curricular activities include:

a) athletics b) rugby c) cricket (indoor and outdoor) d) dance e) gymnastics f) hockey (indoor and outdoor) g) netball h) rounders i) badminton j) soccer k) swimming.

HOMEWORK

It is the policy of this school to set the children homework. This will always be a natural extension of classwork. Initially, homeworks will be quite informal and involve the taking home of books to read. We would encourage parents to find time to read to and with their children and to discuss books with them. If parents need advice on the best way to go about this, your child's class teacher will be pleased to discuss it with you. Later work will become more formal and children will be asked to undertake small tasks at home such as learning spellings or tables, structured reading or simple writing or mathematical tasks including mental arithmetic. Finally, homework that encourages independent study and initiative will be given from time to time as well as formal assignments of a more lengthy nature. The school would welcome parental support for all such tasks. If the amount or standard of the work set causes parents any problems please feel free to contact the school and discuss the situation with the class teacher.

COMMUNITY INVOLVEMENT

The school has long standing links with a number of other schools in the area especially through participation in the Extended Schools Cluster programme and STEM and CRED projects. We also have excellent links with the New Horizon's project as part of our Eco Schools programme and with the District Council who provide us with games coaches and artists in residence programmes. The PTA organise a summer fair each year for the whole community and we are indebted to the Fire Brigade, PSNI and ambulance service for their willing participation. Many local businesses also sponsor school events including, McColgan's Foodhall, New Horizons Garden Centre, Café Fresco, Cilento, Gormley's Shoes, Doran's Costcutters, ASDA, Eclipse Cinema, Floor Store, Multi-Span, Silverhill Foods, Derry & Strabane Dist. Council, Lovely Little Somethings, Strabane & Lifford Rotary Club, Mrs McBride, Bready Ulster Scots, TMC Dairies, Mrs. B. Hogg, Mrs. I Galbraith and the Spar Shop – Derry Road. The school is also proud to participate in the Strabane Feis.

ATTENDANCE

All children should attend school for the 190 days that the law requires, unless they are ill. If children have to miss school as a result of illness or for any other reason, then parents should **send a note explaining the absence to the class teacher.** Children who miss 20 days or

more will be visited by the Education Welfare officer (E.W.O.) as a matter of E.A. policy. At the end of each year children who have attained 100% attendance will receive a special certificate acknowledging the achievement.

PASTORAL CARE

It is our desire to see that all children are successful and happy at school. Therefore, the staff will work closely together, in consultation with parents, to ensure the welfare of children in the school. Parents are urged to discuss any matters of concern with staff whenever they feel this is necessary. Parents should discuss such matters with the class teacher in the first instance. Often potential problems can be avoided if they are dealt with quickly. The principal will be pleased to see parents to discuss any matters of concern, at any time. Please contact the school to make an appointment to speak to staff. Problems that lie outside the remit of the school will be passed on to the Educational Welfare Officer (E.W.O) and or the Social Services if it is thought that more appropriate support can be given to parents and children through these agencies.

SCHOOL DISCIPLINE

Discipline in the school is fostered by the encouragement in each child of a sense of respect for others and their property. We expect each child to treat both other children and adults with politeness and kindness and to have a regard for the safety of themselves and others. The basis of our policy lies in the encouragement of self-respect and growth of self-discipline. Minor lapses of behaviour usually incur verbal admonishments and/or extra work sometimes completed over break or part of lunch time.

More serious or continual problems will result in the parents being asked to discuss the matter with the class teacher or principal. In extreme cases the ultimate sanctions of suspension or expulsion may be used. Such measures will always be applied in strict accordance with the school's discipline or anti bullying policy and after taking note of any guidance the E.A. and the Department of Education may provide. A copy of the school discipline policy including the school rules is always kept on display on the parents' notice board and in each classroom. A copy will also be given to all parents when their child starts school.

CLOTHING

Jewellery

Children are discouraged from wearing jewellery in school because it constitutes a safety hazard to themselves and others, especially during Physical Education (P.E.), games and playtime. If children have their ears pierced, then they should wear studs and not earrings. If children do come to school with inappropriate jewellery, their teacher may, for safety reasons, require them to remove the item. While uniform is not compulsory children are encouraged to wear it as it adds to the ethos of the school. Grants are available from the E.A. to help parents purchase the uniform. Details can be obtained from E.A. Tel. 02882411496.

Footwear

As children run around quite a lot at break and lunchtime fashion footwear is not really suitable, e.g. shoes with high heels or narrow straps.

Details of the uniform are:-

Boys

Grey trousers or navy track suit bottoms
Pale blue shirt with grey V-neck sweater and tie

Girls
Grey round neck sweater without tie
Grey socks
School sweatshirt and or polo shirt
Grey pinafore, skirt or navy track suit bottoms
Pale blue blouse with tie
Grey sweater or cardigan
Grey or white socks or tights
School sweatshirt and or polo shirt
Tie: Stripe in dark blue/pale blue

It is suggested that young children may wear a sweatshirt without a tie and footwear they find manageable, e.g. shoes and slippers they can change for themselves. High laced boots are therefore not suitable. For P.E. all pupils need a T. Shirt, shorts and slippers.

Uniform is available from:

**O'NEILL'S SPORTSWEAR, Unit 1 Dublin Road Industrial Estate, Strabane
Reach EPS Ltd. www.OurSchoolUniform.com**

P.E./GAMES KIT

Children are expected to be provided with suitable clothing for P.E. and games. All children should have a pair of slippers (black canvas slip on are best). Older children also need shorts and a suitable top (e.g. a T-shirt). Children who go swimming should provide a swimming costume and towel on the day swimming takes place. Older children who do football or netball etc should have suitable clothing and footwear for these activities on the appropriate days, e.g. T shirt, shorts/track suit bottoms, trainers/football boots. Please note swimming is now a part of the curriculum and all pupils are expected to participate (medical reasons excepted). Fully qualified coaches provide the swimming tuition for Key Stage 2 pupils at Riversdale. Please ensure that **ALL** your child's belongings are named. Name tags can be purchased from the secretary. (Current cost £5.00 for 6 dozen)

HOME/SCHOOL CONTACT

The teaching staff actively encourages parental contacts with the school because we see them as very beneficial to the children. This school attempts to foster parental relationships in various ways such as invitations to pantomimes, concerts, plays, meetings and other events as well as informal contacts at the beginning and end of the school day. More formal contact is made in the annual progress interviews with the class teacher and the Annual Parents' Meeting. Parents may contact the principal about any matter at any time when the school is open. In recent years the involvement of parents in their children's learning has been actively pursued through Shared/Paired Reading, and Parents in Mathematics programmes. These have proved very successful and will continue to be a distinctive feature of the school.

The PTA fund a texting and e mailing service to parents called 'CallParent'. This will be used to provide parents with information about school events including details of any emergency closures due to bad weather.

VISITORS TO SCHOOL

Visitors coming onto the school premises **must** report to the secretary's office and sign in and out. In the interest of safety it is essential that this rule be adhered to.

Parents must notify the class teacher in writing if their child, on a particular occasion has to go home with another child, or has to be collected by another adult. **We do not entrust a child into the care of an adult we do not know.**

PLAYGROUP

A playgroup exists to introduce children to the school from the age of three onwards. The group currently meets Monday to Friday each week during term time. Milk and a snack will be provided at break time. The playgroup will function from 9.15 am to 11.45 a.m. each day. **Parents wishing to get their children into the playgroup should contact the playgroup leader, Mrs Cummings, for details of the admission arrangements.** Tel. 07596842439.

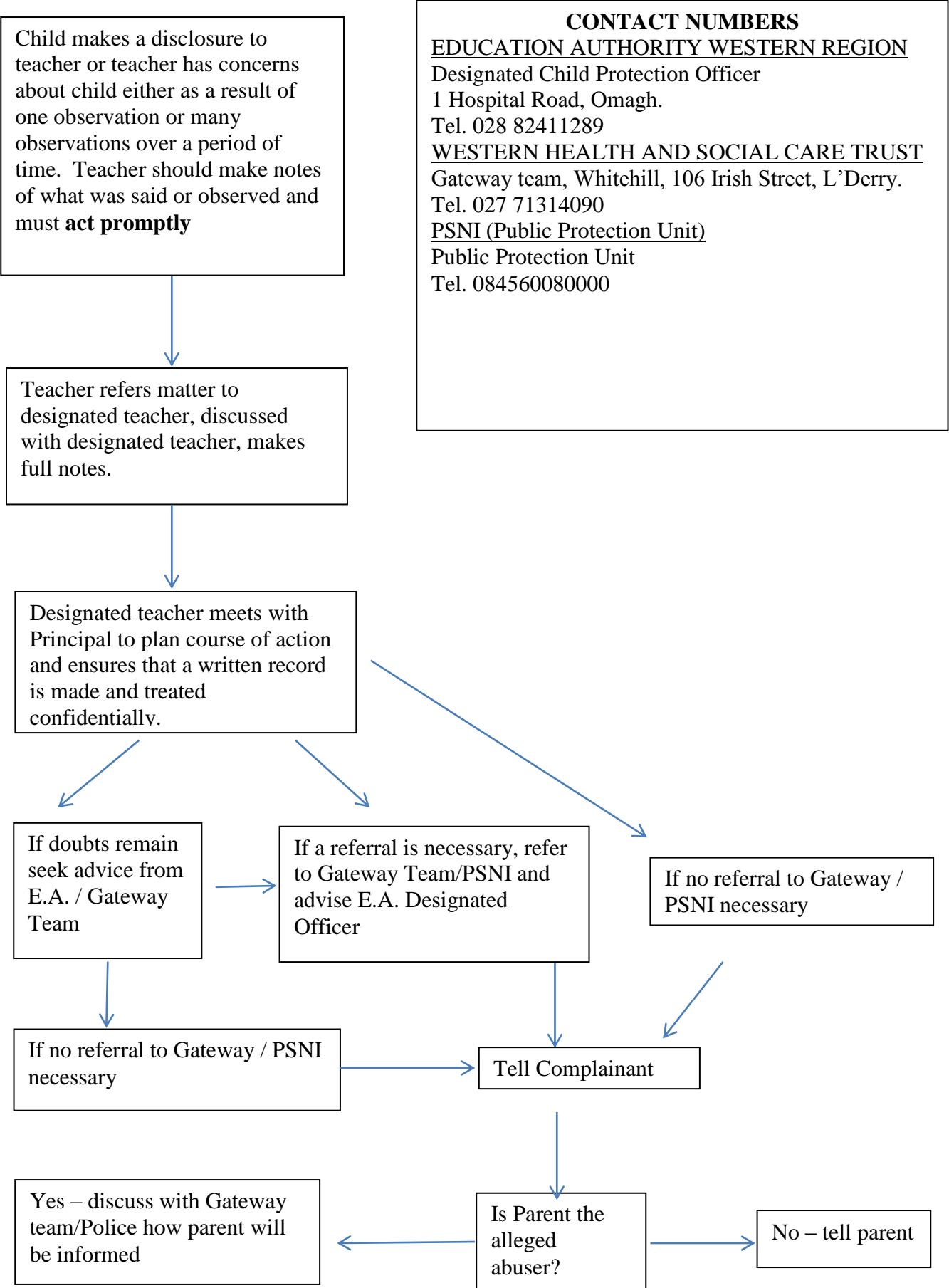
CHILD PROTECTION PROCEDURES

In accordance with our aim to provide a caring and secure environment for children staff are alert to signs of possible child abuse. Where staff are given information by pupils or parents or see signs which cause concern they will make their concerns known to the designated teacher **Miss L. Finlay**, who will in turn inform the principal. **Mrs. C. McDonnell** acts as designated teacher for the nursery. Staff will follow the DE procedures for dealing with child abuse. A summary of these can be found in this document.

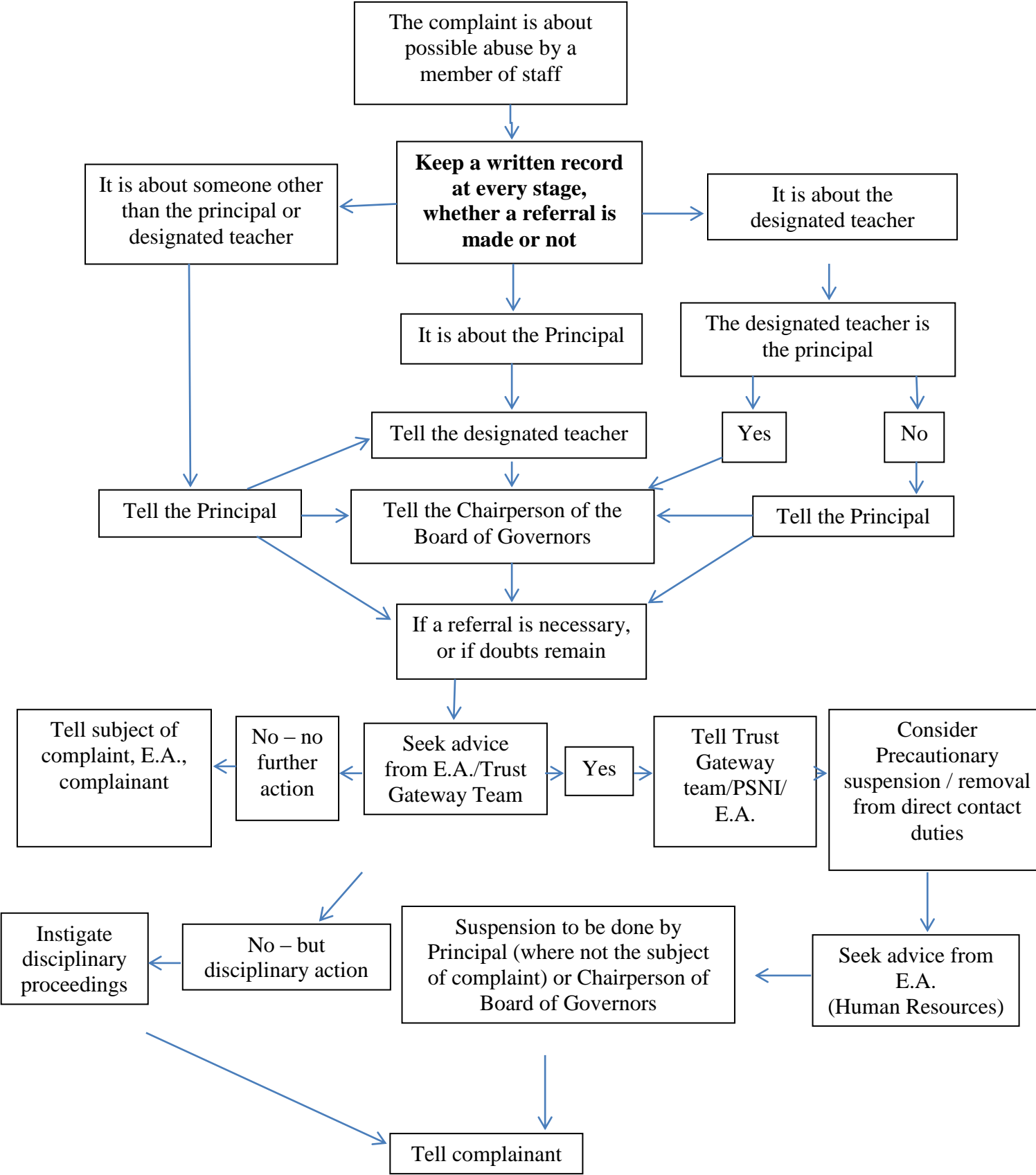
Bullying

The school takes very seriously any concerns or complaints parents may have about bullying and all reported cases are investigated thoroughly. The procedures set out in the school's anti bullying policy will be used and the parents of both the victim and the bully involved in the discussions. Sanctions, as set out in the school's discipline policy, will be used to deal with bullying behaviour. Parents making a complaint will receive a report from the school within 7 days of the complaint being lodged.

Procedures where the school has concerns, or has been given information, about possible abuse by someone other than a member of staff



Procedure where a complaint has been made about possible abuse by a member of the school's staff



ADMISSION ARRANGEMENTS

Children will be admitted to the nursery class in small groups during the month of September. This will enable them to get to know their teacher better. The admission arrangements as set out in the E.A. Booklet on Nursery Education will be used. Children starting Y.1 will be admitted on Thursday 1st September. The admission arrangements as set out in the E.A. booklet on Primary Education will be used. All parents whose children will be starting Nursery or Y.1 will be invited to the school during the summer term to meet their child's new teacher, see the facilities available and find out what will be happening in class. Application forms for both Nursery and Y.1 are available from the school or Board offices and should be returned to the school.

Please note the Department of Education's regulations do not permit children whose fourth birthday falls after 1 July 2016 to enter Y.1.

ADMISSIONS CRITERIA YEAR 1

Respective Functions of the Board of Governors and the Principal in relation to admissions. The Board of Governors, subject to their approval, has delegated to an Admissions Sub-Committee the task of selecting pupils for admission. The Sub-Committee consists of the Principal and 4 Governors.

Due to statutory regulations no class in Foundation Stage or Key Stage 1 (Years 1 – 4) can exceed 30 pupils.

The Board of Governors will apply the following criteria in the event of there being more applicants for Year 1 than places available, in the order set down below. Children normally resident in Northern Ireland will be considered before any other children. In the event of over subscription parents will be required to verify information on the application form.

Priority within each criterion will be given to pupils regarded by the Board of Governors, on the basis of written evidence supplied by the parents/guardians and/or statutory agencies, as having special circumstances (i.e. medical, social or security reasons) which necessitate attendance at this school rather than any other school.

Children of compulsory school age who:

1. have brother/sister, half brother/sister, adopted/fostered brother/sister presently enrolled at the school or whose parent is currently employed in school
2. have other family connections with the school (i.e. older brother/sister, half brother/sister, adopted/fostered brother/sister, mother or father/guardian who attended)
3. are transferring from Strabane Primary School Nursery Unit
4. are transferring from Strabane Primary Community Playgroup
5. children who are the eldest in the family / only child in the family
6. other children of compulsory school age

If there are more applicants satisfying the last one of the above criteria than there are places available, then selection will take place on the basis of the closeness of the home to the school as measured by the shortest distance "as the crow flies".

YEAR 1 ADMISSIONS- AFTER THE BEGINNING OF THE SCHOOL YEAR

If a place(s) become available after 1 September 2016 and there are more applicants than places then selection of pupils will be made on the application of the Year 1 Admissions Criteria to those pupils seeking admission at the time the place(s) become available.

ADMISSION CRITERIA YEARS 2-7

Pupils will be considered for enrolment provided that:

- (i) the school would not exceed its enrolment number; and
- (ii) in the opinion of the Board of Governors their admission would not prejudice the efficient use of resources; and
- (iii) class size at Foundation Stage and Key Stage 1 (Years 1 – 4) does not exceed 30

If, at the time of the consideration of the application, there are more eligible applicants than places available then the Admissions Criteria for entry to Year 1 will be applied. The Admissions Sub-Committee shall be delegated the task of selecting pupils for admission.

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. Examples of such information include:

- (i) whether the child has relatives at the school e.g. brother/sister etc.
- (ii) is the eldest / only child
- (iii) is transferring from Strabane Controlled Primary playgroup
- (iv) has had past family connections to the school

Should a vacancy arise after 27 April 2016 all applications for admission that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until 30 June 2017.

The school will contact you in writing if your child gains a place by this method.

Your child's name will automatically be added to the list. Please contact the school if you wish your child's name to be removed from the list.

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2013/2014	33	32
2014/2015	46	39
2015/2016	35	34

Parents seeking to have their child admitted to the school are welcome to visit - simply ring at any time and make an appointment to see the principal. There are also special induction days for parents and prospective pupils in May / June.

SCHOOL PROCEDURES

Parents of Year 1 children are invited to take them to their classrooms at the beginning of the school year. Later, once they are well settled, they can join the older children in the assembly hall.

The lunch break is from 12.15 p.m. to 1.00 p.m. for Years 1-3 and 12.30 p.m. to 1.15 p.m. for Years 4 – 7. All the children have a supervised playtime for 15 minutes in the middle of the morning. If parents do not wish their children to go outside at these times a note must be sent to the class teacher (medical reasons only).

From September Y.1, Y.2 and Y.3 classes finish their school day at 2.00 p.m. and the Y.4-Y.7 classes at 3.00 p.m. Nursery children finish at 1.45 p.m.

Supervision will continue after school until 3.10 p.m. or until the last bus children have departed. Parents should ensure that other children are collected by this time. If you wish your child to travel with other children or adults please inform the school in writing as we will not release pupils into the charge of others unless special instructions from the parents have been issued. Please note pupils may only travel on school buses if they have received written permission from W.E.L.B. This permission is for a designated bus only. The appropriate transport application form can be obtained from Mrs Maybin the secretary.

Pupils who are ill should not be sent to school. If a child becomes ill while at school we will attempt to contact the parents to arrange for his/her transportation home. To this end the school maintains a list of all parent's addresses and telephone numbers. Parents should never send medication with their child without the school's prior knowledge. Very occasionally children become involved in accidents at school. In such circumstances we always endeavour to contact parents first. However, in the event of parents being unobtainable children will be taken to one of the two health centres in Strabane or to Altnagelvin hospital for expert medical treatment.

ADMISSIONS CRITERIA NURSERY

Respective Functions of the Board of Governors and the Principal in relation to admissions. The Board of Governors, subject to their approval, has delegated to an Admissions Sub-Committee the task of selecting pupils for admission. The Sub-Committee consists of the Principal and 4 Governors.

Children, who are not normally resident in Northern Ireland will not be considered for places until all children who live in Northern Ireland have been considered. The Board of Governors have determined that, in the event of there being more applicants than places available the following criteria as determined by the Department of Education for Northern Ireland Pre-School Education in School (Admissions Criteria) Regulations (NI) 1998 will be applied, in the order set down, to select children for the available places.

- (i) Children from socially disadvantaged circumstances born between 2 July 2012 and 1 July 2013.
- (ii) Children born between 2 July 2012 and 1 July 2013.

Note: "Children from socially disadvantaged circumstances" means a child whose parent is in receipt of Income Support or Income-Based Jobseeker's Allowance or an award of Income Support which has been converted into an Employment and Support

Allowance and the level of benefit remains the same. When parents apply for places for their child on this basis they must have their application forms stamped by the Social Security Agency to confirm that they are in receipt of a qualifying payment.

Sub-Criteria

Sub-criteria will be applied in the order set down below:

- (a) Children whose brother/sister, half-brother/sister adopted/fostered brother/sister currently attend Strabane Controlled Primary School or whose parent is currently employed at the school.
- (b) Children whose brother/sister, half-brother/sister adopted/fostered brother/sister once attended Strabane Controlled Primary School.
- (c) Children who are the eldest in the family / only child in the family.
- (d) Children whose family traditionally attended Strabane Controlled Primary School i.e. mother or father who attended Strabane Controlled Primary School.
- (e) Children who are transferring from Strabane Primary Community Playgroup.
- (f) Other children.

In the event of over subscription in the last criterion which can be applied then selection for all places remaining in this category will be on the basis of the initial letter of the surname, in the order set out below:-

D C Q R O M U Z A V Mac J X Y E B I Mc G W P F H S L T N K

The order was determined by randomised selection of the letters of the alphabet. In the event of surnames beginning with the same letter the subsequent letters of the surnames will be used in alphabetical order. In the event of 2 identical surnames the alphabetical order of the initials of the forenames will be used. In all instances the name as given on the birth certificate will be used.

Priority within each sub-criterion (a-f) will be given to pupils regarded by the Board of Governors, on the basis of written evidence supplied by the parent(s)/guardian(s) and statutory agencies, as having special circumstances (i.e. medical, social or security reasons) which necessitates attendance at this school rather than any other school. In the case of special circumstances on the grounds of special educational needs the Education Authority's Special Education Section will instruct the Governors as to the appropriateness of the claim.

When parent(s)/guardian(s) apply for a place for their child on the basis of social deprivation they must have their application forms stamped by the Social Security Agency.

The same criteria will be used for applications for admissions received after 1 September 2016 for full-time admissions.

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 the school's admissions criteria is stated on the application form or attached to it. Examples of such information include:

- (v) whether the child has relatives at the school e.g. brother/sister etc.
- (vi) is the eldest / only child
- (vii) is transferring from Strabane Controlled Primary playgroup
- (viii) has had past family connections to the school

Should a vacancy arise after 3 June 2016 all applications for admission to Nursery that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until 30 June 2017.

The school will contact you in writing if your child gains a place in the nursery by this method.

Your child's name will automatically be added to the list. Please contact the school if you wish your child's name to be removed from the list.

Parent(s)/Guardian(s) should also note that if their child is seeking nursery provision for the 2nd year they MUST reapply.

NURSERY CURRICULUM

It is our aim at Strabane Controlled Primary School, Nursery Unit to provide a stimulating and safe environment where your child will be happy to explore, investigate, and be creative, enthusiastic learners.

We plan our curriculum in accordance with the Northern Ireland Pre-School Curriculum guidance. This curriculum is a play based one and is currently set out under the following six headings:

- The Arts;
- Language Development;
- Early Mathematical Experiences;
- Personal, Social and Emotional Development;
- Physical Development and Movement;
- The World Around Us.

We will plan, organise and structure the curriculum building upon the learning experiences which have already taken place at home and the needs of the individual children in the nursery class. Monthly planners are theme based and will be displayed on our notice board for your convenience. These will include activities and learning outcomes for the month.

CHARGING AND REMISSIONS POLICY

The Board of Governors have adopted the following Charging Remissions policy:-

A) CHARGING POLICY

It is the policy of the Governors to charge for:-

- i. board lodgings and entrance fees on residential visits,
- ii. coaching and transport fees associated with the school swimming programme,
- iii. costs associated with the provision of individual tuition on a musical instrument whether inside or outside school hours unless it is provided as part of the syllabus or an approved

- public examination or to meet the requirements of Article 11 (1) (b) of the Education Reform Order,
- iv. the cost, in cash or in kind, of ingredients or materials needed for practical subjects where parents have indicated in advance a wish to own the finished product,
 - v. optional extra activities that will take place wholly or mainly outside school hours and are additional to the education provided by the school or the purposes of meeting the statutory requirements imposed by Articles 1 (a) and (b) of the 1989 Order. Participation in any such activities is to be on the basis of parental choice and a willingness to meet such charges as are made.

B) REMISSION POLICY

Charges will be remitted as follows:-

The charge for the Board and Lodgings cost of a residential visit will be remitted in the case of pupils whose parents are in receipt of income support or family credit if the education provided on that visit must otherwise be provided free, that is, the activity takes place mainly or wholly in school hours and/or is provided as part of the syllabus for an approved public examination or is required in order to fulfil statutory duties in relation to the N. I Curriculum or Religious Education.

Parents should note that the DHSS do not pay the remissions. These must be taken out of the school budget.

C) BREAKAGE/LOSSES

The Board of Governors reserves the right to seek to recover from parents the whole or part of the cost of breakages and losses incurred as a result of a pupil's behaviour.

D) VOLUNTARY CONTRIBUTIONS

Although education to fulfil all legal requirements is provided at this school without compulsory charge there may be, from time to time, valuable educational activities that the school cannot provide without seeking some financial support from parents. Such requests for contributions will indicate the actual costs to the school and suggest this as a suitable contribution. In cases where the school cannot cover the cost of the activity it will not go ahead and all contributions already made by parents for the specific activity will be returned to them. The term parent, whenever used, should also be interpreted as meaning guardian. The Board of Governors has delegated the day-to-day management of this policy to the principal.

THIS SCHEME DOES NOT APPLY TO ACTIVITIES ORGANISED BY THIRD PARTIES

COMPLAINTS PROCEDURE

Complaints concerning the curriculum and other matters referred to in Article 33 of the Education Reform (N.I.) Order 1989 shall be dealt with in accordance with Article 33 and regulations subsequently made by the Department of Education for Northern Ireland.

INSPECTION OF DOCUMENTS

A number of documents are available for inspection at the school should parents request to see them. These include:

- (i) The statement of the aims of the school
- (ii) The school policies including pastoral care, anti bullying, special educational needs, child protection and drugs education policies.
- (iii) Any statutory instruments, D.E.N.I. Circulars or administrative memoranda sent to the principal or the governing body.
- (iv) Any published D.E.N.I. reports referring expressly to the school.
- (v) The agreed syllabus for Religious Education adopted by the E.A.
- (vi) The schemes of work for the NI Curriculum
- (vii) Governing Body minutes and the Annual Report.
- (viii) The School Development Plan and associated action plans.

CURRENT SCHOOL TERM AND HOLIDAY DATES

Autumn Term 2015

Tuesday 1 September – Friday 18 December

Half term holiday - Tuesday 27 October – Friday 30 October.

Spring Term 2016

Wednesday 6 January – Wednesday 23 March

Half term holiday – Monday 15 February – Tuesday 16 February

St Patrick's holiday – Thursday 17 March – Friday 18 March

Summer Term 2016

Thursday 7 April - Thursday 30 June

Mayday holiday - Monday 2 May

Half term holiday – Monday 30 – Tuesday 31 May

A list of all school closures will be sent to parents at the beginning of the school year. Parents may wish to retain this list as it should prove helpful for planning holidays, etc.

If, during the course of the school year, it becomes necessary to revise any of the information contained in the prospectus parents will be notified in writing.