

St Mary's Primary School Greenlough



'Be the best you can be'

School Prospectus 2023/24



St Mary's Primary School

220 Mayogall Road, Portglenone, Co Antrim, BT44 8NN

Tel: 02825821066 Fax: 02825822039

Email: mmeehan763@c2kni.net

Principal: Mr. M Meehan



Dear Parents/Guardians

This Prospectus is intended to help you know more about the life and work of St Mary's Primary School, Greenlough, which is a Catholic Maintained Co-Educational School.

We aim to provide a caring environment for your child, to provide a wide range of balanced learning opportunities for all children and to help them grow into independent and responsible people.

We also believe that we can only achieve the best for your child by close co-operation between home and school.

Should you have any additional queries or concerns I ask that you feel free to make an appointment with me so that we can discuss these further.

May I take this opportunity to welcome your child/children and you as parents to St Mary's Primary School, Greenlough

Yours sincerely

Martin Meehan

Mr. Martin Meehan (Principal)

Our School

St. Mary's Primary School, Greenlough is a Catholic Maintained Primary School that enrolls both boys and girls. It supports a rural community and is located on the periphery of Clady village approximately two miles from the town of Portlengone. Our school was first established in 1839 and the present-day building was erected in 1962.

Our school is currently celebrating its 60th Anniversary which is being marked in a variety of ways throughout the school year. Each event allows us to celebrate 60yrs of excellence and presents an opportunity for our whole school community to come together.

Located off the Mayogall Road, Clady, the school building is set within ample grounds with a car park and grass areas to the front, and with hard and grass play areas to the rear. We take great pride in our school garden at the front of the school and in October 2015 a new Sensory Garden was built, funded by Bann Valley Community Group as part of the "Lanes" project in the community. The Sensory Garden greatly enhances the area for outdoor play, which is adjacent to the Year 1 classroom, and which is accessible to Foundation Stage classes. The garden has been enhanced even further through *Live Here, Love Here* funding and collaboration projects with ECO Schools NI.

There are seven classrooms and a large Assembly Hall, which also serves as the Dining Hall. A mobile classroom to the rear of the school serves as an area for work with individual and groups of children in addition to its function as the Staffroom.

The staff have the overall well-being of the children as their priority whilst ensuring each child achieves their full potential academically, socially, spiritually and physically. A happy atmosphere permeates throughout the school allowing children to relax and strive for excellence.



School Vision

Our school vision is a central theme that is reflected throughout everything that makes our school. This includes relationships, curricular, extra-curricular, policy and practice. *'Be the best you can be'* means exactly that!

Mission Statement

We the Governors and staff of St Mary's Primary School, Greenlough believe the school to be a vital part of the Catholic Community. We believe that each child will success through experiencing quality in:

- an ethos of support, challenge and encouragement to succeed
- a broad and challenging curriculum
- a stimulating environment
- innovative teaching and an investigative approach to learning
- learning partnership between school, home and the wider community

We demonstrate our commitment to working as a learning school by:

- striving for continuous improvement in all that we do
- working collaboratively towards common goals

AIMS OF THE SCHOOL

By working together in St Mary's Primary School, we aim:

- to reflect the religious ethos of our community and to foster the moral, spiritual and religious growth of our pupils, based on the teachings of the Catholic Church
- to provide a broad and balanced curricular programme, based on the Northern Ireland Common Curriculum, which gives all pupils the opportunity to develop academically, socially, emotionally, physically and practically to the best of each individual's potential

- to equip pupils with the knowledge, skills and concepts that are the tools of learning
- to provide opportunities for pupils to grow in self-confidence and independence so that they become responsible, caring and contributing members of their community

Through our aims we will ensure that:

- Everyone in our school is equal
- Every child is valued as an individual and is encouraged to grow and develop to the best of his or her potential
- Children are central to all provision and activity within the school
- We promote and maintain a positive pastoral and academic environment in which all of this school's participants can grow and work together so that all our talents are best used
- We provide high quality learning and teaching so that all our pupils can develop to the best of individual potential in a caring, creative and secure environment
- We promote a positive, disciplined environment with high expectations in learning and behaviour
- We place development on a foundation of teaching professionalism together with co-operation and partnership between home, school and our parish community
- The children are encouraged to feel pride and ownership of their school, including its books and equipment, classrooms and play facilities



Green Flag Award 2023 with Frank Mitchell

ENROLMENT AND ADMISSION

RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATION TO ADMISSIONS

1. The Board of Governors is responsible for formulating, implementing and reviewing the admissions criteria.
2. The Principal, under the direction of the Board of Governors, will admit pupils in accordance with these criteria.

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

ADMISSIONS CRITERIA

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

The following criteria will be applied in the order set down by the Board of Governors in selecting children for admissions to Primary 1 in September 2018. Within each criterion priority will be given to pupils regarded by the Board of Governors, on the basis of supporting evidence by parents or statutory agencies as having special circumstances (medical or social factors). In the event of over-subscription in any one of the criteria, taken in order, pupils will be selected on the basis of proximity of home to the school as measured by the shortest walking distance, **using Google Maps.**

1. Children of compulsory school age who normally reside in the Parish of Greenlough, who have brothers and sisters presently enrolled in the school.
2. Other children of compulsory school age who normally reside in the Parish of Greenlough.
3. Children from other parishes who have brothers/sisters, half-brothers/half-sisters presently enrolled in the school.
4. Other children.

DUTY TO VERIFY

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application form.

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

WAITING LIST POLICY

When all places have been allocated a waiting list of unsuccessful applications will be kept on record. This list will be kept for one school year only.

The waiting list will consist of those applicants whose application was received by the closing date and who were unsuccessful at the time of allocation, in the order identified at the time and on the basis of the above criteria. Late applications will be placed at the bottom of the waiting list in date/time order as they are received.

ADMISSION TO P2 - P7

The following criteria will be applied in the order set down 1-2

1. A pupil will be considered for enrolment provided that the school does not exceed its enrolment number as determined by the Department of Education.
2. Pupils will be accepted in order of application. If over-subscribed on this criterion, children will be selected on the basis of the following sub-criteria applied in the order set down.
 - a) Children who are resident within the Parish of Greenlough.
 - b) P2 children before P3, P3 before P4 etc.

c) Shortest walking distance between home and school.

Applications and Admissions to Primary 1		
Year	Total Applications	Total Admissions
2017/2018	28	28
2018/2019	29	29
2019/2020	26	26
2020/2021	24	24
2021/2022	20	20
2022/2023	23	23
2023/24	21	21

COMMUNICATION WITH PARENTS

The school Principal regularly writes letters to families outlining and celebrating specific events within each half term. All letters are also available on our school website.

The school website www.stmaryspsgreenlough.co.uk is a key means of communication with parents and parents are encouraged to use the website regularly. You can also follow us on social media through our facebook page - www.facebook.com/stmaryspsgreenlough Parents are asked not to communicate through social media and to follow procedures of contacting the school by telephone or email. The **Schools NI** app is available to download via our school website that will also keep you updated on all news and events.

Parents are invited to contact the school to arrange an appointment with the class teacher to discuss any matter. Where necessary, emergency meetings are facilitated by the Principal to ensure that any important matters or issues are addressed promptly.

ST MARY'S PARENT TEACHER ASSOCIATION

Our PTA committee comprises of parents and teachers who take the lead in organising fundraising events and help with the social occasions that take place throughout the school year. St Mary's PTA Committee meet on a regular basis and all parents are welcome to join and attend meetings.

ORGANISATION AND MANAGEMENT

The Board of Governors have overall responsibility for the effective management of the school. As well as nominees of the Trustees, The Education Authority (North Eastern Region) and Department of Education, its membership also includes an elected parent governor and an elected teacher governor. The Principal completes this team as a non - voting member of the Board of Governors.

THE BOARD OF GOVERNORS

Mrs Sheila Kinoulty	Chairperson	Trustee Representative
Mr Joseph Cassidy	Vice-Chairperson	Trustee Representative
Fr Pat O'Hagan		Trustee Representative
Mr Ciaran McPeake		Trustee Representative
Mr Feargal Scullion		Dept of Ed Representative
Mrs Martina Totten		EA Representative
Mr Patsy McPeake		EA Representative
Mrs Ashlee O'Neill		Parent Representative
Miss Monica Maguire		Teacher Representative
Mr Martin Meehan	Secretary/Principal	Non-Voting member

SCHOOL STAFF

TEACHING STAFF

Mr Meehan	PRINCIPAL
Mrs R. Quinn	Year 1
Mrs J. McDaid/Mr Meehan	Year 2
Miss N. O'Boyle	Year 3
Mrs K. Duffy	Year 4
Mr N. Toner	Year 5
Mr P. Warnock	Year 6
Miss M. Maguire	Year 7/VICE- PRINCIPAL

ANCILLARY STAFF

Mrs M. McCann	Classroom Assistant
Mrs B. Quigley	Classroom Assistant
Mrs J. Cassidy	Classroom Assistant
Mrs R Kennedy	Classroom Assistant
Mrs M. Diamond	Secretary
Ms M. Marron	Supervisory Assistant
Mrs M. McErlean	Supervisory Assistant
Mrs M. McErlean	Building Supervisor/ Cleaner
Ms M. Marron	Cleaner
Mrs F. Mc Peake	Cook in Charge
Mrs D. Marron	Kitchen Assistant

THE SCHOOL DAY

School Begins:	9.00am
Break:	10.30am - 10.45am (Year 1-4 pupils) 10.45am - 11.00am (Year 5-7 pupils)
Lunch:	12.00 - 12.45pm (Year 1-4pupils) 12.30pm - 1.15pm (Year 5-7 pupils)
School Ends:	2.00pm (Years 1-2) 3.00pm (Years 4-7 and Mon- Thurs for Year 3)

Supervision of pupils begins at 8.45am each morning. The children are received each morning by their teachers at 9.00am and our school day begins.

All children should be collected from school at the designated times unless engaged in after school activities.

The school will be closed during the months of July and August and at the beginning of each term, parents are provided with details of school events and planned school closures - These are also available from our school website.

Breakfast Club

We are delighted to offer the breakfast club to our pupils and it will run from 8.00am to 8.45am offering toast, cereal and juice to the children. The cost is £5 per child or £10 for 2 or more in a family. Payment must be made weekly via Parentmail. Please note, this is a weekly flat rate and you cannot pay for daily attendance.

After School Care

We are delighted to offer a 2pm -3pm. It is open to ALL Primary 1 & 2 children at a cost of £8 per week. Payment must be made weekly via Parentmail. Please note, this is a weekly flat rate and you cannot pay for daily attendance. We plan to establish after school care from **3pm - 5.15pm** for all children in the very near future.

THE SCHOOL CURRICULUM

CURRICULUM STATEMENT POLICY

It is the policy of the Board of Governors of St Mary's Primary School, Greenlough that in accordance with its Catholic Ethos and with the Northern Ireland Education Reform Order 1989, a balanced and broadly based curriculum which promotes their spiritual, moral, cultural, intellectual and physical development will be offered to all pupils thus ensuring their full entitlement under the Revised Northern Ireland Curriculum. It is the policy, too, of the Board of Governors that the school will go beyond that entitlement in areas where there is particular expertise among the staff. We shall ensure that the necessary resources, materials and personnel, are available to the school for the implementation of the Northern Ireland Curriculum.



It will be the aim of the school to maximise the potential of each pupil and recognising that pupils will make progress at varying rates, provision will be made for this disparity in learning rates so that the gifted and talented pupils will be stretched and the less able pupils will be allowed to progress according to their ability.

The school has implemented the Revised Curriculum in accordance with the Education Reform Order.

The Curriculum areas are:

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

EDUCATIONAL VISITS

The school values highly the contribution Educational visits make to the all-round development of its pupils. Every opportunity to participate in such 'visits' is availed of beginning with visits to places of local interest and broadening out to places of interest in the wider community. We also welcome visitors to our school to educate our pupils on a wide range of topics.



EXTRA CURRICULAR ACTIVITIES

Children from across the school have access to a range of extra-curricular activities. Pupils are given the opportunity to become involved in the following after school activities:

Sport *Music* *STEM* *Maths Club* *Coding and ICT*
Language Clubs *Art* *Drama*

SPORTING AIMS

Our overall aim is to ensure every child receives a regular balanced and progressive Physical Education programme.

- All children are given the opportunity to participate in regular games and through this programme our pupils have the opportunity to develop personal qualities such as positive self-esteem, self-confidence and tolerance.
- They have the opportunity to interact and co-operate with others and become aware how physical education promotes a healthy lifestyle.

All pupils will have a minimum of two sessions of Physical Education each week. This may include coaching in Gaelic Games, swimming and after school clubs. We avail of the wonderful coaching provided by the Ulster and Derry Council. Our school offers After School Clubs throughout the year and parents are asked to encourage their children to attend them. Please visit our school website to see the range of sporting activities made available to our pupils.



MUSIC

Education Authority peripatetic music teachers provide lessons for our pupils on a weekly basis on string and woodwind instruments. Our school also has a choir and traditional music group. Both groups are given the opportunity to perform at specific times throughout the school year.



RELIGIOUS EDUCATION

What is distinctive about Catholic Education is that faith in Jesus Christ is the centre point of all the child's personal and intellectual development. There is no separation between Faith and Life. Catholic Education for us is primarily formation in Faith. The Faith, which is handed on by being lived in the family, the community and the school, is also reflected upon and deepened through following the religious education programme. In the Catholic School, Religious Education is, therefore, much more than a subject but rather pervades the whole life of our school holding a central position in the curriculum and is accomplished in two equally important and complementary ways:

- through the totality of experiences in the school
- through the Religious Education Programme, *Grow in Love*, which incorporates fully the Proposed Core Syllabus for Religious Education in Grant Aided Schools in Northern Ireland

Pupils are encouraged to think of others in our community and our school supports many charities such as Trocaire, Road of Hope - *Shoe Box Appeal*, Heart Beat Trust.

MASSES, ASSEMBLIES, SACRAMENTS

There are specific masses through the year and parents are invited to attend. Each class will be given the opportunity to perform an assembly throughout the school year and family members are invited to attend. Sacramental preparations take place in P4 and P7 and we come together as a parish to celebrate the occasions.



CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

Some of the children attending our school will have special educational needs. These may arise from the child's physical incapacities or his/her learning abilities. As it is the intention of the school to maximise the potential of each of its pupils the school will endeavour, with its resources, to meet these needs.

Each class teacher will have initial responsibility for providing remedial help within the child's own class. If this does not prove sufficient for the child, the school will involve and work closely with the Education Authority in determining a child's Special Educational Need in accordance with the Code of Practice. This involves close co-operation between our school's SENCO, teachers, school medical authorities, educational psychologists and parents.

The EA Special Education Needs Team will make the final decision about the appropriate form of education.

St Mary's Primary School, Greenlough has the necessary equipment and resources, both material and personnel, to facilitate wheelchairs

The Special Educational Needs Policy is available on request from our School office.

CELEBRATING SUCCESS

Pupil of the week is awarded to a child every Friday during assembly who the teacher feels has worked hard, made good progress, displayed excellent behaviour and manners, helped others, showed kindness and respect. Each child brings their certificate and sticker home to celebrate their success with their family. A St Mary's House Point is also awarded to a child who has excelled in a specific area for that week. Marks contribute towards the school house system and the winning house at the end of the year will receive a special treat. Our pupils are also awarded half termly certificates for excellence in handwriting & presentation, consistent effort, homework and excellent behaviour. The principal's board show cases children's excellent work throughout the school year and is celebrated throughout the school. At the end of the year certificates will also be rewarded for full attendance.

Children's success outside of school is also celebrated during our 'Show and Tell' mornings and during our weekly assemblies. We feel it is important for children to be actively involved within their community and we recognise and celebrate each child's success.



Tilly winner of the Mid Ulster Christmas card competition with Michelle O'Neill MLA

HOMEWORK

St Mary's Primary School, Greenlough sees a value in children engaging in homework as a means of revising, reinforcing or complementing work done, in discovering information unavailable in school, in involving parents in their children's studies and in the development of good work habits.

Against this must be balanced each child's needs for recreation and the development of private interests and hobbies and so the amount of homework should not be excessive.

A copy of the school's homework policy is available from our school office.

ASSESSMENT REPORTING AND RECORD KEEPING IN OUR SCHOOL

Assessment of children's work is on-going in our school. The main purpose of assessment is to establish through a variety of means what each child is able to do. Assessment also assists the teacher in planning appropriate tasks for each child.

Assessment in Primary One and Two is ongoing and informal. In Primary Three to Seven children will be tested through class check-ups in core subject areas. Assessments in other curricular areas will be based on class work and teacher observations.

In addition, the children will complete a number of standardised tests that will allow the teacher to determine how they are progressing in English and Maths.

A pupil file is kept on each child containing samples of work completed each year, which serves as a record of achievement and progress.

A report for each child is sent home to parents at the end of the school year.

COMPLAINTS REGARDING THE CURRICULUM

Where parents consider that the curriculum provision for their child is not satisfactory, they are invited to express their concern to the school through:

1. The class teacher
2. The Principal
3. The school Board of Governors
4. The CCMS complaints tribunal for curriculum matters

In making a complaint, all parties involved are asked to follow the procedures as outlined in the school's Complaints Policy. A copy of the school's Complaints Policy is available on request from our school office.

LINKS WITH OTHER AGENCIES

We see the school as a vital part of the Greenlough Parish and take every opportunity to contribute to the life of the parish. In order to do this, we liaise closely with our local priests. Fr O'Hagan visits our school regularly and so gets to know staff and the children.

We co-operate with, and fully support, the work carried out by the local Health Authority personnel and when necessary, we seek the help and advice of their statutory agencies. Visitors, like the school nurse, doctor and educational psychologist call at the school in order to cater for the needs of your child.



PASTORAL CARE ARRANGEMENTS

The school recognises its responsibility to do everything to care for each pupil's physical and emotional well-being and with this in mind will endeavour to provide a comfortable and safe environment for learning.

Each teacher has responsibility for the pastoral care of the children in his/her class and will welcome any information regarding difficult home circumstances, which may be causing a pupil distress or anxiety. Any such information will be treated with complete confidentiality.

Parents are asked to indicate any medical problems the school should know about and complete the relevant documentation in conjunction with our school policies e.g. asthma sufferer, speech, sight, hearing problems, dietary problems and so on.

When a child is sick or injured in the school, the parent/guardian is first contacted and if necessary, requested to collect the child from school. Where a parent/guardian is not available, or is unable to get to the school, the child will be brought home or to a surgery if required.

In all cases it will be the school policy to act in the best interest of the child.

Written permission will be sought regarding all off site visits and events that your child may attend throughout their time at the school.

If a parent wishes to collect his/her child at any time, other than normal home time, they must first seek permission from the Principal. The school will retain written notification of these requests.

The atmosphere of the school is based on good relationships between staff/pupils/parents. As a staff we work as a team, respecting each other's roles and recognising individual talents and expertise. We are concerned with the needs and well-being of each child and the approaches and programmes we implement to assist his/her personal development.

We recognise and value the important role parents play in their child's education. Every effort is made to ensure that parents feel welcome, that they are made aware of the school's aims, objectives and policies and of their child's individual

needs, progress and achievements. We expect you, our parents, to co-operate fully with us in achieving these goals.

A detailed copy of our Pastoral Care Policy is available on request from our school office.

DISCIPLINE

Our School Positive Behaviour Policy is based on the school's Christian values and beliefs. We aim:

- to provide a supportive environment which will foster the growth and development of caring and responsible adults
- to create a well-ordered school in which all pupils can learn effectively
- to develop in our pupils a sense of self-worth and self-control

To this end we have some school rules for our pupils which we will implement fairly and consistently. It is the school policy that discipline should be based on respect for self, respect for other pupils, respect for adults and respect for property.

When a pupil fails to meet the minimum required standards of behaviour, the school is entitled to impose such sanctions as outlined in the school Positive Behaviour Policy. These may include suspension and, if necessary, expulsion.

Advice and guidance from CCMS and EA will be followed in such circumstances.

A copy of the School's Positive Behaviour Policy is available on request from our school office.

CHILD PROTECTION POLICY

This policy is in place to promote and protect the welfare of our pupils and is known by everyone who works in our school. A parent who has concerns about their child's safety should contact the Principal.

The Child Protection Policy is available on request from our school office.

Parents will receive a copy of the school's Pastoral Care and Child Protection Procedures every two years.

Miss Maguire is the Designated Teacher for Child Protection and Mrs R. Quinn is the Deputy Designated Teacher for Child Protection.

DRUGS EDUCATION

We strive to respond to the personal, emotional, social and educational needs of our pupils through our interaction with them in the classroom and beyond. The emphasis of our drugs education programme is on the dangers involved in the misuse of tobacco, alcohol, medicine and other substances where appropriate.

This programme is delivered mainly through our Personal Safety Programme, Health Education, Science and Religion. In this we wish to equip our pupils with the skills to respond and react appropriately to situations which are hazardous to their health.

A Drugs Education Policy is available on request from our school office.

UNIFORM

There is a School Uniform which is expected to be worn at all times. It helps to create a sense of team spirit and loyalty to the school. When our pupils wear uniform, it is a discipline in itself and it helps set standards and supports the development of self-esteem.

Boys: Blue Polo Shirt, Burgundy V-necked sweatshirt and Grey Trousers or Burgundy joggers.

Girls: Blue Polo Shirt, Burgundy V-necked sweatshirt and Grey Skirt or Pinafore or Burgundy joggers. Burgundy cardigan may be worn with Pinafore

Footwear: All children may wear black school shoes but must have trainers or plimsolls for P.E

PE: Parents now have the opportunity to purchase a PE uniform from MFC. Please click on the link on our school website and select the items you wish to purchase.

Please note it is not compulsory for children to wear a PE uniform.

School uniforms can be purchased at a variety of outlets, but we strongly recommend you order the complete uniform requirements direct from the school supplier "Select Kidz" located in The Diamond Centre, Magherafelt. Our sweatshirt is embroidered with the school motif.

ALL ITEMS OF CLOTHING/FOOTWEAR SHOULD BE CLEARLY MARKED WITH THE CHILD'S NAME AND CLASS

JEWELLERY (DENI Health and Safety Guidelines)

In the interest of your child's personal safety, earrings, bracelets, rings etc are not to be worn during school time. This does not include watches.

CHARGING AND REMISSIONS POLICY

It is the policy of the school to maintain the right to free school education for all pupils. The school may however request voluntary contributions towards the cost of educational visits and other activities.

ATTENDANCE

Regular, punctual attendance is very important in pupils making good progress in school. Each child should be aiming for the target of full attendance throughout the year. If a child is absent a note of explanation is required on the day of return signed by a parent or guardian. A child who needs to leave school early must have a note signed by a parent or guardian.

The school is part of the Department of Education's CLASS Management System. Reasons for pupil absence must be registered each day. Attendance figures are monitored each month by EA's Educational Welfare Officer. Where there is a pattern of regular absence the school consultation will be made with the EWO and an initial letter will be sent home from school. If attendance continues to deteriorate a referral will be made and EWO will make a home visit.

Parents are asked not to send a sick child to school. This is very disruptive for the other children and the class teacher.

**Attendance Policy available from school office*

APPOINTMENTS

Please make medical and other appointments for outside school hours if this is at all possible.

MEDICATION

The school's Medication Policy outlines procedures and practices and it is available from our school office upon request.

HEADLICE

In the event of head lice parents should contact the school immediately. The school will then notify parents asking them to check their children and treat head lice if necessary.

TOILETING ACCIDENTS

A child who has a toilet accident will be helped changed by two adults. A child will be encouraged to change themselves where appropriate. A change of clothes will be kept in school for this purpose. Parents are asked to wash and return the clothes as soon as possible thereafter. Parents will be informed of such accidents.

The school operates an Intimate Care Policy and it is available from our school office.

ACCESS THROUGH THE DAY

Throughout the school day entrance to the school is through the main entrance only. All visitors to the school must report to the secretary's office or to the Principal's office. Adults should not go directly to classrooms at any time. If you wish to speak to your child's teacher, contact the office and a time will be arranged.

CAR PARK AND COLLECTING CHILDREN

To prevent any congestion and for the safety of all the children leaving school, parents are asked to park in a suitable place when collecting children - not at railings where the traffic cones are set. All parents are asked to turn LEFT when

exiting the car park. This will prevent any congestion when parents are trying to enter the car park to collect their children.

It is the responsibility of parents to ensure their child is left to school safely and collected from school safely.

GOING HOME

Children should, as a rule, follow the same home time routine each day. If there are any necessary changes in this routine, please send a note into the teacher on that morning.

TRANSPORT

The Transport Section of the EA manages bus to the school. Applications to use EA buses should be sent to the Transport Section at Board Headquarters. Parents should note that there is no early afternoon bus service - 2pm. It is the responsibility of parents to collect their children at the appropriate finishing time unless attending the 'Minding Club' or any after school clubs.

TRANSFER ARRANGEMENTS

At the end of Primary 7 (Key Stage 2) when children are transferring to second level education, our school will follow the arrangements as laid down by the Education Authority. Parents will have the opportunity to meet the Principal/Class Teacher for advice and discussion if required. Copies of the transfer arrangements will be distributed to the parents of the P7 children.

CONCLUSION

We are an inclusive school that celebrates each child's success and all staff strive to ensure each child reaches their potential. We recognise and celebrate diversity and we promote equality of opportunity for all our pupils. We feel it is imperative for all children to become lifelong learners and encourage leadership and empathy to each other. Our school is a place where everybody is valued and encouraged to *'Be the best you can be.'*

The Board of Governors of St Mary's Primary School, Greenlough realises that the information given in this Prospectus is limited and parents are welcome to make an appointment to meet with the Principal to visit the school and discuss any needs you have in relation to your child's education.

If there are any changes in the above information parents will be informed in writing of the nature of such change.





P7 Prefects



P7 Sports Captains



P7 ICT Leaders



P7 House Captains