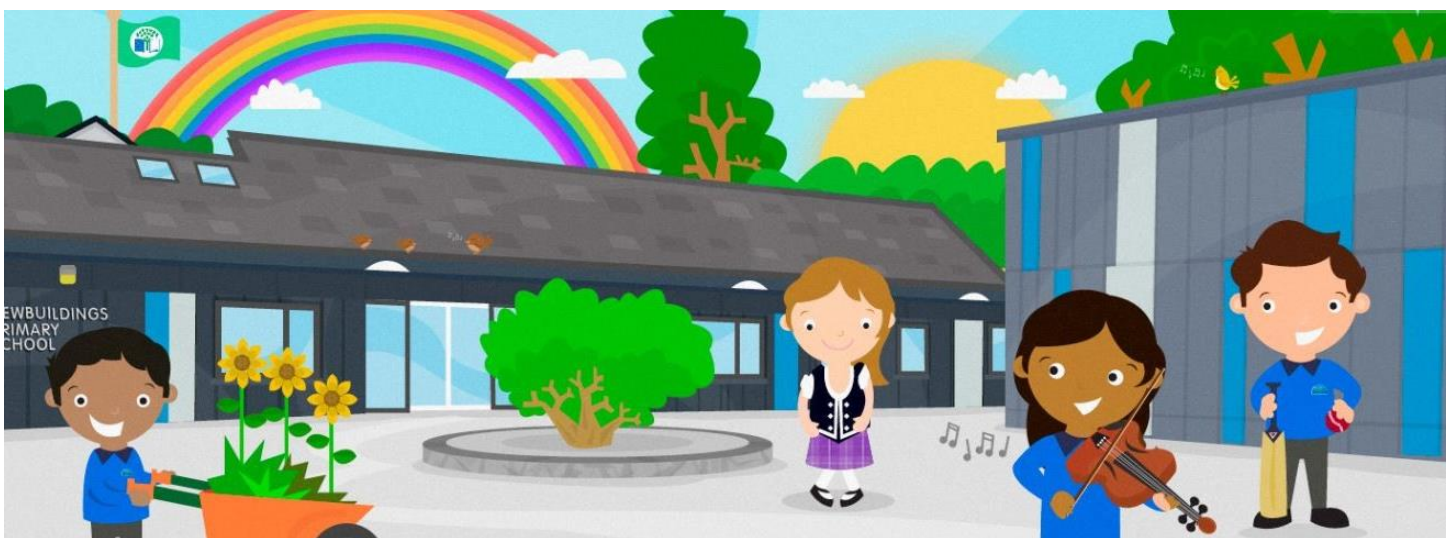




**NEWBUILDINGS PRIMARY
SCHOOL
and BALLYORE COMMUNITY
NURSERY**



“Believe and Achieve”



INFORMATION

Newbuildings Primary School and Ballyore Community Nursery
83 Victoria Road
Newbuildings
Londonderry
BT47 2RL
Tel: 028 71 343896

Primary
Controlled
Boys and Girls
Age Range: 4 - 11

Email : info@newbuildings.newbuildings.ni.sch.uk

Website: <http://www.newbuildingsps.co.uk/>

Chairperson of Governors: Canon Reverend Robert Boyd

Principal: Mrs Emma Cooper

Number on roll 1st September 2025: 163

Admissions Number: 26 (Nursery), 30 (Primary 1)

Enrolment Number: 210

BOARD OF GOVERNORS

Representing Transferors

Canon Reverend R Boyd
Reverend N Cairns

Representing Board

Mrs M Clifford
Mrs L Clarke

Representing Parents

Mr E Moyne

Representing Teachers

Mrs K Evans

Teaching Staff

Nursery	Mrs A Condren
Primary 1/2	Mrs J Armstrong
Primary 3	Mrs K Evans; Mrs J Buchanan
Primary 4	Mrs S McGowan
Primary 5	Mrs J Kennedy
Primary 6	Mrs K Cooke
Primary 7	Mr J O'Neill
Specialist Provision Class	Mrs C Colhoun

Support Staff

School Secretary	Mrs M Brannigan
Nursery Assistant (General)	Mrs L Rankin
Nursery Assistant (General)	Mrs J Porter
General Classroom Assistant P1	Mrs R Nicholl
General Classroom Assistant P2	Miss T Mehaffey
Special Needs Classroom Assistant	Miss K Guy
Special Needs Classroom Assistant	Mrs D Simpson
Special Needs Classroom Assistant	Mrs W Stewart
Special Needs Classroom Assistant	Miss S Boyd
Special Needs Classroom Assistant	Mrs C Lynch
Special Needs Classroom Assistant	Mrs A Moyne
Special Needs Classroom Assistant	Miss V Rankin
Special Needs Classroom Assistant	Miss J Rankin
Lunchtime Supervisor	Miss S Boyd
Building Supervisor	Mr E Shiels
Cleaner	Mrs S Reid
Cleaner	Mrs C Mitchell
Cleaner	Mrs J Robinson
Cleaner	Mrs W McPherson
Cleaner	Miss H Livingstone

Meals Staff

Head Cook

Ms N Gill

Catering Assistant

Mrs D Robinson

Catering Assistant

Ms C Rogers

Catering Assistant

Mrs S Reid

Catering Assistant

Mrs D McGarrigle

GENERAL INFORMATION

HISTORY

Built in 1955 the original school of three classrooms, toilet blocks and small kitchen was given a complete refurbishment which was completed in 2018. The school now consists of eight classrooms, resource areas for practical and experimental activities, two specific rooms for language activities/additional support, an inner garden, board room, assembly/physical educational hall, offices, staff room, kitchens and dining hall. There is a well-equipped and modern library and an I.C.T. suite.

Ballyore Community Nursery is built adjacent to the school and opened for the first time in September 2002.



We are set close to the River Foyle on a main route into the city of Londonderry. Our semi-rural location provides good links with both the town and countryside.

At Newbuildings Primary School we believe that every child has the right to the best learning experience possible.

OUR ETHOS STATEMENT

Newbuildings Primary School and Ballyore Community Nursery is a nurturing and inclusive setting where every child is valued, respected and empowered to reach their full potential. We foster a safe and supportive learning environment that encourages kindness, teamwork and a lifelong love of learning. We inspire our children to believe in themselves and achieve their dreams.

Our school motto is 'Believe and Achieve'. We inspire our children to believe in themselves and achieve their dreams. This is exemplified through the following mission statements:

- We are committed to working in partnership with all stakeholders to support every child.
- We strive to create a safe, nurturing and inclusive environment where all children feel welcomed and involved in their learning journey.
- We aim to empower every child to achieve their fullest potential; academically, socially and emotionally.



Our core values are the moral compass for our school. They represent our goals and underpin our daily actions and policies. Our values reflect expectations and attainable goals for staff, children and the extended community.

Through living out our core values, we hope to nurture and inspire our school community to become better versions of themselves.



SCHOOL HOURS

Breakfast Club offers a range of choices in the dining hall from 8.10am, under adult supervision.

Pupils will be received in classrooms from 8.55am onwards, ready to begin lessons at 9.00am

Break time

10.10am to 10.25am	Primary 1, 2, 3 and 4
10.30am to 10.45am	Primary 5, 6 and 7

Lunch time

12.00pm to 12.55pm	Primary 1 – 4 (Foundation Stage & Key Stage 1)
12.30pm to 1.10pm	Primary 5 – 7 (Key Stage 2)

Home time

Year 1 & Year 2	2.00pm Monday to Friday
Year 3 to Year 7	3.00pm Monday to Friday

ATTENDANCE

It is a statutory requirement that all children should attend school for 185 days unless they are ill. If your child misses school through illness or for any other reason, an explanatory note should be sent to school upon return, as all reasons for absence must be recorded within the computerised attendance system. School actively monitors attendance and the Principal meets regularly with the Education Welfare Officer, Sharon Thompson. Attendance statistics are collected annually by the Department of Education.



Parents are asked to arrange all non-urgent medical/dental appointments for outside school hours wherever possible as these appointments are now statistically recorded by the Department of Education as an absence. If you require your child out of school early, a note must be sent to the child's class teacher. Children should be collected from and returned to the school office where the appropriate register may be completed.

No child will be permitted to leave school unaccompanied.

Advance notification of holiday dates is provided and parents are encouraged to arrange family holidays to coincide with these dates. The Department of Education have clear guidelines stipulating that holidays during school term time are recorded as unauthorised absence with the exception of special circumstances as outlined in DE attendance circular.

ADMISSION ARRANGEMENTS

Arrangements under the current policy are as follows:

- **Nursery Place**
 - to admit those children who are under compulsory school age, i.e. those children who do not turn 4 on or before 2nd July of the current year.
- **Primary 1 Place**
 - to admit those children who have reached compulsory school age, i.e. those children whose 4th birthday falls on or before 2nd July of the current year.

Parents considering sending their children to this school are invited to attend the Open Afternoon or alternatively make an appointment to visit the school and to talk to the principal and teachers. Both Nursery and Primary One Induction programmes will be arranged in May/June for parents and children.

The admission arrangements as set out on the Education Authority's website will be used. Application for a place should be done online by visiting the Education Authority website at www.eani.org.uk The online portal will be available from **12:00 noon on Wednesday 7th January 2026 until 12:00 noon on Wednesday 21st January 2026.**



ADMISSIONS CRITERIA

The Board of Governors will apply the following criteria, in the event of there being more applicants than places available, in the order set down. Priority shall be given to children resident in Northern Ireland.

During the admissions procedure punctual applications will be considered before late applications are considered. The application procedure opens on 7th January 2026 at 12:00 noon (GMT) and an application submitted by the closing date of 21st January 2026 at 12:00 noon will be treated as a punctual application. An application received after 12:00 noon (GMT) on 21st January 2026 will be treated as a late application.

- Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, including those children whose parents deferred their admission to primary school in September 2025 as defined by the new School Age (NI) Act (both groups to be treated equally).

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

CURRICULUM

The curriculum of the school is designed to give a broad and balanced education to all children and to present all children with experiences suitable to their current stages of development. It is in a constant state of development and all staff are committed to ongoing professional development to facilitate the implementation of the Northern Ireland Curriculum.

The curriculum is set within three stages of learning. They are as follows:

- | | |
|--------------------|------------------|
| • Foundation Stage | Years 1 and 2 |
| • Key Stage 1 | Years 3 and 4 |
| • Key Stage 2 | Years 5, 6 and 7 |



Within each of the three stages there are six Areas of Learning:

- Language and Literacy
- Mathematics and Numeracy
- The Arts
- The World Around Us
- Personal Development and Mutual Understanding (PDMU)
- Physical Education

An additional area of learning, although not statutory, is Religious Education.

Infused in these areas of learning are Cross Curricular Skills and Capabilities including:

- Communication
- Using Mathematics
- Using ICT
- Thinking Skills and Personal Capabilities

Newbuildings Primary School will strive to provide children with engaging and exciting experiences, which will enable them to fulfil the NI Curriculum requirements with enthusiasm and to attain the targets that are set within their capabilities.

The School Development Plan is underpinned by the most recent school improvement document “Every School a Good School” which promotes the ongoing development of Literacy, Numeracy and UICT. We aim to keep abreast of all educational initiatives and view self-evaluation and ongoing school improvement as areas of high priority. Staff are involved in frequent and relevant in-service training programmes to best support the needs of all our pupils and impact positively on learning and teaching within the school.

LEARNING SUPPORT

Care is taken at all times to match the curricular provision for all children to their particular stage of development, taking account of any difficulties or special talents shown. In Newbuildings Primary School our Learning Support Co-Ordinator (LSC) is Mrs Evans. Staff will liaise with Mrs Evans if they feel that a child has specific learning needs and will work collaboratively with parents to ensure that the needs of their child are catered for. If you think that your child is experiencing difficulties at school, it is important that you arrange a meeting with your child's class teacher or our LSC.

Where provision beyond that which can be given by the class teacher or additional support is required; the specialist expertise of the Board's Special Education services will be employed.

RELIGIOUS EDUCATION

At Newbuildings Primary School our RE activities and acts of worship are non-denominational in character. Our children are encouraged to recognise Christian beliefs and Christian moral standards through a variety of active learning methods in lessons and Assemblies. We also build Religious Education into our curriculum by celebrating festivals and customs at different times of year.

Our RE work is closely linked to the PDMU curriculum, and promotes tolerance, understanding and the celebration of a wide diversity of beliefs and cultures. Parents have the right to withdraw their children from RE and should inform the principal, in writing, of their wishes if they want to exercise this right. The school takes great care to try to ensure that any children in this position are not made to feel excluded from the general life of the school.

CROSS COMMUNITY LINKS

Our school has established deeply-rooted cross-community links with St. Columba's Primary School, Newbuildings. We have developed well established educational programmes across the school, and staff regularly meet for planning and staff development work.



We also work closely with our neighbouring primary schools in the Waterside area on curricular or promotional ventures which have been mutually beneficial, and with local secondary schools including Lisneal College, Foyle College, Strabane Academy and Oakgrove College.

We collaborate with sporting, music and arts groups and agencies to develop stimulating, engaging cross community programmes at community venues as well as in schools.



HOME/SCHOOL CONTACT

Parental contacts with the school are actively encouraged by the teaching staff. The parent's support is essential in working with the school for the child's benefit. Our school attempts to foster parental relationships in various ways such as invitations to concerts, educational outings, curriculum activities of a practical nature and other events, as well as informal contacts at the beginning and end of the school day.

Parents will be kept informed about their child's progress on a termly basis. Parent/teacher interviews will be held during the Autumn and the Spring terms and at the end of the summer term a formal written report will be issued for each pupil. Parents may contact the school about any matter at any time where the matter will be dealt with diligently and an appointment will be made if necessary. Discussions with class teachers should, as far as is possible, be out of teaching time, to keep class disruption to a minimum.

CLASS ORGANISATION AND ASSESSMENT

Pupils are placed in mixed ability classes according to age. Each teacher uses a variety of teaching methods to meet the needs of every child in the class. Children are taught individually or in groups according to their ability and achievement level. Observation, coupled with formal and informal assessment identifies the strengths and weaknesses of each pupil.

Our staff will ensure that care is taken at all times to match the curricular provision for all children to their particular stage of development. Teachers will take account of any particular difficulties or special talents which they show. Where a child's progress gives cause for concern, the class teacher may seek advice from the Learning Support Co-Ordinator within the school or external agencies and specialist EA services.

PUPIL CARE & SCHOOL POLICIES

The staff of Newbuildings Primary School recognises that we have a responsibility for the care, welfare and safety of the pupils. We seek to provide a caring, supportive and safe environment in which **all** our pupils have an equal opportunity to learn and develop to their full potential. To facilitate and assist with this, staff have been involved in drawing up a number of policies related to

the whole area of child welfare. Our school policies are available from the school office on request or alternatively, many of our policies can be downloaded from our school website. Policies available on the school website include:

Addressing Bullying; Child Protection; Complaints; Marking and Feedback; RSE; Pastoral Care; Homework; Acceptable Use of Internet; Intimate Care; Data Protection; Administration of Medicine; Healthy Eating; Monitoring and Evaluation; Equal Opportunities; Drugs; Mobile Phones and Electronic Devices; Attendance and Truancy; Whistleblowing; Transition; Care in the Sun.

Hard copies of our policies, curricular and non-curricular, are available from our school office on request.

PUPIL WELFARE

Our staff work closely together to ensure the protection, welfare and safeguarding of children in the school. Parents are urged to discuss matters of concern with staff whenever they feel this is required. We strongly advise parents to discuss such matters with the class teacher in the first instance. Often potential problems can be avoided if they are dealt with quickly.

Appointments with the principal can be arranged if parents wish to discuss any matter of concern, although it is appropriate to make an appointment if a lengthy discussion is required.

The Principal and staff are responsible for the well-being of your child during school hours. If a child is ill or has an accident the arrangements are;

1. We will contact you or the person nominated by you, by telephone or text and your child will be cared for in school until collected.
2. In the event of a serious accident to your child, parents will be informed and arrangements will be made to visit the local health Centre or the hospital. Accidents of this nature are reported to the Education Authority.

POSITIVE BEHAVIOUR MANAGEMENT

At Newbuildings Primary School we expect pupils to behave in a responsible manner and to show consideration, courtesy and respect to others and their property. We seek to promote this through:

- a positive approach i.e. encouragement and praise
- parental support and reinforcement of acceptable behaviour
- establishing of school rules with children and the reasons for them
- the use of sanctions if necessary

Whilst most discipline issues are relatively minor in nature and are dealt with within the classroom setting, if something of a serious nature arises then either a member of staff or the Principal will make contact with parents directly.

HOMEWORK

Homework plays an important part in your child's educational development and we would welcome parental support and encouragement in the set tasks. We would ask parents to co-operate with the school in ensuring that homework is satisfactorily completed. It should be regarded as an essential extension of the work done in class. If parents need advice on the best way to approach their child's homework, their child's class teacher will be pleased to discuss this with you.

Our homework policy, which outlines what is expected in each year group, is available on request from our school office or can be downloaded from our school website.

SCHOOL APP

Our school App can be accessed from a smartphone or tablet anytime, anywhere as long as you have mobile data or internet access.

What will you find in the App?

- Correspondence from school to home regarding important school issues via text notifications.
- Links to our school website.
- Important information such as the school calendar, policies, permission forms, medical declarations.



SCHOOL UNIFORM

Children are expected to wear the school uniform as outlined on the following page. It is particularly important that children wear sensible footwear, whether indoors or out. The main items of uniform may be purchased from:

- Select Kidz Schoolwear, Spencer Road, Londonderry;

Our uniform consists of:

- Blue sweatshirt
- Navy polo shirt
- Grey trousers/leggings or grey skirt/pinafore
- White/grey socks or dark tights
- Black shoes

NB: In summer blue and white check dresses or grey shorts can be worn.

Fleece jackets, hats, swim bags and school bags are also available to purchase from Select Kidz.



Parents are strongly advised to label ALL clothing with the child's name. Sew on name tapes or iron on printed labels may be ordered online.

PE KIT

Children are expected to have suitable clothing for PE and games. All children should have a pair of tracksuit bottoms or shorts, a navy polo shirt or t-shirt and pair of trainers for PE lessons that can be worn to school.

Primary 7 children will also need a swimming costume, a towel and a swimming hat, (if appropriate). Children who participate in after school sporting activity will also require suitable clothing and footwear.

EXTRA-CURRICULAR

All pupils may avail of our "After-School Club" from 2pm to 4.45pm each day. This offers a range of recreational and social activities including outdoor play, indoor games and toys, free choice activities, opportunities to complete homework tasks and a snack each day. The cost of the club is £5.00 daily.

We also offer a range of sporting, recreational and social after school clubs for our pupils from 2pm to 4pm each day. Parents are kept informed about what is on offer each term. Activities include:

- Relax Kids
- Football
- Cricket
- Art
- Dance
- Gardening



Many of these clubs are run by external facilitators and incur a charge.

We also have school football and cricket teams which enter local tournaments.

PARENT TEACHERS AND FRIENDS ASSOCIATION



The aim of our PTFA is to make a difference for every individual child by promoting positive relations between the parents, teachers and friends associated with our school by organising events and fundraisers.

The purpose of our PTFA is to raise funds to support the school in providing provision of educational resources and enriching experiences, spending money on things that will benefit the children directly.

All parents will be invited to attend open meetings of this association throughout the school year and to help with fund raising events in aid of the school.

BREAKFAST CLUB

A breakfast club runs from 8.10am to 8.45am every morning in school. Children who come to school at this time pay £1.00. This fee includes a breakfast of cereal, toast, tea/juice. The fee helps cover the cost of the breakfast and supervisor salary.

CAR PARKING/CROSSING PATROL

Parents are requested to park at the Duncastle Road entrance to our school at drop-off and pick-up times. The internal car park is for staff cars only.

For pupil safety, please ensure that children are supervised in the car parking areas at all times.

Our school crossing patrol operates from:

- 8.40am – 9.05am
- 1.50pm – 2.05pm
- 2.50pm – 3.10pm

MEDICAL

Children receive a visit from the School Nurse during their first year at school, and from time to time during their time here. Parents are notified of these examinations and are requested to attend.

CHANGES IN SCHOOL ARRANGEMENTS

Changes occur from time to time in the staffing and organisation of the school, and parents will be informed of these by newsletter. The summaries in this booklet give the present arrangements with effect from November 2024.

SCHOOL LUNCH

School meals are cooked on the premises and served in the Dining Hall. Current menus are available on the school website, FaceBook page or issued on request. Parents are encouraged to discuss menu options with their children. Dinner can be booked and paid for through the school app or alternatively the correct amount of money to be paid for dinners should be brought into school in a named envelope.

Children bringing packed lunch also eat in the Dining Hall. A suitable lunch box and drinks container should be provided. For safety reasons, please do not send plastic bags or glass bottles. Children have the option to alternate from packed lunch to school meals as desired.

Details and application forms for Free School Meals and uniform Grant are available to download from the EA web-site - www.eani.org.uk/financial-help or telephone 028 8241 1411.

It is **extremely** important to the school finances that you to apply for free school meals, if eligible, even if your child prefers a packed lunch. Our budget increases in relation to FSM.

HEALTHY BREAKS

School has a Healthy Breaks policy in keeping with our responsibility of promoting a healthy lifestyle. Children are encouraged to bring a healthier option of a piece of fruit or vegetable and to drink milk/water during the morning break. Pupils are also encouraged to drink water throughout the day in the classroom. Please note fizzy drinks are not permitted at break or lunch time.

The children have the opportunity to buy a 1/3 pint of milk each day. Money for this is collected monthly and is paid for in advance.



CHARGING AND REMISSIONS POLICY

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

A. Charging Policy

It is the policy of the Governors to charge for:

- I. board and lodgings on residential visits
- II. the cost, in cash or in kind, of ingredients or materials needed for practical subjects (such as crafts and technology) where parents have indicated in advance a wish to own the finished product
- III. optional extra activities which take place wholly or mainly outside school hours and are additional to the education provided by the school for purposes of preparing pupils for an approved public examination or for the purposes of meeting the statutory requirements imposed by Article (1) (a) and (b) of the 1989 Order. Participation in any such activities is to be on the basis of parental choice and a willingness to meet the charges incurred.

B. Remission Policy

Charges will be remitted as follows: -

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

C. Voluntary Contributions

The Board of Governors reserves the right to seek voluntary contributions from parents or others in support of any school activity for the benefit of the school. Pupils whose parents are either unwilling or unable to make such contribution will not be treated differently. However, the school reserves the right to cancel planned activities if the voluntary contributions are insufficient to meet the costs of the planned activity.

D. Breakages/Losses

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

Thank you for taking the time to read our school prospectus. If you have any questions or would like to arrange a visit to the school, please contact the principal, Mrs Emma Cooper on 02871343896.