

Ballytrea

PRIMARY
SCHOOL



**2020/21
PROSPECTUS**



Introduction

Dear Parent/Guardian,

I am delighted to be able to present to you this prospectus for Ballytrea Primary School. Whilst it is difficult to fully show the many dimensions to life at our school, I hope that on reading this booklet, you will have gained an insight into the everyday running of our school, the wide curriculum we offer and the breadth of experiences offered to our pupils.

Ballytrea Primary School is known for its warm, welcoming and inclusive ethos, its strong relationships and its inspiring, dedicated teachers. At the heart of what we do, an importance is placed on creating active learning partnerships between home, school and the local community. We are proud to have served the community, of which we have been part of, for many years.

As teachers and staff, we pride ourselves on ensuring that we meet the individual needs of every child placed in our care; providing a caring, vibrant and stimulating environment in which each child feels safe and valued, and in which the pupils are afforded every opportunity to reach their full potential. We strive to equip pupils for life in its broadest sense, by offering excellent teaching, great pastoral care support and rich educational experiences.

Thank you for taking the time to consider Ballytrea Primary School as a suitable school for your child. Our school website (www.ballytreaps.com) is continually updated with information about our school, however if you need any further information or would like to visit the school at any stage, please contact the school to arrange a suitable time to visit.

We look forward to welcoming you and your family to our school and to a successful partnership together.



Mr Keith Black
Principal

Our Mission Statement

Ballytrea Primary School believes in promoting spiritual, personal, social and academic goals desirable for our pupils. We wish to promote such values that will enable pupils to become caring, responsible adults of the future. These values are inherent in all areas of the school's life and provide the basis of and are implicit in our school policies. We believe in the development of the whole person and in respect for others.

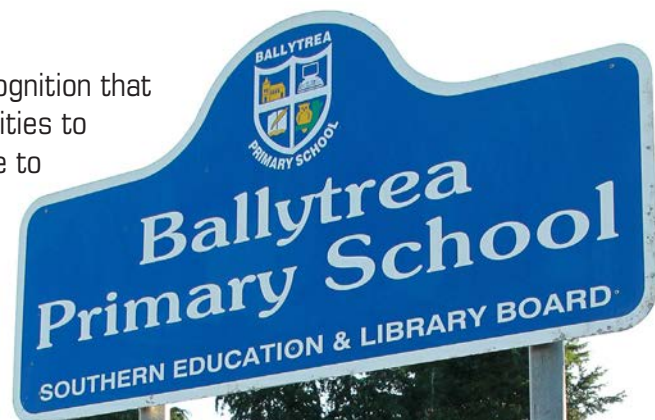
All staff employed in Ballytrea Primary School share these ideals, values and beliefs. The care of our pupils is a shared responsibility among us all.

Aims and Objectives

Central to the philosophy of Ballytrea Primary School is the recognition that every child is an individual and should be given regular opportunities to experience success. The ultimate goal of our school is therefore to help each child achieve their true potential in terms of spiritual, personal, social and academic development.

The school aims are as follows:

- To create an environment where Christian values are central to the culture of our school.
- To develop inquiring, imaginative and creative minds.
- To become articulate, literate and numerate.
- To acquire knowledge, skills and practical abilities and use these in a variety of ways.
- To develop a sense of respect and a respect for others.
- To develop an awareness of a healthy lifestyle.
- To prepare our pupils fully for the next stage of their lives both academically and socially.





Our School

Accommodation

Ballytrea Primary School formally opened its doors in 1930 and has been maintained to a high standard. The main school building has four well equipped classrooms, a resource room, a large assembly/dining hall, cloakroom areas with adjoining toilet facilities and administrative accommodation. The school, individual classrooms and outdoor areas are well equipped with much emphasis on play related learning. Each classroom contains an interactive whiteboard, with the use of PCs, iPads and many other vital educational resources available to all.

Externally there is excellent outdoor playground areas, with a large hard surfaced playground and a grass pitch for games and recreational activities. There is also a fenced conservation and garden area, where our pupils spend a lot of time working under the guidance of parent volunteers.



Organization of Classes

There are three stages within the primary school -

Foundation Stage

Key Stage One

Key Stage Two

The pupils in Ballytrea Primary School are mostly taught in composite classes, in adherence with the Department of Education's Policy on class sizes. The particular skills of our different teachers, however, will be exploited in afternoon classes where they will adopt a semi-specialist role in such subjects such as Art, Music, Physical Education and World Around Us.

Staffing Compliment

Teaching Staff

Miss R Bleakley	Reception P1 P2
Mrs G Colvin	P3 P4 P5
Miss E Dallas	P6 P7
Mr K Black (Principal) Mrs M Craig (Principal Release)	

Ancillary Staff

Mrs S Watson Secretary	Secretary
Mrs Y Purvis	Foundation Stage Teaching Assistant
Miss Crossett	Key Stage 1 Teaching Assistant Lunchtime Supervisory Assistant
Mrs Badger	Key Stage 2 Teaching Assistant
Mrs E Watson	Building Supervisor Lunchtime Supervisory Assistant
Mrs McKenna	Catering Assistant



The School Day

Time	Activity
8:00am	Early Morning Club in main school building
8:50am	Doors Open
9:00am	School begins
10:40am	Healthy break served in Hall
10:45-11:00am	Break
12:00 noon	Reception class go home (P1 pupils will go home at 12pm until Halloween)
12:15 -1:00pm	Lunch
1:50pm	P1-P3 go home
3:00pm	P4-P7 go home
2:00-4:30pm	Fun/homework club

Please note:
No sweets or fizzy drinks of any kind are allowed at school.

Break Time

Children should bring a snack with them to eat at break time. Ideally this should be something healthy such as a piece of fruit, cheese or a sandwich; alternatively, the school can provide a "healthy" snack with items costing 30p. (Fruit, yoghurt, toast, pancake or scone)

Lunch Time

Every four weeks the kitchen staff will issue a School Dinner Menu, to enable choice of available lunches in advance. Please note that the children may mix and match, e.g., having three dinners and two packed lunches in a week. School dinners consist of a main course, a pudding and a glass of milk. School dinners currently cost £2.60 but this is subject to change. Dinner money is collected by the class teacher every Monday morning for the week ahead. Money should be placed in an envelope clearly marked with your child's name, the amount enclosed, and the day/ days dinner is to be taken. An annual supply of money pouches may be purchased for £3.00.

School Uniform

It is our school policy that all children are required to wear school uniform. The school has designated uniform suppliers, which provide all elements of our dress. For further information please contact the school.

Girls	Boys
Navy skirt / pinafore	Navy trousers
White polo shirt	White polo shirt
Blue school sweatshirt	Blue school sweatshirt
White socks / navy or grey tights	Black / navy shoes
Black / navy shoes	
Summer Uniform	Summer Uniform
Blue / White checked dress	Navy shorts and white polo shirt
* It is imperative that all children also bring a suitable coat with them to school, particular during the Autumn and Winter months when the weather is less favourable.	

* Please label all your child's belongings very clearly, as you can imagine, it is impossible to tell one school sweatshirt from another.

*Physical Education (PE) - During PE lessons children should wear navy shorts and trainers (without a black sole).

School Bag

Your child's bag should be large enough to protect any books that are to be taken home. It is also very important to look in your child's school bag each day in case there is an important note from the class teacher or a nice piece of your child's work for you to see!



Curriculum

It is the policy of the Board of Governors of Ballytrea Primary School that all pupils will receive their full entitlement under the Northern Ireland Curriculum.

Ballytrea Primary School will offer an equally accessible curriculum to all pupils that is balanced, broadly based, and which promotes the spiritual, moral, cultural, intellectual and physical development of the pupils.

The curriculum is set out in six key areas of learning

1. Language and Literacy
2. Mathematics and Numeracy
3. The Arts (Art & Design, Drama and Music)
4. The World Around Us (Geography, History and Science & Technology)
5. Personal Development and Mutual Understanding
6. Physical Education

Cross-curricular Skills:

- Communication
- Using Mathematics
- Using Information and Communications Technology

Thinking Skills and Personal Capabilities:

1. Thinking, Problem Solving and Decision Making
2. Self-Management
3. Working with Others
4. Managing Information
5. Being Creative

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The delivery of the curriculum will seek to prepare the pupils for the opportunities, responsibilities and experiences of adult life. The aim of the school is to maximise the potential of each pupil, to develop the self-confidence of each pupil and to promote a spirit of tolerance towards others.

The curriculum shall be so designed that the desire to learn will be encouraged in all pupils and that thinking, and reasoning will be stimulated. It will be held to be important that children learn to apply themselves to the work in hand and that the acquisition of knowledge and skills in all subject areas is regarded as essential.

The staff of Ballytrea Primary School recognise that children learn best when the learning is interactive, practical and enjoyable. We acknowledge that children learn in many different ways and we offer opportunities for our pupils to learn through a range of different strategies. Effective teaching will be achieved by the careful matching of activities and content of lessons to individual needs.

a Primary School...
itely been the **right** choice.
n feel **valued**, are encouraged
successful and are **so happy** going
each day!



Complaints regarding the Curriculum

In accordance with the school's policy of involving parents in the education of their children, in those cases where parents consider that the curriculum provision is not satisfactory, they are welcome to express their concerns. This should be in accordance with the following procedure. In the vast majority of cases the problem will be solved at Stages One or Two. In the case of serious complaints, it will be necessary to have the concerns specifically detailed in writing and given to the Principal of the school, who is also the secretary of the Board of Governors, to enable the matter to be examined and a reply to be made.

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| Stage 1: | Contact the class teacher after obtaining the Principal's consent. |
| Stage 2: | Contact the Principal. |
| Stage 3: | Contact the Chairperson of Board of Governors. |
| Stage 4: | Request the matter be considered by the Education Authority's Complaints Tribunal for Curriculum Matters. |

Resources within the School

Ballytrea primary school prides itself in being well resourced for the delivery of the Northern Ireland Curriculum -



- All classrooms are fitted with Interactive Whiteboards.
- PC and Laptop computers available in all classrooms.
- A full set of classroom iPads.
- A wide variety of PE and sports equipment.
- An outdoor reading area.
- A wide range of reading materials to cater for all reading abilities.
- A large multiuse games and dining hall.
- A pupil-led vegetable garden.
- An Eco zone.
- A large, spacious hard surfaced playground.
- Small group and extended learning areas.

Support in Learning

Some of the children attending the school may have additional 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 the pupils, the school will endeavour within its resources to meet these needs. The school adheres to and follows the Code of Practice for Special Needs.

If despite extra help provided by the school a child is unable to cope in Ballytrea, a statement of that child's needs may be issued by the Education Authority (EA) and these needs will be met by the authority either through extra assistance in school or by a placement in another appropriate school.

The process of determining that a child has special educational needs in accordance with the law is a lengthy one and involves close co-operation amongst the teachers, school, medical authorities, psychologists and the parents. The Education Officer will make the final decision about the appropriate form of education. They will be pleased to provide information and guidance to parents about the procedure to be followed after they have discussed the child's needs with the Principal.



Pastoral Care

We recognise that happy children are the best learners and so we provide a comfortable and safe learning environment. Good relationships are fostered between children and their class teacher and close home-school partnership means parents can inform the school of any circumstances that may impact upon their child.

The school has an effective Pastoral Care Policy, which is updated when necessary.

At Ballytrea Primary School Pastoral Care forms a major part of the curriculum, and our aims include:

- 1. Enhancing pupils' emotional well-being**
- 2. Developing communication skills**
- 3. Enhancing pupils' personal safety skills.**

When a child is sick or injured the school will, in the first case, contact the parent/guardian. If this is not possible the child will be brought to hospital. It is particularly important that parents nominate an emergency contact in the event that they themselves cannot be contacted.

At all times the school will endeavour to act in the best interests of the child.



Safeguarding / Child Protection

All schools have an obligation to ensure the safety of the children in their care. In Ballytrea Primary School the Safeguarding team is Mr K Black and Miss R Bleakley. If a child makes a disclosure to an adult, or if an adult has concerns about a child, these will be reported to the school's Designated Teachers. The school has a Safeguarding Policy which lays out the procedures to be followed should concerns arise.



Assessment

Assessment of children's work is a vital part of our school curriculum and is used to:

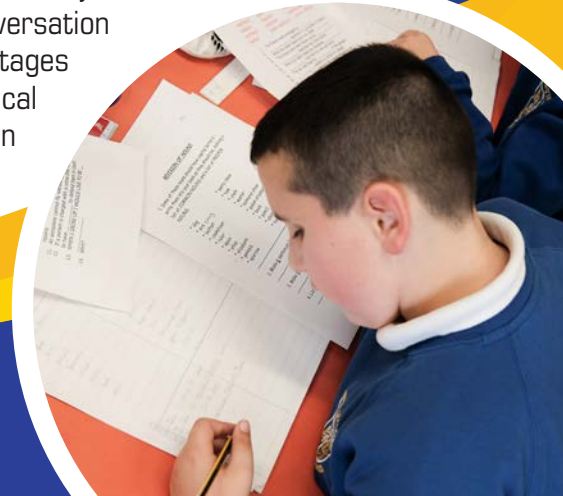
- 1. Establish each child's level of achievement.**
- 2. Assist the teacher to plan and meet the needs of each child.**

Teachers continually assess children's progress (formally or informally) as an integral part of the teaching process. Progress is annually monitored using standardised tests in Literacy and Numeracy for P3-7 pupils. In addition, a range of diagnostic tests are used with those children who are experiencing particular difficulties with their work or who are already receiving special educational support.

Children's progress is reported to parents through parent/teacher meetings, in which they will have the school's view on the individual child's progress explained and will be shown ways in which they can assist their child with future learning. In addition to this, a written school report will be produced for parents each June, commenting upon their child's progress throughout the full academic year.

Homework

Homework plays an important role in school and it is used to consolidate and extend the learning of topics studied in the classroom. It also offers parents an opportunity to be involved in their child's education and provides a starting point for conversation about what the child is learning. Levels of homework varies within the Key Stages and may consist of written activities, reading, learning or other practical work depending on the age of the child. Parents are encouraged to take an interest in their children's homework.



Positive Behaviour

We have a positive approach to discipline. We expect children to behave responsibly; and to show respect for themselves, others and their environment at all times. We have a system of positive rewards and encouragement for desirable behaviour and have developed a system of consequences for unacceptable behaviour.

Parent support is essential to maintain high standards of behaviour, punctuality and good attendance at school. We expect parents to give their full support.

Children are encouraged to share in the decision-making process through school council. P7 children learn to take responsibility by being playground buddies to our younger pupils.

Religious Education

Non-denominational religious education will be available to all children. Parents may remove their children from these classes on the grounds of conscience and the school will make suitable, alternative arrangements for them.

Ministers of religion will be invited to attend the school on a regular basis to lead school assembly.

Health Education

Ballytrea Primary School is a caring, responsible school with the children at our core. 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 health education programme is on the importance of a 'Healthy Lifestyle' and of avoiding the misuse of tobacco, alcohol, drugs, medicines and solvents.

As our programme responds to need, we will include other topics when appropriate. The programme is delivered mainly through PDMU and the World Around Us and will be appropriate to the experience of the children in our school. We recognise this work as a partnership between the school and the parents, where we work together, towards educating and preparing our children for each stage of their lives.



Extra-Curricular Activities

Ballytrea Primary School has a well-established tradition of offering our pupils a range of opportunities to participate in activities outside of the main curriculum. As a school we value the importance that these activities can have on a child in allowing them to lead a more active lifestyle or to express themselves creatively.

School staff and other qualified instructors give the children the opportunity to participate in these activities, both during and after school hours. Allowing your child to participate in extra-curricular activities can lead to:

- * Improved academic performance
- * The creation of broader perspectives
- * Higher self-esteem
- * Improved social opportunities and interactions
- * The development of essential life skills

Activities that are on offer at Ballytrea Primary School include:

Hockey
Choir
Scripture Union
ICT

Football
Cycling Proficiency
Short Tennis
Swimming

Netball
Gardening Club
Pipes and Drums
Cookery

Film Club
Crafts
Orchestra
ECO Schools

Educational Visits

Throughout the school year our pupils have the opportunity to participate in a range of excursions that enhance the educational process and are largely based on topics and themes that are being studied in class. The year 7 pupils also have the opportunity to travel on residential trips; travelling most recently to Edinburgh, Scotland. Each year group also attends a number of excursions with our **Shared Education** partners St Mary's Primary School.



Music

Music plays a significant role within the curriculum at Ballytrea Primary School, with all children being given the opportunity to participate in singing, playing instruments, composing and listening to a wide range of musical styles. Ballytrea school choirs have a reputation for a high standard of performance, and in 2019 won first prize at the Dungannon Music and Drama Festival. At our school we are fortunate to have visiting peripatetic teachers, who provide tuition in upper and lower strings, tin whistle, pipes and drums, for some children in P5 – P7. Private tuition in guitar and piano are also offered to pupils who wish to study these instruments.



Admissions

The Principal, along with the Admissions Sub-Committee, will apply the following criteria in the order indicated to identify which children should be admitted either at initial admission to education or on transfer from another school.

- 1) Children of compulsory school age.
- 2) Children who will have brothers or sisters in attendance during the next school year.
- 3) Children whose brothers and sisters previously attended the school.
- 4) Children for whom the school is the controlled primary school nearest to their home as measured using Google Maps.
- 5) Children with special circumstances (social, medical or LAC). The special circumstances must be made known at the time of application. The Board of Governors reserves the right to seek confirmation of the special circumstances from a statutory body.
- 6) The remaining places will be allocated on the basis of the proximity of the child's or the child-minder's home to the school, priority being given to those living nearest to the school as measured using Google Maps.

Parents who wish to seek a place for their child must apply via the new online portal system. Please feel free to contact the school principal if you require further support or guidance during this process.

Reception

A place in our reception group provides a happy and stimulating atmosphere in which children learn through constructive and imaginative play. There is a caring and welcoming atmosphere in which the talents of each individual child are nurtured. The wide range of activities provided offers excellent opportunities for learning in all areas of the preschool curriculum and allows the children an early exposure to life at Ballytrea Primary School. The children are encouraged to be independent, creative, sociable and co-operative with each other.



Parental Involvement

Whilst we are strong advocates of parental involvement and support in the education of each individual child, we also encourage parents to be involved in other aspects of school life. At Ballytrea Primary School we really appreciate the help and support that our parents support group gives to us, particular in helping us with social events and fund raising throughout the year. This active and committed group of parents organise fun events for the children which promote friendships and generate extra money for the school. This extra money is spent on many amazing resources, enriching the children's life at Ballytrea.

Wrap Around Care

At Ballytrea Primary School we are able to offer parents, wrap-around care for our pupils between the hours of 8am and 4:30pm. Our early morning club allows pupils to come into school early, partake in some fun and enjoyable activities and have a snack before the school day begins. In the afternoons, our Fun club provides the children with a varied programme of activities both inside and outside, dress-up, construction, role play, book corner, homework, outdoor play and many other craft-based activities.

Early morning Club (8am-8:50am)
Fun Club (2pm-4:30pm)

** Clubs are run by Miss Crossett*



“

Ballytrea is a **fabulous** school.
Seeing the **learning** that our child is
doing and the **support** that they get
from all the staff is **reassuring** to
us as **parents.** ”





Ballytrea

PRIMARY SCHOOL

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Principal: Mr Keith Black