

HOLY FAMILY PRIMARY SCHOOL

# PROSPECTUS





# HOLY FAMILY PRIMARY SCHOOL TECONNAUGHT



## Dear Parents / Guardians,

A warm welcome to Holy Family Primary School Teconnaught.

This prospectus is intended to help you know more about the life and work of our school.

We hope that it will give you a taste of the wonderful learning opportunities that we have available for the children here on a daily basis. Holy Family is a loving, caring family orientated school where the whole school community shares a common goal – to do the very best by every child.

We recognise that it is only when school and home work in close partnership that a child's best interests are fulfilled. Education is a positive partnership between home and school. Parents are one of our school's most valuable resources. We believe that parents should feel welcome into our school and take a positive interest in their child's education. Teachers work closely with parents to ensure your child's school days at Holy Family as pleasant and enriching as possible.

This prospectus is intended to help you learn more about the life and work of our school. No prospectus can convey the real atmosphere of the school, so I would like to invite you to pay us a visit and see for yourself the life and work of our school, our values and curriculum, our policies and ethos, whilst allowing us to share with you a taster of the magic and belonging that comes with being a member of this child-centred school community.

If you choose to come to Holy Family, I hope that your son or daughter will have a very happy and successful school life here.

I look forward to meeting you very soon.

**CHRISTOPHER CURRAN**  
(Principal)

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# MISSION STATEMENT



## Mission Statement

The Mission Statement of Holy Family Primary School, Teconnaught may be summarised by our motto,

**"In Our Hands We Hold The Future,  
In His Hands He Hold Us"**

Holy Family Primary school seeks to uphold Catholic, Christian values. We encourage, nurture and develop our relationship with God and our community. We are committed to developing each child's full potential in a climate of joy, challenge, cooperation and celebration in partnership with and between home, school, parish and the wider community.

- The Governors and staff cultivate and nurture an atmosphere of love, nurturing personal growth, academic progress and self-confidence.
- We challenge our children, stimulating them into developing a life-long love of learning and celebrate potential and achievement. We recognize and celebrate the potential, skills and talents of each child.
- We help develop a positive self-image and encourage a respect for the background and culture of others. We promote an understanding of a healthy lifestyle.
- Each child is valued as a pupil of our school and we strive to help them develop their potential and grow in the Catholic faith.

## Statement of School Aims

As a Catholic School we are committed to:

- Fostering and nourishing Christian values for life;
- Creating a happy, safe and caring environment;
- Providing a broad balanced and challenging curriculum;
- Promoting innovative teaching and investigative skills based approach to learning;
- Embracing new initiatives in our quest for lifelong learning;
- Using a varied and up-to-date range of learning resources;
- Providing an enriching programme of extra-curricular activities and visits;
- Endeavouring to strengthen partnerships between school, home, parish and community.

**"In His Hands He Holds Us"**



# SCHOOL CONTEXT



## SCHOOL SETTING

Holy Family Primary School is situated on Drumnaconagher Road on a pleasant site. The present enrolment of compulsory school age children continues to grow and currently stands at 195, with a Principal and nine teachers.

Holy Family Primary School is in the townland of Teconnaught. The school consists of 7 classrooms plus one resource room and a library with a learning support/therapy room. There is a large assembly hall which is also used for physical education. Other accommodation includes Principal's Office, Secretary's Office, and other ancillary rooms.

The Board of Governors of Holy Family Primary School consisting of representatives of the Trustees of the School, a representative of the Department of Education, representatives of the Education Authority, a parent's representative, and a teacher's representative are responsible for the Management of the school.



The Council for Catholic Maintained Schools (CCMS) helps provide strategic leadership and direction for the Board of Governors and Principal to ensure the highest standards of Education for the children in the school.

The Education Authority maintain this school and are the employers of all ancillary and auxiliary staff in the school.



**"In Our Hands We Hold The Future,"**

# SCHOOL IN THE COMMUNITY

## Parental Partnership

We actively promote the development of strong parental partnerships through a wide ranging programme of parent workshops, events, Seesaw Digital Learning Portfolios and regular Parent Teacher meetings. We hold an annual Grandparents' Day, Reading Partnerships and assemblies regularly.

At Holy Family we believe in educating the whole child. That said, we fully recognise the role of parents/ carers as the first teachers of children.

We believe that when Home and School work in close partnership that the child's needs will be best served. In addition, we believe that by enhancing children's involvement in their local, Parish and Global community we can truly ensure a child's future success and happiness.

Parents are kept up to date with school life via the School App, email and see saw in Foundation stage.

## Friends of the Holy Family

We are very fortunate to have an enthusiastic and highly active Parent Teacher Association who work tirelessly to source and provide additional funding for the school through regular fundraising activities and grant applications. The friends of Holy Family provide funding for buses for school trips, Lexia and Reading Eggs Programmes and Athletics.

Their hard work and support not only ensures the continued success of the school but has strengthened the school in the heart of our local community.

## Child Development

As a family-friendly school, we operate a popular Morning Activity Club daily 8am-8.45am. In addition, we offer an After-School 'Cool Kids' Club which caters for children from 2pm until 5pm - Monday to Friday. The school is registered with Employers for Childcare and accept Childcare Vouchers. These clubs support parents through an affordable cost for childcare before and after school.

We offer a variety of clubs and services in our school such as Bee Active fitness for all, Miniversity



computer club, Eureka Seekers Science club, a variety of musical instruments such as: guitar, violin, flute, clarinet, recorder; cycling proficiency, Cross-Country Running, Eco-club, Netball, Swimming (Key Stage 2), Choir, Football and Gaelic Games.

Two peripatetic music specialists are employed to teach stringed and woodwind instruments to children in the school. A guitar tutor teaches children on a weekly basis.

The school encourages participation in sport for all the children. We provide swimming lessons, BeeActive lessons for all pupils, gaelic training and fundamental movement skills for younger pupils. Teams take part in gaelic, soccer, netball and cross country competitions and events. An annual Sports Day is held for all the children. Musicals, concerts and plays are performed for parents and friends. The pupils also take part in the Shared Education Programme. Pupils in P4 and P6 are taken on regular visits to the local library.

Each class teacher meets the parents of the children in their class early in the school year for a curriculum meeting. An individual meeting of parents and class teacher is arranged in the Autumn Term to assess each child's progress. Parents are always welcome to visit the school for advice and information referring to their child's education. The school philosophy is "Partnership in Education with close home-school links."



# STAFF AND ORGANISATION



## BOARD OF GOVERNORS

The Board of Governors are responsible for the financial administration and management of the school as well as the delivery of the N.I. Curriculum. The members of the Board of Governors are appointed for a four-year term of Office.

The current chairperson is Mr J. Convery.

## The Teaching Staff

The current teaching staff represents a wide range of experience and expertise which is put to effective use in a programme of pastoral care and a system of subject co-ordinators. Regular meetings of the staff, of the co-ordinators and of the senior management team contribute to the smooth running of the school. The Principal oversees the daily operations of the school.

## SUBJECT CO-ORDINATORS

The Subject Co-ordinators are responsible for the development and organisation of the teaching programme in each subject area. In developing each subject programme, there is ongoing discussion and evaluation with the class teachers throughout the academic year.

### Principal

Mr C Curran

### Vice-Principal/SENCO/

**Deputy Designated teacher for Child Protection and Safeguarding**

Mrs G Sproule

**Numeracy/Music/ Designated Teacher for Child Protection and Safeguarding**

Mrs L Gilchrist

**Literacy/I.C.T./Foundation Coordinator**

Mrs M Murray

**World Around Us**

Mrs S McKay

**ECO-Schools/Shared Education**

Mrs C Rooney

**Assessment**

Mrs S Morrow

**PD+MU/RELIGION/PE**

Mrs E Hawkins

Further information can be found on the school website:

[WWW.HOLYFAMILYPS.CO.UK](http://WWW.HOLYFAMILYPS.CO.UK)



# PASTORAL CARE

## CHILD PROTECTION

Mrs L Gilchrist is the Designated Teacher for any matters relating to pastoral care or child protection. Mrs G Sproule is the Deputy Designated Teacher and the Principal Mr C Curran makes up the three-member pastoral care team comprising of school staff.

Mr J Convery is designated school governor for Child Protection. All matters in relation to pastoral care and child protection will be dealt with in accordance with the school's existing policy.

The teacher's priority is to set high educational standards for all the children in their care. All children are given a sense of value and are encouraged to foster habits of responsibility and caring in the school community.

Our pastoral care policy is to create a supportive atmosphere in the school for the pupils, their teachers and all support staff. Parents are encouraged to join with the teachers in showing a caring commitment to every aspect of school life. Parents are invited at regular intervals to discuss their child's progress and welfare with the teachers. The wealth of information from the parents, teachers and supportive services (school nurse, doctor, dentist) is invaluable in helping the school promote the learning and development of each pupil. The school has developed a co-ordinated system to support pastoral care. Each class teacher has a detailed knowledge of the needs and progress of each pupil in the class.

The prime concern of the school is the interests of pupils. All concerns will be acted upon. If necessary professional assistance will be sought and the matter referred to relevant outside agencies. Caring is a shared responsibility for all members of the school community.





# ACHIEVEMENT



## NURTURING PUPIL ACHIEVEMENT

We celebrate, respect nurture, cherish and cater for each unique individual warmly embracing all families as valued members of our school family and community. We are proud of our faith, values and ethos, and work in close partnership with relevant stakeholders.

As educators we enjoy taking time to recognise and reward pupil's gifts and talents. We teach our pupils that they are each uniquely gifted. Our children are instilled with the belief that with hard work, resilience and gratitude they can succeed and follow their passions and dreams.

Through our positive behaviour policy, children are rewarded with positive praise and recognition of achievements through student of the week, class rewards and homework passes. Individual children and classes are rewarded with these on a weekly basis.

## CHARITY

During the course of the year various efforts are made to raise money for charity. When these occur, please support them. It helps the children to realise that there are those who are less fortunate than themselves in this world, whether it be close to home or in the underdeveloped world.

We are linked to St. Dominic's Primary School in Uganda and fundraise regularly for children within their school. This contributes greatly to their school development.



# PUPIL PROGRESSION



We provide pupils with a broadly - based curriculum to develop them. This is achieved through the Northern Ireland curriculum where they have the opportunity to develop their full potential. The core areas are Language and Literacy, Mathematics and Numeracy, The Arts, The World Around Us, Personal Development and Mutual Understanding and Physical Development and Movement. All of these areas link into the cross - curricular skill of ICT.

Educational visits from Primary 1 to Primary 7 help enrich the curriculum for all children. The Primary 7 children have a residential trip in the 3rd term.

Various speakers and workshops are organised for pupils on relevant aspects of the curriculum such as World War 2, Dairy Council, Fire Service, NIE Energy Conservation, school nurse, Sustran Cycle Network, Museum on the Move and NI waterbus.

Primary 5 pupils participate in the Roots of Empathy Programme to develop their understanding of infant and parent attachment.

Children from Primary 4 - 7 are elected annually as School and Eco councillors. They meet as a committee to plan and discuss projects and events that will benefit all pupils whilst ensuring the school is environmentally friendly.

Foundation Stage pupils (Primary 1 and 2) learn through structured play. This continues in Primary 3 and 4 with activity - based learning once a week. Play enables each child to discover new things about the world, develops new skills and builds up relationships

with new friends. We aim for a balance between play based learning and adult directed learning.

As the child proceeds through Foundation, Key Stage 1 and Key Stage 2, qualities of confidence, self-esteem and consideration for others will be developed alongside increasing competence in the basic skills. A variety of teaching and learning styles will be experienced within each class. As children learn at different rates, our teaching methods will carefully match the content of lessons to the needs of each individual. The curriculum will be relevant to your child and this should result in sound learning.

We will give children stimulating and challenging work to ensure each child reaches their full potential. Each teacher will provide a full programme of work for all children in their class, whatever their ability. We will ensure that your child takes the full range of subjects that will provide them with worthwhile experiences across all the areas of study.

Collaboration between teachers ensures continuity and progression throughout the school in terms of teaching and learning. Continuous monitoring of pupil progress takes place throughout the year.

A detailed written report is issued in June. Other parental consultations are welcomed during the year as required.

Assessment results at the end of both Key Stages (P4 and P7) as well as GL Assessment tests are used to monitor children's progress.



# CURRICULUM



## Religious Education

The school is a Catholic Maintained Primary School. The Catholic ethos permeates all aspect of school life. The Catholic Religion is time tabled and taught daily to the children through the Grow In Love programme. Our Assemblies are based on different aspects of school life, e.g. Easter, Christmas, Lent, Friends. We are an inclusive school who welcomes children from all faiths. Children are prepared for the sacraments of First Confession, First Holy Communion and Confirmation in collaboration with the parish of Kilmore and Killyleagh.



## Physical Education

Pupils receive timetabled PE sessions on a weekly basis through which we develop the 6 areas of activity set out in the Northern Ireland Curriculum: dance, games, football, netball, gymnastics, athletics, outdoor activities and swimming.

The fundamental movement skills are developed through these PE sessions. These include rolling, balancing, sliding, jogging, running, leaping, jumping, hopping dodging, galloping and skipping. Also the object control skills – bouncing, throwing, catching, kicking and striking.

Bee Active and Gaelic sessions reinforce these.



**"In Our Hands We Hold The Future,**



# SPECIAL EDUCATIONAL NEEDS

## Special Educational Needs

The school identifies at the earliest date those pupils who require additional support or have special educational needs. Regular monitoring of all pupils' progress is carried out by the class teacher. Where a pupil is identified as having special educational needs in a subject area, prompt action will be taken and support given. Children will have an education plan when required to help develop their learning and reviewed regularly throughout the year in consultation with the pupil and parents. Where necessary, advice and support are sought from the EA's Educational Psychology Service or the RISE team.



## SCHOOL COMPLAINTS – Raising A Concern

Occasionally you may have a serious concern about your child's well being or the curriculum. At Holy Family our complaints procedure is based on the dual expectation of addressing pupil needs and endeavouring to resolve matters as close to the point of difficulty as possible beginning with the class teacher. If the matter is not resolved with the class teacher, then formal contact should be made with the Principal. Almost all complaints will be resolved on one of these two levels.



In a rare instance the matter would then be addressed by the Board of Governors and Council for Catholic Maintained Schools.





# ADMISSIONS CRITERIA



## ADMISSIONS CRITERIA

The Board of Governors draws up the Admissions criteria. When applying the criteria, punctual applications will be considered before late applications. The application procedure opens in January. Please see the Education Authority's website for the key dates as to when to apply as all applications must go through the EA Portal.

Within each of the following criteria, priority will be given at all times to pupils regarded by the Board of Governors on the basis of supporting evidence by parents and statutory agencies as having special circumstances (medical, social or security factors).

Priority will be given to children who have attained compulsory school age at the time of their proposed admission to Primary school in September as defined by the new School Age (NI) Act (both groups to be treated equally).

Priority will be given to children resident in Northern Ireland at the time of their proposed admission to the school before those who are not so resident.

**It is the responsibility of parents to ensure information relevant to the criteria is included in the application.**





# ADMISSIONS CRITERIA



## Year 1 Intake

The following criteria will be applied in the order set down by the Board of Governors of Holy Family Primary School, Teconnaught in selecting children for admission to Year 1 in September.

### Preference will be given to:

1. Children who have a sibling, half sibling, step sibling, foster sibling enrolled at the school at the time of application.
2. All other children of compulsory school age. In the event of over-subscription in any one of the criteria, taken in order, the following sub-criteria will be applied in the order set down by the Admission Sub-Committee of the Board of Governors.
  - a) Children where parent(s)/guardian(s) is presently a permanent member of the school teaching, ancillary, auxiliary staff.
  - b) Children who are "Looked After".
  - c) Children whose parent(s)/guardian(s), siblings are prior pupils of the school.
  - d) Children of compulsory school age who live closest by road to Holy Family Primary School as calculated by the RAC Route Planner.

If it is still not possible to distinguish between applicants, places will be determined by drawing lots.

## DUTY TO VERIFY

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application. Applicants are required to provide a document with photographic ID and a currently utility bill, no more than three months old, as proof of address.

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the application being deemed void and the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the application will be deemed void and the offer of a place will be withdrawn.



# ADMISSIONS CRITERIA



## WAITING LIST POLICY

Should an application be refused due to places not being available then the child's name will automatically be placed on a waiting list. If a place does come available for admission to Year 1 their application will be treated equally, and the published criteria applied. The school will contact you if a place comes available by this method. If you want your child's name to be removed from this list, please contact the school.

## YEAR: 2-7 Intake

Children will be admitted to the school up to the maximum enrolment number provided that no class exceeds the agreed maximum enrolment number for that class as set down by the Board of Governors. In the event of over-subscription, the schools waiting list policy will operate for pupils who still wish to be considered for admission should a vacancy arise at Holy Family School and criteria as for Year 1 will be applied. Further information is available on the school's web site: [www.holyfamilyps.co.uk](http://www.holyfamilyps.co.uk)

## APPLICATIONS AND ADMISSIONS TO PRIMARY 1

Year	Total Applications	Total Admissions
2020/2021	25	25
2021/2022	33	30
2022/2023	32	30

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.



# HOMEWORK

## Homework

Homework informs parents about some aspect of class work their children will have covered during the school day. Homework should also provide an opportunity for parents to get involved in their child's education. You should set time to sit and talk about what your child is doing. Developing good habits from an early age with the approach and completion of homework helps to establish a solid foundation for future study.

Homework encourages self discipline. You should not do the homework for your children, but you should encourage them to give of their best always both in terms of content and presentation.

Homework should be signed by a parent or guardian. The amount and difficulty of homework may differ from child to child in any particular class.

Children will be set a range of oral tasks which may include spellings, tables, reading and vocabulary as well as formal written exercises or research activities.

The amount of time spent on homework should never be excessive. If you are concerned about the length of time your child is taking to complete their work, please contact your child's teacher.

Homework is normally given Monday to Thursday.





# SCHOOL START TIMES

The Education Authority is operating online enrolment for pupils wishing to start school in September. In April parents are informed of the outcome of their applications for their child's enrolment at the school.

The parents and the potential pupils will be invited to our school in June for an induction session. At the end of August the Primary 1 pupils will have a further induction morning to help them settle into the new school environment.

Parents are encouraged to talk positively to the children about the school.

During the month of September P.1 entrants will attend school until midday. This allows the children to become accustomed to school life without having the added difficulty of having a meal away from home surroundings. Experience has taught us that most children find the morning's experience in work and play quite exciting and tiring and we feel it is wise to introduce the full day after a month of morning work.

## SCHOOL YEAR DATES AND TIMES

**School starts at 9am.**

The school has a long tradition of encouraging punctuality. Parents will be expected to ensure children are brought to school at the correct time.

School Hours	
P1 & P2	9am until 2.00pm
P3, P4, P5, P6 & P7	9am until 3.00pm
On a Friday all classes finish at 2pm	
During September - P1 finish at 12.00pm	

*When individual classes vary from the times above parents will be informed by letter.*

The Board of Governors request that where possible children are not taken for appointments during the school day and that parents arrange family holidays during school holidays.





# POSITIVE DISCIPLINE



## DISCIPLINE

At Holy Family Primary School, we adopt a positive approach to discipline expecting our pupils to behave in a responsible manner at all times. The success of our discipline policy will be judged by:

- Children behaving properly on their way to and from school.
- A positive learning environment apparent within each classroom;
- Children showing at all times courtesy and consideration for others;
- Children relating to one another in a supportive manner within class and also during the time spent in playgrounds or classrooms during mid-morning and lunch time breaks;
- The children having a positive self-image;
- The progressive development of self-discipline, initiative and self-reliance in our children;
- The degree to which the school is respected by the local community.

Where there are good relationships within the classroom, where the curriculum is sufficiently

challenging, then good behaviour is the norm. A child-centred approach to teaching and an effective pastoral system help maintain good discipline.

The co-operation of the parents is vital for the maintenance of high standards in pupil behaviour; punctuality, personal appearance, having the proper equipment for learning and adequate preparation of homework.

When a child demonstrates poor behaviour, it often stems from personal problems or difficulties. It is important to look for the reasons for the behaviour in order to provide a lasting solution to the problem. We use praise, encouragement and incentives as the means of altering a child's behaviour. The school also has a range of sanctions which will be used, where necessary, to encourage good behaviour. If problems do arise we seek parental consultation at an early stage rather than leave it until later and we hope you as parents will do the same with us. An upset at home can cause your child to behave differently at school just as worry over school work can cause you problems at home.

Our School Discipline Policy Document is available to all parents on request.



# SCHOOL RULES

## School Rules

The school rules are for the greater safety and well-being of all our pupils. We intend to make the children aware of school rules, the reasons for having them and possible sanctions if they are broken. A copy of the School Rules is displayed in each classroom.

The rules will be applied consistently and fairly.

1. Children must show respect to their teachers and other adults working in the school.
2. Children must follow the class teacher's rules.
3. At all times children are required to wear school uniform. Children wear trainers or shoes - no platform shoes or boots.
4. Children are not allowed to wear ear rings. Ear studs are allowed.
5. In play and in school children must behave in a manner where they are not hurting or endangering others. (This rule includes verbal hurt).
6. Children must respect school property and personal property.
7. Children must not use foul or abusive language.
8. Children are not allowed outside the school grounds without permission.
9. Children are not allowed to climb on walls, trees, or buildings around the school.
10. Children are not allowed to run in their rooms or in any part of the school building.

Parents will be informed if a child repeatedly and deliberately breaks School Rules. In such cases parents will be invited to the school to meet the Principal.



## SCHOOL UNIFORM

We would encourage the wearing of school uniform.

Boys:	Girls:	P.E.
Grey trousers	Grey pinafore/skirt	Shorts/tracksuit bottoms
Red polo shirt	Red polo shirt	Red polo shirt
Grey school sweatshirt	Grey school sweatshirt	Trainers
	<i>During the summer the girls may wear red checked dresses and a red cardigan.</i>	
<i>All items of uniform should be clearly labelled.</i>		

Uniforms can only be ordered through the school for the beginning of each school year. A supply of sweat shirts and tracksuit bottoms are kept in the school.

Details of prices and ordering procedure is available from the school secretary.



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# MEDICAL & MEALS

## Medical

The medical and dental service make regular visits to school for such tests as vision, hearing and dental checks. You will be advised in advance of such visits.

Upon admission to the school it is important that parents inform the school of any relevant medical information. The school should be notified immediately if there are any changes.

If administration of medication is not possible at home, then clear written instructions should be sent to the class teacher. The school will endeavour to expedite what is reasonably possible.

Children will have access to inhalers at all times.

**Mrs L Gilchrist is the school's contact for First Aid.**

Children should not be sent to school if they are unwell prior to the start of the school day.

In the event of an emergency the school will contact the parents or designated parties. It is vital that contact numbers are correct, and that the school's information is kept up to date. If no contact is possible pupils will be transported to the nearest hospital.

***No nuts or foods containing nut products may be brought into school at any time.***

***In the event of an absence from school a written note or email/see saw message should accompany your child on their return indicating the reason for absence. This information is then recorded on computerised attendance registers.***

Our Schools Medical Policy Document is available to all parents.



## Meals

School meals are available for all pupils who wish to take them. All meals are cooked and priced at £2.60 per meal (£13.00 per week) Menus are available on the school website. Dinner money (exact amount) should be paid on Monday mornings. The dinner menu can be found on the school website.

Packed lunches may also be brought to school where they will be eaten in the classrooms. Healthy lunches and breaks are encouraged as we are a Health Promoting School. In the interests of health and safety glass containers, hot drinks or foods containing nut products are not permitted.

## Free SCHOOL Meals/UNIFORM GRANTS

Parents who are in receipt of Universal Credit and/or other benefits may be eligible for free school meals and uniform grants.

Further information is available from:  
[www.freeschoolmealsanduniforms.eani.org.uk](http://www.freeschoolmealsanduniforms.eani.org.uk).



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