

## Our Lady of Lourdes School Ballymoney

Caring, Sharing, Learning together to meet the future



# It is with a great sense of satisfaction that we introduce the work of our school to you through this Prospectus.



At Our Lady of Lourdes School we do our very best to ensure that all our children hold a positive view of themselves and are ready to approach the future with confidence. We build pupils up; we educate to achieve "human fullness". We continue to strive for excellence in all aspects of school life and have achieved outstanding

success in academic outcomes, in the wide variety of our extracurricular activities and in a wide range of community service projects and charities whilst maintaining a warm, friendly school environment where the care and welfare of our pupils is of the utmost importance.

This school, in striving to meet the challenges of providing a quality education in the 21st Century, has a clear and progressive agreed, purpose and vision, which is **Caring Sharing Learning together to meet the future**. We provide a stable and loyal leadership and a cohesive, unified staff. As a consequence, Our Lady of Lourdes School Ballymoney was honoured in June 2004 December 2007 and 2011 with the prestigious award of Investor in People.

Our Lady of Lourdes School is growing steadily in terms of pupils joining the school. The school continues to attract pupils from across the whole ability range, and boys and girls of all abilities are thriving in our distinct small-school ethos and in our vision of enabling each individual pupil to bring light and dignity to the world - no child held back nor left behind.

We are proud of our pupils; their appearance, their conduct, their respect for themselves, others and for the school property. These are all sources of great encouragement in the present and of good hope for the future. Furthermore, their attendance is superb maintaining the position of the school in the top 5% of its kind in Northern Ireland. The pupils continue to grow in wisdom and flourish under the daily guidance and inspiration of a very able and extremely hardworking staff.

We place a strong emphasis on providing our pupils with a wide range of extra-curricular opportunities; for example, Ski Trip, Hurling, Netball, Gaelic Football, Soccer, Camogie, Athletics, Dance, Drama, Glee Choir, Irish Dancing, Table Tennis, and Music play a significant part in the life of the school, as do a variety of educational outings and inter-school activities.

We celebrate the recent publication of our Inspection Report by the Education and Training Inspectorate following the school's recent and very successful School Inspection in November 2015. The ETI uses a variety of inspection outcomes when evaluating the effectiveness of a school and Our Lady of Lourdes School was found to be highly effective, ranked in the best category possible (the top outcome), where the school was found to have a 'high level of capacity for sustained improvement in the interests of all the learners.'

As an all-ability school, we are particularly proud of our excellent examination achievements as noted by ETI 2015—"The results in public examinations at Key Stage 4 are a significant strength of the work of the school. Over the past three years, the percentage of pupils attaining five or more GCSE examinations or equivalent at grades A\* to C has been significantly above the NI average for non-selective schools in the same free school meal band. When English and Mathematics are included, the percentage of pupils attaining grades A\* to C at GCSE or equivalent is similarly significantly above the NI average for similar schools. Over the past three years, the school's examination outcomes are in the top 5%, when compared with similar schools. Over four-fifths of the leavers access courses in Further Education, which is significantly above the NI average."

In Our Lady of Lourdes School we have an ethos which enables us to give our children an education, a gift, a belief that our pupils are beautiful as they are because they are a child of God and as a community we strive to do little things with great love realising that no single act of love will ever be lost.

Etlish Gillan
Miss E Gillan
Principal



"Our Lady of Lourdes School provides a quality Catholic education, taking our inspiration from the vision experienced by St Bernadette, who saw the future, touched the hearts and minds of people and, in doing so, changed the world.''

Miss E Gillan, Principal

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## 'Our School' celebrates excellent Inspection Report

We are celebrating the publication of the Inspection Report by the Education and Training Inspectorate (ETI) following the school's recent and very successful School Inspection. The ETI uses a variety of inspection outcomes when evaluating the effectiveness of a school and Our Lady of Lourdes School was found to be highly effective, ranked in the best category possible (the top outcome), where the school was found to have a 'high level of capacity for sustained improvement in the interests of all the learners.' (ETI 2015)





## Learning and Teaching

## **School Ethos**

Learning and Teaching is central to life at Our Lady Of Lourdes School. Good classroom management and a high quality of teaching have the greatest impact on our children's learning and the standards that they attain.

We give consideration to individual children's difficulties and therefore recognise the need to develop, use and adapt strategies and structures which allow all our children to access the curriculum and realise their fullest potential.

Within the consistency of teaching practice we recognise the importance of flexibility, empathy and understanding in meeting individual needs. We acknowledge that children learn in different ways, through a variety of experiences.

At Our lady of Lourdes School we provide a stimulating professional learning community where initiative, co-operation and participation in the development and implementation of excellent school policies and practice is valued and encouraged.

We maintain close partnerships with parents in their child's education and promote real and on-going communication between home and school as a vital component of each child developing his/her potential.

## **School Aims**

The aim of our Learning and Teaching Policy is to provide a clear statement of the principle and practice of learning and teaching at Our Lady of Lourdes School. This statement represents our agreed view of how our children learn and how we intend to encourage and support that learning. It provides a framework which enables teachers and support staff to be confident in developing their own practice and ensures that we are consistent in the way we work with our pupils.

We aim to help our children to:

- Enjoy their learning through experiencing success and by increasing their self esteem
- Become increasingly independent and confident learners
- Feel secure and comfortable in school
- Acquire the necessary skills for learning, now and in the future, by developing lively, enquiring minds and the ability to question, share ideas and work co operatively
- Recognise and develop their own personal skills to the best of their ability
- Access a rich, balanced and relevant curriculum in a variety of ways. This includes encouraging creativity and self expression
- Use language and number effectively, as a foundation for learning, and to develop confidence in all areas of the curriculum
- Develop an understanding of other beliefs, cultures and ways of life

## The Curriculum

## Subjects at key stage 3

- · Art and Design
- Geography
- Mathematics
- Technology and Design
- English
- History
- Music
- Personal, Social
   Health Education
- French
- Home Economics
- Physical Education
- Drama
- Irish
- ICT
- Religious Education
- Citizenship

## Subjects at key stage 4

In Years 11 and 12, pupils are required to follow a broad and balanced curriculum and to undertake nine subjects for GCSE. Pupils undertake a core of compulsory subjects and, in order to achieve a broad and balanced education, they also make choices from a range of optional subjects. A number of subjects at GCSE are provided in conjunction with Ballymoney School and Dalriada School.

## **KS4 Curriculum**

- English
- Science (Single or Double Award)
- Occupational Studies (Double Award)
- Religious Education
- Moving Image Arts
- History
- Physical Education
- Technology and Design
- Road Traffic Studies
- Performing Arts

- Mathematics
- Learning for Life and Work
- Physical Education
- Careers
- GCSE Business Studies
- Engineering
- Geography
- Home Economics
- Drama
- Art & Design
- ICT
- Agriculture



"Our Lady of Lourdes strives at all times to maintain a harmonious atmosphere"





## Pastoral Care

In Our Lady of Lourdes School, Pastoral Care permeates all aspects of school life. Pastoral Care reflects the values, attitudes, beliefs and practices of our faith and involves all members of our school community - children, parents and all other adults who contribute to the well-being of each pupil.

We endeavour to promote good relationships between staff/pupils/ parents. As a staff we work as a team, respecting each other's roles and recognising individual talents and expertise. We are concerned with the needs and well-being of each pupil and with the approaches and programmes we implement in order to aid his/her development.

In Years 8 to 12, each class has a Form Teacher, who meets with the class each morning. The Form Teacher is a key figure in our pastoral system and has a detailed knowledge of the needs, emotional development, progress and academic attainment of each pupil in his/her Form Class. Each year group has a Year Head who, working through a team of Form Teachers, maintains an overview of the personal, social and academic development of each pupil in the year group.

We recognise and value the important role which parents play in their child's education. Every effort is made to ensure that parents feel welcome, that they are made aware of their child's individual needs, progress and achievements through the Pastoral Care Team, under the direction of the Head of Pastoral Care.

#### **Anti-Bullying**

Our work to deal with bullying - in response to the victim and the bully - is inextricably linked to the Pastoral Care procedures in the school. It is our intention that:-

- All pupils feel safe and secure within the school community.
- Pupils are aware of the appropriate steps they must take when they are bullied.
- All pupils shall behave in a tolerant and sensitive manner towards their peer group.
- Parents are confident their children will receive the necessary support should a bullying incident occurs.
- We promote a whole-school awareness of the negative and damaging effect of bullying using school assemblies, circle time and PSHE classes.

#### **Drugs Education**

Our policy on Drugs Education is based on the belief that in the current culture it is realistic to accept that some pupils may take drugs at some stage. Our major aim is to minimise the number of pupils who do, and to postpone the onset of those who will. This will be achieved by addressing a whole-school issue through, for example, our Health Education Programme.

A copy of our Drugs Policy is available from the school.

"We endeavour to promote good relationships between staff/pupils/parents."





#### **Child Protection - School Policy**

- We in Our Lady of Lourdes School aim to provide a caring, supportive and safe environment.
- It is our responsibility to ensure that all individuals are protected from the risks of possible abuse.
- The problem of child abuse, if it occurs, will not be ignored by anyone in our school.
- All schools are required by law to have a Child Protection Policy.
   A detailed policy document is freely available on request from the School Office.

#### **Procedures**

If at any time, a child makes a disclosure to a member of staff that gives rise to concerns about possible abuse, or if a member of staff has concerns about a child, the member of staff will act immediately and the following process will be applied.

He/she will speak to;

Miss E Gillan (Designated Teacher) (Mainstream Pupils) Or Mrs B Delargy (Designated Teacher) (Pupils in Learning Resource Centre)

If the designated teachers are not available concerns are to be brought to the attention of

Mrs J Ross (Deputy Designated Teacher)

If appropriate a referral will be made immediately to; Social Services CCMS

EA Care Unit (PSNI)

Parents will be kept informed in line with statutory requirements.

Where a disclosure is made in relation to Child Protection the school is legally obliged to refer the matter to Social Services immediately.

#### **Attendance**

Poor, or less than satisfactory, school attendance invariably has a detrimental effect on a pupil's education. Therefore, obtaining a good attendance from all our pupils is a priority in Our Lady of Lourdes School. The following list outlines the guidelines used to monitor and improve attendance.

- When absent from school the parent/guardian should telephone
  the school office before 9.00 am on the first day of absence.
  Failure to do so will mean that the school, will continue to make
  contact until an explanation for the absence is provided. On
  return to school the date(s) and reason for absence should be
  recorded in the pupil's diary and signed by the parent/guardian.
- Pupil attendance is monitored by Head of Pastoral Care, the Form Teacher, Year Head and the Attendance Co-ordinator. If any concerns arise the school's Attendance Policy is followed and the Education Welfare Service can become involved.
- Punctuality is an important part of self-discipline and is essential to good time management.

In the morning pupils must be in school by 8.55 am. Pupils who arrive late must report to the Main Office to ensure they are marked present. It is essential that all pupils are punctual for all classes.

#### Reward and Responsibility - Reward System

Achievement certificates and tangible rewards are awarded in Achievement Assemblies for:

- Subject Specific Performance recognition for best effort or performance.
- Contribution to School Life School Council, Prefects etc.
- Extra-Curricular activities Drama, Music, Sports etc.
- Improved Attendance.
- The Most Improved Pupil in each Year Group.

Reward Trips for all Year Groups take place in December and June.







## **Promoting Positive Behaviour**

All aspects of discipline are provided for in the context of our Pastoral Care programme; our approach is to be positive, constructive and encouraging. It is the policy of the school to create a secure and happy environment, conducive to effective learning and personal development.

Pupils are encouraged to adopt responsible attitudes and values to enable them to become mature and caring adults, with respect and tolerance for others.

Our Lady of Lourdes strives at all times to maintain a harmonious atmosphere and so expects:

- care, courtesy and good manners;
- respect for school property;
- a commitment to consistent hard work;
- a high standard of dress, punctuality and attendance;
- high levels of responsibility.

Parental co-operation is actively sought in these matters. Pupils and parents are issued with a yearly Information Guide in order to provide a valuable communication link between parents and school.

## Learning Resource Centre

We cater for children with statements for moderate learning difficulties at Stage 5 of the Special Educational Needs Code of Practice

## "Inclusion is our cornerstone philosophy"

#### We offer:-

- a broad and balanced curriculum;
- differentiated individual education programmes;
- · a wide variety of extra-curricular activities;
- · highly skilled staff working in partnership;
- · small teaching groups;
- onsite physiotherapy, occupational therapy, speech and language therapy where appropriate;
- · career guidance; and
- · an emphasis on inclusive practice.

A detailed policy document is freely available on request from the School Office.

For further information contact Mrs B. Delargy. Head of Learning Resource Centre.

## "Nurturing the individual"

## Assessment and Reporting

The school's assessment/reporting policy in first year is to promote confidence in pupils while challenging them to realise their full potential. This policy is built upon in subsequent years.

On two occasions (January and June) in each of the first four years, formal assessment (including controlled assessment, homework and tests) is carried out and reports are sent out to parents. In Year 12 a formal assessment and report is made after Christmas.

All our pupils take part in the formal external assessment arrangements at the end of Year 10 (KS3) and Year 12 (KS4).

#### **Personal Profiles**

An individual Personal Profile is compiled for each pupil attending the school and contains a record of:

- Academic Achievements;
- Personal Qualities;
- Personal Interests and Hobbies:
- Involvement in School Life:
- Involvement in Community; and
- Work Experience.

The pupil, through discussion with his/her Form Teacher, is involved in compiling the record and is encouraged to make a significant contribution of his/her own.

The aims of these profiles are:-

- to encourage pupils to take an active part in their own learning and development, leading to increased motivation on the part of the pupil.
- to give prospective employers and those working in further education a full picture of the young person's achievements, activities and interests.







## Our Homework Policy

The school will:

- ensure that pupils are set homework on a regular basis and in manageable amounts;
- set tasks which are suitable and achievable within the time
- provide homework which relates to work being done in school;
- · mark homework and provide helpful feedback to pupils;
- ensure that homework provides appropriate levels of support and challenge for the pupils;
- provide suitable facilities for homework tasks to be carried out after school.

"Ensure that homework provides appropriate levels of support and challenge for the pupils"

## Charging and Remissions Policy

In line with the requirements of the Northern Ireland Education Reform Order 1989, it is the policy of the Board of Governors to:

- maintain the right to free school education for all pupils;
- establish that activities organised wholly or mainly during school time should be available to all pupils;
- require parents to pay charges for board and lodging for their children on residential trips, taking account of any relevant remission arrangement;
- confirm its right to invite voluntary contributions for the benefit of the school or in support of activities organised by the school;
- make charges in respect of optional extras, as determined by the Board of Governors.

A copy of the full charging and remissions policy is available from the school.





## Sport

Physical Education in Our Lady of Lourdes School encompasses all aspects of the development of the pupil (physical, social, intellectual, ethical, aesthetic, creative and cultural) and makes a considerable contribution to fulfilling the overall aims of the school.

For some PE provides the opportunity to experience a sense of achievement which they might otherwise never enjoy. It can help a child to return to the classroom with a new determination to overcome difficulties experienced in other subjects.

More detailed sports aims are contained in the PE policy document available from Mr B Kirgan, Head of PE. Physical Education is offered as an option for GCSE.

Our Lady of Lourdes PE Department is renowned for the variety of sports offered.

#### **Facilities**

- Sports Hall with new flooring and disability access
- Assembly Hall/Gymnasium
- Two hard-court Tennis Courts
- · Playing field
- Access to Joey Dunlop Leisure Centre
- Access to full range of school equipment including IT suites/TV and video equipment

## Sports available to pupils

- Athletics
- Badminton
- Basketball
- Camogie
- Gaelic Football
- Golf
- Gymnastics
- Hurling
- Dance

- Soccer
- Squash
- Sportshall Athletics
- Swimming
- Table Tennis
- Tennis
- Volleyball
- Netball
- Self Defence



## Extra-curricular Activities

The school provides pupils with a wide range of sporting and other extra-curricular activities and the pupils, at individual and team level, have enjoyed success in recent years in Hurling, Gaelic Football, Camogie, Netball, Soccer and Athletics. Teams compete in interschool competitions at a number of age levels. Over the years we have had many all-stars and pupils representing the school in sport at County, Ulster and Irish level.

In drama, dance and music the school has enjoyed many successes, for example the dance productions of 'Exile' by the renowned choreographer Royston Maldoom in collaboration with Dance United N. Ireland and the evocative and haunting intergenerational production set in the stunning surroundings of St Anne's Cathedral Belfast. The school also enjoys a excellent reputation for the production of musical shows. We have presented shows such as 'Hairspray', 'Joseph', 'Oliver' and 'Annie' to the public, and have participated in the Global Rock Challenge at the Waterfront Hall Belfast.

The pupils have many opportunities to participate in societies, such as ICT and The Young Farmer's Club . There is also an active and productive Students' Council in the school and a Joint Council with our neighbouring school—Ballymoney School. The pupils have access to ICT in the 2 PC networks in the morning, at lunch-time and after school; they enjoy up-to-date multimedia computers, the Internet and a wide variety of top of the range software. They have the opportunity to publish their work on high quality colour laser printers.

The school organises annual educational outings, for example, to Dublin, incorporating Croke Park to watch Hurling and Gaelic, the National Museum of Ireland, the Aviva Stadium Dublin to watch international rugby, W5 at the Odyssey, Cool FM Studios, and our Ski trips.

## Transport home is also provided to pupils after extracurricular activities.

- In Hurling, Gaelic Football and Soccer we compete at U13, U14 and U16 levels
- In Netball we compete at Junior, Intermediate and Senior level
- Table Tennis Club
- Dance and Drama Clubs
- · Tuition in guitar, drums, violin piano/keyboard
- Youth Pioneer Association
- · Library at lunchtime
- · ICT Club at lunchtime
- Tuition in Speech and Drama









## The School Day

## Each day is made up of eight periods. Pupils should note these times.

8.55am Arrive in School 9.00 - 9.15am Year Assembly or Form Meeting (Registration) 9.15 - 9.55am Period I Period 2 9.55 - 10.35am 10.35 - 11.05am Period 3 11.10 - 11.15am Change over for Period 4 11.15 - 11.30am **BREAK** 11.25 - 12.05am Period 4 12.10 - 12.45pm Period 5 12.45 - 12.50pm Change over for Period 6 12.50 - 13.30pm LUNCH 13.30 - 14.10pm Period 6 14.10 - 14.50pm Period 7 14.50 - 15.25pm Period 8

## Time Spent Working at Home

Year 8 I hour each day
Year 9 II/ 2hours each day
Year 10 2 hours each day

Years II and I2 3 hours each day and 4 hours at weekends

### School Uniform

Pupils who attend Our Lady of Lourdes are expected to wear and take pride in their uniform and to maintain a high standard of personal appearance. On school days, travelling to and from school, during examinations and when they are representing the school, all pupils, are expected to:

- wear the full school uniform; and
- keep uniform clean and tidy.

 $\ensuremath{\mathsf{A}}$  complete list of the school uniform and suppliers is available on request.

## **Clothing Grant**

Cash grant towards cost of School Uniform. Please note forms (UNI) can be obtained from school but must be verified by Social Security Office (DHSS).



## Transport

Train/Bus Passes will be issued by the school. Parents must complete an application form which will be supplied by County Hall (Form TR/S).

Recent improvements have already been agreed in regard to bus schedules. Parents will receive a detailed timetable of all buses to and from the school in early Spring. Any prospective parent who has concerns regarding the transport of their child should contact the Principal immediately.

#### Free School Meals

Any parent whose child is entitled to free school meals should contact County Hall for the necessary forms. Those already in receipt of free school meals should remember to complete one copy of the Yellow form (SM/200/R/SCH) per family irrespective of schools attended.

County Hall 182 Galgorm Road BALLYMENA Co Antrim BT42 2BR



## Transition Year 8

At Our Lady of Lourdes School we recognise the need to support pupils as much as possible as they make their transition between primary and post primary school and between key stages.

In November our staff visit all our feeder Primary Schools to talk to the Primary 7 teachers and pupils about our school and we follow this with an Open Day of events and activities.

An induction evening takes place in June for all pupils who are transferring in August. This is an opportunity for pupils and parents to meet the staff and Pastoral Care Teams.

An innovative and creative transition programme is delivered to our Year 8 in the form of a residential and in partnership with our Year 12 students who support them in a mentoring programme.

"We recognise the need to support pupils as much as possible"

#### Year 12 Mentors

Our Year 12 students are paired with Year 8 pupils in their transition from primary to post primary. The Year 12 students give the Year 8 pupils confidence and raise their self esteem and feelings of belonging to the school.. They organise paired reading and sports activities as part of their induction programme.

## **Promoting Links with our Primary Schools**

We have created vibrant partnerships with our local primary schools through providing a Performing Arts Programme, Open Day Programme, liaisons through joint ventures across the curriculum, invitations to pupils and teachers to our school productions and creative workshops and showcasing our joint performance work through the sharing education programmes.

## **Quality Pastoral Programmes**

A Personal Development Programme for Years 8-12 is delivered through KS3 Citizenship, KS3 Employability, GCSE Learning for Life and Work and through our weekly Pastoral Lessons.

A coordinated Assembly programme is delivered by the Pastoral Care team in the Oratory and by the Principal in the Assembly Hall.

## Careers Education, Information and Guidance

Careers Education, Information & Guidance extends throughout the school and its primary aim is to assist students to know themselves better, to be aware of education, training and career opportunities and to make the transition from school to working life.

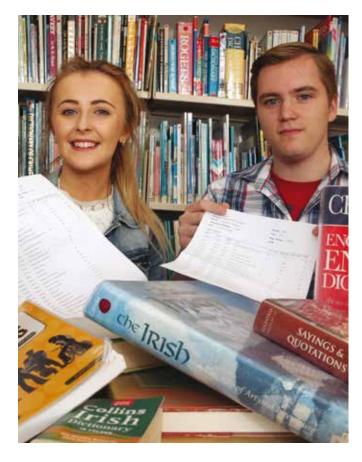
Careers Education is embedded in the teaching of every subject.

#### Education for Employability in year 8-10

At Key Stage 3 students:

- Examine their own skills and qualities.
- · Consider local and global employability opportunities.
- · Learn about the changing world of work.
- Investigate aspects of enterprise and entrepreneurship.
- Participate in a number of events which empower them to make informed and positive career choices.
- 'Learn by doing' by forging partnerships with External Agencies





### Careers Education at Key Stage 4

All students:

- Experience dedicated Careers Education classes.
- Engage in an extensive work experience programme in a range of institutions linked to the potential career pathway of each student in Year 11.
- Receive additional support from personnel in the Northern Ireland Careers Service.
- Avail of the opportunities of attending annual open days with all post 16 providers.

Through our Personal Career Planning, we:

- Prepare pupils for Higher Education, Further Education and Employment
- Have strong and ever increasing links with business and industry
- Offer opportunities to reflect on individual strengths, personal qualities, aspirations and aptitudes
- Organise a series of workshops led by visiting speakers
- Offer programmes to develop self presentation and interview skills

Through our STEM/CEIAG Working Group, we:

- Centrally co-ordinate activities with a STEM focus
- Organise valuable educational trips to local employers with a STEM focus
- Encourage STEM awareness in our school community
- Collaborate fully with our local schools to organise a Careers
   Convention
- Invite Past Pupils, Employers and Parents to share their experiences of the 'World of Work'



## **School Poem**

You're unique and one of a kind Your life can be what you want Take the days just one at a time Count your blessings not your troubles You'll make it through whatever comes along Don't put limits on yourself So many dreams are waiting to be realised Decisions are too important to leave to chance Reach for your peak, your goal, your prize The longer one carries a problem the heavier it gets Live a life of serenity not a life of regret Remember that a little love goes a long way A lot goes forever Remember that **friendship** is a wise investment Life's treasures are people....together Realise that it is never too late Do ordinary things in an extraordinary way Have health and happiness Take the time to wish upon a star

And don't forget – for even a day

How very special you are

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