

# Annalong Primary School Prospectus





# Prospectus

[www.annalongps.com](http://www.annalongps.com)

@AnnalongPrimary

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**Principal: Mr P Chambers B.Ed. (Hons) PQHNI**

**Vice Principal: Mrs G Stevenson B.Ed. (Hons)MA**

Dear Parent/Guardian,

May I take this opportunity of welcoming you and your child to Annalong Primary School.

This booklet has been designed to give you the key information we think you need to ensure that your child has a positive learning experience.

It is the policy of the Board of Governors of Annalong Primary School to ensure that all the pupils will receive their full entitlement under the NI Curriculum. The Northern Ireland Curriculum aims to empower young people to achieve their potential and to make informed and responsible decisions throughout their lives.

The Christian faith lies at the heart of our ethos & underpins the way we work and endeavour to live together as a school & nursery community. We are a welcoming & inclusive school & nursery where pupils are nurtured in a positive, caring & safe environment. Through an emphasis on child-centred education, it is our aim that every child achieves their full potential. Pupils are also encouraged to become self-confident, independent learners.

We aim to meet the needs & aspirations of our pupils through high quality teaching & learning. We actively seek to promote close cooperation between the school & nursery, families & the wider community including other nursery, primary & post-primary schools. Should you find you require more information about a particular aspect, please contact the school. It is only by this free communication between the home and school that we can build an open and harmonious relationship that will both support and encourage your children throughout their stay in Annalong Primary School.

Yours sincerely,

*Mr P Chambers*

# Introduction



Annalong Primary School comprises of 7 classes with 7 teaching staff and a teaching Principal, all highly competent and dedicated with a variety of subject specialities, academic qualifications, and experience. There are co-ordinators for Language & Literacy, Mathematics & Numeracy, ICT, The World Around Us, Music, PE & Special Educational Needs.

A team of classroom assistants ably assists the teaching staff and where appropriate the support services offered by the Education Authority (EA) and other outside agencies. The school was extended & refurbished in 2013 – 14 to provide new Foundation Stage classrooms, a central resource space, office accommodation & main entrance. The main building has also been modernised, providing larger carpeted classrooms, an IT suite and a wide range of new resources to include HD touchscreens for use by classes, replacing older interactive whiteboards.

There are excellent sporting facilities, including a grass football pitch and an all-weather hockey pitch. There is also an extensive playground and gardens sweeping down to the road. There is a school garden/conservation area. The pupils have developed the area to include local plant species to attract wildlife for study. An adventure playground and climbing frame has also been installed. The school awarded Forest School status and several staff are fully qualified to organise Forest School activities. Our fantastic grounds allow for plenty of outdoor learning.

The school also offers a wide range of additional extra-curricular activities including a "2 to 3 Club" for pupils in Primaries 1 to 3 on a termly basis, Language and Communication support and an E-safety project. We understand that parental support is key to a successful school career.

We welcome parents to many events throughout the year and keep them regularly updated, on school life, via Annalong Primary Matters Newsletters, the Annalong Primary School and Nursery Unit App and our school website. We promote an open-door policy and believe in a working partnership with parents by sharing information and by offering parents advice on how to support their child. Our school has strong links with its community and other local primary and post primary schools.





The Northern Ireland Curriculum is in place throughout the school.

Classes are now arranged in the following phases:

**Nusery Unit**  
**Foundation Stage. P1 & 2**  
**KS 1. Primaries 3 & 4**  
**KS 2. Primaries 5 to 7**

Special Educational Needs are met with the early identification of those pupils experiencing difficulty with their work. The class teacher with the support of the SENCo, (Special Needs Co-ordinator), will apply the SEN Code of Practice in partnership with parents and outside agencies as necessary and certainly at Stage 2 of the revised (3 Stage) Code of Practice for Special Educational Needs.

**Access to the Curriculum:**

Within the curriculum development programme, teachers will be aware that different pupils learn in different ways, at different rates and on occasion face challenges. Therefore, where necessary, a range of teaching strategies will be used.

Activities are "differentiated," within year groups to take account of the range of abilities.

Activities are planned in response to the child's stage of development as determined by both informal & formal assessment of needs. (See below).

Pupil ability is measured in both Primaries 4 & 6 using GL Assessment CAT 4 software. On-line Progress Tests in Maths (PTM) & English (PTE) are also undertaken by pupils in Primaries 3 to 7 during the Summer Term (May).

## **Curriculum Delivery:**

Both the curriculum and Extra-Curricular programme is underpinned by a 3-year Whole School Development Plan which sets out clearly the school's priorities for development. The school distributes its time amongst the Areas of Study according to curricular guidelines. However, experience has shown that it is most difficult to measure this time allocation accurately.

Annalong Primary School has a proud tradition of sporting and musical success. It is the intention of the Board of Governors that this will be maintained. There will also be the opportunity for the development of these interests in extra-curricular activities including hockey and soccer.

The school is well equipped for study. A computer network with broadband internet, HD touchscreens in all rooms with Ipads available for every class. The school curriculum will be seen as being in need of constant revision and subject co-ordinators and senior staff will continue to review provision to ensure successful implementation. An effective staff development programme is in place, supported by annual action plans with appropriate targets implemented. These are in turn actively monitored and evaluated.



# The Northern Ireland Curriculum



## Religious Education

Religious Education will continue to be taught regularly in Annalong Primary School based on the EA programme for Religious Education which has been approved for use by the four main denominations in Northern Ireland. Whole school assemblies will be held at least once a week with special celebrations at Christmas and Easter, when everyone will be encouraged to participate. Visiting ministers and other organisations are invited to participate in these assemblies.



## I.T. Provision:

All classrooms incorporate a computer network linked together under the "My School" portal, providing pupils with the opportunity to word process, create spreadsheets, and access information and educational games from a wide range of programmes and also to use the internet under supervision. An "Acceptable use of the Internet" policy and safety on the Internet posters are clearly displayed.

Every class has an innovative Ultra High Definition " touchscreen. These are used extensively in the delivery of the curriculum. An IT Suite is also available to the children. Additional PCs & laptops have been purchased, enabling children to have more frequent access to both PCs & group instruction.

The school has also iPads for use by teachers & small groups of pupils.

Pupils will have access to apps which will support their learning in literacy and numeracy.

## Music:

Music is actively encouraged throughout the school. In addition to class activities undertaken with the help of a new music programme, auditions are held each year for Senior & Junior Choirs and Praise Group.

Brass and string instrument tuition is also provided by the EA Southern Music Service for interested pupils on a weekly basis throughout the year.





# The Northern Ireland Curriculum

## Physical Education

Through Physical Education, we aim:

- To develop listening skills;
- To develop skilled movement and body care;
- To develop coordination, locomotion, control, balance and manipulation
- To provide enjoyment through experience of movement
- To promote self-confidence and encourage self-discipline
- To learn a respect for rules
- To promote team spirit
- To develop positive attitudes to health hygiene and leisure activities

At foundation stage, this is delivered under Physical Development and Movement and includes developing Fundamental Movement, Athletics, Dance, Games and Gymnastics.

At key stages 1&2, Fundamental Movement Skills are developed through Athletics, Dance, Games, Gymnastics and Swimming (KS2 only).

## School Sports:

Annalong Primary School continues to excel on the Sports Field. Classes follow a comprehensive programme of PE activities. In Primaries 5, 6 and 7, children have the opportunity to attend swimming at Kilkeel Leisure Centre.

Success in both hockey and soccer at local and Northern Ireland level continues. Standards achieved are very high in every area of sport undertaken.



## After Schools:

The school benefits from an after-school programme in support of families. We offer a number of valuable initiatives \*including a "2 To 3 Club," a football & table tennis programme.

"Small Talk NI," currently offers Speech & Language Therapy to both nursery unit & primary school pupils. The programme is designed to compliment existing support and is not a substitute for it. If your child is already in receipt of speech & language therapy, you should continue to attend these sessions.



# The Northern Ireland Curriculum



## Organisation of Classes:

It is the wishes of the Board of Governors that children should be taught in single year group classes. Where it is necessary to establish composite classes (e.g. P5/6) every effort will be made to limit the size of these classes.

Primary School children succeed better with a class teacher who will take the children for all central subjects of the curriculum. The particular skills of teachers, however, will be used in afternoon classes where teachers will adopt a semi-specialist role in such subjects as the Arts, Physical Education and Using ICT.

## Homework:

Annalong Primary School sees a value in children engaging in homework as a means of revising work done, in discovering information unavailable in school, in involving parents in their children's studies and in the development of good work habits especially valuable in secondary education. Against this must be balanced each child's need for recreation and the development of private interests and hobbies and so the total amount of homework should not exceed that which can be done in under 30 minutes in P1 - 3 and 50 minutes in P4 - 7 classes.

If you find that your child is unable to complete homework in the allotted time, stop them and note the difficulty in writing for the benefit of the child and teacher.

To ensure regularity it will be school policy that homework will be set each night from Monday to Thursday, though this may be relaxed for special occasions and around holidays.

## Nursery Provision:

A 26-place full time nursery class is for all nursery age children in the community. A separate Nursery Prospectus is available and places are allocated according to the agreed admissions policy for nursery-aged children. Applications are also accepted online via the Citizens' Portal at: [www.eani.org.uk/digitaladmissions](http://www.eani.org.uk/digitaladmissions)





# Visiting Arrangements For Parents/ Pupils



Starting school can be a difficult experience for young children and parents alike. To help ease the way, an afternoon meeting for all new Primary 1 children is arranged towards the end of June. The meeting provides an opportunity to meet with the teacher and to see the new classroom for the first time.

In September the school operates a staggered intake of children whereby the number of children in the class is built up gradually over the first weeks of the term.

## Meetings With Staff

Parents can visit the school by appointment, to discuss any concerns about their child's education. In the first instance the Principal should be contacted to arrange an appointment.

Parents can also contact the school via the Annalong Primary School App. Open the "Parent Area," and choose the "Communication slip."

## The Annalong Primary School App.

The Annalong Primary School App can be used to pay for school meals and all other paid-for school activities using a PayPal account. Parents can also record absences, communicate with the school and apply for free school meals as examples via the App.

Simply go to the App Store and download the Annalong Primary School App to your mobile or tablet. To access the App for the first time, use Code 1111.

Parents are also kept fully informed about school life, including the "Annalong Primary Matters" newsletter and the school website at: [www.annalongps.com](http://www.annalongps.com)

The school has a Facebook page which allows us to promote the school and engage with the local community.  
<https://www.facebook.com/annalongprimaryschoolandnurseryunit/>

# School Meals



## Healthy Eating Policy

Schools are required to implement healthy break minimum nutritional standards.

In summary, pupils should only drink tap water or unflavoured, still bottled water. Diluted/fizzy drinks including fruit juices will not be permitted in school.

Please note that a water cooler with filtered, chilled water is available free in school. Children can bring their own drinks bottle & fill it in school.

Milk is of course also available either directly from the school or can be brought from home. Yoghurts, preferably low fat, can also be provided. Flavoured milk drinks are not permitted.

Portions of fruit & prepared vegetables can be given as a break-time snack. Please be aware that tinned fruit in fruit juice but NOT in syrup are permissible.

The Public Health Agency also advises that dried fruit & fruit bars which are high in sugar are not suitable as snacks. Bread-based snacks are acceptable with spreads including butter or margarine.

However, spreads including jams, chocolate (in spread form) & peanut butter (Nut-free school) are not suitable.

Please note that crisps, sweets, chocolate, biscuits, cakes & snack bars will no longer be permitted at break time or as a snack at the start of the day for example.

## Nut Allergy Awareness

Please note that we have children attending school who have a severe allergy to nuts. Children with this condition may have a severe reaction, which can be life-threatening if they come into contact with nuts. Please note that nuts or products containing nuts or "traces" of nuts will not be permitted in school.

## School Meals

School meals are available at a cost of £2.60 per day. This includes a convenience dessert of choice. Meals are nutritious and healthy with a choice of main course. They are prepared in our meals kitchen and meet minimum nutritional standards as determined by the Department of Education.

Please note that financial support is available for the purchase of school meals/school uniform/PE clothing if you are currently in receipt of:

- Income support/Income-Based Jobseekers Allowance/Income-Related Employment & Support Allowance, or if a pupil claims income support in their own name
- Guarantee element of state pension credit; or
- Child Tax Credit and are not receiving Working Tax Credit because you work less than 16 hours a week and have an annual taxable income of £16,040 or less; or
- You are an Asylum Seeker supported by the Home Office National Asylum Support Service (NASS)

You can download a copy of the Free School Meals application form from the Annalong Primary School App. Simply open "Parent Area," and click on "Free School Meals



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## Illness Or Other Absence

If your child is absent for any reason a \*note giving the reason for that absence is required on their return to school. The school is required to record reasons for absence as part of the computerised administration system.

You can confirm absence via the Annalong Primary School App. Simply open the app on your tablet or phone, choose "Parent Area" and open the "absence notification form." Complete this and click "submit."

If for any reason you need to take your child from school during the school day, please report to the school office.

## School Uniform

It is a school requirement that all children should wear the uniform. Royal blue sweatshirts & sky blue polo shirts can be purchased locally (Holmes), while charcoal grey trousers, skirts & pinafores can be bought both locally & elsewhere.

Black shoes should also be worn. Please note that we encourage children to bring a pair of "indoor" shoes to school for use in the carpeted buildings during the day.

A PE kit should also be worn by all children in Primaries 4 to 7. This consists of an APS badged white polo-neck t-shirt, royal jogging bottoms and an optional sports top.

Please note that financial support is available for the purchase of school meals/school uniform/PE clothing if you are currently in receipt of:

- Income support/Income-Based Jobseekers Allowance/Income-Related Employment & Support Allowance, or if a pupil claims income support in their own name
- Guarantee element of state pension credit;

- Child Tax Credit and are not receiving Working Tax Credit because you work less than 16 hours a week and have an annual taxable income of £16,040 or less; or
- You are an Asylum Seeker supported by the Home Office National Asylum Support Service (NASS)

\*Where an award of income support has been converted into an Employment & Support Allowance & the Social Security Agency has confirmed that the level of benefit remains the same, this will also be considered. Further information and an application form can be downloaded from the school App or requested from the school office.

## Charging And Remissions Policy

Education in Annalong Primary School is provided free of charge for all lessons and activities connected with the child's entitlement under the Education Reform Order. The only occasion on which payment may be required is for board and lodging on an overnight trip.

The school may take part in 'optional extras', which are not connected with the school's formal curriculum such as visits to the theatre. Charges will be made for these but it is again stressed that failure to participate in these will not affect a child's performance at school. Written parental consent will be required before a child participates in school trips. The charging and remissions will be in line with the EA Southern Scheme drawn up in accordance with Article 101 of the Education and Libraries (NI) Order 1989.

A school fund also operates. Families are asked to make a voluntary contribution of £20.00 per annum in support of the school.

## FURTHER INFORMATION

The Board of Governors of Annalong Primary School realise that the information given in this prospectus is limited and parents are very welcome to make arrangements with the principal to visit the school to discuss our plans for meeting your needs regarding your child's education.

# Concerns/ Complaints



## What To Do First

What to do first Contact details for NIPSO are: Most concerns and complaints can be sorted out quickly by speaking with your child's teacher. We would stress that the only people who can bring a concern regarding a child is those with legal parental responsibility for the child. If you have a complaint which you feel should be considered by the principal, you should contact him as soon as possible. It is usually best to discuss the problem face to face. To do this you will need to make an appointment which can be arranged by contacting the school office tel. no. 028 437 68336.

The same arrangement applies if you wish to speak with a member of the teaching staff. The principal or member of staff will make every effort to resolve your problems speedily and efficiently. They will discuss what you feel went wrong, and they will explain what will be done to follow up your complaint. As well as helping to resolve the immediate difficulty it is hoped that speaking with you will help to prevent a similar problem arising again. What to do next If you have addressed your complaint to the teacher and are dissatisfied with the response, you can make your concern known to the principal. If your complaint relates to the principal, then it should be referred to the Chairperson of the Board of Governors. You can write to the Chairperson at the school address. If you remain dissatisfied with the outcome of your complaint, you can refer the matter to the Office of the Northern Ireland

### Northern Ireland Public Services Ombudsman

**Office of the Northern Ireland Public Services Ombudsman**  
**Progressive House**  
**33 Wellington Place**  
**Belfast BT1 6HN**  
**Freepost : FREEPOST NIPSO**  
**Telephone: 02890233821**  
**Freephone: 0800343424**  
**Email: [nipson@nipso.org.uk](mailto:nipson@nipso.org.uk)**  
**Web: [www.nipso.org.uk](http://www.nipso.org.uk)**

**The following summary flowchart may help you if you have any concerns. Parents who wish to highlight a concern should adhere to the following procedure.**

**I have concerns about my child or another child's safety.**

**I can talk to the class teacher**

**If I am still concerned, I can talk to the Designated Teacher, Mrs Stevenson.**

**If I am still concerned, I can talk to the Principal, Mr Chambers.**

**If I am still concerned, I can talk or write to the Chairman of the Board of Governors, Mr R Edwards**

**At any time, a parent can consult with Social Services or the appropriate Child Protection Officer with the EA or the PSNI.**



# School Hours and Holidays

## The School Hours Are As Follows:

**P1- 3**      **\*9.00am - 12.30pm**  
**1.15 pm - 2.00 pm**

**\* September only for P1**

**P4 - 7**      **9.00 am - 12.30 pm**  
**1.15 pm - 3.00 pm**



The school does not provide supervision before 8.40am or after 3.00 pm unless children are engaged in organised school activities.

## Holiday Arrangements:

The school will be closed for the months of July and August and for all statutory holidays. Information about other holidays i.e. Christmas, Easter, Mid-term breaks will be sent to parents at the beginning of the new school year.

A copy of the holiday list is provided on the school app & website.

## ARRANGEMENTS FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

Some of the children attending the school will have special educational needs. These may arise from the child's physical incapacity or his/her learning abilities. As it is the intention of the school to maximise the potential of each of the pupils, the school will endeavour to meet these needs from within its resources. A new 3 stage Code of Practice for Special Educational Needs is now in place. The Education Authority has launched a revised 3-stage Code of Practice, replacing the 5-stage Code of Practice with immediate effect. The table included summarises the key changes moving forward.

As a result of these changes, children previously supported by the school at Stages 1 and 2 of the Code are now coded as Stage 1 only.

Children previously in receipt of outside help at Stage 3 of the Code are now coded as Stage 2. This also applies to children previously coded as Stage 4; i.e. the formal statementing process leading to a possible Statement. They will now also be recorded as Stage 2.

A child currently in receipt of a Statement of Special Educational Needs at Stage 5 of the Code of Practice will, in future, be recorded as a Stage 3 pupil.

Old Code of Conduct Stage	New Code of Practice Stage (September 2026)
1	1
2	
3	2
4	
5	3

Individual Educational Plans, (IEPs), will also shortly be replaced by Personal Learning Plans, (PLPs), taking account of the above changes to the Code of Practice.

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If despite the assistance received by the class teacher and Special -Educational Needs Co-ordinator at Stage 1 of the new Special Needs Code of Practice, a child is unable to cope in the school, a referral at Stage 2 of the Code may be initiated in consultation with parents and the Education Authority. The referral may result in the issuing of a Statement, (Stage 3), by the EA. The needs of the child will be met either through extra assistance in school or by a placement in another more appropriate setting in exceptional circumstances.

The process of determining that a child has special educational needs in accordance with the law is a lengthy one and involves close co-operation among the teachers, school medical authorities, educational psychologists and the parents. Formal Statementing, enabling the provision of additional support will only be considered in consultation with Special Education, EA.

## PASTORAL CARE

Policies focusing on all aspects of Pastoral Care have been put in place. Issues such as child protection, bullying and school discipline will be addressed by applying the relevant policy. These are available for your inspection.

## A range of policies are in place to include:

- Pastoral care
- Safeguarding/Child protection
- Positive Behaviour
- Anti-bullying
- A staff code of conduct
- Use of reasonable force/safe handling
- Intimate care

## Child Protection:

The Vice-Principal, Mrs Stevenson is the Designated Teacher for Child Protection or, Mrs Weaving or Mrs McCartan are the Deputy Designated Teachers. Anyone with a concern about any child should first bring it to the attention the above-named teachers.

A Safeguarding Team led by the Principal, Mr Chambers also meets to consider the effective delivery of policies and to consider any issues which may arise during the school year.

## School Discipline/Security:

The school has a written discipline policy drawn up by staff and governors. This policy expresses the responsibilities agreed with pupils, parents and staff for good discipline and safety in and around the school.





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