

Welcome to Kirkistown Primary School



Learning together,
building for the future



Information for new pupils and parents

A warm welcome

Thank you for taking the time to consider Kirkistown Primary School as a suitable school for your child. All schools have their own distinctive 'feel', which makes each one unique. Our school continues to nurture and provide an enriching educational experience to the children of our community. Our school motto – created by the Kirkistown Primary School community- is *'Learning together, building for the future.'* It reflects our belief that a strong home-school partnership is essential if children are to flourish.

Within the context of our school family, children develop skills for life as part of their learning journey. We provide a broad, balanced and differentiated curriculum, enabling each child to develop academically, socially, spiritually and morally. Our caring, supportive ethos encourages the development of self- esteem and ensures that all individuals feel valued. We advocate a system of values that underpin everything that we do- personal responsibility, honesty, tolerance and respect.

No prospectus can give a clear and complete picture of the school, its ethos, or learning environment and we therefore extend a warm invitation to you to visit the school, by appointment.

On behalf of the staff and governors at Kirkistown Primary School, we hope you enjoy finding out about our school and that your time spent with us is both happy and successful.

Yours sincerely,

Mr R.Graham,
Principal

Kirkistown Primary School



Main Road, Cloughey, BT22 1JA

Principal

Mr R Graham, BA (Hons), PGCE, SLE

General Information



Tel: 02842 771 455



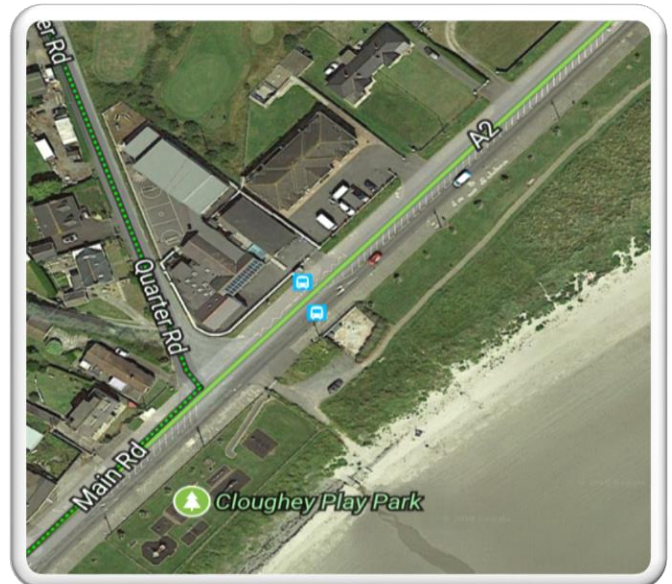
www.kirkistownprimaryschool.com



info@kirkistownps.newtownards.ni.sch.uk

Chairperson of the Board of Governors

Mrs Kathryn Edgar



*"Learning together,
building for the future"*

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About Kirkistown Primary

The History of Kirkistown Primary School

Constructed on land endowed by Mr Hugh Montgomery, Kirkistown Primary school was opened on its current site at the junction of Quarter Road and Main Road on Monday 01 October 1888 with Mr William Walker as its Principal. The Montgomery family, of Rosemount, Greyabbey, having a keen interest in the welfare and education of tenants living in the surrounding area, acted as Patrons to the school. To this day, the Montgomery family continue to support the school, appointing four of the school's governors to ensure its safe keeping and future prosperity. Continuing the legacy of the Montgomery family, the school remains proud of its nineteenth century heritage while being a forward looking organisation tasked with nurturing the children of the community for their future success.

Kirkistown Primary School enjoys a pleasant coastal outlook on an extended site. Pupils are drawn from the Cloughey area, extending into Portavogie, Ballyhalbert and inland towards Kircubbin as well as from areas towards Portaferry. Inside, the building is both modern and well maintained. Comprising of 6 classrooms, an ICT suite, a staff room and office, the school has a warmth and family feel befitting of its heritage. A recent extension has been completed that has added a classroom and a purpose-built SEN room. An impressive dining and P.E. facility completes the premises and this can be hired out by the local community for special events.

The school team form a committed group of people whose first priority is the education and care of the children at Kirkistown Primary School.



Mr Hugh Montgomery, *Justice of the Peace and Deputy Lieutenant*- Founder and first Patron of Kirkistown Primary School.



Major-General William Edward Montgomery, *Justice of the Peace and Deputy Lieutenant*-The second Patron of Kirkistown Primary School.

Mission Statement

'Learning together, building for the future'

At Kirkistown Primary School, we strive to ensure that the learning, achievements, attitudes and well-being of all members of the school community are valued. We provide a broad and balanced curriculum which will actively encourage everyone. Pupils are given opportunities to take responsibility and be encouraged to make a positive contribution to their learning, school, and the wider community. We are committed to promoting a healthy lifestyle and the wellbeing of the whole child. Staff, pupils, parents and governors work together to build a learning community that celebrates the values we share.

As a community, we will provide an environment that caters for the intellectual, physical, spiritual, moral and cultural development of all pupils.

In a nutshell ...

- An educationally inclusive school
- A school in which learning, achievements, attitudes and the well being of the school community matters
- A place where children are given opportunities to make a positive contribution
- A school that encourages everyone through a broad, engaging and extended curriculum
- A healthy, positive, safe place to be
- A place where children are nurtured and relationships strengthened



The School as a Community

'Learning together, building for the future'

At Kirkistown Primary School we fundamentally believe that we should search for good behaviour and overtly praise in support of this behaviour. We expect that all children will abide by six simple 'Golden Rules' adapted from Jenny Mosley's work. These are the moral values that emphasise the positive behaviour we wish to encourage whilst also acknowledging negative behaviour, which is to be discouraged. The 'Golden Rules' are regularly the focus of whole school and class discussion and are explored at a level appropriate to the maturity of the children concerned.

Golden Rules

- We are gentle; we don't hurt anybody.
- We are kind and helpful; we don't hurt the feelings of others.
- We are honest; we don't cover up the truth.
- We work hard; we don't waste time.
- We look after property; we don't waste or damage things.
- We listen; we don't interrupt.

Pupils are encouraged to reflect on their behaviour and recognise the choices that they make. At Kirkistown Primary School we always reward good behaviour and support poor behaviour. Parents are kept fully informed of the behaviour of their child.

The school also has 'Anti-Bullying' and 'Safeguarding Children' policies, both of which are available on request. Kirkistown Primary is an inclusive school where equality is demonstrated in all areas of our work, including disability, gender and special educational need. Policies covering all of these areas are available on request.



Admissions Criteria 2020

RECEPTION / P1 INTAKE

At Kirkistown Primary, we have a total enrolment number of eighteen each year. We have a highly experienced Foundation Stage teacher who is ably supported by an experienced classroom assistant. Reception children finish each day at 11:30am. Primary 1 children finish at 12 noon for the first two weeks of Term 1 and then at 2pm for the rest of the year.

ADMISSIONS CRITERIA

Admissions criteria are applied only if the number of applications received exceeds the number of places available. If the school is over-subscribed, children of compulsory school age who are resident in Northern Ireland at the time of their proposed admission will be prioritised according to the following criteria in the order set down from 1 to 4 by the Board of Governors of Kirkistown Primary School in selecting children for admission to Year 1 in September 2020.

Preference will be given to those children:

Children of compulsory school age who have a child of the family* currently enrolled in Kirkistown Primary School. Please list name(s) and current class(es).

Children of compulsory school age whose home address has been assigned the postcode BT22. A child's home address refers to his/her normal place of residence as listed on the application form.

Applicants who are a Looked After Child.

Applicants for whom the school is the nearest suitable school.

* Child of the family is defined using the Department of Education's Circular 2016/17, Open Enrolment in Primary Schools, Annex A.

NB. The Board of Governors can only take into account information pertaining to the child's admission that is specifically stated on the application form.

SUPPLEMENTARY CRITERIA

In the event of over-subscription following the application of the above criteria in order, the following sub-criteria will be applied:

The proximity of the child's home to the school as measured in a straight line from the front door of the school to the front door of their home.

Distances will be determined on the basis of measurements taken from Google maps. The measure distance tool will be used to determine straight line distances. Priority will be given to pupils living closest to the school.

Should two pupils live the same distance from the school, a decision will be made on the basis of the initial letter of the surname recorded on the child's birth certificate using the randomly selected set of letters below and the application of the order of these letters.



Visiting the School

Visiting the school

The involvement of parents in the education of their children is critically important and we want to ensure that parents are informed about their child's progress.



Parent/Teacher Meetings

Parents and P1 pupils are invited to meet their child's teacher during the summer term before they begin school. Parent/Teacher interviews are held for P1 to P7 children in October and February each year. At these interviews each child's progress will be discussed and parents given suggestions as to how they can support their child's learning at home. Additional interviews may be held during the year for the parents of those children who have been identified as having special educational needs.

The school operates an 'open door' policy where minor matters of concern may be discussed with the teacher. Appointments may also be made with the class teacher or the Principal.

Prospective Reception / P1 Parents

Before Enrolment

All parents of prospective P1 pupils will be invited to visit the school with their child in June when they will meet their child's teacher and visit the proposed classroom. P1 parents are invited to induction meetings in August prior to their child starting. This gives an opportunity for the parents to meet the class teacher and discuss, in further detail, the school arrangements and procedures that will assist you in preparing your child for coming to Kirkistown Primary. This helps ensure the settling in period is as smooth as possible, taking account of the needs of the individual child.

When children transfer from another school an interview will be arranged with the Principal and a suitable time agreed for the child to visit the school and meet the prospective class teacher.

After Enrolment

The school attaches great importance to the involvement of parents in their child's education and tries to offer not only the opportunity to discuss the progress of their child with the individual teachers but also to attend 'curriculum' afternoons to help understand the workings, aims and approaches of the school. Parents will be invited into school to attend activities such as concerts and 'Sports Day' while an open invitation is extended to attend our weekly 'Celebration Assemblies' where we celebrate the achievements of our school community (Fridays at 9:10am).

Daily Routines

Lunch

The School Day

Reception: 9:00am to 11:30am

P1 & P2: 9:00am to 2:00pm

P3: 9:00am to 3:00pm
Tuesday, Wednesday & Thursday
9:00am to 2:00pm
Monday and Friday

P4-P7: 9:00am to 3:00pm
Monday, Tuesday, Wednesday & Thursday
9:00am to 2:00pm
Friday

After-school activities for P4 to P7 pupils will run on Tuesday, Wednesday and Thursday afternoons from 3.00pm to 4.00pm

Drop off and collection

Parking is limited outside the school but parents are welcome to make use of the large car park just 100 metres away from school to drop-off and collect pupils before and after school. We warmly encourage our families to embrace a healthy start to their day by making the short walk from the car park to school.

Parents should also ensure that pupils are collected promptly at the end of the day. Pupils in P1 to P5 should be collected by a parent or other responsible adult. Children in P6 and P7 may walk home alone by arrangement in writing with the class teacher.

Please drive and park responsibly in the vicinity of school. The yellow zigzag lines outside of school should be kept clear at all times.

Break

We promote a healthy lifestyle in school and, for our mid morning break expect pupils to bring a healthy snack such as fruit, vegetables, cereal or yogurt for their break. Milk can also ordered and paid for in advance.

Lunchtime is from 12:00 noon to 12:40pm. Pupils can bring a packed lunch or have a school dinner. All our children eat together as one school community in the dining hall. Lunch menus are available on the school website as well as being sent home at the start of each term.

Parents of children with allergies or specific dietary requirements are encouraged to meet with the kitchen staff to discuss menu options at the start or at any time during the school year.

After School Care

At Kirkistown Primary School we offer after school care for your child at very reasonable rates. The club offers a number of activities in a warm, safe environment.

Monday	2pm to 5:00pm
Tuesday	2pm to 5:00pm
Wednesday	2pm to 5:00pm
Thursday	2pm to 5:00pm
Friday	2pm to 3pm



School Uniform

We believe there are many benefits to the wearing of a school uniform and therefore actively encourage all pupils to do so. The school policy is for full uniform, including P.E kit. Please ensure that all items of uniform are labelled clearly with your child's name.

Physical Education

All classes:

- White cotton round necked t-shirt
- Plain navy tracksuit bottoms or plain navy shorts
- Black pumps / plimsolls or a pair of trainers

Primary 4-7 pupils will take part in swimming lessons for a term each school year.



Hair

Hair should be kept neat and tidy and long hair should preferably be tied back. Appropriate cuts and natural colours of hair are required.

Jewellery

In the interests of safety jewellery should not be worn to school. The only exceptions are a watch and small ear studs, for those who have pierced ears. Children wearing or jewellery will be asked to remove them during school. Ear-studs should be removed during PE activities or fully covered with a suitable plaster.

BOYS

Grey trousers
White polo shirt
School sweatshirt
Grey socks
Black shoes

GIRLS

Grey Pinafore (P4-P7 skirts)
White polo shirt
School sweatshirt
White knee socks
Grey tights in the winter term
Black shoes

Blue gingham dress (summer term only)

Coats and Shoes

Children should have a navy fleece or showerproof coat with school logo or sensible outdoor coat deemed suitable for the weather and for school wear. Children should come to school in suitable black waterproof shoes. Trainers, boots, shoes with heels and 'jellies' are not part of school uniform.

Uniform Suppliers

School uniform may be purchased from the following providers:

David Crawford: 21 Frances Street,
Newtownards BT23 7DW, Tel: 07801
343505.

School Days Ltd: 10 Mill Street,
Newtownards, BT23 4LU, Tel: 028 9182
7717.

Curriculum

The Northern Ireland Curriculum

Providing children with opportunities to develop in all areas of their education, the curriculum encourages learners to become more independent through problem solving and practical activities.

The Primary curriculum is delivered to our pupils in four phases:

- Reception - Children aged four years
- Foundation Stage - P1 and P2
- Key Stage One – P3 and P4
- Key Stage Two – P5, P6 and P7

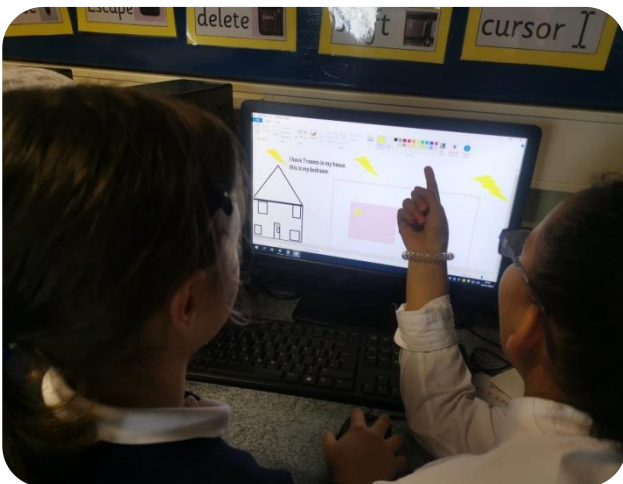
The pupils of Kirkistown Primary study the full breadth of the six areas of learning within the NI Curriculum:

1. Language and Literacy to include talking and listening, reading and writing.
2. Mathematics and Numeracy focusing on the development of mathematical concepts and numeracy across the curriculum.
3. The Arts including art and design, drama and music.
4. The World Around Us focusing on the development of knowledge, skills and understanding in geography, history and science and technology.
5. Personal Development and Mutual Understanding (PDMU) focusing on emotional development, social skills, learning to learn, health, relationships and mutual understanding in the local and global community.
6. Physical Education focusing on the development of knowledge, skills and understanding through play and a range of physical activities.

At the heart of the curriculum lies the emphasis on the development of core skills, thinking skills and personal capabilities to produce lifelong learners.

Cross Curricular Skills

The three cross-curricular skills of Communication, Using mathematics and Using ICT are embedded within the curriculum and our children are encouraged to manage information, communicate, work with others, think, problem solve, decision make, self-manage and be effective and creative in the use of ICT.



Curriculum

Thinking Skills and Personal Capabilities

At Kirkistown Primary School, we promote a wide and varied programme of learning experiences for our pupils. We strive to foster positive attitudes and dispositions in our children whilst promoting autonomy of recording across the curriculum, helping children to develop skills in decision making and problem solving.

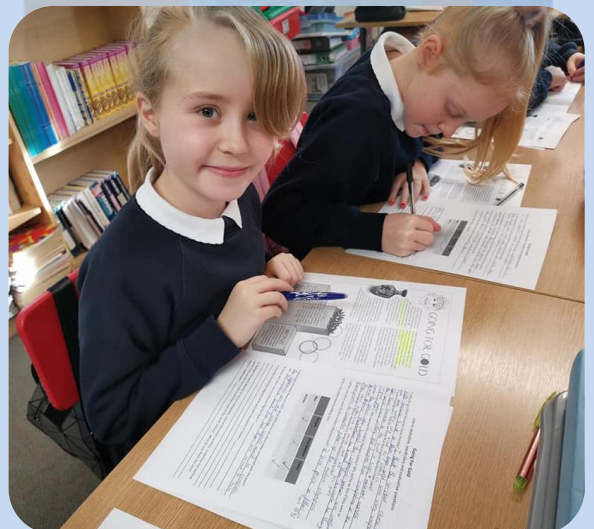
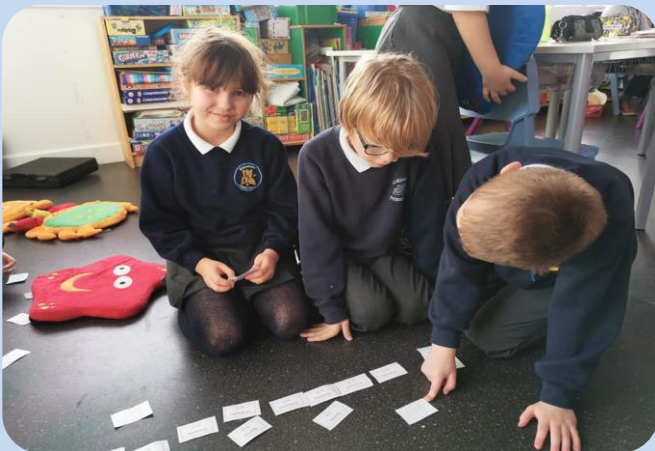
Religious Education

All pupils take part in Religious Education and assemblies unless parents specifically indicate in writing, that they do not wish their child to participate.

Assessment

At Kirkistown Primary School each child's progress will be closely monitored and recorded throughout the year. Through the on-going assessment of pupils' work, teachers plan and organise lesson content to suit the needs of all learners. We use a range of assessment tools such as class assessments, teacher observations and standardised tests.

Children are an integral part of the assessment process and become involved in their own learning through 'Assessment for Learning'. Children are actively involved in both self and peer assessment and work together with the class teacher to share learning intentions and success criteria.



Pastoral Care

The team at Kirkistown Primary School have a responsibility for the Pastoral Care, general welfare and safety of the children. We provide a nurturing, supportive and safe environment, where each child is valued for their unique talents, abilities and personality; an atmosphere in which all our young people can thrive, learn and develop to fulfil their potential.

Our staff are concerned with the personal and social development of the pupils as much as they are with the academic progress. Strong relationships between school and home assist in the pastoral care of all children, ensuring that all our children feel safe and secure.

Teachers explain classroom and school rules to the children in their own class. These are reinforced at school assemblies and children are supported to make good decisions at all times. Emphasis is placed on positive reinforcement and praising good behaviour. Children are encouraged to be independent, kind and thoughtful towards others and responsible for their own behaviour. All staff in the school are involved in maintaining the agreed standards of discipline within classrooms, the school buildings and grounds.

To celebrate, reward and enhance the high standards of good behaviour, attendance and effort demonstrated by our pupils, weekly celebration assemblies are held for the whole school where children are praised for good behaviour and endeavour, for their contributions to the community and for their extra-curricular achievements. We also operate a House System for Foundation Stage, Key Stage 1 and Key Stage 2 classes to encourage and acknowledge good behaviour.

Inappropriate behaviour is addressed by way of discussion and self-reflection by the child. If necessary the teacher will refer the matter to the parents or Principal. Parents are expected to support the school in order to maintain acceptable standards of behaviour.



Child Protection

The safety and well-being of our pupils is paramount.

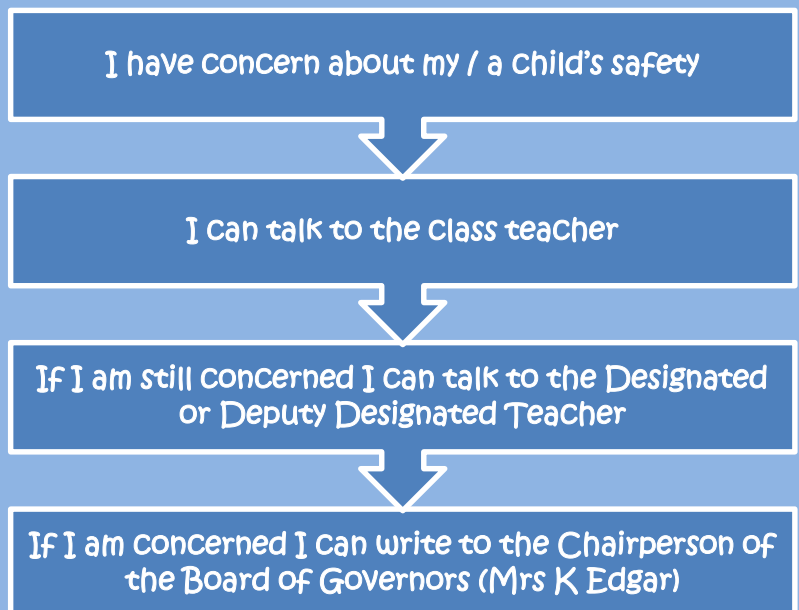
A synopsis of our Child Protection Policy is available via our website.

The Designated Teacher is Mrs A Harbinson.

The Deputy Designated Teacher is Mr S Irwin.

Any issues will be dealt with sensitively and Education Authority guidelines will be followed. Staff members are committed to building open and transparent links with home, school and outside agencies such as social services, education welfare and the school nurse.

The flow diagram below outlines the procedure for any parent who wishes to highlight a concern.



Extra-curricular Activities

Creating the 'individual'

The enjoyment, experiences, challenges and achievement that are offered by extra-curricular activities are an important part in any child's education. At Kirkistown Primary School we aim to provide a broad range of opportunities for children to further their skills or interests outside the classroom

A number of sporting activities are offered to pupils in Primary 4 to Primary 7 such as football, netball, hockey, tennis and cross-country. Where possible, we aim to give children opportunities to represent their school in local leagues and friendly competitions against other schools in the local area and beyond.

The creative clubs that we offer include: choir, drumming, piano tuition, art and construction. As a school we embrace creativity and aim to have every child published as an author during their time with us.

School Council

Pupils from P1 to P7 get the opportunity to elect their own class representatives that sit on the Kirkistown Primary School Council. The councillors have an important voice in planning how our school moves forward, suggesting initiatives and events that the pupils would like to see introduced.

Music and Drama

The school has a growing reputation in music and drama. At Christmas the school presents a Key Stage 2 Carol Service and a nativity play for the Foundation Stage and Key Stage 1 (Primary 3 and Primary 4).

The School Choir makes contributions to the life of the community, including participation in church services and visits to residential homes. For the past two years, the choir have recorded an original Christmas Single!

On alternate years, the school puts on a drama performance for the local community.

P7 Buddies

P7 pupils act as buddies throughout the school, assisting younger children in the classrooms, the canteen and the playgrounds.



Special Educational Needs

Learning Support

Kirkistown Primary School is an inclusive school and seeks to ensure all pupils fulfil their potential.

All staff are skilled at early identification of needs and work together consistently to identify underachievement and low achievement, drawing upon their professional judgement and a range of assessment methods. There is close liaison with the Special Educational Needs Co-ordinator (SENCo) who supports staff in writing, monitoring and reviewing Individual Education Plans (IEPs). Learners in class are supported with lessons differentiated in a number of different ways. Children on the Special Educational Needs register have access to small group or 1:1 tuition with their teacher or support assistant during each week.

There is a close liaison with the Educational Psychologist (EP) from whom advice is sought or referrals made. RISE provides support for learners in P1, P2, P3 and P4 classes. The school works closely with ASD support in the Education Authority, the Literacy Support Service and with the Inclusion and Diversity Service.

The school places a high priority on targeting early intervention and provides opportunities for our more advanced learners to mentor younger children to help improve their self esteem, confidence and enjoyment of reading. The Bug Club online reading scheme is also available in school.



Parents as Partners

Heart of the Community

We believe that our school should be at the heart of the community. With that in mind, every year group seeks to develop links with various groups in and around our locality, and further afield. To enhance the learning experiences of our pupils we have regular visits to school by representatives of the emergency services, local businesses, charities and churches. We also offer our pupils opportunities to participate in trips to places such as the Armagh Planetarium, Mount Stewart, the Greyabbey Estate, W5, Newtownards Airport, the Ulster Museum and Stormont. Pupils in P7 are offered a residential trip to outward bound centres in the Mourne. Our continuing link with neighbouring St Patrick's Primary School (Ballygalget) through the Shared Education Programme is yet another way that helps ensure our children feel part of the wider community.

Parent Teacher and Friends Association

Our wonderful PTFA raises funds to enable the purchase of educational and recreational equipment for the benefit of the children in Kirkistown Primary School. Through events such as discos, fairs and movie nights families help our school raise funds while having the opportunity to meet and socialise informally with other families and members of the community. In recent times, the fundraising efforts of the PTA have enabled the purchase of play resources, new football posts and kit, Sports Day trophies while also supporting the street party.

Communication with families

We seek to provide parents with up-to-date and accurate information about what is happening at Kirkistown Primary School. We are keen to embrace the reduction of our carbon footprint and be efficient so we regularly communicate with parents via text and email. The school also has a growing online presence and can be found at www.kirkistownprimary.com.

There are many different ways of communicating between home and school and parents are able to select the methods of communication that best suits them. It is vital, however, that school has up to date contact details for you and your named family members so please keep us informed of any changes in address, telephone numbers or email addresses. These will ensure that we can care for your child effectively especially should an unforeseen emergency situation arise.

