

# Randalstown Central Primary School



## Prospectus





# WELCOME TO RANDALSTOWN P.S.

*Dear Parent/ Guardian,*

The aim of this Prospectus is to give you greater insight into the ethos and day-to-day running of Randalstown Central Primary School.

We hope that by reading this document you will become more aware of what we as a school are trying to achieve and realise that many people, including you, have an important part to play in the educational, social physical and emotional growth of your child.

My staff and I are endeavouring to provide a safe, friendly environment in which your child can develop the skills which will allow him or her to grow into an independent, responsible adult, and with your co-operation I feel we can successfully achieve this.

My staff and I will always be available to discuss any aspects of your child's development and we hope you will feel that you can talk freely and confidentially to any of us.

**Mr P Charlwood**

**Principal**





## ABOUT OUR SCHOOL

Randalstown Central Primary School occupies quite a large site on Church Road in the town of Randalstown. The original building was opened in 1936 with an extension being added in 1975. The school has recently had extensive building work carried out which now gives us added facilities and disabled access.

It is expected that for 2015/16 the pupils will be taught in the following classes (subject to change):

Reception | Primary One | Primary Two | Primary Three  
Primary Four | Primary Five | Primary Six | Primary Seven

Pupil progress is monitored by class tests throughout the year and regular homework. Statutory Assessment takes place at the end of Key Stage 1 (P4) and Key Stage 2 (P7). Parents have the opportunity to meet their child's class teacher at the beginning of September and two parental interviews are held in November and February with an end of year written report being sent home in June.

Randalstown Central Primary School has always encouraged Parent/Teacher communication and we believe that the education of each child is better served when there are strong links between the home and school. We wish to create a partnership between home and school, which should result in parents understanding what the school is attempting to accomplish for their children and how you as parents, may support these efforts. Each partner should complement and support the other and the child.

In order to achieve the above, parents may contact the school office to arrange an appointment to see their child's class teacher at any time during the school year.



## Aims

The main aim of Randalstown Central Primary School is to enable your child to fulfill his/her potential educationally, by providing a broad-based curriculum in line with what is laid down in the Northern Ireland Common Curriculum. Our priority is to ensure that children gain a firm grounding in the basic skills of reading, writing and number work in the early years, thus enabling them to cope better with the wide range of compulsory subjects as they pass through the school.

**Our curriculum and teaching methods are striving to ensure that all children should :**

- a) be able to communicate clearly and confidently through the development of reading, writing, oral and listening skills;
- b) learn how to acquire and record information;
- c) acquire some knowledge and understanding of the world in which we live;
- d) learn through practice how to apply computational skills with speed, accuracy and understanding;
- e) be provided with a framework which will allow development of a reasoned set of attitudes and values;
- f) be given every opportunity to be a contributing member of the class, school and community;
- g) develop self-confidence and responsible independence.

## Values

**This school :**

- a) values individuals as equals
- b) sees the relevance and importance of a structured curriculum
- c) sees the need for everyone to develop a good standard of work and behaviour.







# CURRICULUM

As required, the Revised Curriculum has been implemented into Primary 1 and 5 from September 2007, and Primary 2 and 6 from September 2008.

This School, however will implement many of the new ideas into all classes so that as the Revised Curriculum becomes statutory for other year-groups the transition will be seamless.

**The children will use the 'Cross Curricular Skills' of:**

- Communication
- Using Mathematics, and
- Using ICT

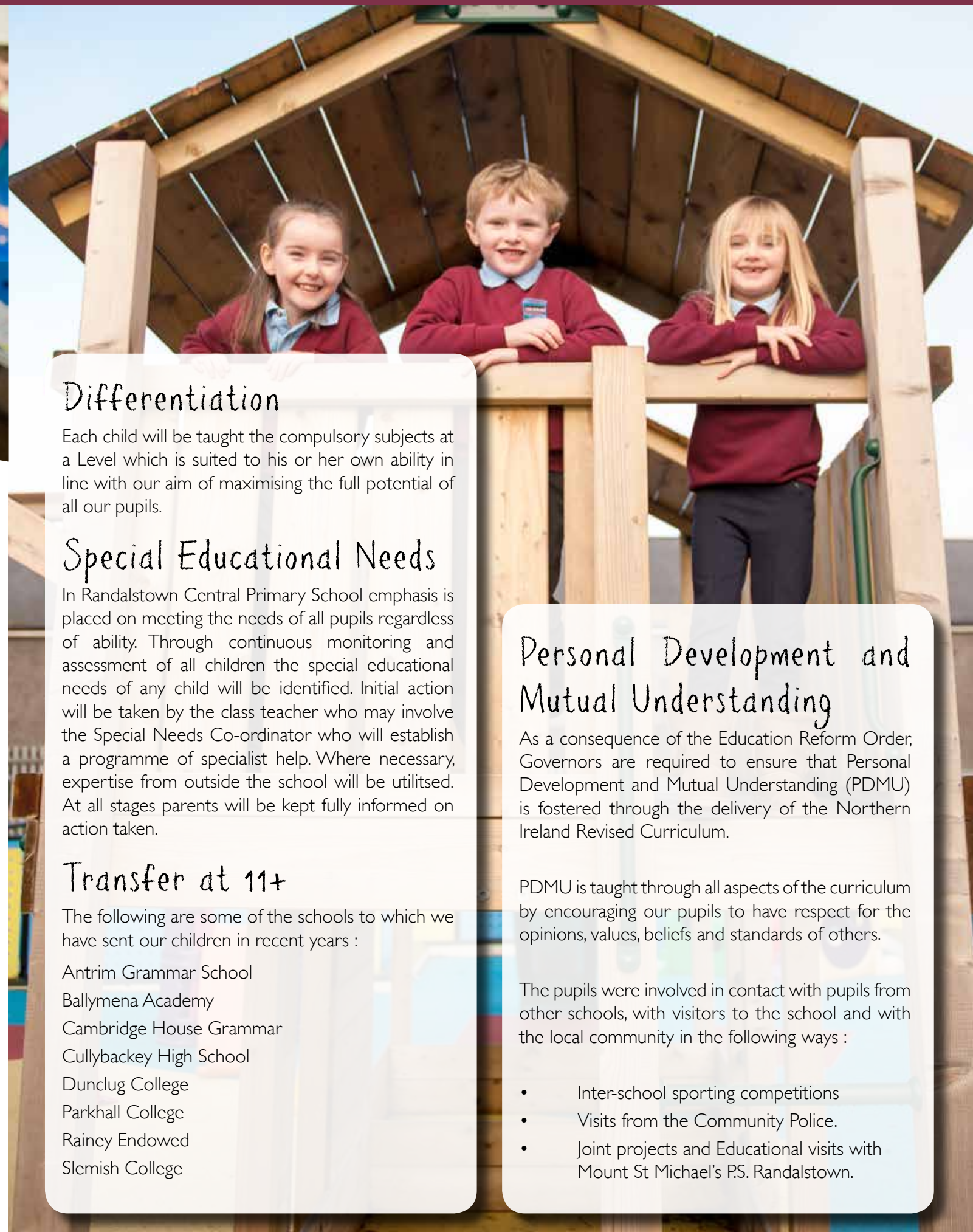
**along with the 'Thinking Skills and Personal Capabilities' of:**

- Managing Information
- Thinking, Problem Solving and Decision Making
- Being Creative
- Working with Others, and
- Self-Management

**in the following 'Areas of Learning':**

- The Arts
- Language and Literacy
- Mathematics and Numeracy
- Personal Development and Mutual Understanding
- Physical Education
- The World Around Us, and
- Religious Education

The syllabuses for Religious Education are entirely non-denominational. Parents have the statutory right of withdrawal from Collective Worship and R.E. Arrangements can be made with the Principal.



## Differentiation

Each child will be taught the compulsory subjects at a Level which is suited to his or her own ability in line with our aim of maximising the full potential of all our pupils.

## Special Educational Needs

In Randalstown Central Primary School emphasis is placed on meeting the needs of all pupils regardless of ability. Through continuous monitoring and assessment of all children the special educational needs of any child will be identified. Initial action will be taken by the class teacher who may involve the Special Needs Co-ordinator who will establish a programme of specialist help. Where necessary, expertise from outside the school will be utilised. At all stages parents will be kept fully informed on action taken.

## Transfer at 11+

The following are some of the schools to which we have sent our children in recent years :

Antrim Grammar School  
Ballymena Academy  
Cambridge House Grammar  
Cullybackey High School  
Dunclug College  
Parkhall College  
Rainey Endowed  
Slemish College

## Personal Development and Mutual Understanding

As a consequence of the Education Reform Order, Governors are required to ensure that Personal Development and Mutual Understanding (PDMU) is fostered through the delivery of the Northern Ireland Revised Curriculum.

PDMU is taught through all aspects of the curriculum by encouraging our pupils to have respect for the opinions, values, beliefs and standards of others.

The pupils were involved in contact with pupils from other schools, with visitors to the school and with the local community in the following ways :

- Inter-school sporting competitions
- Visits from the Community Police.
- Joint projects and Educational visits with Mount St Michael's P.S. Randalstown.



# SCHOOL UNIFORM

## Girls' Uniform

- Blue Polo Shirt\*
- Sweatshirt\*
- Grey skirt/ pinafore or black/grey trousers
- Grey skirt or pinafore
- Black tights / white socks
- Sensible shoes/Training shoes

## Boys' Uniform

- Blue Polo Shirt\*
- Sweatshirt\*
- Grey/Black trousers
- Grey socks
- Sensible shoes/Training shoes

**An overcoat is essential for playing outside on cold, damp days – a \*school overcoat is available.**

**PLEASE ENSURE YOUR CHILD'S NAME IS CLEARLY MARKED ON EVERY ITEM OF CLOTHING, INCLUDING SHOES.**

**\*All these items may be purchased from school. (Please see Mrs Rock, Secretary).**

**IT IS HOPED THAT ALL PARENTS WILL SUPPORT THE SCHOOL IN STRIVING TOWARDS THE WEARING OF SCHOOL UNIFORM.**

## Uniform for P.E.

All children participate in PE and it is expected that they change into appropriate clothing when doing so, and back into uniform afterwards. A pair of indoor shoes is necessary for such lessons along with T-shirt and shorts.

Senior boys playing football must wear a pair of shinpads during practices and matches.

## Class Organisation

Classes are formed by placing children of similar age in a class for the school year.

In the afternoons, a system of class exchanges utilises the specialist expertise of all the teachers when subjects such as Music, I.T. etc are taught to the P4 to P7 children.

## Reception Class

In addition to Primary 1-7 children, we are able to cater for the pre-school educational needs of the Randalstown community with our Reception Class. Any prospective parents are encouraged to visit the school to discuss pre-school education and view our facilities.





# SCHOOL ORGANISATION



## School Times

Morning school begins at 9.00 am. All children are expected to line up ready to enter the building when the bell rings. The playgrounds will be supervised from 8.50 am each morning. Please try to have your child in the playground on time, but not before 8.50 a.m. as, even on a wet morning, there is no supervision and the doors will not be open before this time.

Lunch for P1-3 children is from 12.00 – 12.40p.m.

Lunch for P4-7 children is from 12.30 – 1.10p.m.

School ends for Reception children at 1.30pm.

School ends for P1 & P2 children at 2.00 p.m.

Afternoon school for P4-P7 is from 1.10 to 3.00p.m.

## School Meals

Our cook and her staff provide excellent, nutritious meals, cooked on the premises. The school operates a cafeteria system whereby our pupils have a choice of food at lunchtime. The meals are paid for on a daily basis and we request that pupils bring their money to school in a small purse, which is clearly labelled with their name. Many P1-7 children bring packed lunches, which they eat in their classrooms – supervised by Lunchtime Supervisory Assistants.

## Morning Break

The school operates a 'healthy' break policy, where we are endeavouring to educate our pupils concerning the benefits of having a healthy diet. It would be appreciated if children only brought fruit or vegetables for break. Water and milk are available in school.

## Milk Money

This is collected on a 1 or 2 monthly basis and is non-refundable (except in the case of long term absence). It would be appreciated if the correct money was sent into school in a clearly labelled envelope.

## Drinks

If your child is bringing a drink to school please make sure that it is in a screw-top, unbreakable container. Accidents do happen !!

## Charities

Worthy causes are selected each term and your support is requested. In Randalstown Central, we believe that encouraging the pupils to help those in our society less fortunate than ourselves, is an important part of developing 'good citizenship' within our pupils.

## P1 & P2 Children

A rule concerning the collection of these children after school is strictly applied. No Reception, P1 or P2 child will be permitted to leave the school building unless they are accompanied by an adult, preferably the child's mum or dad. This ensures the safety of these 4, 5 and 6 year olds and applies no matter how close they live to school.... the safety of your child is our main concern.

Please inform the teacher if the child is to be collected by a different adult than usual, and ensure that they are punctual, to minimise anxiety.

## Absences

If your child is absent from school for any reason please send a short note explaining the absence to the child's teacher on his/her return. If the absence is going to be lengthy please ring school and let us know.

## Health Matters

The school Doctor will examine your child in the infant classes. Please try to attend this examination. A mass check-up is carried out from time to time in school by the School Doctor and you will be advised of any treatment found to be necessary. If you are concerned about speech, hearing or sight defects speak to the School Doctor or the teacher and you will be directed to the appropriate health department.

From time to time outbreaks of headlice occur; please keep a close eye on your child's hair and if you find that he or she has contracted head lice please inform us immediately. Please also see note on Drug Administration under 'Pastoral Care'.







## Extra-Curricular Activities and Clubs

A wide range of extra-curricular activities and clubs are offered to our older pupils (Primary 5 – 7). The following is a list of our usual activities :

- Choir
- Hockey
- Cycling Proficiency
- Music Tuition
- Art
- Drama
- Scripture Union
- Football
- Netball

## Religious Education

Religious Education is an integral part of our curriculum as it is a compulsory subject within the Northern Ireland Common Curriculum. The syllabus followed is Christian- based and non-denominational.

Assemblies play an important part in the life of our school. Senior assemblies take place on Friday school assembly (P4-7) and are taken by a local minister.

If parents wish to have their children excluded from R.E. lessons or from assembly they should make contact with the school and arrange to speak to the principal.

## Sport

The physical development of pupils in Randalstown Central Primary School is seen as being very important. Facilities include a good-sized indoor hall, a large grass area and large tarmac play areas. All children have the opportunity to participate in games, dance, gymnastics, athletics and swimming (P5 / P6 / P7)

Pupils are encouraged to participate and develop their skills in the various activities offered regardless of physical ability.





# MUSIC & PARENTAL INVOLVEMENT



## Music

From the very first days at school right through to P7, music forms an important part of our school curriculum. The children are encouraged to enjoy singing and playing percussion instruments and as they progress through the school recorder lessons are provided.

Opportunities are also provided for singing and acting in religious services and dramatic productions.

Our senior pupils are given the opportunity to undertake musical tuition during school hours with a NEELB peripatetic music tutor.

## Parental Involvement

We encourage parents to play an active part in school life, for example by giving up some of your spare time to accompany classes on school trips. This support is much appreciated and enables us to provide increased supervision and safety for our pupils. If you would like to get involved please contact the Principal or any teacher.



# PARENT TEACHER ASSOCIATION



## P.T.A

A thriving and industrious Parent-Teacher Association provides opportunities for the parents to use the school premises for recreational and educational meetings, and at the same time provide vital funds for the purchase of equipment for school. You, as a parent, are automatically a member of the P.T.A. and the Committee will welcome your suggestions and support. In Randalstown Central, we believe in a 'true' Parent / Teacher Association, with the Principal and Teacher Representatives taking an active role in the committee.



# PASTORAL CARE

In order to ensure that the pastoral needs of each pupil are catered for, the teachers and ancillary staff endeavour to maintain a warm, caring and secure atmosphere in the school. The parents, teachers, principal, Board of Governors and support services all must play their parts in this vital aspect of school life.

During the regular parent / teacher consultations the children's welfare and well-being are discussed as well as their progress in more educational matters. Parents are encouraged to inform the teacher or principal of any problem which may be causing the child anxiety, and they can be sure that such information will be treated with complete confidentiality.

Should a child be injured or become ill in school, First Aid will be administered when appropriate and the parent contacted if required. If the parent cannot be contacted, medical help will be sought when necessary.

Pupils should not be sent to school when they are ill but sometimes doctors advise that pupils should attend school while still needing to take medicine, either because they are suffering from some chronic illness or allergy (such as diabetes or asthma) or because they are recovering from a short-term illness and are undergoing a course of treatment needing antibiotics. It is the responsibility of the parents to administer such drugs but it is essential that your child's teacher is aware of the details of such cases...do not expect your child to know nor to convey such details. You must speak to the Principal before sending medicines/drugs to school and be made aware of the full details regarding the exceptional circumstances when medicines may be administered by teachers.

The designated teacher for Child Protection issues is Mr. Charlwood. The deputy designated teachers are Miss McCurdy and Miss McAllister.







# CHARGING & REMISSIONS POLICY

The Board of Governors affirm that all compulsory school subjects will be provided free of charge.

The Governors will however, invoke The Education Reform (N.I.) Order 1989, to ask parents to make a voluntary contribution to defray the cost of certain educational activities

The Board of Governors is aware of the importance of sustaining Educational Visits and Residential Trips and the following is a summary of our Charging and Remissions Policy.

## Residential Trips

As residential trips normally take place mainly outside the school day a charge will be made to cover the costs of board and lodgings. To cover further costs incurred (e.g. transport, admission charges, etc..) parents will be asked for voluntary contributions so that the visit may take place. Residential trips take place each year, with trips outside Northern Ireland organised every other year.

## Day Trips

Day trips are undertaken by all classes during the school year and are connected to work carried out in the classroom. Voluntary contributions will be required to cover the costs of such trips.

If voluntary parental contributions are not forthcoming for any proposed day trip or residential visit the viability of the trip will be considered by the Board of Governors.

A full copy of our Charging and Remissions Policy is available from the school.





[www.randalstownprimary.co.uk](http://www.randalstownprimary.co.uk)

# Randalstown Central Primary School



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