

**CREAVERY
PRIMARY SCHOOL
38 THORNHILL ROAD
ANTRIM
BT41 2LH**

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Dear Parents,

It is my pleasure to welcome you and your child(ren) to Creavery Primary School. The information contained in this Prospectus should help to provide you with an understanding of what we are aiming to achieve. We are proud of our 179 year heritage and reputation as a small, caring school, where each child is valued and encouraged to achieve their full potential. We hope that you and your child(ren) will want to be associated with our school. We trust that you as parents, will support us in achieving our aims. If you need any more information or wish to discuss your child(ren)'s education please do not hesitate to contact me.

Yours sincerely,

*Miss M. L. Dunwoody B Ed (Hons), M Ed, PQH
Principal*

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1.0

AIMS FOR CREAVERY PRIMARY SCHOOL

- * To provide a stable, happy atmosphere where every child learns to respect themselves and others, feels safe and valued, and is able to develop to their full potential.
- * To encourage the development of intellectual, physical, moral, cultural, social and spiritual values that will enable each child to become a responsible member of the community.
- * To develop self-confidence and independence that will enable each child to take responsibility for themselves, for self-discipline and for organising their own learning, in preparation for post-primary education and for the experiences of adulthood.
- * To provide a broad and balanced curriculum that meets the needs of each child, and provide opportunities for each child to succeed, incorporating all the subjects specified in the N.I. Curriculum.
- * To encourage parents to play a vital role in the life of the school through Parent/Teacher interviews, the activities of the school PTA, and fund raising events.
- * To ensure that the school continues to play a vital role in the community, and to provide opportunities to involve the community in the activities of the school.

2.0

PASTORAL CARE

It is our view that the first responsibility of a school is the welfare of each child. With this in mind, we aim to create a safe environment within which pupils, staff and parents can work harmoniously together for the successful achievement of the aims outlined in Section 1.

A Child Protection Policy is in place that can be viewed by parents on request.

In case of an accident or emergency, the parent of the child will be contacted immediately, and if this is not possible, the Principal or member of staff will take the necessary steps to safeguard the welfare of the child.

If someone different is to collect a child from school on any occasion the Principal should be given prior notification.

Creavey Primary School has an anti-drugs policy in place outlining our opposition to the use of illicit substances. This can be examined by parents, and other interested parties.



3.0

MEMBERS OF STAFF

Principal

Miss Louise Dunwoody

Teaching Staff

Mrs. Pauline Pope	Monday, Tuesday, Thursday, Friday	P1 - P2
Miss Louise Dunwoody	Wednesday	P1 - P2
Miss Louise Dunwoody	Monday, Tuesday, Thursday, Friday	P3 - P4
Mrs. Diana Dennison	Wednesday	P3 - P4
Mrs. Pauline Davison	Monday - Tuesday	P5 - P7
Mrs. Lesley Hunter	Wednesday - Friday	P5 - P7

Classroom Assistants

Mrs. Linda Hall	Classroom Assistant	P1 - P2
Mrs. Diana Dennison	Classroom Assistant	P3 - P4
Mrs. Lorna Warwick	Classroom Assistant	P5 - P7

Administration Staff

Mrs. Margaret Currie Clerical Assistant

School Meals Staff

Mrs. Betty Selfridge	Dining Attendant
Mrs. Elizabeth Houston	Supervisory Assistant
Mrs. Linda Hall	Supervisory Assistant

Building Supervisor

Mrs. Joan Millar

4.0

BOARD OF GOVERNORS

The Board of Governors meet periodically throughout the year to ensure that issues such as Curriculum Development, staffing arrangements and any other matters relating to the effective management of the school and the delivery a quality education are dealt with appropriately.

NEELB Representatives Mr W Crawford (<i>Chairman</i>) Mr S Nicholl	Parents' Representatives Mrs. N. Lyons Mrs. H. Steele
In Lieu of Transferors Mr S Hall (<i>Vice Chairman</i>) Mr J Millar Mr W McFetridge Mr R Swann	Teacher Representatives Mrs L. Hunter Hon Secretary Miss L Dunwoody (<i>Principal</i>)

5.0

ADMISSIONS

Maximum Enrolment is 65
Expected enrolment 2006/2007 is 60
Age range of pupils is 4 - 11 years

Creavery Primary is a Controlled, Primary, Co-Educational Day School.

Pupils who are 4 years of age on or before 1st July will be admitted to the school the following September. Pupils transfer to post-primary the September following their 11th birthday.

Admissions Criteria

In the event of the school being over subscribed for admissions, the following selection criteria will be applied.

- (a) Compulsory school-age children will be given priority before under age children.
- (b) Preference will be given to children whose siblings are currently in attendance at the school.
- (c) Preference will be given to children of staff employed in the school.
- (d) Preference will be given to children of families who have previously attended the school.
- (e) Preference will be given to children for whom it is the nearest suitable school.

Before sending your child to the school you are welcome to visit any afternoon, the Principal's non-teaching time. Copies of information published by NEELB about admissions to schools in this area may be obtained from the school office.

Both parents and pupils are welcome to attend the school Sports Day usually held in June. New entrants are encouraged to spend an afternoon in the school during June prior to their starting in September. This provides them with an opportunity to meet their teachers, other children and become familiar with their surroundings.

Year of Admission	Number of Applications	Number of Admissions
2003/2004	8	8
2004/2005	8	8
2005/2006	13	13

Annual Attendance Rate - 96.4%

6.0

GENERAL INFORMATION

School Hours

School commences at 9.15 a.m. Children should not arrive before 9.00 a.m.

P1 - P2 finish at 2.00 p.m. (P1 finish at 12.15p.m. in September)

P3 finish at 2.00 p.m. on Tuesdays and Thursdays and
3.00 p.m. on Mondays, Wednesdays and Fridays.

P4 - P7 finish at 3.00 p.m.

Teaching Times : 9.15 a.m. - 10.50 a.m.

11.00 a.m. - 12.15 p.m.

1.00 p.m. - 3.00 p.m.

School Meals/Milk

School meals are provided by Antrim Central Kitchen and delivered to the school each day. Dinners cost **£2.10** per day. **PLEASE** send dinner money on a Monday morning.

Milk costs **10p** per day and should be paid at the beginning of each term for the whole term.

It is not possible to rebate for milk not drunk due to absence. Surplus milk will be given to children free of charge.

School Closures

Monday 30th October 2006 – Tuesday 31st October 2006 2 days

Monday 25th December 2006 – Friday 5th January 2007 10days

Monday 12th February 2007 – Friday 16th February 2007 5 days

Monday 2nd April 2007 – Friday 13th April 2007 10 days

Monday 7th May 2007 1 day

Summer Term Ends Friday 29th June 2007

Exceptional Closures

Monday 19th March 2007 Monday 28th April 2007

School Uniform

Children are expected to wear School Uniform, which consists of Royal Blue Sweatshirts, Grey Skirts or Trousers, and White Blouses, Shirts or Polo Shirts, which can be obtained from Select Schoolwear, 47-49 Springwell Street, Ballymena

7.0

CURRICULUM

The school fully complies with the requirements of the Northern Ireland Curriculum, which are:-

- to provide a balanced and broadly based curriculum, and
- to promote the spiritual, moral, intellectual, cultural and physical development of all pupils at a level that is suited to their needs.

The curriculum includes: RE, English, Maths, Science & Technology, History, Geography, PE, Art & Design and Music. Pupils develop at different rates, but are encouraged to achieve as high a standard as possible at all times.

English and Maths are taught to each Year Group separately. Topic Work and Practical subjects are introduced to the whole class, with practical and written work differentiated to suit individual abilities within each Year Group.

A Classroom Assistant is employed in the P1-P2 room for a total of 12.50 hours per week

Great emphasis is placed on Reading as this skill is the key to all other subjects. A Reading Scheme enables every children to quickly build up a vocabulary of known words, and to experience the pleasure of 'Reading' a book at an early stage, motivating them to read more. Story Sacks are used in P1/P2 to encourage children to enjoy reading. "EXTRA" Reading is introduced in the summer term of P1. Each child keeps a record of the books that they have read throughout their time spent at Creavery Primary School.

Maths is taught through a range of practical materials and resources to ensure progress and development.

ICT is used widely in all subjects for word processing, graph work and research purposes. P7 children complete different modules of the ICT Accreditation process.



A topic approach is used to teach Science & Technology, History and Geography. Guest speakers are invited to the school to talk to the children on subjects related to their work, which have included Police, Firemen, Nurses etc. Children are also taken on Educational Visits.

P5-P7 children go swimming once a week during the Christmas and Summer terms. Facilities at the Antrim Board Centre are used in the Easter term to develop the PE Curriculum.

A fully qualified teacher works part-time in the P5-P7 class helping with Art.

The cross-curricular themes of Cultural Heritage, Education for Mutual Understanding and Health Education are introduced into topic work where relevant.

Religious Education is taught throughout the school, and the children all meet for assembly three mornings a week. Each month Ministers from the neighbouring Churches visit to conduct assembly.

Any complaints that parents may wish to make with regard to the curriculum must be made in writing to the Board of Governors.

Provision for Special Needs

It is our aim to provide a welcoming, supportive learning environment for every child whatever their academic or physical ability. An Individual Education Plan is written for any child who falls significantly behind or who needs extra help with their work. This may involve special provision within the class and/or additional individual assistance. Parents are consulted and kept informed regularly regarding this provision. The structure of this provision is detailed in the school Special Needs Policy. If you would like more information about this please contact Miss Dunwoody. When a particular educational need is identified, the assistance of an NEELB Specialist is sought, such as an Educational Psychologist.

Assessment outcomes at the end of Key Stages 1 & 2 (N.I. Results)

Each child works through these levels of the curriculum, and records of their attainment are kept.

Key Stage 1		Key Stage 2	
English	Level 1 - 14.29% Level 2 - 42.86% Level 3 - 42.86%	English	Level 4 - 77.78% Level 5 - 22.22%
Maths	Level 2 - 57.14% Level 3 - 42.86%	Maths	Level 4 - 55.56% Level 5 - 44.44%

In the 11+ Transfer Test usually 75% of children sitting it achieve a grade C or better.

8.0

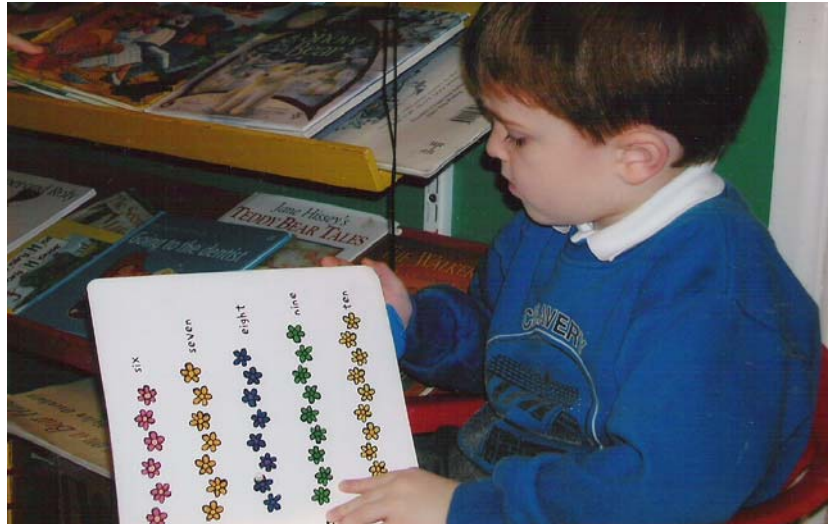
HOMEWORK

Homework is considered both valuable and necessary. It consolidates the learning that has taken place in school, it encourages a good work habit and provides the parents with the opportunity to be involved directly with their child's education.

Homework commences during P1. Initially this is only Reading. In P2 Spellings and Tables Homework are introduced. Written Homework is added in P4. Initially written homework should not take more than 15 minutes to complete, and is directly related to class work. The amount of written homework increases through P5, P6 and P7, but should not take more than 1 hour to complete by the P7 stage. Some research work may also be given as homework. Occasionally children may be given the opportunity to complete work on computers at home, (e.g. word-processing for project work).

If children are experiencing difficulty or regularly spending longer than the recommended time on homework then parents should contact the school.

Parents are asked to supervise homework to ensure that an acceptable standard is maintained.



9.0

EXTRA CURRICULAR ACTIVITIES

Each child is encouraged to reach their full potential and become a well rounded individual. Consequently each child is provided with opportunities to develop not only academically but also musically, physically and socially. These opportunities include:

Music

P3-P7 children are provided with the opportunity to attend weekly stringed instrument tuition taught by a peripatetic. After attending these lessons some children have joined the NEELB Youth Orchestra and have performed at our Annual Christmas Celebration. Every child is given the opportunity to participate in the Nativity through music and drama for parents and friends. P5-P7 also visit Ladyhill Nursing Home to sing carols and have the opportunity to go carol singing at other events.



Sports

Football, rugby, hockey and netball coaching is provided by a professionally qualified coach to P5-P7 children. Both football and rounders can be played on the school's facilities whilst other sports can be played in local indoor facilities. Pupils also attend swimming lessons at Antrim Leisure Centre. Parents will be asked to make a voluntary contribution to School Funds to cover the cost of weekly swimming lessons at the Antrim Forum.



Sports Day

A Sports Day is held annually when children are encouraged to participate with an emphasis placed on having fun.

Garden Project

Over the last few years the children have enjoyed designing and planning a garden for the school. The children can use this garden for play.

Links With Other Schools (Comenius)

The children's social and academic learning is enhanced through links with schools in other European countries such as France, Germany and Poland. Projects are completed between the three schools using letters, e-mails and video conferences.

Charities

Fund raising for different charities makes the children more aware of those less fortunate than themselves. A different charity is chosen each year and many fund raising activities are carried out. This year the charity supported has been an orphanage in Moldova. Last year almost money was raised for the Northern Ireland Mother & Babies Action. After an Annual Harvest Service, to which Ladyhill residents are invited fruit and flowers are delivered to Ladyhill Nursing Home.

After School Clubs

After school clubs prove to be very popular for all of the P1-P7 children. Activities such as Football, Golf, Hockey, Monkeynastix, Art, Language lessons, and Cycling Proficiency are enjoyed by all who attend. At the end of most courses the participants receive a certificate to recognise their achievement.

Awards

Over the last few years the children have participated in numerous competitions and in many of these they have been very successful. The competitions are varied and have included.

Belfast Telegraph Competition – 1st in NEELB (Subject -History).

Save the Children “Foreign Money” – 1st in Northern Ireland.

Yellow Pages 2003 ,2004 and 2005 – Area Winners (Environmental).

Semi Finalists in W5 competition to produce a science presentation for other school pupils.

Individual prize winners include:

A P7 pupil won 1st Prize in Province wide poetry competition, and 1st Prize in Nationwide Literacy Competition.

A P7 pupil won first prize in the 'Wake Up to Waste' public speaking competition run by Antrim Borough Council and went on to represent the borough at the City Hall in Belfast.

A P7 pupil won a Science competition run by the Department of the Environment.

P6& P7 pupils won the regional heat of the Credit Union Quiz.

10.0

SCHOOL RULES

The Principal and Staff believe that school can only function effectively when a good standard of discipline is maintained. The necessary rules to maintain that discipline are explained to the children at the beginning of each school year. A copy of the rules which are sent to parents at the beginning of each school year are as follows.

Safety Rules

1. No pupil should arrive at school before 9.00 a.m. as no supervision is provided before then.
2. No pupil should go on to the road to retrieve a ball unless supervised by an adult.
3. No pupil should go through the gate at hometime until the vehicle collecting him/her has arrived.
4. There should be no fighting in the playground. Pupils should report any problem to a supervisor or teacher.
5. No pupil should sit or stand on the school wall.
6. Pupils should **WALK** in line when moving from one classroom to another.

Attendance Rules

1. Pupils should be in school for 9.15 a.m.
2. When school is on, pupils must attend, unless hindered by sickness or bereavement.
3. An explanation for absence should be made by note or telephone call.

Health and Hygiene Rules

1. Litter must be put in a bin and not dropped on the ground.
2. Leave the toilet clean, and wash hands after using it.
3. Remember to bring and to use a handkerchief.

Classroom and Playground Rules

1. We listen when the teacher is talking.
2. We listen to each other.
3. We all help to keep our classrooms and playground tidy and attractive.
4. We all take care of equipment and toys.
5. When something gets broken or damaged, it is reported to the teacher immediately by the pupil concerned.
6. We show respect and good manners to each other, and to the teacher or supervisor.
7. We raise our hands when taking part in classroom discussions.
8. We try to do our best at all times.
9. We always **WALK** in the classroom.
10. We **NEVER** use bad language.