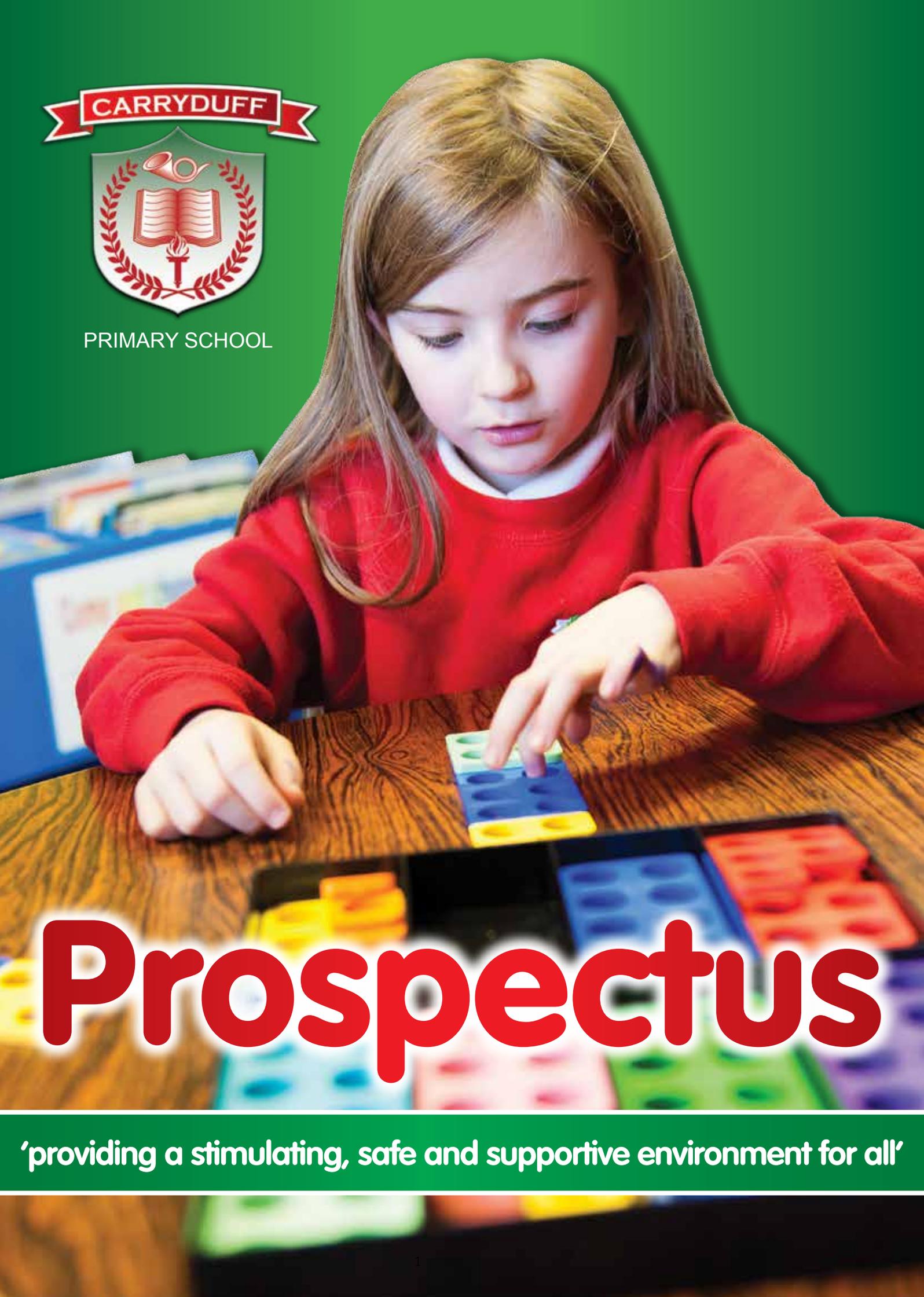


PRIMARY SCHOOL



# Prospectus

'providing a stimulating, safe and supportive environment for all'



# Carryduff Primary School

Dear Parents/Guardians

Thank you for expressing an interest in Carryduff Primary School. I hope that you will find the prospectus useful in both answering any basic questions you may have and giving you a flavour of school life.

We would strongly encourage you to come and have a look at what we have to offer as this will give you a much better feel for our school. This can be done by attending the Open Night held in December or by telephoning the office to make an appointment to see around at a time more convenient to you.

We have a very hard working and committed staff working in modern and spacious accommodation. We are very proud of all our pupils and take great delight in seeing them progress and develop through the school. The school has a warm, caring and happy atmosphere which we hope you will appreciate when you enter our building.

I look forward to meeting you in the near future.

Yours sincerely,

**B. Preston**  
Barbara Preston  
(Principal)

## About Us

Carryduff Primary is a vibrant and friendly school which caters for children both from the local area and further afield. We welcome children from all religious and cultural backgrounds. We set high standards and have high expectations of everyone in our school community. There is an understanding that everyone in our school has to work hard and that working hard is both rewarding and rewarded.

The school was built in the late 1960s, and we benefit from having extensive school grounds and spacious accommodation which has recently been refurbished to a very high standard. Classrooms are bright and well equipped; each having an interactive whiteboard and modern resources which create a stimulating learning environment.

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 up-dated on school life. We adopt an open door policy and promote a sharing of information. Our school also has strong links with the community and other local primary and post primary schools.

In Carryduff Primary pastoral care is very important. The school has a family feel and every child is known to and valued by all the staff. We strive to ensure our pupils are happy and confident, and whilst we nurture them we also aim to develop their independence.

'providing a stimulating, safe and supportive environment for all'



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## Our School Vision

The Board of Governors, staff and school community of Carryduff Primary School are:

'Committed to providing a stimulating, safe and supportive environment for all, where pupils feel valued and inspired to discover their true potential in partnership with parents.'

Carryduff Primary aims to provide the opportunity:

- To educate pupils to the highest level consistent with their ability
- To enlarge pupils' breadth of experience through a broad, balanced and challenging curriculum
- To enhance pupils' sense of self-esteem through developing self-confidence, self-respect and self-discipline
- To promote a set of spiritual and moral values incorporating honesty, integrity, respect, tolerance and good-judgment
- To prepare pupils to meet the challenges of life and make meaningful contributions to society
- To encourage the intellectual, spiritual, cultural, physical and social development of each individual child
- To encourage pupil creativity
- To foster a caring ethos throughout the school.

We value the partnership which exists between school, parents and the community and realise the importance this plays in achieving our vision.



## Organisation

We have approximately 200 pupils in 9 classes

The school is organised as follows:

- **The Foundation Stage  
Years 1 and 2**
- **Key Stage 1  
Years 3 and 4**
- **Key stage 2  
Years 5, 6 and 7**

We have 2 Social Communication Unit classes, catering for 8 pupils with a diagnosis of ASD in each.

## The Curriculum

The school offers a broad and balanced curriculum in which a wide range of learning experiences, suited to the needs and abilities of the children, is provided. The children are given opportunities for practical involvement in all areas of learning.

The main areas of the curriculum are:

- **Language & Literacy**
- **Mathematics & Numeracy**
- **World Around Us -  
Geography/History/Science**
- **ICT**
- **PDMU -**  
Emotional and social development, health education, learning to learn, mutual understanding in the global context
- **The Arts -**  
Art & Design, Drama, Music
- **Physical Education**



- **Religious Education -**  
Although RE is a compulsory subject parents may exercise the right to withdraw their child from any aspect of RE. We welcome children of all faiths and none and enjoy learning about other religions

In addition to class assemblies, weekly assemblies are organised when the whole school meets collectively. Special services are held to celebrate Harvest, Christmas and Easter.

## Languages

Spanish is taught throughout the school. We have a Spanish tutor, Joanne, who comes in to take a weekly Spanish lesson for each class.



## Cross Curricular Skills

The skills are taught mainly through the curricular areas although some aspects are given separate attention.

The skills are :  
Using ICT  
Using Mathematics  
Communication  
Thinking Skills and Personal Capabilities

In addition, opportunities to enhance pupils' understanding of economic awareness are taken when they arise.

## Active Travel

The school works in partnership with Sustrans to promote walking, scooting and cycling to school. We run various special events during the year, such as Dr Bike and Ditch the Stabilisers sessions, Walking Bus and Ditch the Dark Day. P7 children are also offered training in the Cycling Proficiency Scheme.

## Homework

Homework is regarded as an integral part of every pupil's learning. Its purpose is:

- **to encourage and develop the habit of independent study and self discipline**
- **to consolidate, revise and extend work covered in the classroom**
- **to give parents an opportunity to take an interest in and share in the school's education of their children.**

The content and the amount of homework is related to the age and the ability of the children.

The amount of time a child is expected to spend completing homework will gradually increase from 10/15 minutes in P1 to one hour in P7.



## Assessment

Assessment is an essential part of each teacher's work. Assessment:

- **provides information which assists the teacher in planning future learning experiences for each child**
- **provides feedback to pupils about their achievements**
- **provides evidence of what a pupil knows, understands and can do.**

The school is using Assessment for Learning techniques and strategies to promote independence, active involvement of the children in their own learning and ultimately to improve learning.

In addition to each teacher's assessment and recording of individual progress and achievement, the children at the end of each Key stage, ie, in P4 and in P7 are more formally assessed in numeracy, literacy and ICT.





## Reporting to Parents

The current arrangements are:

- **Autumn term:**  
Each parent is invited to an individual consultation with their child's class teacher in October.
- **Spring term:**  
P1 - 6 parents invited to a second consultation in February.  
P7 parents invited to a transfer interview with the Principal in February.
- **Summer term:**  
End of year assessments completed by all pupils. A comprehensive annual report issued in June for all pupils

Additional parent-teacher consultations for individual pupils are held at other times when the need arises: parents may seek an interview with the Principal or class teacher or vice versa.

## Activity Time

In order to provide additional opportunity for active learning, pupils in P4, P5, P6 & P7 participate in weekly Activity Time for 50 minutes during the school day. Groups are smaller and pupils change activities every three weeks. The following are examples:

**Science**

**Music**

**ICT**

**Pottery**

**News Desk**

**Art**

**Netball**

**Strategy Games**

**Culture Club**



## PATHS Plus Model School

In June 2017 we received Model School Status for our work in Personal Development and Mutual Understanding (PDMU). All of our pupils are taught to develop fundamental social and emotional learning skills which will enable them to make positive choices throughout life. We run a 14-week Friendship Group programme for pupils encountering social and emotional difficulties. Our P7 pupils are trained as PATHS Pals, helping to develop social skills in younger pupils during playtime in the playground.

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## After School Activities

Pupils are encouraged to participate in the extra curricular life of the school in order to develop new skills, make new friends and to extend their general education. We have an extensive range of clubs available, the activities offered this year are:

<b>Football</b>	<b>Monkeynastix</b>
<b>Netball</b>	<b>French</b>
<b>Table Tennis</b>	<b>Cycling Proficiency</b>
<b>SUPA Club</b>	<b>Rugby</b>
<b>Tennis</b>	<b>Dodgeball</b>
<b>Art &amp; Craft</b>	<b>Eco Club</b>
<b>Choir</b>	<b>Zumbakids</b>
<b>Dance</b>	<b>School Magazine</b>
<b>Website</b>	<b>Good News</b>
<b>Computer</b>	<b>Athletics</b>

There are after school clubs available for each class, although there is a greater variety on offer to Key Stage 2 children.

## Instrumental Tuition

Tuition in musical instruments normally begins in P4 as follows:

All pupils are taught the **recorder**.

Selected pupils are taught **violin**.

Private tuition is provided in **piano, drums & singing**.

All pupils experience **percussion instruments**, beginning in P1.

## Educational Visits

Educational visits provide valuable and enjoyable enrichment experiences for the children. Each class participates in at least one visit to a place of interest and residential visits are organised for P6 and P7 pupils.

Preparation for the visits and the ensuing follow up work are an important part of each child's classroom experience.

## Library

In addition to classroom libraries the school has its own well stocked central library which has just been refurbished. Visits are also made regularly to the Carryduff Public Library which is located beside the school.

A travelling book fair visits the school twice per year and parents have the opportunity to buy books with their children.



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## Learning Support

Differences in ability, performance and maturity are largely accommodated through group work and individual teaching within each class.

We have a part-time Learning Support teacher who offers small group and individual attention to particular children identified as requiring extra support. This support may be for a term, a year or throughout the child's primary education, depending on the needs of the individual.

We also aim to target our more gifted and talented pupils through extension work, investigations and challenges appropriate to their age, ability and interests.

## Social Communication Unit

The school has two unit classes which aim to support pupils with a variety of social and communication difficulties associated with autism.

The highly structured learning environment supports up to eight pupils with at least a teacher and two classroom assistants. These pupils follow all areas of the curriculum, with a specific emphasis on developing the social and communication skills necessary for the pupil to reach their full potential. Integration into school life and mainstream classes is encouraged as and when the individual pupil is ready.

## Pastoral Care & Nurture

Carryduff Primary School is a Nurture School in which we strive to create a happy, caring and supportive environment where each child feels valued and secure. Each teacher is concerned with the personal development of the individual pupils in his / her class, with their well being and with helping them to gain maximum benefit from their time at school. Pupils are encouraged to develop an attitude of courtesy and care towards others, to take responsibility for their own actions, and to develop self respect and self esteem.

The school actively promotes and enjoys good relationships between the pupils, staff and parents. We firmly believe that respect within our school community will help the children to develop personally, socially and academically.

If a child is sick or injured in school we will treat and care for them whilst trying to get in contact with the parents. If we are unable to contact a parent or carer, we will seek medical treatment in cases where we feel it is necessary. It is important that the school is informed of any particular medical needs.

## Induction

There is a carefully planned induction programme to help P1 pupils make a smooth and successful transition from home to school. This normally begins with a meeting of parents in May prior to their children beginning school in September. The Primary 1 teacher will spend a morning in June in Carryduff Playgroup to meet the children who are coming into our school. Children will start school in September on staggered dates to allow for a settling in period. After children begin school, a parent information morning in September and a parent-teacher consultation in October will develop this first contact.

In addition, the school employs a 'Buddy System' where P7 children assist the younger children in a variety of practical ways, such as getting ready for lunches, lining up after breaktimes, putting on coats, etc.

Circle time is another initiative for all children in the school to put forward any concerns about the playground etc.

Children starting school at a later stage (P2 - P7) will be assigned 2 buddies from their class to help familiarise them with the school layout and procedures and help them to settle in.

Preparation also takes place to help the P7 children with transition to secondary education.

## Child Protection

In line with all schools in Northern Ireland, we have procedures in place to safeguard the pupils and to act upon any concerns we may have. Via school assemblies and class lessons the pupils are told who to speak to if they have any worries.

The following flowchart may help summarise what parents should do if they have any concerns.

**I have a concern about my child or another child's safety**



**I can contact the class teacher**



**If I am still concerned contact Mrs Hodkinson (Designated Child Protection Teacher) or Miss Vernor (Deputy Designated Teacher)**



**If I am still concerned I can contact Mrs Preston (Principal)**



**If I feel my concern has not been adequately dealt with I can write to the Chairman of the Board of Governors (Dr Graham Murphy), c/o the school.**

**At any time a parent can contact the police or social services.**

Please be assured that the school will do whatever is reasonable in all the circumstances to safeguard and promote the safety and well-being of the pupils.

A copy of the complete Child Protection Policy can be viewed on the school web site or may be seen in school.

## Behaviour

We are a Nurture School and, as such, support positive behaviour throughout the school. We aim to follow our 5 school goals:

- **Be kind**
- **Have fun**
- **Be respectful**
- **Work hard**
- **Be honest**

Learning takes place best in a calm and orderly environment. We understand that all behaviour is a form of communication, therefore we work hard to teach desirable behaviours and support each pupil's individual needs.

We employ various individual, class and whole school reward systems, set clear boundaries and teach our pupils skills to help regulate their emotions.

We have a very happy school where the vast majority of pupils fulfil our school goals.



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## Admissions Criteria

The Department of Education determines the admissions number for the school. This is the maximum number of pupils that the school is allowed to admit into P1 in any one year. The Department also sets the enrolment number, ie, the maximum number of pupils which the school may have on its roll.

**The admission number is 30**

**The enrolment number is 210**

The admission criteria which follow are approved by the Board of Governors.

## P1 intake

Children of compulsory school age only will be considered, and if the school is over-subscribed the following criteria will apply, in the order stated.

1. **Children with a sibling\* in attendance at the school at the time of application.**
2. **Children who have had a sibling\* previously attend the school.**
3. **Children who are the eldest or only in their family.**
4. **Children on the basis of closest proximity to the school. Distances will be measured electronically by the shortest distance from the school pedestrian gate to the child's home using RAC Route Planner.**

• The definition of sibling includes brother/sister, half brother/sister, step brother/sister and foster brother/sister.

## P2 - 7 intake

Available places will be allocated using the above criteria. The Department of Education requires that class sizes P1 -P4 are capped at 30 pupils.

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## The School Day

<b>P1 and 2</b>	<b>Monday - Friday</b>	<b>8.55 am - 2.00 pm</b>
<b>P3</b>	<b>Monday &amp; Tuesday</b>	<b>8.55 am - 3.00 pm</b>
	<b>Wednesday - Friday</b>	<b>8.55 am - 2.00 pm</b>
<b>P4</b>	<b>Monday - Thursday</b>	<b>8.55 am - 3.00 pm</b>
	<b>Friday</b>	<b>8.55 am - 2.00 pm</b>
<b>P5 - 7</b>	<b>Monday - Friday</b>	<b>8.55 am - 3.00 pm</b>
<b>All</b>	<b>Mid morning break</b>	<b>10.40 am - 10.50 am</b>
<b>All</b>	<b>Lunch</b>	<b>12.00 noon - 12.50 pm</b>

**NB: P1 children go home at 12.00 noon during September**

Children are expected to be in the playground no later than 8.55 am when the bell will ring for the children to line up. Supervision is provided from 8.45am.

## The School Year

The year normally begins on the first day in September and ends on the last school day in June.

The normal holiday arrangements are:

**Summer** July and August

**Christmas & Easter** Approximately 10 days each period

**Mid Term** Breaks of 2/5 days at Hallowe'en and during February

### May Day

A calendar of all school holidays is issued to each family prior to the beginning of each school year.

## Uniform

Wearing school uniform is compulsory:

### Boys and girls

**Red sweatshirt embroidered with school badge**

**White polo shirt**

**Grey skirt/trousers**

**Girls - white or grey socks**

**Black school shoes**

**Shower-proof jacket, fleece and polo shirt all embroidered with the school badge are available as optional item**

**Our uniform supplier is Signature Works. Uniform can be purchased online or at their showroom on Castlereagh Road.**

Physical Education: P5-7 children should change into plain black jog pants or shorts and wear their polo shirt. Gym shoes must be worn in the hall (bag for gym shoes available from the school)

**On formal occasions (choir performances, etc) the children must wear a white shirt and school tie.**

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## Lunch

- Nutritious, tasty meals are prepared on site in the school kitchen and staff issue menus to each family.**

The cost, determined by the Education and Library Board, for a week or any part of a week should be paid to your child's teacher on the first school day of each week.

Parents in receipt of income support may apply for free meals - forms for this purpose are available from the school office.
- Children may bring a packed lunch.**

Drinks must be in a secure container - fizzy drinks are not permitted.
- If you want your child to go home for lunch please send a written note to the class teacher.**

Parents must accept full responsibility for their child's safety once he/she leaves the school grounds.
- We operate a healthy break scheme, children may eat fruit, vegetables or bread based snacks.**

We encourage them to keep a non-spill container of water on their tables throughout the day.

## Parent Teacher Association

Our PTA is a well established and very active association.

The main aims of the group are:

- To raise additional funds for the school**
- To promote and organise social activities for both parents and children**

Each parent of a child attending the school is automatically a member of the PTA. The committee and office bearers are elected at the Annual General Meeting which is held each October. The committee meet regularly and organise events which are held throughout the school year. The money raised by the PTA is for the benefit of all the children attending the school and is normally used for the purchase of specific items for use in the classroom and in school. In recent years this has included maths materials, computers, ipads and playground equipment.

Volunteers for the committee are always welcome. Parents are encouraged to take an active part in all PTA functions which include events such as a Hallowe'en Disco, Christmas Fair, Break the Rules Day, Summer Fete and non-uniform days.



## Parental Involvement

**We welcome the assistance of parents in school, so if you can offer a talent or can help in any way please let us know.**

**We express our gratitude to those parents who give generously of their time:**

- to help during educational visits and special events
- to help with PTA events
- to help with catering for school events
- to help with transport to various events, sports matches, etc.
- to provide coaching, class talks, workshops and EAL support

## Charging and Remissions Policy

**In line with the requirements of the Education Reform Order, the Governors have established a Charging Policy. A copy is available for inspection in school.**

**The main elements are:**

- To maintain the right to a free school education for all pupils.
- To ensure that curricular materials and equipment are available to the pupils free of charge
- To provide additional opportunities and activities to benefit the school which require voluntary contributions, for example swimming lessons, trips, music tuition, etc.
- To seek voluntary contributions to the school fund which supports various school activities and resources, such as playground equipment, sporting fees, additional books, etc.

## Complaints

**You are invited to express your concern to the school through:**

1. The class teacher
2. The Principal
3. The Board of Governors (by letter addressed to the Chairman at the school address)
4. The Northern Ireland Public Services Ombudsman (NIPSO)

## Documents

Copies of documents which are required to be made available under Department of Education regulations may be viewed in the school by appointment.

**NB:** The information in this prospectus is correct at the time of writing. The school keeps in contact with parents via a class app. The communication will keep you up to date with school news, provide information on educational visits, invite you to school functions, eg, sports day, school production, meetings etc.

**Please visit the school web site:**

**[www.carryduffprimarysch.weebly.com](http://www.carryduffprimarysch.weebly.com)**



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## TEACHING STAFF - 2023

Mrs B Preston	-	Principal
Mrs J Thompson	-	P1
Mrs R McKillen	-	P2
Mrs A McCartney	-	P3
Mrs J Hodkinson	-	P4 (Job Share)
Mrs C Bennett	-	P4 (Job Share)
Mr A Magee	-	P5
Ms L Hyndman	-	P6
Miss L Martin	-	P7
Mrs D Martelli	-	Learning Support
Miss F Verner	-	Social Communication Unit 1 Teacher
Mrs J Magill	-	Social Communication Unit 2 Teacher & SENCO

## PERIPATETIC STAFF

Mrs C Oakes	-	Music staff SEELB - (violin)
Miss J Meneely	-	Private (Piano, Drums and Singing)

## SECRETARY

Mrs J Boyle

## CLASSROOM ASSISTANTS

Miss S Campbell	Miss H Smalley
Miss G Barratt	Mrs C Adams
Mrs C McCartney	Miss J McLees
Ms C Magill	Miss M Doyle
Ms M Robotka	Miss J McNeely
Miss S Collins	Mrs H Elwood
Miss J Black	Ms A Linn
Mrs P Leighton-Greer	Miss A Harvey

## BUILDING SUPERVISOR

Mr A McNamara

## CLEANERS

Mrs J Erwin	Mrs S Reid
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## SUPERVISORY ASSISTANTS

Mrs G Cochrane	Mrs S Reid
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## CROSSING PATROL

Mr P Batty

## MEALS KITCHEN

Ms J Bowen	-	Cook Supervisor
Mrs Y Maginnes	-	Catering Assistant
Mrs L Moore	-	Catering Assistant



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PRIMARY SCHOOL

## Carryduff Primary School

Killynure Road  
Carryduff  
Belfast  
BT8 8EE.

**Telephone:** (028) 9081 2918 Fax (028) 9081 4136  
**Website:** <http://www.carryduffprimariesch.weebly.com>  
**E-mail address:** [info@carryduffps.belfast.ni.sch.uk](mailto:info@carryduffps.belfast.ni.sch.uk)

**Principal:** Mrs Barbara Preston  
**Chair of Governors:** Dr Graham Murphy

**Classification:** The school is a co-educational primary school under the control of the Education Authority. It caters for children in the 5-11 age group.

**Area Board:** EA South East Region  
Grahamsbridge Road  
Dundonald  
Belfast  
BT16 OHS

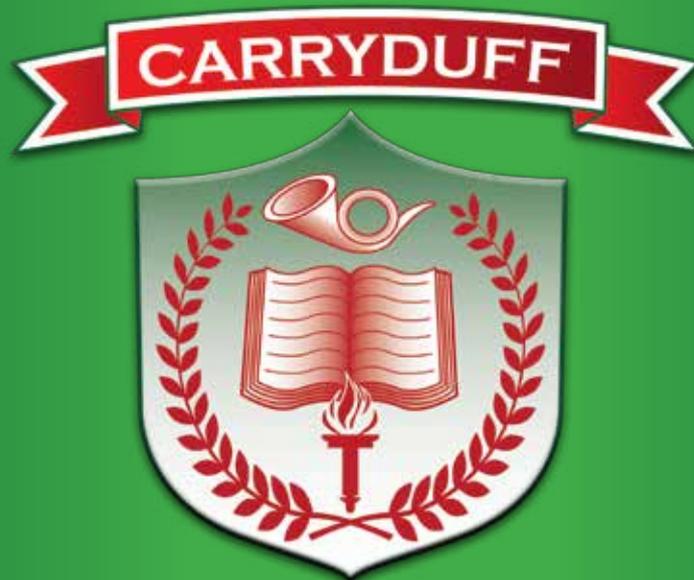
**Telephone:** (028) 9056 6200

The Board publishes details about education in its area and a copy of this information may be obtained from the above address.

Prospectus

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PRIMARY SCHOOL

Killynure Road, Carryduff  
Belfast BT8 8EE

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E: [info@carryduffps.belfast.ni.sch.uk](mailto:info@carryduffps.belfast.ni.sch.uk)

[www.carryduffprimarysch.weebly.com](http://www.carryduffprimarysch.weebly.com)