



# Ballyhenry Primary School PROSPECTUS







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## Welcome

Ballyhenry Primary School is a family-oriented school and as such we would like to welcome you to our family and our community. We hope that you find the information in the prospectus helpful. We've tried to cover all areas of our school life and give you insight into the values and principles that provided the basis for all the teaching and learning that takes place here.

Ballyhenry PS is a well-established and respected school in Newtownabbey and we are continually striving to develop links between ourselves and the local community. Our pupils participate in many events and initiatives in our community which provides them with a range of experiences.

The welfare and education of our children are paramount and we aim to provide a warm and welcoming environment where children feel safe and nurtured enabling them to gain the most benefit from their time in school whilst preparing them for the next levels of education and beyond. We strive to provide the best support we can, working alongside parents, for those children with special educational needs.

This prospectus will give you a taste of what happens in our school. We would love to tell you more, so please feel free to make an appointment and I would very much look forward to showing you and your child around our school.

**Mrs L Knocker**

**Principal**





## General Details

School Name: Ballyhenry Primary School

Address: 45 Ballyhenry Avenue  
Newtownabbey  
Co. Antrim  
BT36 5AZ

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Website: [www.myballyhenryps.co.uk](http://www.myballyhenryps.co.uk)

Principal: Mrs. L. Knocker, MSc Ed Man, BA Psyc  
(Hons), P.Q.H., P.G.C.E., C.P.E.F,

Senior Teacher: Miss P. Collins BEd

**Ballyhenry is a controlled, co-educational primary school.**

## School Aims

In Ballyhenry Primary we have the following aims which we strive to achieve with all our pupils:

- To provide a range of intellectual, social, moral, spiritual and physical experiences appropriate to the age, ability and individual needs of our pupils. We will have high expectations and endeavour to provide access to high quality resources
- To provide opportunities for each individual to attain their maximum potential and to help prepare them to make informed and responsible decisions throughout their adult life
- To provide a caring, supportive and orderly environment where children can learn and be happy
- To promote good relationships between teachers, teachers and pupils, teachers and parents and local community, recognising differences and developing caring attitudes to others
- To encourage opportunities for pupils to develop self-esteem, confidence in themselves as learners and the disposition and motivation to learn



## The Board of Governors

The Board of Governors currently consists of representatives of the Area Board, Transferors, Parents and Staff. It has considerable responsibility for the management of the school and works closely with the Principal who is secretary to the Board of Governors.

**MEMBERS:** 2 Area representatives  
4 Transferors  
2 Parent representatives  
1 Teacher representative

The Chairman of the Board of Governors is Mr Roy Craig.

## Admissions Criteria

Our admissions number is 45. Where the school is oversubscribed, the following criteria will be applied in order of priority:

1. Children who have attained compulsory school age at the time of their proposed admission.
2. Children who have brother/sister (half-brother/half-sister) enrolled at Ballyhenry Primary School at the time of their proposed admission.
3. Brother or sister (half-brother/half-sister) is a past pupil of the school.
4. Children whose residence is closest to the school as measured by public road to the main entrance to the school.

Please note that the admissions criteria is reviewed annually and is subject to change.

Year	Total Applications	Total Admissions
2015/2016	22	22
2016/2017	32	30
2017/2018	28	27



## School Day

### Year 1

8.55 am – 12:00 noon Sept. only  
8.55 am – 1:50 pm Oct.-June

### Year 2

8.55 am – 1:50 pm

### Year 3

8.55 am – 1.50 pm Mon & Fri  
8.55 am – 2:50 pm all other days

### Year 4

8.55 am – 1.50 pm Fridays  
8.55 am – 2:50 pm all other days

### Years 5-7

8.55 am – 2.50 pm



## Healthy Breakfast Club

Ballyhenry Primary School runs a breakfast club which is available to all pupils at a cost of £1.50 per day. The club is very well attended and runs from 8.15 am until 8.45 am. The pupils are offered a range of healthy cereals, fruit juice and toast.

## Break

We operate a Healthy Break Policy; our pupils are encouraged to bring a piece of fruit, vegetable or sandwich to school for their break. They are also encouraged to drink water or purchase milk for drinking at breaktime. We also have a Healthy Break Tuck Shop available to all pupils, scones; toast, muffins and a range of fruits are available to buy.

## Lunch

Pupils are able bring a packed lunch which is eaten in their classroom, have a school dinner in the canteen or to go home for lunch. Pupils then have 30 minutes to play in the playground, when they are supervised at all times.



## School Uniform

We encourage all our pupils to wear school uniform and we very much appreciate the parental support in this area. Uniform gives pupils a sense of pride and belonging, as well as looking smart in their personal appearance.

### BOYS

**White polo shirt**  
**Maroon Sweatshirt**  
**Grey/Black school trousers**  
**Black shoes**

### GIRLS

**White polo shirt**  
**Maroon Sweatshirt**  
**Grey/Black skirt/pinafore Grey/Black trousers in Winter Term only**  
**White socks or maroon/grey/black tights**  
**Black shoes (low heels for safety)**  
**Pink and white gingham dress in Summer Term**

### FORMAL (Winter)

**White dress shirt & tie**  
**Maroon Sweatshirt**  
**Grey/Black trousers (boys) shirt (girls)**  
**Black shoes**

## PE Uniform

P1 - P2: Black P.E. Gutties or gym shoes (P.E. shoes should be left in school)

P3 - P7: White t-shirt/Polo shirt  
Black shorts/tracksuit bottoms  
Black P.E. Gutties or trainers  
(As far as possible P.E. Kit should be left in school)

Suppliers: 'The Jeanery'.  
All pupils may wear the school coat which may be purchased, along with the rest of the school uniform from 'The Jeanery'.



## Positive Pupil Behaviour

We firmly believe that pupils learn best when they are happy in school. We acknowledge that part of growing up is learning what behaviour is acceptable and gradually taking responsibility for one's own behaviour. Our approach to discipline is to encourage and celebrate good behaviour and positive achievements while guiding children through mutual respect.

We have a code of conduct for behaviour and all staff ensure that pupils are encouraged to abide by the code.

- arrive at school on time
- wear the school uniform
- show respect to adults and other pupils
- be truthful, well mannered and kind
- co-operate with teachers and other staff
- do all their work in school and at home to the best of their ability
- take care of the school buildings, books and resources
- walk sensibly and quietly when in the classroom and corridors
- keep the school tidy and free from litter
- set a good example to others

## Curriculum

The governors, principal and staff of Ballyhenry Primary School believe

“The curriculum to be the range of experiences which include all planned and incidental activities, formal and informal, both within and outside the school.”

Effective learning and teaching is vital in Ballyhenry Primary School. We believe all areas of the curriculum are important in developing knowledgeable and inquisitive minds. We want to develop the whole child. We place an especially high importance on the excellent teaching of Literacy and Numeracy. This is reflected in our School Development Plan (available on request).

The three Key Stages within the Primary School -

**Foundation Stage - Years 1 & 2**

**Key Stage 1 - Years 3 & 4**

**Key Stage 2 - Years 5-7**

There are six Areas of Learning for each of the Key Stages -

- **Language and Literacy or “Communication”** (including talking and listening, reading and writing and opportunities to incorporate drama);
- **“Using Mathematics”** (focusing on the development of mathematical concepts and numeracy across the curriculum);
- **The Arts** (including art and design, music and opportunities to incorporate drama);
- **The World Around Us** (focusing on the development of skills and knowledge in geography, history and science and technology);
- **Personal Development and Mutual Understanding** (focusing on emotional development, social skills, learning to learn, health, relationships and sexuality education, understanding in the local and global community);
- **Physical Education** (focusing on the development of knowledge, skills and understanding through play and a range of physical activities).

**Cross-Curricular Themes are Communication, Using Mathematics and Using Information and Communications Technology.**

**Thinking Skills & Personal Capabilities** allow children to develop their skills:

- Thinking, Problem Solving & Decision Making
- Self-Management
- Working With Others
- Managing Information
- Being Creative

## ICT

The effective use of ICT enhances the learning environment and enriches the educational experience of all the children in our care. ICT is used as a tool for learning. The pupil's experience of ICT is acquired, developed and applied in all areas of the curriculum. They will have opportunity to develop confidence and competence with equipment including computers, printers, digital cameras, camcorders, CD/DVD players, interactive whiteboards, ipads, Kindles etc.





## Religious Education

RE is taught in accordance with the Education Reform Order 1989. We teach our pupils from a prescribed core syllabus.

Pupils, unless withdrawn with parental request to the Principal, participate in weekly Assemblies and Hymn Practice. At our Assemblies we have regular visitors from within and beyond our community, as well as individual classes leading.

We invite parents and family to come along to our Harvest Assembly and our Christmas services. The senior pupils hold their Carol Service in Ballyhenry Presbyterian Church.

## Differentiation

It is vital that we cater to the needs of every child in school. Teachers proactively plan varied approaches to what pupils need to learn, how they will learn it, and how they will show what they have learned. This means that we are able to meet the pupils where they are and ensure that all pupils are able to access all of the curriculum. We aim to support and extend each child's learning in a way that helps them reach their full potential.

## Educational Needs

We aim to support all pupils in ensuring that they can access a broad and balanced curriculum at every stage of their development. Some children find this more challenging than others and we are here to help.

We use teacher judgement, standardised scores and parental information to identify children who need extra help. Through early intervention approaches, the school works closely with the child and parent in actively supporting the child's needs.

Where appropriate, the school works closely with all external agencies in the support of all pupils with SEN.

## Gifted and Talented

The school recognises that some pupils will be gifted or talented. Any child identified with an exceptional ability will be nurtured and supported appropriately.

## Pupil Assessment

**On-going pupil assessments, both formal and informal, form a vital part of teachers meeting the needs of the individual pupil.**

We encourage pupil involvement in their own learning and attainment through the use of Assessment for Learning throughout the school. Pupils participate in active target setting and self-evaluation as a means of improving on their own achievements.

Pupils also participate in end of Key Stage assessments (Years 4 & 7). Levels achieved in these Key Stage results are included in the Annual Report. Our results reflect the high expectations from all staff.

From Year 3 all pupils participate in standardised tests towards the end of the academic year. This information helps to inform staff about children's potential and how to best meet each child's learning needs.

## Homework

Homework is seen as being an important part of our home-school link and is a means of parents sharing in their child's learning experiences. We place a high value on our relationship with parents and feel that homework allows us to work in partnership with you to develop your child's full potential. It encourages children to be inquisitive learners who strive to better themselves. Homework provides children with the opportunity to become independent learners and prepares them for future learning. Homework is set to reinforce teaching and learning and allows both parents and teachers to assess progress.

Homework varies within the Key Stages and may consist of written activities, some reading, some practical work or even a research task, depending on the age of the child.

Throughout the school, we encourage parents to be actively involved with their children's homework by listening to reading, assisting with the learning of spellings and tables and reviewing and signing homework throughout your child's time in Ballyhenry Primary School.

## School Policies

All school policies regarding the Curriculum and Management of the management of the school can be obtained from the School Office on request.



## Educational Visits

We very much value the central role educational visits can play in a child's education. There are many benefits to visits both educationally and socially. Each year group participates in at least one visit per year and all classes actively invite visitors into the school to speak to pupils, where appropriate.

Trips in the past have included –  
Sentry Hill

The Ulster Folk and Transport Museum

Clementsmount Fun Farm

Greenmount Agricultural College

Carnfunnock

In addition, the Year 7 class currently participates in a residential. In recent years it has been to the Bushmills Outdoor Education Centre. This is an invaluable experience for our senior pupils as they prepare to move on to their Post Primary school.

## Extra Curricular Activities

Pupils from Years 4 – 7 pupils may participate in Art & Craft, ICT, Drama, Netball, Football, Hockey, French, Rugby, Cookery and Cycling Proficiency.

Pupils may also be part of our vibrant school choir which participates in community events and forms a central part to many of our services and our biennial musical production.

Children can also participate in music festivals, sport's tournaments, concerts, Heart Start Training, sailing and Cycling Proficiency. All children participate in class councils and may serve on the School Council.

## Mums and Tots

We run a Mums and Tots group that is well attended by the younger siblings of our school and members of the local community. We feel this is a great way to help children get to know the school and allows parents/carers to get together for coffee and a chat. The group runs on Mondays and Fridays 9:00 a.m. to 10:30 a.m. and costs £1.50. This includes tea/coffee for the adults and morning break (juice and toast) for the children.



## Afterschool Care

We know how busy parents are and we hope that our Wrap Around Care will help to make your lives easier. We currently run our B'Happy Club (partially funded by Extended Schools) from 1:50 to 5:00 every day after school for all pupils when they need it. The B'Happy Club is very well supported by our parents, especially those who would otherwise have to make two pick-ups a day.

## Extended Schools

We are very fortunate to have been awarded additional funding from the Department of Education for our Extended Schools Initiatives. These activities take place after school and are designed to have an academic focus. They often provide opportunities for pupils to work with teachers on a 1-1 basis. Our Extended Schools activities include:

- Maths is Fun Club
- Reading Together Club
- B'Happy Club





## Parental Involvement

We actively encourage parental involvement throughout all stages of your child's education. It is vital that there are good lines of communication from the earliest days. Parents are always welcome in school- we aim to build good relationships between home and school,

We aim to achieve this through the Year 1 induction sessions, Parent information afternoons in September, weekly newsletters, Parent Teacher meetings and where appropriate, curriculum information sessions. We seek and value the opinions of our parents and carers; we use this information to help meet the individual needs of all our pupils.

We are privileged to have a fantastic Parent Teacher Association which meets a few times a year to plan and organise a variety of fundraising and social events. The PTA is an essential means of raising funds to purchase resources for the benefit of all pupils. We are always looking for new and willing members!

## Provision of Information

We aim to foster strong communication links between the school and home. An information booklet is provided for each family at the beginning of each school year, which contains details of school uniform, milk, dinner money as well as general information relating to school rules and procedures.

### Term 1

School Sensation is held early in the year. This allows parents to see their children learning and working in class. It also gives parents a chance to ask any questions that they might have.

Parent Interviews are held each October in order for parents and teachers to discuss their child/children's progress.

Open Night – Parents are invited into the school to view the children's work from Year 1 through to Year 7.

### Term 2

Second Parent Interviews will be held mid-February

### Term 3

Written Reports. Parents are given a written report of their child/children's progress.

Parents may speak to their child's teacher or the Principal at any time during the year by making an appointment. Please telephone either **before 8.50am or after 3.00pm if you wish to make an appointment.**



## Pastoral Care

We have a child centred approach to all we do at Ballyhenry and an integral part of this is the close liaison between the parent, class teacher and Principal.

It is essential that we are aware of any changes outside of school which may affect your child in school. Something considered 'not very important' may in fact have a huge impact on how your child performs in school. Therefore, through open lines of communication, parents can make the class teacher aware of their concerns and vice versa.

By law we must have a "Safeguarding" policy in school. This policy will be circulated to all parents every two years.

## Anti-Bullying Policy

We at Ballyhenry Primary School believe that all children have the right to be educated in a safe and secure environment without interference or hindrance from others.

The children need to know that their concerns will be recognised, validated and acted upon if necessary.

Prevention is the key. To accomplish this the consistent and fair application of the School's Discipline Policy is essential along with the early identification of pupils presenting behavioural problems utilising the Special Educational Needs Code of Practice where and if appropriate. Parental involvement and support is vital. The investigation of allegations and incidents relating to bullying will be addressed immediately and firm action will be taken if required.

Sanctions imposed will depend upon the level of seriousness of each individual incident. External agencies will be involved if needed.



## Charges & Remissions Policy

We provide a free education for all pupils at Ballyhenry Primary School under the Education Reform Order 1989. There are just a few exceptions and these are detailed below:

- All board, lodging and travel costs on residential trips (except where statutory remissions apply)
- Cost associated with optional extras. For example, visits to the theatre or extra-curricular activities
- Materials or ingredients used in practical subjects where parents have indicated that they wish to receive the finished product
- Tuition in a musical instrument/swimming instruction

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

The detailed policy on Charges and Remissions is available in school.

## Investors in People and Pupils



“Since 1991 Investors in People has set the standard for better people management. With a community across 75 countries worldwide, successful accreditation against the Investors in People Standard is the sign of an outperforming place to work and a clear commitment to sustainability.”

We are proud to have been awarded the “Investors in People” Award in November 2013. This means that as a staff team we are united in the pursuit of an ambitious vision for the children of Ballyhenry Primary School. Pupils enjoy coming to school, feel very safe and understand what it means to lead a healthy lifestyle.

But we haven't stop working! We are now working towards our “Investors in Pupils”. This award is based on 5 main areas in school. Investors in Pupils is a simple concept that builds on the principles of Investors in People, to empower all pupils, increase motivation and contribute to raising achievement across the Key Stages. The award is governed by the Investors in Pupils Programme Board.

The programme offers schools a framework for involving pupils in decision making, and developing responsibility and leadership in relation to;

- learning
- behaviour
- attendance
- school management & classroom management and
- induction.

It is powerful in developing a positive ethos where pupils learn about how the school is run, and, in turn, understand how they themselves can contribute to the running of the school. Pupils commit to common goals and teamwork – together with each other and with staff.



**WORKING TOWARDS**  
**INVESTORS IN PUPILS**





PROSPECTUS

# **Ballyhenry Primary School**

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