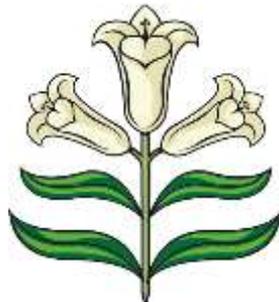


# St. Anne's Primary School



**Prospectus  
&  
Information  
Booklet**

Principal:  
Board of Governors Chairperson:

Mr John Hennessy  
Mrs Gillian McCollum

Dear Parent

May I first of all thank you for your interest in our school. St Anne's is a Catholic Maintained Primary School catering for all children from 4 to 11 years.

With our experienced, well-trained and committed staff we aim to deliver all aspects of the Northern Ireland Curriculum to the highest standards.

In addition to academic performance, we place equal importance on the development of the children's personal and social skills. We aim to equip them to be informed and actively responsible citizens making a positive contribution to society at personal, local and global level.

St. Anne's Primary School forms one part of the school/home/church community. Together, with your support and active involvement, we can help make the journey that your child is embarking on one that is as smooth, and as rewarding, as possible.

Best regards,

John Hennessy  
Principal



### **MISSION STATEMENT**

1. To create a inclusive environment, which embraces the Catholic ethos wherein the fostering of Christian attitudes, values and beliefs is given priority.
2. To provide an effective education for each pupil, consistent with the requirements of the N.I Curriculum.
3. To enhance each pupil's self esteem through the development of self-confidence, self-discipline, and independence.
4. To develop meaningful links with parents, the home and the wider community.

## **INTRODUCTION**

St Anne's Primary School, which was originally founded in Donaghadee in 1932, enjoys a pleasant rural setting on a site, which extends to two acres.

We strive to encourage a high level of academic achievement, and enhance each pupil's personal development, within Catholic attitudes and values.

Our pupils come, locally, from Donaghadee, Millisle, Newtownards and Bangor, and internationally, from across Europe and Asia. Whilst we have a distinctive Catholic ethos we extend a warm welcome to families from all faiths and cultures.

The current building opened in 1963 and has been extended to provide accommodation now comprising of two classrooms in the main building for Foundation Stage and Key Stage 1 and one mobile classroom for Key Stage 2. There is a small library and multi-purpose hall, as well as two well-stocked resource rooms for subjects such as music, maths, science and technology.

## **ADMISSIONS CRITERIA**

The criteria for admission have been drawn up and will be implemented by the Board of Governors.

- P1 admission:**
1. Children of compulsory school age from St. Comgall's Parish, Bangor
  2. Children of compulsory school age from all other areas up to the maximum admissions figure

**P2- P7:** Criteria, as above, up to the enrolment figure.

**Reception:** If the Foundation Stage/Key Stage 1 classroom is not over-subscribed, then children who have reached the age of four, but are not yet of compulsory school age, may be enrolled in Reception. Children are admitted into Reception on October 1, January 1 & April 1.

## **SPECIAL EDUCATIONAL NEEDS**

St Anne's operates an open enrolment policy in accordance with the school's admissions criteria. Children with special educational needs will be admitted with consideration given to:-

- a. The views of the child's parents/guardians
- b. The ability of the school to meet the child's special educational needs
- c. The efficient education of other children being assured.
- d. The efficient use of resources by the SEELB

Provision for children with Special Educational Needs is addressed through The Code of Practice, which became statutory in September 1998. All children with Special Educational Needs have access to the full N I Curriculum. When necessary, specialist advice is sought from appropriate outside agencies, e.g. Educational Psychologist or Behavioural Support Team, and everything possible is done to ensure that children with mobility difficulties are able to enjoy full access around the school.

## **STAFF**

### **Teaching Staff:**

Mr J Hennessy Principal	Key Stage 2 (Wed/Thurs/Fri)
Mrs S Fitzsimons Class Teacher	Key Stage 2 (Mon/Tue)
Mrs J McNamee Class Teacher	Reception, P1 & P2
Mrs N Adams Class Teacher	P3 & P4 (Wed/Thurs/Fri)
Mrs C Hennessy	P3 & P4 (Mon/Tue)

### **Non-Teaching Staff:**

Mrs M O'Boyle	Classroom Assistant with F.S./KS1
Mrs W Yeatman	Classroom Assistant-Special Needs
Mrs E Chambers	Classroom Assistant-Special Needs
Mrs J Maxwell	Secretary
Vacant	Building Supervisor/Catering Assistant

## **BOARD OF GOVERNORS**

### **Trustees Representatives:**

Mrs G McCollum, **Chairperson**  
Mrs M Savage, **Vice-Chair**  
Dr L Doherty  
Mr P Monaghan

### **D.E.N.I. Representative:**

Mrs P NICKELL

### **Education Authority (S.E.R.) Representatives**

Rev Dr R Purce  
Mr O McKearney

Mrs N Adams, **Teachers' Representative**  
Mr M Williamson, **Parents' Representative**

Mr J Hennessy, **Secretary / Principal**

Fr J Gunn, Co-opted Member

## **SCHOOL UNIFORM**

The wearing of school uniform is compulsory. It encourages a sense of identity for every child, and it is an element of our Positive Behaviour programme.

We ask that parents give their full co-operation in ensuring that their child wears his/her uniform every day in all classes. All clothing and personal belongings should be clearly marked with the child's name.

School uniform is as follows

### **BOYS**

Black indoor plimsolls  
White Shirt  
School Tie  
Grey Trousers  
Navy Jumper- V necked with silver stripe  
Navy coat with School crest  
In summer grey shorts may be worn



### **GIRLS**

Black indoor plimsolls  
Grey pinafore or skirt  
White blouse  
School Tie  
Navy Jumper with silver stripe  
Navy coat with School crest  
In summer a blue check dress may be worn

### **BOYS & GIRLS**

School tracksuit bottoms and a plain white t-shirt may be worn on swimming and P.E.days. These may be purchased from "BUYWELL" in Donaghadee.

### **Jewellery**

In the interests of Health & Safety no jewellery other than one pair of stud earrings and one finger ring may be worn. Watches may be worn.

## **AREAS OF LEARNING**

Our teaching programmes are based on the statutory requirements of the NI curriculum ([www.nicurriculum.org.uk](http://www.nicurriculum.org.uk)). We seek to maintain breadth and balance across all areas and our staff engage in regular in-service training to consolidate and develop their knowledge and professional skills.

The Areas of Learning are the basis of our school subjects and the Educational Themes are cross-curricular as follows: -

- Language & Literacy
- Mathematics & Numeracy
- The Arts (music, art & design, and drama)
- Religious Education
- Personal Development and Mutual Understanding
- Physical Development & Movement
- The World Around Us (Science, History and Geography)



## **Religious Education Programme**



Our Religious Education Programme, based on the *Alive-O* and *Grow in Love* series, goes beyond the requirements of the core RE syllabus agreed by the main churches. It enables the teacher to assist parents in the preparation of any child who wishes to participate in the liturgy and in the Sacraments of the Catholic Church.

This does not preclude children of other faiths from participating in the various other aspects of the Programme. Indeed, children from all faiths, whilst not receiving the Sacraments of Reconciliation, Holy Communion and Confirmation, are encouraged to take an active role in celebrating these special moments with their class through song, prayer and artwork.

## **HOMEWORK**

We at St Anne's believe that homework is an integral part of the child's learning progress. It gives the pupils the opportunity to revise or extend work already covered in class, and it also gives parents the opportunity to find out what the child is doing in school.

### **AIMS**

1. To reinforce class work
2. To encourage pupils to develop their self-discipline and promote independence in relation to their study.
3. To involve parents and/or other adults in the pupils' education.

### **CONTENT**

Homework may be:

1. a reinforcement of work done in class
2. an extension of topic work already started in the classroom
3. of a researching nature used to develop library and ICT skills
4. reading
5. informal assignments

Homework will normally be set on Monday, Tuesday, Wednesday and Thursday only. Parents can assist by encouraging children to continue with reading activities at weekends and during holidays.

## **ASSESSMENT**

Assessment is crucial to in helping both the school and the parents to identify where the children are showing particular skill and development and also to target areas that require additional support. Informal assessment is on-going and is achieved through daily observations by the class teacher. Formal assessment of Literacy and Numeracy begins in Y3 by way of NFER (Y3 ~ Y7), NILA/NINA (Y4 ~ Y7), and CCEA produced Assessment Units (Y4 & Y7).

Parents of children entering Y1 meet the class teacher to discuss their child's likes, dislikes, and abilities etc. Then following a 6-week period of informal assessment, parents and teacher meet again to share observations and developmental strategies. This is known as Baseline Assessment.

## **TRANSFER TO POST-PRIMARY SCHOOLS**

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

- St Columbanus' College
- Our Lady and St Patrick's College, Knock
- Bangor Grammar School
- Glenlola Collegiate
- Strangford College
- Glastry Secondary School
- Bloomfield Collegiate



## **CROSS-COMMUNITY PROGRAMME**

### **Introduction**

The Northern Ireland Curriculum makes PDMU compulsory for all children of school age. One aspect of this is concerned with fostering self-esteem, respect for self and others. It is also about building relationships with people of differing cultural traditions.

Our delivery of this aspect of the curriculum is enhanced at Key Stage 1 through the links with Donaghadee P.S. and Millisle P.S. and at Key Stage 2 with Ballyvester Primary School.

### **Educational Visits**

Social and inter-personal skills are fostered by many educational visits (including residential visits) undertaken by all classes throughout the year. Much emphasis is placed on Environmental Studies throughout the school curriculum. This includes geography, history, nature study and environmental issues. Many of these visits are planned throughout the Schools Relations Programme and are all closely linked to the curriculum. A parental contribution is required.

### **Day Visits**

Examples of one-day visits are:-

Castleward	Castle Espie	Ark Farm	Belfast Zoo
Ulster Folk Museum	Exploris Aquarium	Strangford Lough	Mount Stewart



### **Residential Visits**

Residential visits have been undertaken by P6 and P7 children to such places as:-

Ardnabannon and Greenhill Outdoor Pursuit Centres in Newcastle Co Down  
The Corrymeela Community, Ballycastle  
Ulster Folk Museum at Cultra, and  
The Scout Centre, Crawfordsburn

## **ATTENDANCE**

Parents are responsible for ensuring that their child attends school, punctually and regularly. In the case of unsatisfactory attendance, the principal will discuss the matter with the parents. If the unsatisfactory attendance persists the Education Welfare Officer may be involved. It is important that children develop the habit of being "on time" for school. Persistent lateness is very disruptive to both your child and to other children.

Parents should telephone the school before 9am on each day of their child's absence. This is crucial when a school lunch requires cancelling.

It is expected that medical and dental appointments will be made for times outside of the school day. In circumstances where children need to leave school early, then the pupil must be collected by an adult and a written note explaining that this will happen should be given to the class teacher on the morning of the appointment.

It is vitally important the children are collected from school on time. At the end of teaching session staff have other classes and/or duties to attend to.

Whilst market forces make it tempting to take holidays during term time, we would strongly discourage you from doing so. Every effort is made to harmonize holiday dates with other local schools, but the Board of Governors and Principal will not give approval for any holidays requested outside of the School Holiday List.

### **Illness and injury during school hours**

If a child feels unwell during school hours staff will observe and comfort the child. A decision will be made about contacting the child's relatives. The child will be cared for until the contact arrives.

If a child receives a major wound or injury, parents will be contacted. An accident report form will be completed and forwarded to the SEELB. In an emergency if contacts are not available staff may take the decision to take the child to hospital.

If a child receives a minor graze it will be cleaned with water. No creams or plasters will be applied. Ice may be applied to bumps to prevent or reduce swelling. The class teacher will inform Parent/Childminders of injuries to younger children at the end of the day.

Parents can assist the school by ensuring that up to date medical and contact information is held in the school office.

### **Medicines**

Most medicines can be given before and after school. However, in rare cases, parents may request *in writing, giving full details of quantity and frequency*, that their child be given oral medication during the school day and that a member of staff should administer it. Medication must be kept by the class teacher and will only be administered in the presence of a second member of staff.

Permission for children to suck cough sweets e.g. Tunes, throughout the day will not be given.

## **COMMUNICATION**

We aim to keep all parents fully informed about events or developments at St Anne's. Letters are sent out regularly and parents should check schoolbags on a daily basis. The PTA also keeps parents informed about meetings and events. Copies of all communications are placed on the notice board in the entrance hall in the main building.

Class teachers are happy to discuss any concerns parents may have about their child, but are unable to do so without prior appointment.

In the Autumn term there will be Parent/Teacher meetings and written Pupil Reports in the Summer term.



Parents are asked to inform the school if the routine at home has been changed, e.g. arrival of a new baby, death of a family member etc. This enables staff to be supportive, sympathetic and make any necessary allowances.

## **TRANSPORT**

When possible children are encouraged to walk or cycle to school

"Lollipop" patrols are positioned by the Education Authority:

- along Northfield – opposite entrance to Donaghadee PS / Killard

Parents should encourage their children to make use of this facility if appropriate.

If sufficient advance warning is given that a "Lollipop Person" is unable to be on duty, the school will inform parents. On some occasions the police try to supply cover.

Parents who bring their children to school by car are asked *to drive with due care and attention around the school grounds. Cars must not block access in and out of the school gates.*

## **CHARGING AND REMISSIONS POLICY**



Under the terms of the Education Reform Order (1998) the Board of Governors is required to inform Parents of the charging policy of the school.

In brief, some school activities such as swimming and educational visits will be funded by voluntary contributions from parents. Failure to pay will not preclude a child from taking part in any activity, although it should be appreciated that most activities will only be viable if sufficient voluntary funds are forthcoming.

A school meal can be carried over to the next week if the school is notified before 9am on the day of an absence. Otherwise no refund can be given. No refunds on milk or break can be given as these usually arrive in school 2 days in advance.

### **SCHOOL LUNCHES**

School meals are brought in daily from the local Schools Kitchens. Menus are sent out at the start of each term and are posted on the school notice board.

Payment for school meals should be brought to the office on the first day of the school week before 9.00am.



### **PACKED LUNCHES**

Packed lunches should be brought to school in a suitable and named container. Glass bottles should not be included. Milk or water should be the only drinks provided. Please provide straws and spoons if necessary.

In keeping with our approach to Healthy Eating, it is requested that the quantity of "sweet" items eg a biscuit, is limited to one. Sweets and chocolate bars must never be brought to school as parts of a child's lunch.

### **LIBRARY**

We are fortunate to have our own central library, which augments the classroom libraries. It is used by all classes. Books have been supplied by SEELB Library Headquarters and also purchased by our PTA.

Close links have been formed with our local Donaghadee Library. All children are taken on visits where they are introduced to a wide range of books and where they learn to use the library to its optimum and further develop their study skills.

### **LINKS WITH OTHER AGENCIES**

We see St Anne's as a vital part of the Parish of Bangor and the community of Donaghadee. We take every opportunity to make our contribution to that life. In order to do this, we liaise closely with our Parish Priest and other community leaders. Links have been established with some of the secondary schools to which our pupils transfer. We co-operate with and fully support the work carried out by health authority personnel and, when necessary, we seek the help and advice of other statutory agencies.

Visitors such as the school nurse, dentist, and health visitor call at the school in order to assess the health of our children and provide advice. Notification will always precede these visits.

### **PARENT-TEACHER ASSOCIATION**

St Anne's Primary School has a long history of well-established close links with parents and Parent-Teacher Association. All parents are automatically members of the PTA. The committee is a voluntary group of parents who are willing to work on behalf of all the parents, planning social activities and fundraising events throughout the school year.

In order to enhance the teachers' efforts and extend the children's opportunities they subsidise costs such as:

- Prizes and refreshments for the Summer Fair
- The purchase of books for school library
- Refreshments and cakes for celebration of Sacraments
- Swimming for Y3 to Y7

In addition, the PTA organize and run their own activities such as a Quiz night, Family Night, Halloween and Christmas parties. Everyone is welcome attend meetings which are held in school every few months.

## **COMPLAINTS**

We expect all our pupils, staff and parents to listen carefully and respectfully to each other.

- Minor complaints by children within school hours will be dealt with by the class teacher
- More serious complaints should be directed to the Principal so that a mutually satisfactory solution can be reached.
- Principal and teachers have a full teaching commitment encompassing after school duties every day. The Principal will deal with any serious complaint as soon as possible. Making an appointment will be helpful.
- A parent who is not satisfied by the School's response may write to the Chair of Governors (or another member of the Governing Body), C/O St Anne's Primary School.
- A complaint can also be made to the Catholic Council for Maintained Schools.

Children are our prime concern. If you wish to inform us of anything which has affected, or may affect your child it would be helpful if you would write a note or make an appointment to discuss the matter.



## **DRUGS EDUCATION**

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

## **BULLYING**

We acknowledge that incidents of bullying may occur and we assure you that they are treated seriously.

Throughout the year children are reminded of what constitutes bullying and what they should do when an incident, which distresses them, occurs in or out of school. Similarly if your child reports a bullying incident to you at home, it is important that you promptly inform the class teacher or Principal so that the matter may be resolved.

We are also committed to ensuring that every child feels safe and happy within the school environment and wish to involve parent/guardians in our efforts. Further details can be found in our Anti-Bullying Policy.

## **DISCIPLINE**

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

We believe that good behaviour is essential for quality teaching and learning to take place. Through our teaching and example we expect children to learn to be responsible and accountable for their actions. Teachers continually recognise and praise positive behaviour. In addition to verbal praise and encouragement, Pupil of the Month Awards are given and School Teams can win awards for demonstrating good behaviour.

While we hope that the positive approach will be successful, there may be times when sanctions are necessary to deal with unacceptable behaviour. Parents are informed and invited for discussion when we feel behaviour warrants such action.

Your co-operation is sought in relation to maintaining high standards of pupil attendance, punctuality, appearance, and diligence.

**Copies of all of our Pastoral Care policies are issued to parents at regular intervals. You will be asked to acknowledge receipt of them and that you have read them.**



## **CONTACT AND REFERENCE INFORMATION**

### **St. Anne's Primary School**

9 Millisle Road, Donaghadee

BT21 0HY

Tel: 02891 883619

Email: [info@stannesps.donaghadee.ni.sch.uk](mailto:info@stannesps.donaghadee.ni.sch.uk)

[www.st-annes.ik.org](http://www.st-annes.ik.org)

### **Council for Catholic Maintained Schools**

160 High Street, Holywood

BT18 9HT

Tel: 02891 424255

### **South Eastern Education and Library Board**

Grahamsbridge Road

Dundonald

BELFAST

BT16 2HS

Tel: 02890 566200

School jumper, ties and coats are supplied by:

### **Roberts School Wear**

24 Central Avenue

Bangor

Tel: 028 9127 0516

School tracksuit bottoms are supplied by:

### **Buy Well Clothing**

45 High Street

Donaghadee

BT21 0AQ

Tel: 028 9188 2716

*The information in this prospectus is correct at time of printing. If any significant changes to the aforementioned information are envisaged then notice giving details and effective dates will be circulated in advance.*