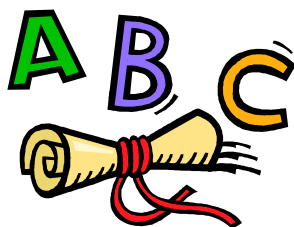


Kilkeel Primary School



June 2014

Dear Parent / Guardian,

May I, on behalf of the staff and Board of Governors, take this opportunity Of welcoming your children and yourselves to Kilkeel Primary School.

This booklet has been designed to give you the basic information we think you need to ensure your children will enjoy their stay at our school.

If you have any concerns please feel free to make an appointment with myself and I will be happy to discuss them with you.

Good communication between home and school is encouraged as it promotes a real sense of partnership. This in turn gives your child the sense of security, trust and happiness in which he / she can best fulfil his / her potential.

*S. W. Cherry
Principal*

Kilkeel Controlled Primary School

130 Harbour Road

Kilkeel

BT34 4AT

Tel: 028 41762351



Principal: Mr S.W. Cherry B Ed, DASE, M Ed
Chairman of Board of Governors: Rev W Bingham

	<i>Applications</i>		<i>Admissions</i>	
	<i>Rec</i>	<i>P1</i>	<i>Rec</i>	<i>P1</i>
2011/12		61		61
2012/13		64		65
2013/14		68		73
Expected enrolment in September 2014 :	438 pupils aged 4-11 yrs (Boys/Girls)			
Actual enrolment in September 2013 :	428 pupils aged 4-11yrs (Boys/Girls)			
School Management Type :	Controlled			

Admission

The Board of Governors is conscious of its responsibilities to meet the legal requirements placed upon it by The Education Reform (N.I.) Order 1989 in relation to the curriculum. It has therefore been decided that only **children of compulsory school age** will be admitted. If the school's admission and enrolment numbers have not been reached the school will admit all children of compulsory school age whose parents wish them to attend. Any child who reaches his/her fourth birthday on or before 1 July 2014 is of compulsory school age and must receive education from September 2014.

Admission Criteria

The Board of Governors will apply the following criteria to identify which children should be admitted either at initial admission to education (P1) or on transfer from another school. In selecting children for admission children resident in Northern Ireland at the time of their proposed admission to the school will be selected for admission to the school before any child who is not resident.

1. Children of compulsory age.
2. Children who will have brothers or sisters in attendance during the 2012/2013 school year.
3. Children whose brothers or sisters previously attended the school.
4. Sons or daughters of permanent full-time employees at the school.
5. Children for whom the school is the controlled primary school nearest to their home.
6. Children with special circumstances (social, medical or security). The special circumstances must be made known at the time of application. The Board of Governors reserves the right to seek confirmation of the special circumstance from a statutory body.
7. The remaining places will be allocated on the basis of the proximity of the child's home to the school, priority being given to those living nearest the school. Criterion 7 will also be used to discriminate within any oversubscribed criterion (except criterion 1).

Attendance Rate 2012/2013 : 96%

Arrangements For Admission

During the summer term 2013 the parents of children to be admitted in September 2014 will be invited to school to meet the teacher and to be provided with important information.

The children will also be invited to school to see their classroom, be introduced to the class teacher and assistants and spend a short time with them. Where possible parents are encouraged to leave their children for a short time to help promote independence, although this is not always possible!

Date Of Admission To P1

Children will be admitted to P1 if their fourth birthday has fallen on or before 1 July 2014. There will be one admission date during the year.

Visiting The School

It is the aim of Kilkeel Primary School to involve parents in the education of their children and to inform them as fully as possible about their children's progress. The arrangements for consultation are outlined below.



School Originated

- Entrants who have previously attended another school:
 1. An interview will be arranged with the Principal
 2. Parents will be welcome to view the school premises
 3. A meeting can be arranged with the prospective teacher/s of the child/children
- Parents will be invited to come to the school in September / October 2014 to meet their child's teacher.
- Parents will be invited to the school to take part in such activities as open evenings, carol services, concerts, performances and school sporting events as occur from time to time.
- During the month of February all parents will again be invited to meet their child's/children's class teacher(s) in order to discuss their progress.



Parent originated.

Parents are welcome to come to school at any time to discuss their children's progress. To avoid disruption of classroom work the following procedures should be followed:

1. **emergency** - parents should approach the school secretary who will arrange a meeting with the Principal or, if he is not available, with one of the Vice- Principals;
2. **non-emergency** - parents should contact the school secretary who will arrange an interview, through the Principal, either with the Principal or with the class teacher at a mutually convenient time.

The School Curriculum



Educational Vision Statement

Old French Proverb:

“A child is like a fire to be lit; not a vase to be filled”

In Kilkeel Primary school we aim to give our children an education that is best suited to their age and ability.

We strive to help our pupils acquire skills and develop abilities that will help them to prepare for adult life in an ever-changing world.

However, we also see a child's time at primary school as a special period in his/her life, a time to value in its own right, a time to explore an exciting world and to experience love and care.

We aim to provide a happy, secure and Christian atmosphere in which our children can learn effectively. In a consistent and secure environment the children will be treated with respect as unique individuals. In return they will be expected to show respect to their fellow pupils, teachers and all other adults within our school community. Respect for others and for all human life is paramount and at the core of our efforts to develop in our children an understanding of God's love.

Teaching and learning will take place in a structured and disciplined manner with high expectations for success from both teacher and learner. All pupils will be encouraged to apply themselves to maximise their potential. The role of the teacher is now that of mentor, facilitator, coach, tutor and critical friend. We believe that all staff need to be well trained, motivated and supported.

Our programmes of study will be balanced and broadly based and seek to promote the intellectual, moral, social, physical, spiritual and emotional development of our pupils. Where and when it is judged appropriate, innovative ideas will be introduced with care and enthusiasm.

Above all, we want every child to be happy, to do their best, be recognised and valued for themselves, and to enjoy their time in Kilkeel Primay School.

Our School Values

- **Everyone is important**
- **We show respect to each other**
- **We support and care for each other**
- **We are polite**
- **We are helpful**
- **We listen**
- **We share**
- **We always try to do our best**

Curriculum Delivery

In our school we recognise the fact that each pupil is an individual in his/her own right and that the organisation of teaching should reflect that individuality.

Therefore, in mixed ability classes, teachers will use a variety of grouping methods. These will range from the individual to the whole class depending on the task given and the ability of the child to respond. Group work will form the basis of much of the organisation of the teaching in the classroom, these groups will not necessarily be according to ability, but rather according to the needs of a particular group to complete a particular task.

The school is well equipped for teaching and learning involving ICT with three computer suites, PCs and Data Projectors in every classroom and 2 interactive whiteboards.



School policy statements and programmes of study are in the Principal's office and may be made available for viewing by parents of both current and prospective pupils.

The school curriculum is reviewed regularly and any necessary changes made.

Each parent will receive one written report of their child's progress and attainment at the end of the school year. Changes may be made in this procedure as a result of the Government's policy on assessment.

Religious Education



Our school places a strong emphasis on the teaching of Religious Education both at school assembly and in class. Our local ministers conduct assembly for KS1 pupils on Monday mornings and KS2 pupils on Tuesday mornings. The whole school join together for assembly on Friday mornings when the children's achievements are recognised.

On average half an hour of each school day is assigned to the teaching of RE and our syllabus contains not only Biblical material, but also seeks to show the relevance of the Christian faith to every day life. By studying the life of Christ and His followers, we seek to uphold Christian values and in every way to foster the Christian ethos of this school and society.

If any parents wish to withdraw their children from RE and collective worship they should contact the Principal regarding the necessary arrangements.

P.E And Sport

In our school we place a great emphasis on the teaching of PE and sport, both within the normal curriculum and as an extra-curricular activity. Through the range of activities we make available to our pupils we aim to give them the opportunities to develop:

- The skills associated with these activities:
- Enjoyment in participating;
- An awareness that taking an active part in sport could lead to a healthier lifestyle.



Within their curriculum each class is timetabled for P.E. and games. Our infant classes use the school assembly hall and the outdoor play equipment while the P4-P7 classes avail of the local Leisure Centre for P.E. and swimming lessons. In the summer term, weather permitting, all of the classes have their lessons outside either in the school playground or on the playing fields.

Remedial Education And Children With Special Educational Needs

Where learning difficulties have been identified, help will be provided within our own resources and the children's progress will be continually monitored.

Some children attending the school have a statement of special educational needs arising from their learning difficulties and are taught in a learning centre. Their progress is regularly and carefully monitored to enable each one to attain their maximum potential.

Other children with a statement of special educational needs are taught in the mainstream classes and are supported by a classroom assistant.

Complaints Regarding Curriculum

In accordance with the school's policy of involving parents in the education of their children, in those cases where parents consider that the curriculum provision is not satisfactory, they are welcome to express their concerns. This should be done in accordance with the following procedure, in the vast majority of cases the problem will be solved at stage one:

1. Contact the class teacher after obtaining the Principal's consent.
2. Contact the Principal.
3. Contact the Chairman of the Board of Governors.

Charging And Remissions Policy

Education in Primary School is provided free of charge for all lessons and activities connected with the child's entitlement under the Education Reform Order.

The school will, as it has done in the past, appeal from time to time for voluntary donations but it is stressed that no child will be disadvantaged in any way if parents choose not to make a contribution.

The school may take part in 'optional extras' which are not connected with the school's formal curriculum, such as visits, swimming, trips abroad or festivals. Charges will be made for these but it is again stressed that failure to participate in these will not disadvantage any child. Written parental consent will be required before a child participates in a school trip. If there is any change in the above information due to unforeseen circumstances during the school year 2011/12 all parents will be informed in writing of the nature of such a change.

Homework

Purpose:

- To encourage parental involvement in the child's work
- To make parents aware of the standard of their child's work.
- To encourage the child to work independently of the teacher.
- To give the child confidence in his/her ability.
- To reinforce facts or skills learned in school.



Presentation

Homework should be completed in a neat and tidy manner and certainly as well as school work.

Marking

All homework will be marked and comments made where necessary.

School Hours And Holiday Arrangements

The school hours are as follows:

P1 - P3 09.15 am - 12.05 pm
 12.45pm - 02.05 pm

P4 - P7 09.15 am - 12.05 pm
 12.45 pm - 03.05 pm (On Thursdays, P4 pupils go home at 2.05 pm)



The school doors will be open to receive pupils from 08.45 am. All pupils not engaged in school organised activities should have left the premises by 03.15pm. **The school is not responsible for children on school premises outside of these times.**

Holiday Arrangements

The school will be closed for the months of July and August and for all statutory holidays. Information about other holidays i.e. Christmas, Easter and Mid-Term breaks will be sent to parents in September.

In the event of an emergency closure every attempt will be made to notify parents to enable them to make alternative arrangements.



* **Text Messaging** - we have a text messaging system in operation and we will be using it to contact parents e.g. in the event of emergency closures.

Pastoral Care Arrangements

In line with the policy of maximising the potential of each pupil the school recognises that it has a responsibility to do everything possible to care for each pupil's physical and emotional well being. The school will endeavour to provide a safe and comfortable environment for learning.



Due to the nature of primary education it will be the responsibility of each class teacher to look after the pastoral needs of the children in their class. Class teachers will attempt to notify the parent where illness or injuries occur. In severe cases e.g. where a limb has clearly been broken, the Principal will contact the local Health Centre or Hospital as well as attempting to notify the parent. For less severe cases parents should nominate an emergency contact. It would be appreciated if parents inform the school if for any reason these numbers change.

In all cases it will be the school policy to act in the best interests of the child.

If you know your child will be absent please notify his/her teacher prior to the absence. In the case of illness or some unforeseen circumstances please send an explanatory note with your child upon their return to school.

While we do not encourage parents to take their children on holiday during term time we realise that this does happen from time to time. If you intend doing so please notify your child's teacher in advance and fill in the appropriate form, which can be obtained from the general office.

Drugs Policy

As well as fulfilling our legal requirements, and in keeping with our school policy of maximising the potential of each pupil and recognising our responsibility to care for each pupil's physical and emotional well being we must express our concern about the misuse of drugs in present day society.

We therefore feel it is our duty to.....

- Explain what a drug is: i.e. a substance which, when taken, has the effect of altering the way a person behaves, feels, sees or thinks.
- Emphasise that while all medicines are drugs, not all drugs are medicines and that the improper use of drugs can have serious consequences.
- Begin to equip our pupils with the necessary life skills and information to prevent and protect them from the dangers attached to the misuse of drugs.

The drugs awareness lessons will be delivered mainly through our health education programme supported by outside agencies such as Don't Blow It and the PSNI. It will be appropriate to the needs and the experience of the children in our school.

Fundamental to our school's values and practice is the important principle of keeping parents informed and involved at all times.

This school condemns the misuse of drugs.

Discipline

All children are involved in helping to formulate rules of good behaviour for their class both in the classroom and outside; each class uses a traffic light system to record behaviour and every month the class with the best record of behaviour is given a reward in Assembly.

The best form of discipline is self discipline and the seeds of this are sown at home. This is supported and developed in the infant school. If we can encourage there, the desirable habits of good conduct, respect for adults and respect for the rights, comfort and belongings of others, this should last throughout the child's school career and indeed their life. However, this is an on-going process and although it is started in the infant school, it should be taught, extended and encouraged throughout the child's school life.

Reactions to indiscipline can be either negative or positive - and the emphasis should always be on the positive aspects of praise and encouragement. Obviously there will be occasions when the negative approach will have to be used and we therefore have a number of sanctions which are available to teachers, pupils and parents, and are underlined in our School Discipline Policy. These range from talking to pupils to involving parents.

In keeping with our School Discipline Policy parents will be advised in case of a child's continual indiscipline and the Principal may invite them into school for a discussion with the aim of remedying the problem.

Extra-Curricular / Interest Group Activities

The following activities are available to our pupils (P5 - P7)

Computer Club	Soccer
Drama	Girls' Hockey
Speech	Boys' Hockey
Badminton	Cross Country
Swimming	Dance
French	Scripture Union
Needle work	Art



All children participating in hockey should wear mouth guards and in soccer they should wear shin guards.

Our facilities for the above include the school assembly hall, the local Leisure Centre, various classrooms and the soccer and hockey pitches (kindly granted by the Principal of our neighbouring High School).

Extended Schools

Our school has once again been included in the Extended Schools programme and as such we have received additional funding from the Government. Our school based programme of activities consists of the following :

Homework Club - Tuesday and Wednesday 3.15 - 4.00 P4-P7

Breakfast club - Each day 8.15 - 9.00 free for all pupils

Soccer Club - Wednesdays P6 and P7

Hockey Club - Fridays P6 and P7

Music Tuition Fridays P6 and P7

After Schools Club P1 - P3 (Including P4 on Thursdays)

KPS School Uniform

To be worn at all times except planned non-uniform days

No jewellery or nail polish

Boys

Blue polo shirt with school logo
Mid-grey trousers - short or long
School sweatshirt with logo
Suitable **black** shoes
Slip-on gym shoes (for PE)
Grey socks

Girls

Blue polo shirt with school logo
Mid-grey pinafore or skirt
School sweatshirt with logo
Suitable **black** shoes
Grey socks
Slip-on gym shoes (for PE)
Dark grey trousers may be worn during the winter months
Blue and white checked dress may be worn for summer months and a navy cardigan/white socks

These may be purchased in Holmes' and Murphy's.

ALL items of clothing should be clearly named at all times (especially school coats and sweatshirts). Please check regularly as labels come off and writing may fade.

In September we take orders for a winter coat (reversible fleece/waterproof) with school logo.

Healthy Breaks At K.P.S.

As a school we follow our nutritional guidelines and have introduced healthy breaks on a daily basis. In order to be successful we are asking for your support in this important matter.

Children are encouraged to:

- Bring fruit or vegetables of their choice.
- Drink milk or water . NO fizzy drinks. (Beware! Many cartons of fruit juice have a high sugar content.) Milk is available to order each term in school and the children have this at breaktime.



As an alternative children may bring:

- A pancake or plain scone (no jam!)
- A sandwich
- A yogurt
- Cheese - but be careful as it can have a high fat content.



But PLEASE encourage your child to choose fruit whenever possible and discourage crisps, sweets and chocolate bars.

Some key points which may help:

- A good breakfast prepares them for a busy day ahead - **FREE BREAKFASTS ARE AVAILABLE EACH DAY IN THE CANTEEN FROM 8.15 - 9.00AM.**
- Young children find large apples hard to eat - a smaller piece of fruit is easier to manage.
- Fruit can be cut into smaller slices and will keep well in a small airtight plastic container e.g. oranges can be peeled and put into one or an apple with a little lemon juice squeezed over it.
- Be careful! Some 'healthy' cereal bars have high sugar/fat contents.
- Since we introduced milk in K.P.S. the rate of dental decay has declined.

General Information

- It would be helpful if your child was familiar with their home address and if possible telephone number.
- Information Sheets, menus etc. are given to the eldest / only child in each family at the start of the month. Please check school bags regularly in order not to miss this important information. This information is also available on our school website. www.kilkeelps.co.uk
- ***A note should be sent to the teacher when your child;***
 1. Intends leaving school early on a particular day.
 2. Is changing their normal arrangements for going home e.g. buses.
 3. Needs to stay inside at break/lunch time because of illness / injury.
 4. Has been absent and the reason for the absence should be made clear.
- ***Lunch / Dinner Time***
 1. All lunch containers should be clearly named and **NO GLASS BOTTLES SENT TO SCHOOL.**
 2. Children taking school dinner should be able to use a knife and fork properly.
 3. Dinner money will be collected in the classroom each **MONDAY** for the week ahead. (Cheques made payable to SELB please)
- ***Charity*** - Through Non-Uniform Days which are held once each term our children support a range of charities, most of which are chosen by the children's representatives on the school Council (one representative from each class in P5, P6 and P7).
- ***After School Club (P1-P3)*** - Please ensure the money for the week ahead is brought into the teacher each Monday.
- ***All monies should be sent into school in an envelope with the child's name, class and details of money sent.***
- If you wish a teacher to administer medication (including inhalers) it will be necessary to accompany this request with a **doctor's note** giving the precise details.



Should there be any points you wish to discuss with either the Principal or Class Teacher please call or phone to make an appointment.

Your child starts school on

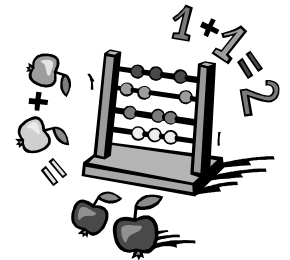
Your child's teacher will be

Parent Teacher Association

Positive Teamwork Achieves

Our school runs a very successful and thriving, if a little small, P.T.A. Through this, the school has benefited greatly as numerous resources have been purchased for use throughout the entire school. Some of these items are:

- Interactive whiteboards and overhead projectors.
- A large screen television and DVD player for the assembly hall.
- Televisions and DVD players for use in the classrooms.
- Digital cameras.
- Musical equipment.
- Classroom whiteboards in each class.
- Outdoor play equipment and storage facilities.
- Furnishings



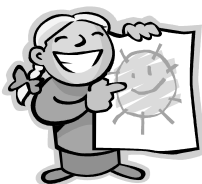
As well as equipment, the P.T.A. has also helped to fund two trips to the Lyric Theatre in Belfast for the children to watch Christmas pantomimes and end of year parties for the children.

Throughout the year the P.T.A. organise various fundraising events such as a Christmas Fair and a barbecue on sports day when the pupils and spectators can buy a hot dog, drink and an ice-cream to help refresh them during the sports!

This is only a snap shot of the work of the P.T.A. and all new members are VERY welcome to come along and support your child's school in a practical way. Information will be sent home with your child to notify parents when the 3-4 meetings each year will take place. We hope to see you there!



K.P.S. Foundation Stage



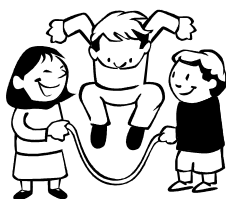
The Northern Ireland Curriculum encourages teachers to use a variety of teaching methods to cater for the variety of ways in which children learn.

The primary sector comprises

- The Foundation Stage (P1 and P2)
- Key Stage 1 (P3 and P4)
- Key Stage 2 (P5,P6 and P7)



In this Foundation Stage we are very aware that children come to us from differing backgrounds having had a range of varied learning experiences at home. Most children have had some form of pre-school education. In Kilkeel Primary School we aim to build on these experiences by providing them with a happy, secure and positive learning environment where they can work and play together harmoniously and develop a positive attitude to school and learning. Much learning in P1 and P2 is of a practical nature, often through carefully planned and structured play where children develop skills which help them to understand and learn about themselves, other children and their surroundings. The N.I. Curriculum places huge emphasis on the need for the children to develop the skills to become independent learners at an early stage in their lives.



It also points out that parent/carers are children's first educators and that learning at home happens in a natural and informal way. From experience we know it is essential to have strong links between school and home, based on mutual understanding and respect. We also know that children are most successful when parents work together with teachers to actively support and encourage their children's learning.

With the latest developments in the curriculum we have decided that our children in P1 and P2 will no longer have formal **written** homeworks. This does not mean an end to all homeworks, **just a different approach!**



At the beginning of each half-term (there are five) we will be sending parents a new information sheet called 'P1 /P2 Home Links'. Please look out for this. It will give you an outline of what your child will learn in school and we urge you to use this information to spend time talking with your child and sharing in their experiences both in school and at home. There will be times when your child will have practical 'finding out' or learning homeworks e.g. a poem, sounds/spelling, word games, number facts. They may have to look for items at home or ask you questions.

We believe that this approach will help parents to be better informed and more active participants in their child's learning. Above all, we EMPHASISE the importance which must be given to helping your child to read. Please make sure to spend crucial time:

- Sharing and supporting their reading of school reading books.
- Enjoying reading and sharing picture/story books together.



We do hope you will find that our new Home Links information sheets will help you to support your child in their learning.

In preparation for P2, and above all to further develop your child's ability to become independent we would ask the parents of all P2 children to allow your child to come into the P2 classrooms by themselves in the morning. This should take place after our February interviews. Of course you are always welcome to come unto the class to deliver messages! Thank you for your co operation.

Yours sincerely,

B. Stevenson

After School Club



P1 - P3 Children (2.05 - 3.05) - Monday to Friday
P4 Children every Thursday