



***GILFORD PRIMARY SCHOOL PROSPECTUS***

Gilford Primary School

**Eco School**[](https://www.bing.com/images/search?q=Sustainable+Symbol&FORM=IRBPRS)

**41 Castlehill, Gilford, Co. Armagh, BT63 6HH. Tel/Fax 02838831372**

**Principal: Mrs Doreen Armstrong B.Ed. Advanced Dip.**

Dear Parents

Thank you for considering Gilford Primary School as an option for your child.

We fully appreciate the trust you are placing in us and will work closely with you so that your child will develop to his/her potential intellectually, socially, physically and emotionally.

We believe that there must be active communication with parents. As well as being beneficial, this will help to create a partnership between the home and school.

We seek to provide a caring environment which will produce happy, secure children, socially well-adjusted and proud of their own achievements.

Skills, values and attitudes are acquired both at home and at school. We have a joint responsibility to work together for the benefit of your child and it is with these fundamental principles in mind that we would welcome your child to Gilford Primary.

I look forward to meeting you in the near future.

Yours sincerely

Mrs D Armstrong

(Principal)

***ADMISSION***

The Board of Governors is conscious of its responsibility to meet the legal requirement placed upon it by The Education Reform (Northern Ireland) Order 189 in relation to the curriculum. It has therefore been decided that only children of compulsory school age will be admitted. If the school’s admission and enrolment numbers have not been reached the school will admit all children of compulsory school age whose parents wish them to attend.

***ADMISSION CRITERIA***

It is the policy of the school that preference will be given to children of compulsory school age. Therefore, preference will be given to children who have their fourth birthday on or before 1 July of the year of applying and will commence Year One in September of that year.

If the school is oversubscribed the following criteria will apply in this order:

1. Children of compulsory school age.
2. Children who will have brothers or sisters in attendance during the current school year.
3. Children whose brothers and sisters previously attended the school.
4. Sons and daughters of permanent employees at the school.
5. Children transferring from the Nursery Unit (year one only).
6. Children for whom the school is the controlled primary school nearest to their home.
7. Children with special circumstances (social, medical or security). The special circumstances must be made known at the time of application. The Board of Governors reserve the right to seek confirmation of the special circumstances from the statutory body.
8. The remaining places will be allocated on the basis of proximity of the school, priority being given to those nearest the school.

Criterion 8 will also be used to discriminate within any oversubscribed criterion (except criterion 1)

***ARRANGEMENTS FOR ADMISSION***

During the Summer term children to be admitted to P1 will be invited to come to school with their parents to meet the teacher and to be provided with additional information.

***INFORMATION***

# Gilford Primary School is located in the village of Gilford. The school was opened in 1933 with an enrolment of 100. At present the school has four full time teachers (including a teaching principal) and a 2-day Principal release teacher.

# The school building has a nursery unit, four classrooms, a school library and an ICT Suite. Every classroom has access to excellent toilet and washing facilities and spacious cloak space. The main building also has a well-equipped assembly hall and a canteen. The school is fitted with a lift, a toilet for the disabled and ramps to all entrances. The nursery has a covered play area and an excellent outside play area.

# The grounds are relatively large and include one grass football pitch, a tarmac area for games and an extensive grass area with excellent outdoor play equipment.

Gilford Primary School is under the control of the Education Authority Southern Division, 3 Charlemont Place, The Mall Armagh. The Area Board publishes details about education in its area and a copy of this information can be obtained from any primary school.



***BOARD OF GOVERNORS***

The school’s Governors are committed to ensuring that Gilford Primary is a quality school, meeting the needs of the children and the community it serves.

There are nine Governors who serve for a four-year period from 2018-2022

Representing the Teaching Staff Ms Avril Herdman

The Principal Mrs D Armstrong Secretary to the Board of Governors

Mr R Lecky Chairman Education Authority

Rev Denise Caddoo Education Authority

Mrs Ann Mulvenna Transferor Rep

Mr Paul Cochrane Transferor Rep

Mr Paul Adamson Transferor Rep

Mr Sandy Heak Parent Rep

Mr Graham Sergeant Parent Rep

***ETHOS***

The welcoming ethos which exists at Gilford Primary School has been achieved through good relationships between staff, parents, governors and the local community and we continually strive to maintain this friendly and caring reputation.

#### **SCHOOL POLICY**

It is the general aim of the school that children should be given opportunities to develop self-respect, self-confidence and independence. They will be encouraged to be mindful of the needs and desires of others and to acquire an acceptable set of moral values and standards of behavior. In all that they do, children will be encouraged to develop their potential. It is hoped that if such opportunities are given, the children will be able to develop into happy, well-adjusted members of society.

#### **CURRICULUM and ASSESSMENT**

The school aims to provide a broad, balanced curriculum in line with recent educational reforms and has a high reputation for sound teaching. It is our policy to provide adequate opportunities for our children to:

1. communicate clearly and confidently,
2. read fluently, accurately and with understanding,
3. acquire basic mathematical skills and understanding of appropriate mathematical concepts,
4. acquire some knowledge and understanding of the world in which we live,
5. develop qualities of mind, body, spirit, feeling and imagination.

The Board of Governors is responsible for the overall running of the school including the appointment of staff

###### ***AREAS OF STUDY***

The Principal and staff work closely to organise teaching programmes in the various areas of study of the statutory N. I. Curriculum as outlined below:

* Literacy
* Numeracy
* ICT
* Thinking Skills Personal Capabilities
* The World Around Us
* P.E.
* The Arts
* PDUM

Swimming is a compulsory part of the Physical Education curriculum in Key Stage Two. Children in Primary 6/7 are also encouraged to participate in the National Cycling Proficiency Scheme.

#### **ECO SCHOOL**

Gilford Primary School is an Eco School. The ECO committee have bought new bins for the school grounds and we have been awarded our second green flag.



#### **PUPIL ASSESSMENT**

The N.I. Curriculum is taught as follows: children in Years 1,2 Foundation Stage 3 & 4 are in Key Stage One while those in Years 5,6 & 7 are in Key Stage Two.

The assessment of pupils’ progress is made using continuous assessment by the class teacher and the results of external tests. Assessment in English and Mathematics is carried out P3-P7 each year and progress is tracked. Key Stage 1 (Year 4) and Key stage 2 (Year 7) had their academic performance assessed in both English and Mathematics.

***TRANSFER TO SECONDARY SCHOOL***

We are delighted that many of the post-primary schools receiving our pupils comment favourably on their level of academic attainment, their willingness to work hard and their positive attitude to school and learning. Our pupils have transferred to the following post-primary schools: -

Banbridge Academy

Tandragee Junior High School

Banbridge High School

Brownlow High School

Newbridge Integrated College

#### **CHARGING AND REMISSIONS POLICY**

Under the terms of the Education Reform Order (1989) the Board of Governors is required to inform parents of the charging policy of the school.

Education in Gilford Primary School is provided free of charge for all lessons and activities connected with the child’s entitlement under the Education Reform Order.

The school will from time to time, appeal to parents for voluntary donations, but it is stressed that no one will be disadvantaged in any way if parents choose not to make a contribution.

***AFTERNOON TIMETABLE 2.00 – 2.45 pm***

Year 1 and Year 2 children go home every afternoon at 2 p.m. P3 pupils also go home at 2.00pm Monday, Thursday and Friday. Tuesday and Wednesday they stay to 2.45pm

In order to ensure that the children have access to a balanced curriculum, we have planned the afternoon period with the emphasis on the Creative and Expressive Studies; namely music, art & design, craft/technology, physical education. and drama.

# *EDUCATIONAL VISITS*

Social and inter-personal skills are fostered by the many educational visits undertaken by all classes during the year. Much emphasis is placed on The World Around Us throughout the school curriculum. This includes geography, history, science and environmental issues.

As part of our involvement in Shared Education pupils are given opportunities to participate in many educational and fun based activities and trips.

#### **MUSIC & DRAMA**

The school has a strong tradition of musical and dramatic productions. The children work together each year to present a Christmas Nativity, Christmas Play or a Carol Service as well as participating in Portadown Speech and Drama Festival.

The school has a senior choir who have taken part in Portadown Music and Drama Festival. They sing annually at the switching on of the Christmas tree lights and at the Harvest Service in School and we hope to perform at many more venues this year.



#### **AFTER SCHOOL ACTIVITIES**

After Schools activities are an important part of the ‘whole’ curriculum that we offer for the physical, social and emotional development of our children. These activities run throughout the year and include: football club, art and craft club and gardening club, literacy club, numeracy club, Speech & Drama and homework club.

***BUDDY SYSTEM***

We operate a buddy system in our school playground at lunchtime where older children will watch out for the younger children and teach them new games and encourage them to join in the fun activities.

***SCHOOL COUNCIL***

P5-P7 pupils are given the opportunity each September to stand for a position on the School Council

***ECO SCHOOLS CLUB***

P5-P7 are involved in our Eco Schools Project and are encouraged to participate and be involved in all aspects of protecting our environment.

***YOUR CHILD’S PROGRESS***

Teacher/parent consultations are held annually. This is an opportunity for teachers to report progress, identify areas of concern, advise parents and seek their support regarding their child’s school work. At other times, parents may make an appointment to speak to the Principal or the class teacher if they are worried about their child’s academic progress, behaviour or attitude to work. Our school policy is to involve parents as much as possible in the education of their children.

Reports are written for each child and sent home in June. A copy is kept in school along with some examples of work which will help to build up an individual profile on each child’s attainment.

Standardised tests will also be used to assess attainment in the Years 2-7. Results will be used to update each child’s progress record and inform teacher’s planning.

#### **SPECIAL NEEDS**

If your child needs additional help in any way or for any reason, you will be advised by the class teacher who works closely with the SENCO (Mrs. D Armstrong). By monitoring progress, especially in basic literacy and numeracy, we hope to identify any child who requires extra support as soon as possible. It may be that short term additional help is required after a period of illness. It may be that English is not spoken at home. Longer term support may be required if your child has general or specific learning difficulties or indeed is a gifted child who needs an individual programme.

***HOMEWORK***

Homework is an important part of your child’s education and encourages a disciplined approach to school work. The school’s homework policy clarifies the type and amount of homework which you would expect your child to receive, the time required, teachers’ expectations regarding presentation and of course the way in which parents can help. If you wish to have a copy of the school’s homework policy, please telephone the school secretary, or download a copy from school website.

#### **DISCIPLINE**

We are fortunate in Gilford Primary that the majority of our children come from home backgrounds where parents encourage good behavior. The main aim of our school policy is to develop self-discipline in our children. We strive to promote positive behavior by encouraging the children to behave in a responsible way, showing consideration, courtesy and respect to others.

We believe that good behaviour is essential for quality teaching and learning to take place. Through our teaching and example, we expect children to learn to be responsible and accountable for their actions. Teachers continually recognise and praise positive behaviour.

While we hope that the positive approach will be successful, there may be times when sanctions are necessary to deal with unacceptable behaviour. You will be notified if your child has to be punished by doing extra work, staying in at break or lunch time or writing a letter of apology and I am sure that we can count on your support if this should happen. A copy of our ‘Positive Behaviour’ policy is available in school or on our school website.

***PASTORAL CARE***

We aim to nurture the partnership and close relationship between home and school in every way possible in order to assist in the pastoral care of your child. If you have any worries about your child, please come and see us. Children often get upset by changes in their routine like a new teacher, different classroom, moving into senior school, or indeed events outside of school like an illness, death of relative or animal or a change in home circumstances. It is important that we are aware of any emotional problems which may be affecting your child’s work and/or behaviour. Do not hesitate to make an appointment to see the class teacher or the Principal if you are worried about your child in any way.

***CHILD PROTECTION***

It is our responsibility to safeguard and promote the welfare of all the children in this school. If as a parent, you have any concerns about your child’s welfare please make an appointment to see the class teacher or Mrs Paul (who is designated teacher for child protection) or Miss Herdman who is (deputy designated teacher for child protection). If you are still not satisfied that your concerns have been addressed, you should report your concerns to the chairperson of the Board of Governors. If we as a staff are concerned about a child, we have a duty to report it to the appropriate authority. A copy of our Child Protection Policy is available on request or on the school website.

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| Child Protection Procedures for parents  To make a complaint |

I have a concern about my/a child’s safety

I can talk to the class teacher

If I am still concerned I can talk to the

Designated teachers for child protection

Miss Herdman (Designated Teacher)

Mrs Armstrong (Deputy Designated Teacher)

If I am still concerned, I can talk/ write to the

Chairman of the Board of Governors.

If I am still concerned I can contact the NI public Services Ombudsman on 0800343424.

#### **DRUGS EDUCATION**

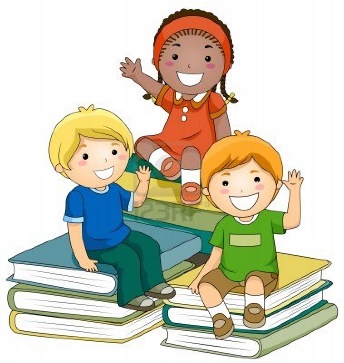
As in all matters it is the school’s policy to promote healthy, positive attitudes. Health is perceived, not so much in terms of illness and disease but as a more positive state of well-being. Drugs education forms part of a comprehensive health education programme which contributes to equipping pupils with the skills to manage their lives effectively and make responsible health decisions. The school’s Drugs Education policy is available on application to the Principal.

#### **HOW PARENTS CAN HELP**

The greatest and least expensive gift that any parent can give their child is their TIME and we have all been guilty of being so busy that we have little time and energy left for our children. Finding quality time to play with your children, to listen, talk and read to them is time well spent.

The society in which we live is so ready to rob children of their childhood that we must ensure that our children develop in a loving and caring environment. Sometimes this means turning off the television and simply saying ‘No’ to their demands.

Please find time to read to your children. There are plenty of good bookshops and local libraries and if you show your interest, it will encourage your children to want to read for information and enjoyment and to develop a love for books and learning. All parents are invited to join the active PTA and help raise vital funds to keep our school functioning at its full potential.

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***PARENTS CONCERNS***

In accordance with the school’s policy of involving parents in the education of their children, parents are welcome to express any concerns they may have. This should be done in accordance with the following procedure. In the vast majority of cases the problem will be solved at stages one and two. In the case of serious complaints, the concerns should be specifically detailed in writing and given to the principal as Secretary to the Board of Governors in order to enable the matter to be examined and a reply made.

**STAGE 1** Contact class teacher

**STAGE 2** Contact Principal

**STAGE 3** Contact Chairman of Board of Governors

**STAGE 4** Request that the matter be considered by the SELB



***SCHOOL DAY***

8.55 School Day Begins

09.00 - 10.45 am Lessons

10.45 - 11.00 pm Break Time

11.00 – 12.30 pm Lessons

12.30- 1.15pm Lunch Time

1.15pm Afternoon Lessons

2.00 pm Infant classes (Yrs 1-3) finish (see below)

2.45 pm Senior classes (Yrs 4-7) finish

1. Year 1 and 2 classes finish at 2.00pm every day
2. Year 3 pupils remain in school until 2.45 pm on Mon Tues & Wed. from October

***PUNCTUALITY***

Children are expected to be in their classes in by 8.55 am as classes commence promptly at 9 o’clock. Parents are reminded that teachers will be in their classrooms ready to welcome pupils from 8.45am

###### ***CHARITY***

The school supports many charities changing from year to year. The following remain on a yearly basis

**Fields of Life** – two children and school building projects in Uganda

**Poppy Appeal**

**Wings Appeal**

***Healthy Break***

**As a Health Promoting School children are only allowed to bring a healthy mid-morning snack (fruit, yoghurt or sandwich) and can only drink water or milk.**

This 15-minute break is to allow children to have a small healthy snack, get some exercise in the playground and go to the toilet. Milk can be purchased for break. On wet days’ children stay in classrooms supervised by their teacher or break time supervisor.

#### **LUNCH**

Children have two options at lunch time. They may:

1. remain in school and take a school dinner
2. remain in school and bring a packed lunch

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#### **SCHOOL DINNERS**

School dinners are provided each day and parents will receive menus at the commencement of each month. The cost of meals is set by the Area Board. Dinner money is collected by the school secretary on Mondays. Envelopes are available from the school office at a price of £1.50 for twenty.

Families in receipt of Family Income support are entitled to free school meals. Application forms are available from the school secretary, Mrs. Graham.

Lunch time activity has been developed and the supervisory staff are actively involved with the pupils.

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***SCHOOL UNIFORM***

It is the policy of the school that school uniform is worn by all the children. School uniform has a positive effect not only on discipline but on the child’s self-esteem.

**General Points to Note:**

Jeans are not permitted.

Shoes for both girls and boys should be of comfortable design and black in colour.

Ties are available from the school. All other items of uniform may be purchased from various local stores.

For safety reasons jewellery (including earrings studs) should NOT be worn and the only exception is a watch which must be removed for PE lessons.

***FURTHER INFORMATION***

The Board of Governors of Gilford Primary School realizes that the information given in this prospectus is necessarily limited and parents are very welcome to make arrangements with the Principal Mrs D Armstrong to visit the school and discuss our plans for meeting your needs regarding your child’s education.

