

Richmond Primary School



Prospectus
2019/2020

Richmond Primary School

Dear Parents/Guardians

I would like to take this opportunity to welcome you and your child (children) to Richmond Primary School.

This booklet has been designed to give you basic information which you will need about the school.

If you feel that you require more information on a particular aspect, please feel free to come and see me, or a particular member of staff. Through a healthy, open relationship and partnership between home and school, we believe that your child can be given the most support and encouragement at Richmond Primary School.

You will always find a warm welcome at Richmond Primary School.

Yours Sincerely

MRS VIVIAN ROBINSON
PRINCIPAL

**Richmond Primary School
1 Old Omagh Road**

**Ballygawley
Co Tyrone
BT70 2EZ**

**Tel No 028855 67950
Email: vrobinson727@c2kni.net**

PRINCIPAL: Mrs V Robinson

Chairman of Board of Governors: Mr W Armstrong

Enrolment No: 145

Admissions Number: 21

	Applications	Admissions
	P1	P1
2014/15	20	20
2015/16	21	21
2016/17	16	16
2017/18	22	22
2018/19	17	17
2019/20	15	15

Enrolment in September 2019: 125 children aged 4 to 11 years

School Management Type: Controlled

Richmond Primary School is a school which opened in January 2004 with modern facilities. The classrooms are well equipped and spacious and there is a large multi-purpose hall, good resource areas, toilets, cloakroom areas etc . The majority of pupils live in the local rural area.

The school is staffed by four full-time teachers, two part-time teachers and a principal release teacher two days per week. There are three full-time classroom assistants and a part-time classroom assistant. Within the school, relationships are good and a happy and friendly atmosphere exists.

ADMISSION

The Board of Governors is conscious of its responsibilities to meet the legal requirements placed upon it by the Education Reform (Northern Ireland) Order 1989 in relation to the curriculum. It has therefore been decided that only **children of compulsory school age** will be admitted. If the school's admission and enrolment numbers have not been reached, the school will admit all children of compulsory school age whose parents wish them to attend. Any child who reaches his/her fourth birthday on or before 1 July 2020 is of compulsory school age and must receive education from September 2020.

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.

There is a standard requirement to provide a Birth Certificate in order to demonstrate whether or not a child is of compulsory school-age. The original is required and not facsimiles or photocopies. Original documents will be returned. Birth Certificates should be presented to the school in person and suitable arrangements will be made to accommodate parents.

The provision of false or incorrect information or the failure to provide information within the deadlines set by primary schools can result in the withdrawal of a place and the inability to offer a place on the part of any school nominated on the applicant's application form.

Admission Criteria

The Board of Governors will apply the following criteria to identify which children should be admitted either at initial admission to education or on transfer from another school. **Following EA guidance during the Admissions Procedure punctual applications will be considered before late applications.**

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 digital application form. **Documentation submitted in support of the applications should be provided directly to the school of first preference.** 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. Examples of such information include children who will have brothers or sisters in attendance during the 2019/20 school year and children whose brothers and sisters previously attended the school etc.

1. Children of compulsory school age
2. Children who will have brothers or sisters in attendance during the 2019/2020 school year
3. Children for whom the school is the controlled primary school nearest to their home or to the childminder's home as measured by the shortest driving distance by public road.
4. The eldest child in the family.
5. Children with special circumstances (social, medical or security). 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.

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 requested, if 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

The school does not operate a waiting list policy.

ADMISSION TO P2 – P7

Admissions to P2 – P7 will be made providing the school enrolment number has not been exceeded. The criteria for admission to P1 will be applied in the case of over-subscription.

VISITING THE SCHOOL

Richmond Primary School wishes to involve parents in the education of their children and to inform them as fully as possible about their children's progress. Arrangements for consultation are:

A Before Enrolment

(a) Entrants to P1

Pre P1 pupils will be invited to a pre-school Christmas Party

Parents will be invited to an induction meeting or can arrange with the school principal to meet their child's teacher and view the classroom at a convenient time during June 2020.

(b) Entrants who have previously attended another school.

An interview will be arranged with the Principal. Parents will be welcome to view the school premises and a meeting can be arranged with the prospective teacher/s of the child or children. Children are also invited to view around the school.

B After Enrolment

1 School Organised Visit

(a) In the Autumn term parents will be invited to attend an interview with the class teacher to discuss their child's progress. Parents are offered an interview in the Spring term too. One report will be written, following standardised testing in June and parents will be welcome to call and discuss their child's progress with the class teacher.

(b) Parents will also be invited to the school to take part in activities such as Harvest and Carol Services, Christmas Shows, sporting events and open mornings as they occur from time to time.

2 Parent Requested Visit

Parents are very welcome to come to school to discuss their children's progress. To avoid disruption to classroom work the following procedures should be followed:

- (a) Emergency Parents should contact the principal who will arrange a discussion as soon as possible.

- (b) Non-Emergency Parents should contact the school secretary or principal and an interview with the principal or class teacher will be arranged at a mutually convenient time. The secretary will be available from 8.30am – 9.05am 1.15pm – 4pm (Wednesday), 1.15pm – 3.30pm (Monday, Tuesday & Thursday) & 1.15pm - 3pm (Friday)

THE SCHOOL CURRICULUM

Curriculum Policy Statements

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

Broad Aims of School

Richmond Primary School will offer a curriculum that is balanced and broadly based and which promotes the spiritual, moral, cultural, intellectual and physical development of the pupils. The curriculum aims to empower young people to develop their potential and to make informed and responsible choices and decisions throughout their lives. It will also be the aim of the school to maximise the potential of each pupil, to develop self-confidence in the pupils and to promote a spirit of tolerance towards others.

Detailed Aims

Richmond Primary School will seek to develop in its pupils an enquiring mind and help them in developing as individuals, as contributors to society and also contributors to the economy and environment. It will attempt to develop a positive, healthy and confident attitude towards themselves and their own abilities. The acquisition of knowledge and skills will be placed in the context of developing positive attitudes to learning and the development of sound moral values based on the Christian religion.

The school accepts the responsibility of developing to their full potential those children with physical disabilities and those who have different abilities.

General Principles

The acquisition of cross curricular skills, thinking skills and personal capabilities will be regarded as important. The staff will encourage and reinforce the development of positive attitudes to learning and the development of sound moral values based on the Christian religion.

Access to the Curriculum

The curriculum is seen as being a common curriculum for all the pupils of Richmond Primary School, and no child will be barred from any part of it on the grounds of sex. The age, aptitudes and interests of the pupils will be taken into consideration at all times. The school will consider the needs of children with Special Educational Needs when allocating resources. Every effort will be made to provide maximum access to the curriculum for children who have disabilities and the school accepts its responsibility to attempt to develop the full potential of those of its children who have disabilities.

The Curriculum for Primary Education is set out in Six Areas of Learning

- Language and Literacy
- Mathematics and Numeracy
- Personal Development and Mutual Understanding(PDMU)
- The World Around Us(WAU)
- The Arts
- P.E.

* R.E. is also timetabled.

The curriculum focuses heavily on cross curricular skills that each of these areas contributes to. These skills include:

- Communication
- Using Mathematics
- Using ICT

It will try to develop –

Thinking Skills and Personal Capabilities

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

Curriculum development will continue during the year through Exceptional Closure Days and Baker Days.

Richmond Primary School uses the talents of all the staff for specialised classes in the afternoon.

Cross Community Links will be seen as a whole school responsibility and will continue with neighbouring schools to allow for collaboration in both formal and informal curriculum pursuits, including regional activities, swimming galas, games tournaments, quizzes, competitions and outdoor pursuits. This gives our children opportunities to meet pupils from other schools, have discussions and share experiences.

The school is well equipped with a wide comprehensive range of resources to assist with teaching and learning in all areas of the curriculum. We are constantly updating our range of reading materials and text books for the core subject areas as well as maintaining and changing resources for subjects such as World Around Us, PE, Art, Music and RE.

The school is well equipped and all children will be given the opportunity for practical involvement in these subjects.

Sport is also encouraged in extra-curriculum activities.

The school curriculum will be seen as being in need of constant revision and the teachers will, at the end of each year, review its success and any necessary changes will be decided upon which will influence the focus of SDP.

Parents will be informed of their children's progress by:

- (a) A yearly review in which parents will be informed of the school's view of the child's progress and also of any information given by the assessment procedures of the Northern Ireland Council for the Curriculum, Examination and Assessment (CCEA). P4 – P7 parents will be notified of the results in June – written.
- (b) Each year in the month of June parents will receive a written report on each child's progress.
- (c) Progress in English and Mathematics are formally assessed at the end of Key Stage 1 (P4) and Key Stage 2 (P7) and the results provided to parents in the respective children's reports. In the 2018/2019 year a very good standard was maintained by the P4 and a very good standard was achieved by P7 pupils. The results surpassed the targets set.

Key Stage 1

	Communication		Using Maths		Using ICT
Level					
QQ	5.3%				
Achieving Level 1	0%		0%		0%
Achieving Level 2	89.4%		94.7%		100%
Achieving Level 3	5.3%		5.3%		0%

Key Stage 2

	Communication		Using Maths		Using ICT
Level					
Achieving Level 2	0%		0%		0%
Achieving Level 3	50%		25%		0%
Achieving Level 4	50%		58.3%		100%
Achieving Level 5	0%		16.7%		0%

(d) Parent Interviews in the Autumn Term and when requested in the Spring Term.

Complaints re Curriculum

In accordance with the school's policy of involving parents in the education of their children it is agreed that in those cases where parents consider that the curriculum provision is not satisfactory, they are welcome to express their concerns. This should be done in accordance with the following procedure.

1. Parents may make an appointment to speak to the class teacher.
If there is still a concern after Step 1 – the following procedures should be followed:
2. Parents may make an appointment to Mrs Robinson (Principal) at a time convenient to both parents and the Principal – 02885 567950. Please remember that Mrs Robinson is a teaching Principal but is more than happy to address any parental concerns.
3. During any appointment the Principal will take notes and if necessary will speak to the teacher concerned and then decide on the course of action required.
4. The Principal will reply to parents.
5. The Principal will inform the Chairman of the Board of Governors.
6. If necessary the Board of Governors will meet and decide on course of action required.

7. If the matter cannot be resolved, it may be necessary to request EA involvement.

SCHOOL HOURS AND HOLIDAY ARRANGEMENTS

The school hours are as follows:

P1 (first 2 weeks of September only)	9.05am – 12.30pm
P1 / P2 / P3	9.05am – 12.30pm 1.15pm – 2.00pm (An after school Kids Club is available until 3.00pm at a cost of £2.50 per child per day)
P4 – P7	9.05 – 12.30pm 1.15 – 3.05pm

Children may arrive at school from 8.50am. All pupils not engaged in school organised activities should have left the premises by 3.10pm.

Holiday Arrangements

The school will be closed for the months of July and August and for all statutory holidays. Information about other holidays i.e. Christmas, Easter and Mid-Term breaks will be sent to parents at the beginning of September.

In the event of an emergency closure, every attempt will be made to notify parents to enable them to make alternative arrangements. In relation to this, we keep a record of each family's telephone number and parents work number if relevant or an emergency contact name and number supplied by parents.

RELIGIOUS EDUCATION

Non-denominational religious education will be available to all children and will be taught by the class teacher. Parents may remove their children from these classes on the grounds of conscience and alternative provision will be made for them. Ministers of religion will be invited to attend the school on a regular basis for participation in a whole school assembly.

REMEDIAL EDUCATION AND CHILDREN WITH SPECIAL NEEDS

Some of the children attending the 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 the pupils, the school will endeavour within its resources to meet these needs. Help and guidance will be obtained from the Special Needs Co-ordinators (Mrs D Dougan/Miss Lucas) and the appropriate department of the EA Southern Region.

If a statement of that child's needs is issued by the EA Southern Region these will be met by the authority either through extra assistance in Richmond 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 among the teachers, school medical authorities, educational psychologists and the parents and the Education Officer (Special Needs).

ORGANISATION OF CLASSES

It is the policy of the Board of Governors that children will be taught in composite classes, when necessary, depending on the enrolment.

Primary school children succeed better with a class teacher who will take the pupils for the areas of learning.

School Year 2019/20

Class	Room	Teacher
P1/2	Classroom 2	Miss Marshall
P2/3	Classroom 1	Miss Lucas
P4	Classroom 4	Mrs Robinson/Mrs Cooper
P5	Resource Area	Miss Stewart
P6	Classroom 3	Mrs Haslett
P7	Classroom 5	Mrs Dougan/Mrs Brownlee

HOMEWORK

Richmond Primary School sees a value in children engaging in homework as a means of revising and reinforcing 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 with each child's need for recreation and homework should not exceed that which can be done in under 30 minutes in the infant classes and 50 minutes in P4 to P7 classes. Please refer to Homework Policy.

Reading preparation and learning homework are considered to be of equal importance to written homework.

To ensure regularity it will be school policy that homework will be set each night from Monday to Thursday though this may be relaxed for special occasions, and around vacations.

PASTORAL CARE ARRANGEMENTS

In line with the policy of maximising the potential of each pupil the school will endeavour to care for each pupil's physical and emotional wellbeing. The school will endeavour to provide a comfortable and safe environment for learning.

It will be the responsibility of each class teacher to look after the pastoral needs of the children in his/her class, though a woman teacher will be responsible for any problems of senior girls. Class teachers will attempt to resolve the worries of new pupils and to relieve their anxieties. The Principal will be grateful for information about any difficult home circumstances which may be causing distress or anxiety.

When a child is sick or injured the school will in the first case contact the parent to come to school or arrange for the child to be transported home. If this is not possible the child will be brought to hospital. In less severe cases it would be appreciated if parents would nominate an emergency contact.

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

DRUGS EDUCATION

Richmond Primary is a caring, responsible school with the children at the core of our activities. We strive to respond to the personal, emotional, social and education 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 and medicine. As our programme responds to need, we will include other substances when appropriate.

This programme is delivered mainly through PDMU. All other subjects contribute to this, where and when appropriate.

We do not condone the misuse of drugs nor do we wish to sensationalise or dramatise the drugs situation. We believe in providing a drugs education programme which is appropriate to the experience of children in our school.

The programme we provide helps to equip our pupils with the skills to respond and react appropriately to situations which are hazardous to their health. Underpinning our teaching is the belief in building the children's self esteem and resilience in helping them value themselves and others; in giving them a sense of their responsibility to themselves and others.

We recognise this 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.

SCHOOL DISCIPLINE

Richmond Primary School has produced a separate booklet on discipline listing the school rules, code of conduct and courtesy code for all pupils. This is available to all actual and prospective parents. The parents are asked to read it, sign up to it and make comments as they feel necessary.

It is the school policy that discipline should be based on respect for self, respect for other pupils and respect for adults. In those cases where a child has transgressed the school rules, appropriate reprimand or punishment will be given as stated in the booklet. In any case involving a serious breach of rules, parents will be involved either by receiving a behaviour report from school or by being invited to come to school to discuss the matter further.

EXTRA CURRICULAR ACTIVITIES

Sport in school

Richmond Primary School has a keen interest in promoting sports for all children.

Pupils will gain confidence from a positive attitude towards physical activity and learn respect for themselves and others. Activities available within Richmond Primary School include – athletics, netball, dance, football, gymnastics, rounders, swimming, hockey and rugby. We are fortunate in having a large hall with lots of equipment such as balls, bean bags, posts, skipping ropes, rackets, hockey sticks etc. After school activities include Sports Club – which is organised and run by, Burns Skills School and Scripture Union and we have also had a French Club.

Music Tuition

At present the EA Woodwind Tutor visits the school once a week. The P4 – P7 children have the opportunity to take an aptitude test and may be offered lessons on Flute, Clarinet, Oboe or Bassoon. Parents are expected to pay for these lessons (at a very reasonable rate) and for the hire of an instrument. Drumming lessons are also available for those interested from P4 upwards.

After School Clubs

P1 – P3 pupils may stay for After School Club or extra curricular activities from 2.05 – 3.05pm. These include Sports.

Children from P4 – P7 are invited to join in extra curricular activities after school when buses have departed. These may include art/crafts, information technology, sport etc. These activities have been found to add a valuable dimension in understanding more fully the child's personality. A National Cycling Proficiency course will be held for pupils in P6 / P7 in the summer term.

SCHOOL MEALS

School meals are cooked on the premises daily. The cost at present is £2.60 per day for main course and dessert. If a pupil wishes to apply for free school meals, forms are available in school.

SCHOOL UNIFORM

The school uniform gives the pupils a sense of identity with the school. This is the uniform for Richmond Primary School.

Boys: Grey Trousers
 White Polo Shirt
 Navy School Sweatshirt
 Dark Coloured/Navy Track Bottoms (for PE only)

Girls: Grey Skirt or Pinafore / Grey Trousers during cold weather
 White polo Shirt
 Navy School Sweatshirt
 Dark Coloured/Navy Track Bottoms (for PE only)

Summer Uniform: White Polo Shirt
 Navy School Sweatshirt
 Black or Dark Coloured Shorts (cotton ones preferred)

It is school policy that all children wear the uniform which can be obtained at reasonable prices in Paul Coote's, Aughnacloy.

Reversible fleeces and PE kits are also available through school and these can be ordered at the beginning of the school year.

During P.E. no looped ear-rings, necklaces, bracelets or finger rings are allowed for safety reasons.

CHARGING AND REMISSIONS POLICY

Education in Richmond Primary School is provided free of charge for all lessons and activities connected with the child's entitlement under the Education Reform Order. The only occasion on which payments may be required is for board and lodging on an overnight trip though here charges will be remitted to those parents on Income Support etc.

The school will, as it has done in the past, appeal to parents from time to time for voluntary donations but it is stressed that no child will be disadvantaged in any way if the parents choose not to make a contribution.

The school may take part in 'optional extras' which are not connected with the school's formal curriculum, such as visits to theatre or trips abroad. Charges will be made for these but it is again stressed that failure to participate in these will not affect a child's performance at school. Written parental consent will be required before a child participates in school trips. After School Clubs will also have a small charge to help with costs but these clubs are optional.

SECURITY

The school is kept locked at all times. The main entrance has an intercom system to facilitate the admission of visitors.

MID-ACADEMIC YEAR CHANGES

If there will be any change in the above information due to unforeseen circumstances, parents will be informed in writing of the nature of such changes.

FURTHER INFORMATION

A Starting School booklet giving details of attendance, milk, meals and morning break arrangements etc is available to all parents at the induction meeting in June.

The Board of Governors of Richmond Primary School realises that the information given in this prospectus is limited and parents are welcome to make arrangements with the Principal, Mrs V Robinson, to visit the school to discuss your needs regarding your child's education.