



Clough Primary School and Nursery Unit



Prospectus 2021-2022





Welcome to Clough Primary School and Nursery Unit

Dear Parents and Carers,

Welcome to **Clough Primary School and Nursery Unit**, a school of which we are all very proud. Our prospectus is intended to help you find out more about the life and work of our school. I hope you will find it interesting and informative.



Clough Primary and Nursery Unit is a rural school situated in the village of Clough close to Ballymena, just off the A26 Dual carriageway at Glarryford.

We are proud of our high standards in schoolwork, discipline, school uniform and attendance. The school, by the nature of its size, has the tradition of operating as a large family unit.

We currently have 154 pupils enrolled in P1-P7 with 26 pupils in our nursery. We have very experienced caring staff who are dedicated to challenging each child in a very safe and nurturing environment.

Our children have access to the Education Authority bus service in the morning, 2.00pm and at 3.00 p.m. This serves the surrounding district, Rathkenny, Glarryford and Newtowncrommelin.

Children are at the heart of our school. Your child's happiness and education are of paramount importance to us. Our caring and dedicated team aim to create a learning environment which inspires everyone to reach their fullest potential and achieve the highest standards in all areas of school life. We want to help every child grow into independent and responsible people. You can be confident that the education of your child is in safe hands



We encourage good manners, courtesy and especially kindness to one another which is promoted through our Positive Behaviour Policy.

We believe that we can only achieve the best for your child if we all work together. Staff, governors, parents, and children all play their part and we really do appreciate the great communication and support we receive from all our parents. My staff and I are always available to talk to you about any aspect of your child's development.

We would love to welcome you into our community and know that your child will be able to look back on their time at Clough with fondness and pride. We look forward to a happy and successful partnership and hope you and your child enjoy your association with Clough Primary School and Nursery Unit; we shall be trying our hardest!

Why not visit us and experience the quality of education in Clough Primary School and Nursery Unit for yourself? I would be delighted to show you around. Please telephone the school office for an appointment

Mr Ivor Hutchinson (Principal)

Why choose Clough PS and NU?

Your local school

Your child will be part of the local community. Their friends and neighbours will be attending our school and it is in the heart of our rural community. Attending a local school helps both families and children feel as if they truly belong!

Highest Standards

Schooling is all about learning to develop academically, emotionally, physically, and spiritually. Improving standards of education is at the core of our work. We strive to ensure that your children achieve the highest possible level of attainment in all subjects.

Our staff expect a high standard of politeness and general behaviour. We encourage respect for all within the school and the wider community. In this small school everyone knows and cares for each other. Children are taught values from the beginning to respect one another, think carefully, always listen, ask for help when they need it and always give of their best.



Our School Environment

For children to learn effectively they must feel safe and happy in the school environment.



We have a clean, tidy, well looked after building and extensive grounds. We have recently developed the outside play areas. Our Nursery Unit has 'Green Flag' Eco status.

We have interactive whiteboards in every room and each child has access to iPads – an excellent learning tool.

We currently offer our P4-P7 children the

opportunity to develop their interests through after school clubs at Clough from Monday to Thursday. These have included: Football, hockey, Rugby, Choir, Orchestra, Cookery, STEM and Scripture Union. Our P1-P3 children have had Coaching 4 Christ games and Jo Jingles. Our Nursery children also enjoy regular Jo Jingle visits as well as sessions with Mr Hullabaloo.

Our aim is to achieve the all-round development of each individual child, regardless of ability, by means of a broadly based curriculum which ensures the development of skills, concepts, values, attitude, and knowledge.



General information

Clough Primary School and Nursery Unit
20 Drumagrove Road
Clough
Co. Antrim
BT43 7RY Telephone: 028 25685472

Email: ihutchinson430@c2kni.net
Website: www.cloughps.org.uk



Principal
Mr Ivor Hutchinson
B.A (Hons) PQHNI

Our primary school has an enrolment of 154 boys and girls aged 4-11 with 6 full-time and one part-time teaching staff spread across 6 classrooms. Our maximum enrolment Number is 160 with admissions of 23 children per year into Primary 1, as laid down by the Department of Education.

Our Nursery Unit has 26 part-time pupils and is staffed by a part time teacher and two classroom assistants.

Our School Team

Teaching Principal

Mr I Hutchinson = P5/6

Teaching Staff

Mrs J Scott = Nursery

Mrs C Alexander = P1

Mrs M Hutchinson = P2

Mrs A Campbell = P3

Mrs H Nelson = P4

Mrs L Montgomery = P5/6

Mrs J Overend = P6/7



Mrs J McCluggage supports 1-1 and small group learning through the DE Engage Programme.

Classroom Assistants

Mrs D McPhee = Nursery

Mrs M Montgomery = Nursery

Mrs A Osborne = P1

Mrs L Carson = P1

Mrs S Kennedy = P1

Mrs M Gregg = P2

Mrs V Marshall = P2

Mrs M Simpson = P3

Mrs B McIlroy = P5/6

Mrs J Henderson = P5/6

Clerical Staff

Mrs J Wylie

Building Supervisor

Mrs H Robinson

Cleaning Support

Mrs L Douds Mrs D McPhee

Lunchtime Supervisors

Mrs E Dowds Mrs D McPhee Mrs M Simpson Mrs L Carson

Mrs J Henderson Mrs V Marshall

Canteen Staff

Mrs R McLeister Mrs L Douds Mrs D O'Brien

Governors

Mrs L McNabney (Chairperson) Mrs K Shaw Mrs T Douds

Mrs C Alexander Mr G Crawford Mr I Ferguson

Rev R Watt Dr J McKelvey Cllr R Cherry

Mr I Hutchinson



Roles & Responsibilities of the School Team

Class teachers have the primary responsibility for teaching the pupils in their class; for assessing their progress and for communicating with the principal and parents on academic achievement, pastoral, and discipline matters.

The teaching staff are supported in their work by **classroom assistants** and **lunch time supervisors**.

The **secretary, building supervisor** and **ancillary staff** – together with voluntary helpers, facilitate the administration and orderly running of the school. All teaching and non-teaching staff work together as a team with the children's well-being their main focus.

Governors make decisions about how the school is run. They meet at least once a term, and they are re-constituted every four years. Governors are appointed to help with:

- The Curriculum, policies, and review.
- Standards of behaviour.
- Interviewing and appointing staff
- Deciding how the budget is spent

- Maintaining the building

School Governors cannot act individually; they can only make joint decisions after discussion. Mr Hutchinson acts as Secretary to the Board of Governors.

Curriculum Development

The principal and teachers review, evaluate, and develop the whole school curriculum. Areas for improvement are identified and prioritised by staff. These form the basis of the School Development Plan for the year.

Input from curriculum support staff is welcomed and the success criteria identified on action plans for the subjects targeted are monitored and evaluated by the principal and appropriate subject co-ordinators.

Compulsory areas of study in Primary School

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

Integrated into the Areas of Study are:

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

Effective learning will be achieved by the careful matching of activities and content of lessons to individual needs.

Subject Coordinators

Each member of staff has responsibility for a particular curriculum area. They ensure that there is continuity and progress within the key stages and between one key stage and the next.

All staff meet on a regular basis to plan, prepare and evaluate a programme of work for the half term ahead.

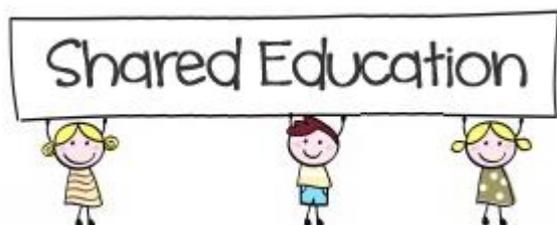
Special Educational Needs

The NI Curriculum provides programmes of study for children of all abilities and individuals will progress at different rates. Teachers will continually monitor progress and if they find that a child is experiencing difficulties in coping with class work, they will refer that child to the teacher responsible for Special Needs (SENCO), Mr Hutchinson. Together they will assess the child's difficulties and additional help and support may be provided if necessary. An Individual Education Programme (IEP/PLP) will be drawn up, progress closely monitored, and the plan reviewed regularly. Extra help may be given through our Engage Programme.

At all times every effort is made to keep all those involved about their child's progress so a consistent and co-operative approach can be made.

Further help and support can be obtained from the Educational Psychology Service provided by the Education Authority if deemed necessary.

A copy of our Special Educational Needs Policy is available to any parent who wishes to have more detailed information about this area.



We also take part in Shared Education with Castletower Special School. This gives us access to the marvellous resources and expertise that their school has to offer too.

Shared Education enables schools from different sectors to work in partnership to provide opportunities for pupils, staff, and community to engage in collaborative and meaningful learning experiences.

Assessment

Pupils' progress will be continuously monitored throughout the year through classwork and discussion.

We use GL Assessment Tests to test for progress in Maths and English from P3-P7. We also use Non-Reading Intelligence Tests to baseline pupils in P4 and P6. This helps us to identify those low, high, and more importantly under achievers.

Parent/Teacher consultations are arranged twice yearly in October and February. An annual written report is issued in June.

A summative 'Record of Achievement' is issued in Primary 7 detailing a child's achievements, both academic and non-academic, while at primary school.

Most children choose to do AQE tests in the first term of their Primary 7 year. The Primary 6 and 7 teacher help to prepare pupils for these tests during school and in an after-school club.



Our most recent ETI report stated

"The children achieve very good standards in English and Mathematics. Furthermore, an analysis of the key stage 2 assessment data over the past four years shows that in English and mathematics the school's performance has been consistently above the average for Northern Ireland"

"The children identified with special educational needs make very good progress and reach the standards of which they are capable."

Pastoral Care

Pastoral Care is a vital part of a child's primary schooling with parents, teachers, Principal, Board of Governors and Support Services playing an important role.

At all times we focus on the positive achievements of our pupils, academic and otherwise. This is fostered by positive marking and classroom reward schemes which is the focus for our end of week assemblies.

We always strive to develop each child to their potential by creating an atmosphere based upon good relationships between teaching and non-teaching staff, pupils, and parents.

We recognise that we have a responsibility to do everything possible to care for each pupil's physical and emotional well-being. At all times the school will endeavour to provide a secure, caring, and safe environment. Primary seven pupils are 'Playground Buddies' to our Primary one pupils and our new school council operates to give pupils a voice in whole school issues.

Child Protection and Personal Safety

The welfare of each child is paramount, and the school has a duty to report any concerns about abuse or neglect to social services.

To this end, we have a clear responsibility to enable our pupils to protect themselves by helping them to recognise unwelcome behaviours in others and acquire skills they need to keep themselves safe. We have clear guidelines for all staff who have concerns about a child's well-being.

All staff are vetted under EA procedures, and they have all been trained to be aware of the signs of possible abuse or neglect and of the procedures to follow. Younger pupils should always be accompanied to and from school by a responsible adult.

In recent years our children are taught to protect themselves through programmes facilitated through PDMU class and outside agencies including Women's Aid, NSPCC, PSNI and Godmodex. Children in Primary 6 & 7 also avail of the "Childline" Programme. The Scripture Union, 'It's Your Move' Programme helps the P7 children make wise choices as they transition to post-primary school.

The designated teacher in charge of Child Protection is Mrs J Overend. The deputy designated teacher is Mr I Hutchinson. A copy of our Child Protection Policy is available for all parents on our school website. www.cloughps.org.uk



School Day (Times now vary due to Covid-19)

School starts	= 9am (Children should arrive in school am and 9am)	between 8.45
Break Time	= 10.30 – 10.45am	
Lunch Time	= 12.00 – 12.50 pm	
Home Time	= 2.00 pm (Primary 1 + P2 + P3) = 3.00 pm (Primary 4-7)	

Attendance

It is important that your child attends school every day.

A successful year will depend on your child being in class to participate in the learning process.

If your child is absent, it is essential that you send a note explaining their absence.



Concerns or Worries



At Clough PS and NU, we make many decisions every day. We try hard to do our best for all our pupils. Your views help us plan for the future. We like to know when things are going well.

We also want parents to tell us about their worries, concerns, or complaints as soon as possible. It is much easier for us to sort out a recent problem than something that happened some time ago.

If you are unhappy with any of our actions or lack of action, please feel able to tell us your concern. Our support and respect for you and your child will not lessen in any way.

Our promise to you

- We will deal with your concern or complaint honestly and politely.
- It will be investigated thoroughly, fairly, and as quickly as possible.
- We will keep you up to date with what we are doing.
- We will apologise if we have made a mistake.
- We will tell you what we are going to do to put things right.

If you are not happy with how we have responded to your concern, you may wish to make a complaint.

We have a complaints procedure to make sure we respond to complaints in the best possible way. Our aim is to resolve complaints as quickly and effectively as possible. The policy is on the school website.

www.cloughps.org.uk

Any complaints are reported in general terms to the school's Board of Governors to enable the school to learn from them.

Positive Behaviour

We actively seek to recognise the good work and behaviour of all our pupils. Opportunities are provided for each child to succeed and have their success recognised.

Rewards used include whole school and individual classroom systems. They aim to encourage pupils to take responsibility for their actions and they are tailored to meet individual needs.

The School Reward System

The principal and staff monitor this and reward pupils who are 'Pupils of the Week' with a certificate at the end of each week.

Sanctions

While all staff will use positive management strategies it may be necessary to use sanctions for inappropriate behaviour. These include "time out", rule reminder and withdrawal of privileges.

Full details are contained in the school's Positive Behaviour Policy.

Anti-bullying

In Clough we take the problem of bullying seriously and we are constantly teaching and reminding the children how to deal with a situation in which they find themselves being a victim of bullying.

We have an Anti-Bullying Policy which is followed by all members of staff in dealing with bullying, verbal, physical or indirect. We underline to all members of the community that bullying will not be tolerated in any form. Special Assemblies and events highlight these messages.

Concerns raised by pupils and parents are dealt with promptly, records kept, and actions recorded.

Our aim is to create a happy, caring, learning environment for everyone by being fair, consistent, firm, and friendly. Copies of the Anti-Bullying and Positive Behaviour Policy are issued to new parents and are available on request from the school thereafter.

School Rules

We:

- walk in the corridor
- talk, not shout
- look after our school and put litter in the bin
- are kind and respectful to one another, sharing and caring
- are sorry when we bump into each other
- show respect to adults by being polite and courteous
- put our hands up to answer a question
- listen in class
- line up one behind the other
- will always give of our best as pupils of Clough Primary School Nursery Unit

Extra-Curricular Activities

3.00pm-4.00pm (Primary 4 – 7)

Extra-curricular

P4-7:

Choir Cookery Club Scripture Union Orchestra

Spanish STEM Club Sport

Music

Music is an important part of life at Clough PS. Every year at Christmas, parents are invited to a Carol Service/a Nativity Play. All children in Clough have the opportunity to perform on stage.



We often go “on tour” and in the recent past have performed:

- On BBC Radio Ulster at BBC School Choir of the Year
- BBC television throughout the UK on BBC Children in Need
- Belfast Carols in the SSE Arena
- Radio Cracker
- Local church events, nursing homes and charity events.
- Our own P4-P7 Spring Concert

We enter Ballymena Music Festival each year and our children show great dedication and commitment as they prepare for their performances. In the recent years we have consistently been the overall best school at the festival.

Sport

Our senior children to participate in sporting competitions including football, rugby, hockey, and athletics.

Primary 4 - 7 children go swimming in Seven Towers Leisure Centre and the majority are successful in learning to swim.

In the past our teams have enjoyed a high reputation and considerable success in local competitions.

Educational Trips

Our Nursery children go on regular trips throughout the school year. Each year group usually undertakes at least one educational visit usually linked to curriculum work within the class. We go on a residential trip to Great Britain with our older children.



Dinner and break time

We encourage healthy eating throughout our school.

It would be appreciated if your child brought a healthy snack for break-time and a healthy lunch, along with a bottle of water with their name on it.

From Monday-Thursday a healthy snack should be a piece of fruit or vegetables, a bread snack or yoghurt e.g., Frube that does not require a spoon. **On Friday a treat can be brought for break-time if they wish.**

Toast (30p) and baguettes (35p) are sold in school. Please choose the days you wish your child to have toast and send in a named envelope with the correct money.

The dinner menu is available on our school website. Carefully choose the days you wish your child to have school dinners for that week as money is non-refundable for both toast and dinners unless your child is off because of illness. **Send in a named envelope a note of these choices together with the correct money for the whole week every Monday.**



The children place their envelope in a special box when they arrive in the morning.

UNIFORM

We believe that a school uniform is not only attractive and distinctive but is also practical. We appreciate the support of parents in the wearing of uniform.

The uniform is as follows:

- School crested navy sweatshirt
- School crested sky-blue polo-shirt

These items are available at Select Kidz, Church Street, Ballymena

Boys

- Navy school trousers
- Dark socks
- Black or navy school shoes or plain black trainers
- Navy school shorts

Girls

- Navy skirt / pinafore / navy school trousers
- White socks / navy tights
- Navy or black school shoes
- Blue/white checked summer dresses

Earrings should be a plain stud

Items of clothing should be clearly labelled to avoid any confusion of ownership.

Parental Communication

We send home regular online notes using 'Seesaw' so that parents are kept up to date with everything that is happening in Clough. We also recognise pupil achievements and let parents know about any curriculum issues and updates.

A monthly newsletter is also produced. This show cases events that have happened and provides notice about future events within our Nursery and Primary School.

Our website www.cloughps.org.uk also includes a school calendar with important dates for that month.



We really hope that this Prospectus has helped you to plan and that you choose Clough PS and NU as the school for your child.

If you would like further information, please contact the school office 02825685472 or e-mail ihutchinson430@c2kni.net

You will find more information and pictures of life in school on our school website.

Website: www.cloughps.org.uk

Thank you for your interest.

Clough Primary School and Nursery Unit,
20 Drumagrove Road, Ballymena BT44 9RY
Phone: (028) 25 685 472

Please refer to our admissions criteria that follows:

- Nursery Unit September 2022 intake
- P1 September 2022 intake

CRITERIA FOR ADMISSION

Nursery Admission's Policy

Respective Functions of the Board of Governors and the Principal in relation to admissions.

The Board of Governors will determine the Admissions Criteria. The criteria will be applied by the principal and a sub-committee of the Board of Governors.



Admissions Criteria

A timetable of pre-school admissions procedures setting out the dates by which an application is to be submitted is available at www.eani.org.uk/admissions under 'Pre-School Admissions'. During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered.

The application procedure opens on **10 January 2022 at 12noon** (GMT) and an application submitted by the closing date of **28 January 2022 at 12noon** (GMT) will be treated as a punctual application.

An application received after 12noon (GMT) on 28 January 2022 will be treated as a late application.

As the pre-school admissions procedure is in two stages the timetable also specifies the relevant dates at Stage 2 which will determine if an application is to be considered as punctual or late.

Admissions criteria to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.

Children will be admitted according to the following statutory criteria:

1. Children from socially disadvantaged circumstances in their final pre-school year i.e., born between 2 July 2018 and 1 July 2019 (inclusive).
2. Children not falling within sub-paragraph (1) in their final pre-school year.

and who at the time of their proposed admission will not have a pre-school education place, whether full-time or part-time, at another school or any other premises.

Note: Children from 'socially disadvantaged circumstances' means a child whose parent is in receipt of (i) Income Support, or (ii) Income-based Jobseeker's Allowance, or (iii) an award of Income Support which has been converted into an Employment and Support Allowance and the level of benefit remains the same, or (iv) Universal Credit. When parents apply for places for their child on this basis, they must have their Benefit Verification stamped by the Social Security/Jobs and Benefits Office to confirm that they are in receipt of a qualifying payment. This should then be sent by the parent directly to the provider of first preference.

Sub-criteria

In the event of oversubscription on the application of a statutory criterion the sub-criteria will be applied in the order set down.

- a. Children already in the Nursery Unit.
- b. First preference Clough Primary School Nursery Unit.
- c. Children who have a brother(s) or sister(s) currently at Clough Primary School or Nursery Unit.
- d. Children who are the eldest or only child in the family. If the eldest child attends a Special School, then the next child will be deemed the eldest for entry into the Nursery Unit.
- e. Children whose home address is nearest the school as measured by the use of the AA Route Planner.
- f. Final selection will be determined according to the following criteria – a random selection of letters –

Q N G C P W X E A D I L O S V M H B K Z J Y T F R U

This order was determined by a random selection of letters of the alphabet drawn by an independent witness. In the event of two surnames beginning with the same initial letter, the subsequent letter of the surname will be used in alphabetical order. In the event of two identical surnames the alphabetical letters of the first forename appearing on the birth certificate will be used.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form or attached to it.

Criteria for children not in their final pre-school year

Should places remain after the application of the above criteria to children in their final pre-school year, places will be allocated in chronological age beginning with eldest child. In the event of two children having the same date of birth the following sub-criteria will be applied:

- a. Children who have siblings currently attending Clough Primary School or Nursery Unit.
- b. Children who have siblings who have attended Clough Primary School.
- c. Those who express a first preference for Clough Primary School Nursery Unit.
- d. Children who have a parent or guardian working at the school.

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 form.

The provision of false or incorrect information or the failure to provide information within the deadlines set by the school can result in the withdrawal of a place and the inability to offer a place.

Waiting List Policy

Should a vacancy arise, the above criteria will be applied to select pupils from our waiting list.

Admissions criteria for entry into Primary One September 2021



ADMISSIONS CRITERIA

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on **10 January 2022 at 12noon** (GMT) and an application submitted by the closing date of **28 January 2022 at 12noon** (GMT) will be treated as a punctual application.

An application received after 12noon (GMT) on 28 January 2022 will be treated as a late application.

Only children of compulsory school age will be considered for admission.

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.

Admissions criteria to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.

1. Brother(s) or sister(s) currently at Clough Primary School.
2. Children for whom Clough Primary School is their closest Controlled Primary School to their home address as measured by the use of the AA Route Planner.
3. Children who attend Clough Primary School Nursery Unit.
4. Children whose home address is nearest the school as measured by the use of the AA Route Planner.
5. In the event of a tie chronological age, beginning with the eldest, will be applied.

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.

The provision of false or incorrect information or the failure to provide information within the deadlines set by the school can result in the withdrawal of a place and the inability to offer a place on the part of the school nominated on the applicant's application form.

WAITING LIST POLICY

The school's policy on the consideration of applications after the Open Enrolment Admissions procedure concludes on 27 April 2022 is available directly from the school. Should a vacancy arise, the above criteria will be applied to select pupils from our waiting list.

ADMISSION TO P2 – P7

Pupils will be admitted to P2-P7 in accordance with the preference expressed by a parent if the school's enrolment number has not been reached, unless to do so would prejudice the efficient use of resources. The above criteria will also be used for admission of children from P2-P7.

	Applications and Admissions to Primary 1		
Year	Places Available	Total Applications	Total Admissions
2019/2020	23	23	23
2020/2021	23	27	27 (Permission gained from DENI)
2021/2022	23	23	23