

Ballougr Primary School

Prospectus 2023/24



30 Mullenan Road
Derry/Londonderry
BT48 9XN

Tel: 02871 263177

Principal: Mr D O'Kane



Welcome to Ballougrý

A very warm welcome to you and your family. Thank You for taking interest in our school and we would be absolutely delighted if you were able to join us on our journey – *Learning for the Future*. If your child is to join us for the first time, we welcome you as parents and look forward to a happy, successful time with you over the coming years. If you already have a child here, we are pleased to renew the links between us.

Ballougrý's Mission Statement

- To develop a school in which the members of the community have confidence and feel welcome.
- To help pupils develop a lively enquiring mind.
- To develop a sense of fair play, tolerance and respect towards other people and their views.
- To create a happy, stimulating, and imaginative environment where children are keen to learn.

History

Ballougrý Primary School is a controlled School, owned and maintained by the Education Authority Northern Ireland (EANI). EANI is the management sector operating on behalf of the Department of Education (DE). The school was founded in 1866 by The Honourable Irish Society, who still have close links with the School and visit for a Prizegiving day in June each year. Parents are invited to this special day in the school calendar. The society supports the school in various ways throughout the year including financial contributions for enhancement of the provision we provide for each child.

Our school is set in its own extensive grounds, which includes a car park and large playground. We have four large classrooms in the main building, a mobile classroom, and a dining centre located in the mobile unit beside the car park. There is also an Activity Garden at the front of the school. We have recently invested in our provision, providing a sensory space within the school and a new Learning Support Room for providing small group work, reading support, and other therapy support.

Dinners are cooked in Longtower Primary School by the School Meals Service of EANI and transported to our school. Our Canteen Supervisor serves the hot meals to the children each day in our Canteen. Menus are distributed each term. Children have two meal choices and the meals are themed at different times of the year.

The school admits boys and girls, aged from 4 to 11 years and enjoys an enrolment of approximately 45 pupils at present. We are non-denominational and are open to children and families from all faiths and backgrounds.

Confidence in a school comes from knowing and understanding what is happening within it. It is important that mutual understanding and trust should be the basis of our shared responsibility towards our children and so it is hoped that you will enjoy an active and purposeful association with the school.

Contact details

School can be contacted in a number of ways.

Our phone line number is 02871263177. We have a voicemail service which allows parents to register illness and absence 24 hours a day as we appreciate morning's can be busy for family.

You can contact us via email at info@ballougryps.londonderry.ni.sch.uk or the Principal on dokane544@c2kni.net

You can check out our Website for up-to-date information, calendars, holiday dates, and photos at www.ballougry.com

You can also visit our Facebook page [@BallougryPS](#), Instagram page [ballougryps](#) or follow us on Twitter for all current updates and photos. Please share these pages with your friends and family.

Principal – Mr Damian O’Kane

Teaching Staff

Primary 1, 2 Teacher – Mrs. Cathy Park & Mrs Louise Lynch

Primary 3, 4 & 5 Teacher – Mrs. Anne Marie McLaughlin & Mr Eoin Kane

Primary 6 & 7 Teacher – Mr Eoin Kane and Mr O’Kane

Classroom Assistants

Miss Lisa McGuire

Mrs Leona Russell

Mrs Laura O’Neill

Ancillary Staff

Secretary – Mrs. Catherine O’Connor

Caretaker – Ms Carmel Boyle

Board of Governors

The Board of Governors has oversight of the school and is responsible to the Education Authority.

Chairperson

Mrs Kathleen Doherty

Transferors Representatives

Mr. Connor Jordan, Rev Craig Wilson & Ms. Deirdre Jamison

Education Authority Representatives

Mrs Kirsty Murray

Parents Representatives

Mr Anthony Corns and Mrs. Alison Stevenson

Teacher Representative

Mrs Cathy Park

Secretary/Principal (Non-Voting)

Mr D O’Kane

Admissions Criteria

Year 1 (Admissions Number: 12)

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, including those children whose parents deferred their admission to primary school in September 2022 as defined by the new School Age (NI) Act (both groups to be treated equally).

Priority will be given to children resident in Northern Ireland at the time of their proposed admission to the school before those who are not so resident.

- 1 Children who have a brother/sister presently enrolled in the school
- 2 Children who had a brother/sister enrolled at the school previously

In the event of over-subscription in the last criterion which can be applied then selection for all places remaining in this category will be on the basis of the initial letter of the surname as per the birth certificate. This is a random selection of letters which changes every year.

Year 1 Admissions – After the beginning of the school year

If a place becomes available after 1st September and there are more applicants than places then selection of pupils will be made on the application of the Year 1 Admissions Criteria to those pupils seeking admission at the time the places become available.

Years 2-7

Pupils will be considered for enrolment provided that:

- The school would not exceed its enrolment number
- In the opinion of the Board of Governors their admission would not prejudice the efficient use of the school's resources.

If, at the time of the application, there are more eligible applicants than places available, then the Admissions Criteria for entry to year 1 will be applied.

Admissions

The current policy is to admit children into the Primary 1 class who have reached compulsory school age. i.e. children whose birthday falls on or before 1st July of that year.

Parents can make a prior visit to the school and talk to the Principal and Class Teacher.

Applications

All applications are made online on the EANI website – further information is available:

<https://www.eani.org.uk/parents/admissions/applying-for-a-school-place>

Starting School

This is a big step for your child and we want all the children to enjoy school life. It will give your child great confidence if they can:

- Recognise their own belongings
- Play with other children
- Use a knife and fork
- Ask to go to the toilet
- Independently use the toilet and wash their hands
- Put on, take off and hang up coats
- Put in and take out books etc from their school bags
- Open and close their school bags

There have been some changes due to Covid19 in line with guidelines from the Department of Education and we would also encourage you to encourage your child to:

- Cough or sneeze into a tissue or their elbow
- Be aware of, and able to, wash their own hands regularly

Belongings

All belongings must be marked with your child's name.

Please encourage your child to recognise their own coat, hat, scarf and gloves.

Contact Number/Email details

Data Collection forms will be circulated at the beginning of September in order to collect data from all parents. Use this form to supply the school with a telephone number where you can be contacted during the day – this can be either a home number or a mobile number. **Please inform the school if you change your mobile number.**

Home/School Links

Parents are informed by email in almost all cases and Newsletter about dates and events. Please ensure the school has your most up to date email and if this changes please let us know at your earliest convenience. If you wish to inform the teacher about something please either send a written message, email your child's teacher or phone. If you need to speak to a teacher please make an appointment by telephone. The school can also be found on Facebook, Instagram, Twitter, and on our school website. Please share both these areas with your family and friends.

If you wish to speak to a teacher, you must make an appointment in advance

Parental Partnership

Parental contacts with the school are actively encouraged by the teaching staff. Parental support is essential in working with the school for the child's benefit. This school continues to develop appropriate parental relationships in a variety of ways. Parents are encouraged to become fully involved within the life of the school. Progress consultations with the class teacher are held once a year. Parents may contact the Principal about any matter at any time.

Friends of Ballougry – Parent/Teacher Association

At Ballougry, we have a PTA Committee which actively fundraises and supports all aspects of school life. Any parents who wish to come along to meetings are more than welcome. Details will be on the newsletters and on our website.

The PTA hold yearly fundraisers such as Christmas Market, Halloween Disco, End of Year BBQ, and many hamper and draws throughout the year. They actively engage and link with the local community, supporting fundraisers there and joining any fundraiser available for school.



School Uniform

Girls

Black skirt/Trousers
Yellow polo shirt
Red sweatshirt
White socks
Black/Red tights
Black Shoes

During the year, girls may wear plain black trousers, school jumpers and black school shoes.

During the summer months, girls may wear a red checked dress, red school cardigan, white socks and school shoes.

Boys

Black trousers
Yellow polo shirt
Red sweatshirt
Black shoes

Uniforms are supplied by:
Select School Wear, Spencer Road, Derry
Ferguson Fashions Ltd, William Street, Derry

Plain black shoes should be worn to school

Fleece jackets and waterproof coats are also available.

PE Uniform

Plain black/grey jogging bottoms or shorts, white polo t-shirt, Plain black plimsolls/trainers

Derry City Mayoral Office – Uniform Options

Ballougry Primary School has always had a policy for allowing girls to wear trousers to school if they wish. There is no requirement on girls to wear a skirt. This has also recently been announced by the Mayoral Office of the City as a policy they expect schools to adopt. We are proud to say we have already had that in policy for many years.

Ballougry Primary School supports the Mayoral Office campaign to reduce the cost of uniforms at school level, to support parents and guardians during this cost-of-living crisis. We brought this support in at the beginning of COVID-19 and have since continued it. School logos are only required on school jumper and all other items of school clothing can be bought from any major retailer.

School Hours

The school day begins at 8.55am and pupils should be in their classroom by this time.

Parents of P1 pupils can bring their children into the classroom for the first few days to help them settle in. Following this, parents can then leave their child to the cloakroom area. Children are encouraged to be independent – hang up their own coat, open bag etc. This will help to minimize congestion in our classroom, cloakroom and hallway.

End of School Day

P1	12 noon for first few weeks (info will be sent in August) 1pm (for another week in Sept) 2pm (generally from towards the end of September)
P1 & P2	2pm every day
P3	2pm on Monday & Tuesday 3pm on Wednesday, Thursday and Friday
P4 – P7	3pm every day

Attendance

All pupils are required to attend school for 185 days each school year. If your child has to miss school for any reason, you should send a note/email of explanation to school. It is essential that your child has regular attendance for the following reasons:

1. A child who is persistently absent misses work, which they might not be able to catch up on
2. They find it difficult to settle into every day routine of the classroom
3. Their concentration is often affected by their absenteeism.

In line with the guidance by the Department of Education, it is vital that all holidays are taken when the children are not at school. It is the school's policy that if a child is absent from the school for a prolonged period of time, the teacher is not obliged to send on any work that will be missed. Any intended period of absenteeism should be explained to the principal by way of a note or phone call in advance of the absence.

Health Promotion

Mid-Morning Break

Break time is from 10:30 – 10:45

All children should have a good coat as we will use the outdoors as much as possible.

Children are encouraged to bring either a piece of fruit or raw vegetable to eat at break.

Ballougry is a Healthy Eating Promoting School, therefore crisps, chocolate and sweets are not permitted.



Dinner Break

The lunch break is from 12:05 to 1pm.

School meals are available and provide healthy and satisfying options. The price is £2.60 per day. Payment should be made in advance using the Parent Pay online payment system. You will receive your login and guidance on this at the start of term. Children do not have to have dinner everyday, you can choose from the menu a day your child would enjoy.

If your child takes a packed lunch, please put their name on the box.

We also operate a Healthy Lunch Policy.

Free School Meals

Free School Meals are available to some families and whether you take dinner or not, it is important you still apply if you are eligible. Free School Meal numbers for schools provide enhanced budgets which gives us more money to spend on the children in school.

For 2022-23 applications, the criteria was as follows:

If you are in receipt of one of the following:

- Income Support;
- Income Based Jobseeker's Allowance;
- Income Related Employment and Support Allowance;
- Guarantee Element of State Pension Credit;

You can find further information and updates for 23-24 at this link:

<https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants>

Extended Schools Programme.

Breakfast Club

Breakfast Club is available each day to every child. It starts at 8.15 and finishes serving at 8.45, leaving 10 minutes to finish eating before 8.55am. Breakfast Club is charged at £1 per morning and is subsidised by Extended Schools Programme EA. Children have a choice of breakfast items and breakfast juices, with certain themed days depending on the time of year.

The 2-3 Club

The 2-3 Club is available for children to stay until 3 o'clock. It is taken by Lisa Mc Guire. The children take part in a varied range of activities. These include Baking/cooking, P.E., Arts and Crafts and Free Play. The cost is £2.00 per day. This includes a drink and a snack. ***Payment should again be made using the online ParentPay system in advance of your child staying.***



After School Club

After School Club runs from 3.00 until 4.00pm. The club is run by Lisa McGuire. A wide variety of activities are on offer at the club including yoga, Art and Craft, cookery, cheerleading and gymnastics. The cost of the club is £2.00 per child. Again, ParentPay should be used to pay in advance for use of this club.

The Curriculum

The school provides a broad and balanced education to all children and develops the work and experience of individual children according to their age, needs and abilities.

The subjects below are the main ones which are studied:



Language and Literacy
Mathematics and Numeracy
ICT
The World Around Us
The Arts
Physical Development
Personal Development
Thinking Skills and Personal Capabilities

Stages in the School Curriculum

The curriculum is designed so that the areas of study are related to the three Stages in the Primary School.

Foundation Stage - The period beginning with the child becoming of compulsory school age and ending at the same time as the second year thereafter. (P1 – P2)

Key Stage One – The period beginning after the end of the Foundation Stage and ending at the same time as the second school year thereafter. (P3 – P4)

Key Stage Two – The period beginning after the end of the Key Stage One and ending at the same time as the third school year thereafter. (P5 – P7)

Religious Education



The teaching of RE is based on the core syllabus for Northern Ireland and is of a non-denominational character. Religious Education is provided for all children during the academic year. Christ's Evangelical Foundation (CEF) provide whole school teaching and worship on a fortnightly basis. Sacrament Education is provided for children who are to be instructed in the Sacraments. It is the responsibility of parents to inform the school if they wish to make the Sacraments. First Communion and Confirmation takes place in St Columba's Church, Long Tower.

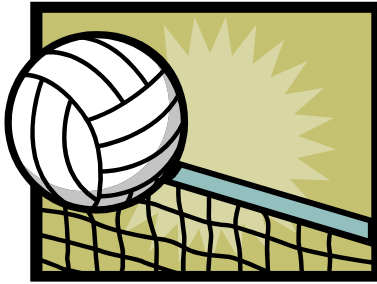
Under article 21(5) of the Education and Libraries (NI) order 1986, parents have the right to withdraw their child from part or all collective worship and/or RE lessons. Please get in touch with the Principal if you wish for this support to be put in place for your child and we will accommodate your request.

Special Education Provision

We try at all times to match the child's ability to the requirements of the curriculum. If your child needs any special help, we will use the Education Authority's Special Education Section with your consent.

Care is taken at all times to match the curricular provision for all children to their particular stage of development and take to account any particular difficulties or special talents which they show. Where provision beyond what can be given by the class teacher is required, every attempt will be made to provide additional support from other agencies. If necessary, the specialist services of the Education Authority's Special Education Section will be used.

Extra Curricular Activities



Football P4-P7

Music P1-P7

Athletics P4-P7

Swimming Lessons – P6 & P7

Fundamental Movement Skills P1-P7

Puppet Shows/ Pantomime/ Magic Shows

Health Education

Cycling Proficiency

School Day Trip

Relax Kids

Yoga

Shared Education

Ballougry Primary School is currently engaged in the Education Authority's Peace IV Shared Education programme linked with St Joseph's National School Rathmullan and Ayr Hill School Ramelton, County Donegal. This is one of only 16 cross-border Shared Education programmes in Northern Ireland. We have shared this wonderful relationship for 6 years now and it has given a rich experience to all the children we have engaged with the programme. The programme is across all classes with all children being involved. We take trips together, learn together, grow together, and develop many new skills and abilities together. Our recent End of Year Celebration events have shown the quality and level of understanding between all the children.

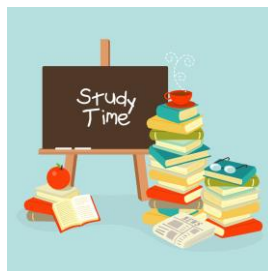
Homework

Written homework is given each weeknight for P2-P7.

Pupils are asked to learn spellings or tables and reading is given every night.

It is important that you make yourself aware of the work your child is doing for homework.

Since COVID-19, we set all homework for the week on a Monday. This allows you to plan your week out more appropriately in a way which suits your timetable.



School Rules



Rules are negotiated and agreed by the pupils with due consideration given to an appropriate system of rewards and possible consequences. In keeping with school policy, each member of the Ballougry community is encouraged to behave in a way which shows consideration for other people and their property.

Jewellery – Children are discouraged from wearing jewellery. In the interest of safety, children who have their ears pierced may only wear studs.

Mobile phones/ipods/portable games consoles – Children are **not** allowed to bring any of these items to school. The school cannot take responsibility for these items in the case of loss or damage.

Positive Behaviour

The school adopts a whole school approach to positive behaviour. Good behaviour in the school is fostered by encouraging each child to develop a sense of respect for others and property. The Principal and staff may consult parents in the event of any serious problem arising with a particular child.

School Events

A list of school holiday dates is issued to parents at the beginning of each school year. Additional information is given to parents in each Weekly Newsletter and as need arises.

Below is a flavour of some of the activities which are held from time to time.

Christmas Concert	Induction Day for New Parents to School
Irish Society Day/Prize Giving	Educational Visits
Shared Education Activities	Other Fundraising Events



Interviews and Annual Reports



Interviews with parents will take place once during the year. The teacher will discuss your child's progress with you and you will have the opportunity to voice any concerns and ask questions.

Parents will be informed in June about their child's teacher for the following year.

Annual written reports are issued in June and they will tell you how your child has progressed during the year.



Charging and Remissions Policy

The Board of Governors having examined the Education Reform N.I. Order (1989) has determined its Charging and Remissions Policy as follows:

- The Board of Governors is committed to maintain the right of all children to free education
- The Board of Governors is agreed that activities organised occasionally wholly or mainly during normal teaching time should be made available to all pupils irrespective of the ability or willingness to pay.

A. Charging Policy

It is the policy of the Governors to charge for:-

- Board and lodgings on residential visits.
- The cost, in cash or in kind, of ingredients or materials needed for practical subjects where parents have indicated in advance a wish to own the finished product.
- Optional extra activities which are of benefit to the pupils, a voluntary contribution towards the cost of the visit.

B. Remission Policy

Charges will be remitted as follows:-

The charge for the Board and Lodgings cost of a residential visit will be remitted in the case of pupils whose parents are in receipt of income support or family credit if the education provided on that visit may otherwise be provided free, that is, the activity takes place mainly or wholly in school hours and/or is provided as part of the syllabus for an approved public examination or is required in order to fulfil statutory duties in relation to the N.I. Curriculum or Religious Education.

C. Voluntary Contributions

In case of activities within school time which the school cannot afford, the school will attempt to subsidise these by asking in advance for voluntary contributions from the parents of those children directly involved. Such requests for contributions will indicate the actual costs to the school and suggest this as a suitable contribution. All the children in the group will take part in the activity, whether their parents have contributed or not. In cases where contributions are such that the school (through the school fund) cannot make up the short fall, the activity will not take place and all contributions already made by parents for the specific activity will be returned to them.

Inspection of Documents

The classes of information that we undertake to make available are organised into four broad topic areas:

- School Prospectus – information published in the school prospectus
- Governors' Documents – information published in the Governors Annual Report and in other governing body documents
- Pupils & Curriculum – information about policies that relate to pupils and the school curriculum

- School Policies and other information related to the school – information about policies that relate to the school in general.

How to request information:

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter.

Contact details are set out below:

Email: dokane544@c2kni.net

Parents wishing to inspect any of the following documents outlined below should give written notice to the Principal at least 5 clear school days in advance of the time they wish to see them. (This does not preclude an informal request to the Principal, who may make the documents immediately available, if this is convenient). Copies of the documents may also be made available if a week's clear notice is given. Payment for copying will be required in advance.

List of Documents:

- The Governors' statement of the aims of the school
- Any statutory instruments, DENI circulars or administrative memoranda sent to the Principal or the Board of Governors in relation to Part III of the 1989 Order
- Any published Education and Training Inspectorate Reports referring to the school
- The arrangements made by the Western Education and Library Board for the consideration and disposal of complaints under Article 33 of the 1989 Order
- The agreed syllabus for Religious Education adopted by the Board.

Complaints

Complaints concerning the curriculum and other matters referred to in Article 33 of the Education Reform (NI) Order 1989, will be dealt with in accordance with Article 33 and regulations subsequently made by the Department of Education.

The complaints procedure is as follows:

- Report complaint to the class teacher
- This is then reported to the Principal
- The complaint will then be forwarded to the Chairman of the Board of Governors
- It will then be referred to the Complaints Tribunal set up by the Western Education and Library Board.