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Principal's Welcome

Dear Parents,

May I, on behalf of the staff and Board of Governors, take this opportunity to thank you for expressing an interest in Kilkeel Primary School and taking the time to read this short prospectus about our school.

This booklet has been designed to give you the basic information we think you need in selecting Kilkeel Primary School for your son or daughter and in preparing them for their first steps into primary education.

Kilkeel Primary is very much a family school that has served the local and surrounding community for well over sixty years. The school is well known for its high academic standards, rich educational experiences and strong emphasis on partnerships between home and school. In Kilkeel Primary we endeavour to ensure that each and every child fulfils his / her individual potential within a friendly, positive and child-centred environment.

No prospectus can give a complete picture of what a school is like, so I would encourage you to visit us to get a better view of life and learning in Kilkeel Primary. Please contact the school office to arrange a time to come along with your child to view the school and meet the staff.

I look forward to hearing from you in the near future and hope that you and your child will become part of our school community.

Yours sincerely

Mrs Helena McCabe

Principal



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

Educational Vision Statement

In Kilkeel Primary School we aim to provide a welcoming, attractive and stimulating environment which support pupils' learning and which celebrates their academic and non-academic achievements. We aim to provide a broad and balanced curriculum, which develops the skills, concepts and knowledge necessary for future learning and living.

Whilst 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, 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.

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 Primary School.

"A child is like a fire to be lit; not a vase to be filled" Old French Proverb



Curriculum Policy Statement

It is the policy of the Board of Governors' of Kilkeel Primary School that all pupils will receive their full entitlement under the Northern Ireland Curriculum.

The school will provide a balanced and broadly based curriculum promoting the spiritual, moral, cultural, intellectual and physical development of the pupils. The curriculum will seek to prepare the pupils for the opportunities, responsibilities and experiences of adult life. It will also be the aim of the school to maximise the potential and self-confidence of each pupil to promote the principles of honesty, integrity and trustworthiness.

Guiding Principles in which the Curriculum of Kilkeel Primary is based:

1. Each pupil's education is of equal worth.
2. Children will receive a broad and balanced education.
3. The curriculum will take into account a child's interest, needs and abilities.
4. A balance will be achieved between formal teaching and practical activities.
5. Pupils will be helped and encouraged to become independent thinkers and learners.
6. We will emphasis the most desirable human qualities.
7. Parents will be kept informed and will be encouraged to support and contribute to their child's learning.
8. The local environment will be used to promote children's learning.
9. Every opportunity will be taken to develop extra-curricular activities.
10. Close links will be established with the local community.

Curriculum Delivery

The curriculum of Kilkeel Primary is planned around the following Area of Learning:

Language & Literacy	Mathematics and Numeracy	The Arts	The World Around Us	Personal Development and Mutual Understanding	Physical Development/ Education
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Skills that the children should develop during their time at this school include:

Cross-Curricular Skills Communication Using Mathematics Using Information and Communication Technology	Other Skills Thinking, problem solving and decision making Self Management Working with others Managing information Being creative
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In Kilkeel Primary 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.

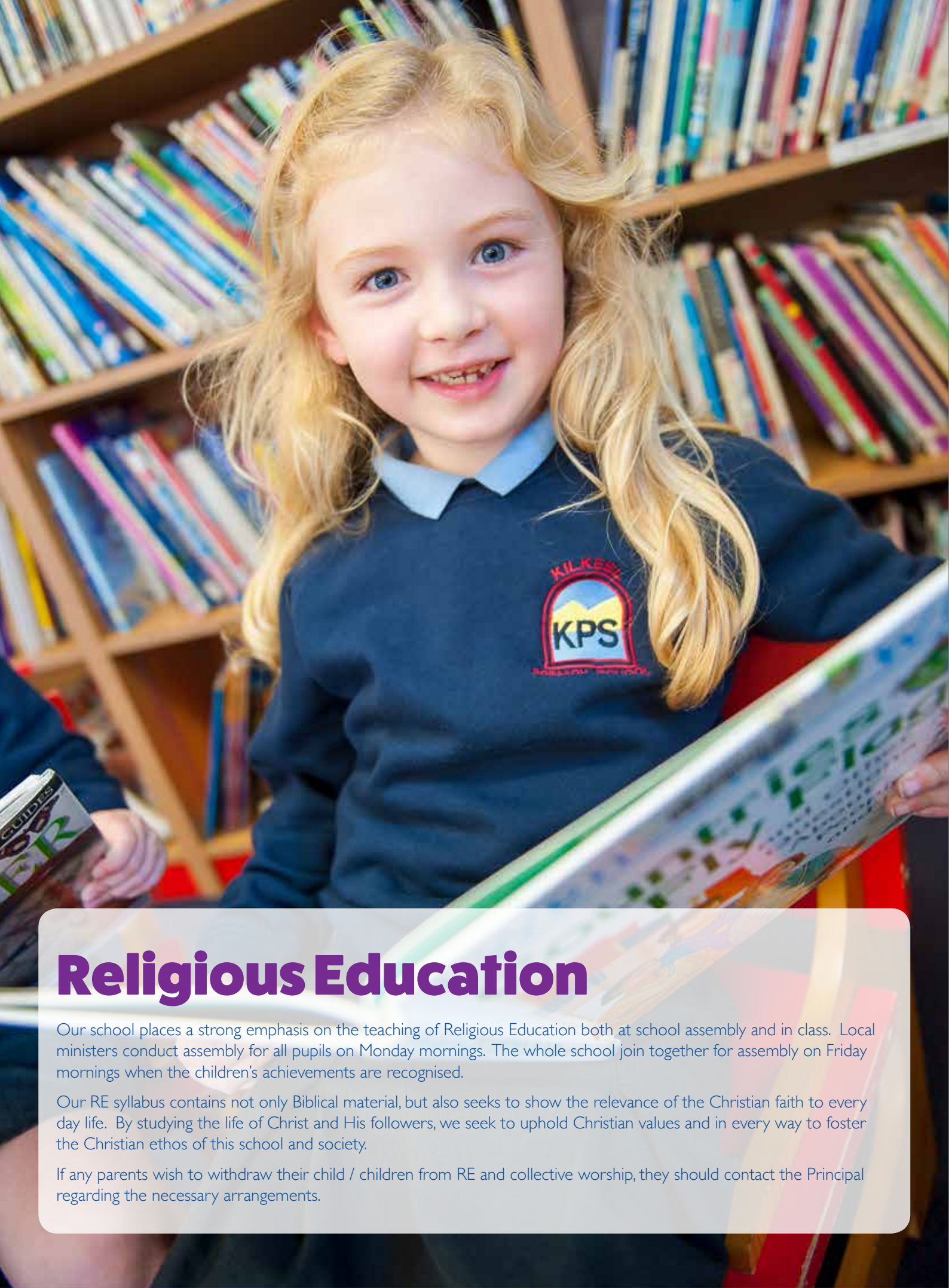
Therefore, in mixed ability classes, teachers will use a variety of grouping methods. These will range from the individual to the whole class depending on the task given and the ability of the child to respond. Group work will form the basis of much of the organisation of the teaching in the classroom;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

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. Local ministers conduct assembly for all pupils on Monday mornings. The whole school join together for assembly on Friday mornings when the children's achievements are recognised.

Our RE 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 child / children from RE and collective worship, they should contact the Principal regarding the necessary arrangements.

PE 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.



Learning Support & Special Needs

Each member of staff has an important role to play in ensuring that the children are safe. If a child has special educational needs arising from a physical incapacity or learning ability, he / she will be placed on the Special Needs Register. As it is the intention of the school to maximise the potential of each and every pupil, the school will endeavour, within its resources, to meet these needs within the mainstream class situation. The level of work given will be closely related to the individual's level of attainment.

Other children with a significant learning difficulty may be taught in one of our two Learning Support Units. Where appropriate, children may also be withdrawn for periods of learning with the SENCO or a support teacher.

Kilkeel Primary School recognises that a small percentage of pupils will be gifted or talented. Any child identified with an exceptional ability will be supported and nurtured appropriately. A copy of the school's Special Educational Needs Policy is available on request.

Homework

This is seen as an integral part of school work and is used for revision and consolidation purposes. It allows parents to be kept informed about the nature of the work their children are doing in class and involves them in their children's studies. On most nights children will have something to do. Primary 1 children may have 'new words' and reading to prepare. Primary 2 to 7 children may have reading, spellings, tables and a written or practical exercise. A copy of the Homework Policy is available on request.

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 concern. This should be done in accordance with the following procedure:

- Stage 1** **Contact the class teacher after obtaining the Principal's consent.**
- Stage 2** **Speak to the Principal.**
- Stage 3** **Contact the Chairman of the Board of Governors.**
- Stage 4** **Request the matter be considered by the EA (Education Authority Southern Region) Complaints Tribunal for curriculum matters.**

In the vast majority of cases, parents' concerns will be solved at Stage 1 and 2. In the case of a serious complaint, the concern should be specifically detailed in writing and given to the Principal / Secretary to the Board of Governors to enable the matter to be examined and a reply to be made.

Charging And Remissions Policy

Education in Kilkeel Primary School is provided free of charge for lessons and activities connected with the child's entitlement under the Education Reform Order. The only occasion on which payment may be required is for board and lodgings on an overnight trip.

The school will, as it has done in the past, appeal to parents 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 them will not affect a child's performance at school. Written parental consent will be required before a child participates in a school trip.



School Hours

The school hours are as follows:

P1 – P3	9.15 am – 12.05 pm 12.45 pm – 2.05 pm
P4 – P7	9.15 am – 12.05 pm 12.45 pm – 3.05 pm <i>(On Thursdays, P4's go home at 2.05 pm)</i>

The main school door will be open to receive pupils from 8.45 am. All pupils not engaged in school organised activities should have left the school premises by 3.15pm.
Please note, 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 at the beginning of the school year.
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 which will be used to contact parents e.g. in the event of emergency closures.

Break

As part of our Healthy Break initiative, we encourage all of our pupils to bring a piece of fruit, vegetables or bread product for snack time. They are also encouraged to drink water or to purchase milk through the school for drinking at break time. Further information is available from the class teacher or general office.

Lunch

School dinners are prepared and served in the school canteen, and menus are provided in advance. Anyone wishing to apply for free school meals can collect the necessary application forms from the general office.
Children bringing a packed lunch to school will eat their lunch in either a classroom or in the main hall under supervision.

Visiting Arrangements

Kilkeel Primary School endeavours to inform parents of their child's progress and visiting arrangements are as follows:

Before Enrolment

a) Entrants to Primary 1

During the Summer Term, the parents of children to be admitted in September of that year will be invited to school to meet the teacher and be provided with important information in regard to starting Primary 1. 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.

b) Entrants who have previously attended another school

- i. An interview will be arranged with the Principal
- ii. Parents will be welcome to view the school premises
- iii. A meeting can be arranged with the prospective teacher/s of the child/children

After Enrolment

Parents will be invited to come to school during the Autumn and Winter Terms (usually October and February) to meet their child's teacher. Parents are encouraged to take an active interest in their child's education, and will be invited to the school to take part in such activities as open days, carol services, concerts, performances and school sporting events as well as fundraising and charity events.

Parents are welcome to request an interview to discuss their child's progress at any time. To avoid disruption of classroom work, the following procedures should be followed:

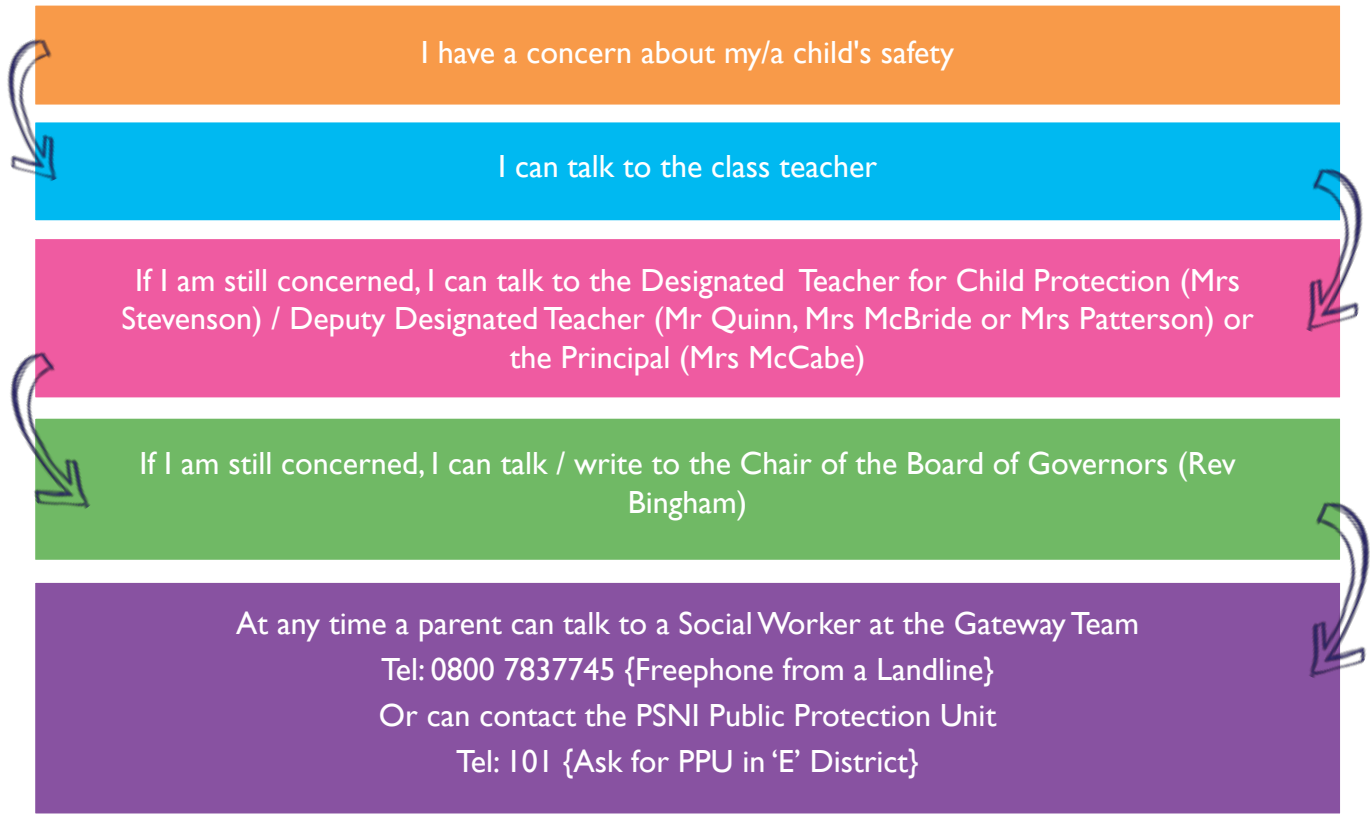
- i. **emergency - parents should approach the school secretary who will arrange a meeting with the Principal or, if she is not available, with one of the Vice- Principals;**
- ii. **non-emergency - parents should contact the school secretary who will arrange an interview, through the Principal, either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



Pastoral Care

In line with the policy of maximising the potential of each pupil, Kilkeel Primary 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 his / her class.

The school will follow the Education Authority's recommended procedures for Safeguarding and Child Protection. Copies of the school's Safeguarding and Child Protection Policy and Anti-Bullying Policy are available on request. A flow chart is included for your information.



As part of our school's health promotion programme, children will be instructed on the danger of drugs and substance abuse. A copy of the school's Drug Policy is available on request.

All parents are asked to complete an information sheet / data capture form giving relevant, up-to-date details in relation to their address and emergency contact numbers as well as any important medical information that the school should be aware of. It would be greatly appreciated if parents would inform the school office if for any reason these numbers change.

If a child is sick or injured we will endeavour, in the first instance, to make a phone call to the parent or emergency contact number(s). If we are unsuccessful, a 999 call will be made for the child to be taken to hospital. In all cases it will be the school's policy to act in the best interests of the child.



Attendance

Good attendance is essential. If your child is absent from school, a note of explanation should be sent to the class teacher on his / her first day back. This will be retained for the attention of the Education Welfare Officer.

If you wish to take your child out of school during the school day, then please send a note in the morning to give forewarning to the class teacher. Please remember that children must be collected and signed out at the general office during the school day.

Positive Behaviour

In Kilkeel Primary School we seek to create an environment that is not only conducive to learning, but has the children's safety and well-being at heart.

We adopt a positive attitude to discipline, expecting our pupils to behave in a responsible manner whilst showing consideration, courtesy and respect for others at all times. We encourage high standards of attendance, punctuality, classwork and homework, wearing of school uniform and personal appearance. Everyone is encouraged to always try their best both in class and out of class.

Tolerance, self-discipline and respect for other children and for adults are common themes in all areas of school life and form the basis of our Positive Discipline Policy, a copy of which is available on request.



Uniform

All our pupils are expected to wear full school uniform every day, except on planned non-uniform days. For safety reasons only a watch and stud earrings should be worn. Make-up is not allowed and hair styles must be tidy and not extreme (this will be applied at the discretion of the Senior Management Team). Long hair should be tied back with school colours.

BOYS	GIRLS
Blue polo shirt with school logo Mid-grey trousers School sweatshirt with logo Suitable black shoes Grey socks Slip-on gym shoes (for PE)	Blue polo shirt with school logo Mid-grey pinafore or skirt School sweatshirt with logo Suitable black shoes Grey socks or tights Slip-on gym shoes (for PE)
Girls may wear dark grey trousers during the winter months. Girls may wear a blue and white checked dress, navy cardigan and white socks during the summer months. Boys may wear short mid-grey trousers during the summer months.	

Uniform items may be purchased in Holmes’ and Murphy’s.
Please note: All items of clothing should be clearly named, especially school coats and sweatshirts. Please check regularly as labels come off and writing may fade.



Extra-Curricular Activities

Kilkeel Primary considers that extra-curricular activities make a valuable contribution to the education of our children. At certain times throughout the academic year, there will be opportunities for participation in extra-curricular and interest group activities (eg hockey, soccer, ICT, French, drama, choir, cross country, Ulster Scots, Scripture Union, music, swimming, needle work, art etc). The school frequently enters various sporting competitions throughout the year and sporting activities are organised with other local schools.

Extended Schools

- Through the Extended Schools additional funding programme we are able to offer the following school based programme:
- Breakfast Club (daily from 8.15am-9.00am, free for all pupils)
 - After Schools Club (daily from 2.05pm-3.05pm for P1 – P3, including P4 on Thursdays)
 - Homework Club (Tuesday - Thursday 3.15pm – 4.00pm for P4–P7)
 - Soccer Club (Wednesday 3.15pm-4.00pm for P6- P7)
 - Hockey Club (Friday 3.15pm-4.00pm for P6-P7, boys and girls)
 - Film Club (half termly for P5-P7)



Educational Visits

Each year group participates in at least one educational visit per year and all classes actively invite visitors into the school to speak to pupils, where appropriate. Kilkeel Primary School greatly values the important role educational visits can play in a child's education. We try to use our wonderful local facilities such as the Silent Valley and the local harbour, as well as travelling further afield to the Lisburn Linen Centre and Tayto Factory. We also offer an annual residential for Primary 6 and 7 pupils.

Community Links

Kilkeel Primary School has strong links with the local community. Our annual Christmas Carol Service is held in Mourne Presbyterian Church and is always very well supported. The school choir have visited local nursing homes and community gatherings and pupils often assist with events associated with Reivers House and Ulster Scots. We support a range of local charities and initiatives, such as Mourne Stimulus and the Fishermen's Mission as well as fundraising for national charities and events.



Pupil Voice

Pupils are given a voice through the School Council that is elected annually with representatives from P5-7. The Eco Council is also made up of representatives from P5-7 and encourages all of us to think about preserving and protecting our environment. School prefects are selected at the beginning of the academic year from P7 pupils.

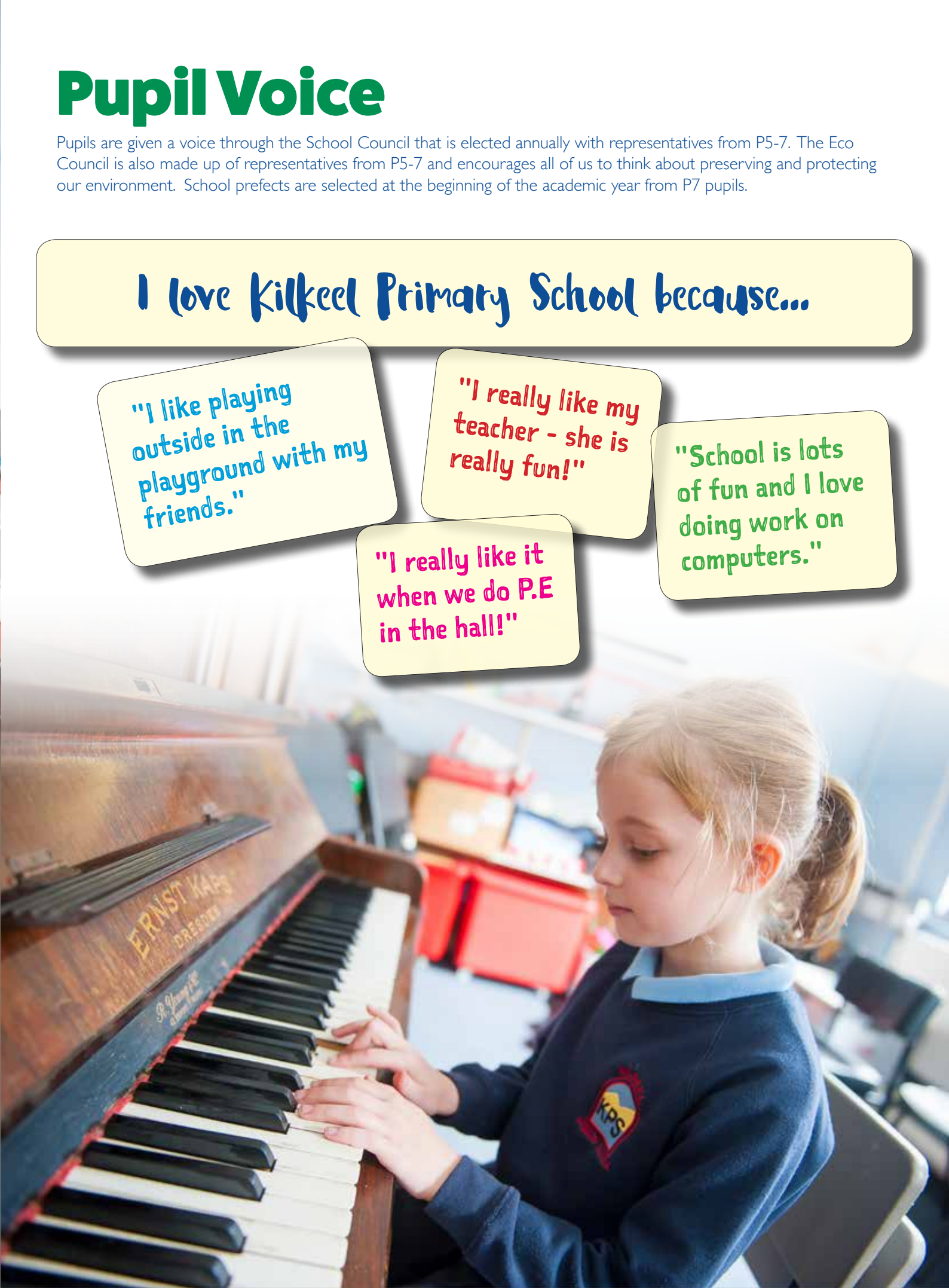
I love Kilkeel Primary School because...

"I like playing outside in the playground with my friends."

"I really like my teacher - she is really fun!"

"School is lots of fun and I love doing work on computers."

"I really like it when we do P.E in the hall!"



Kilkeel

Primary School

130 Harbour Road

Kilkeel

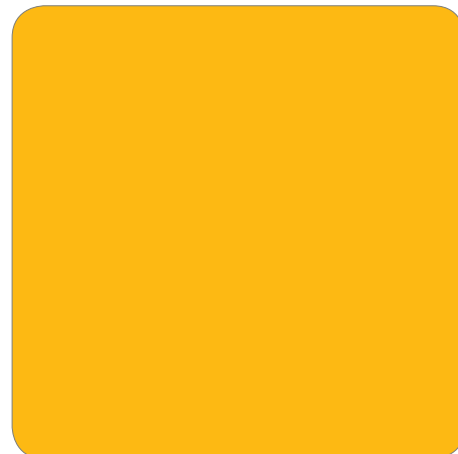
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