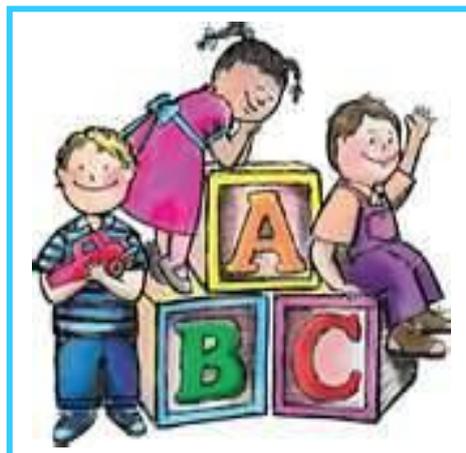


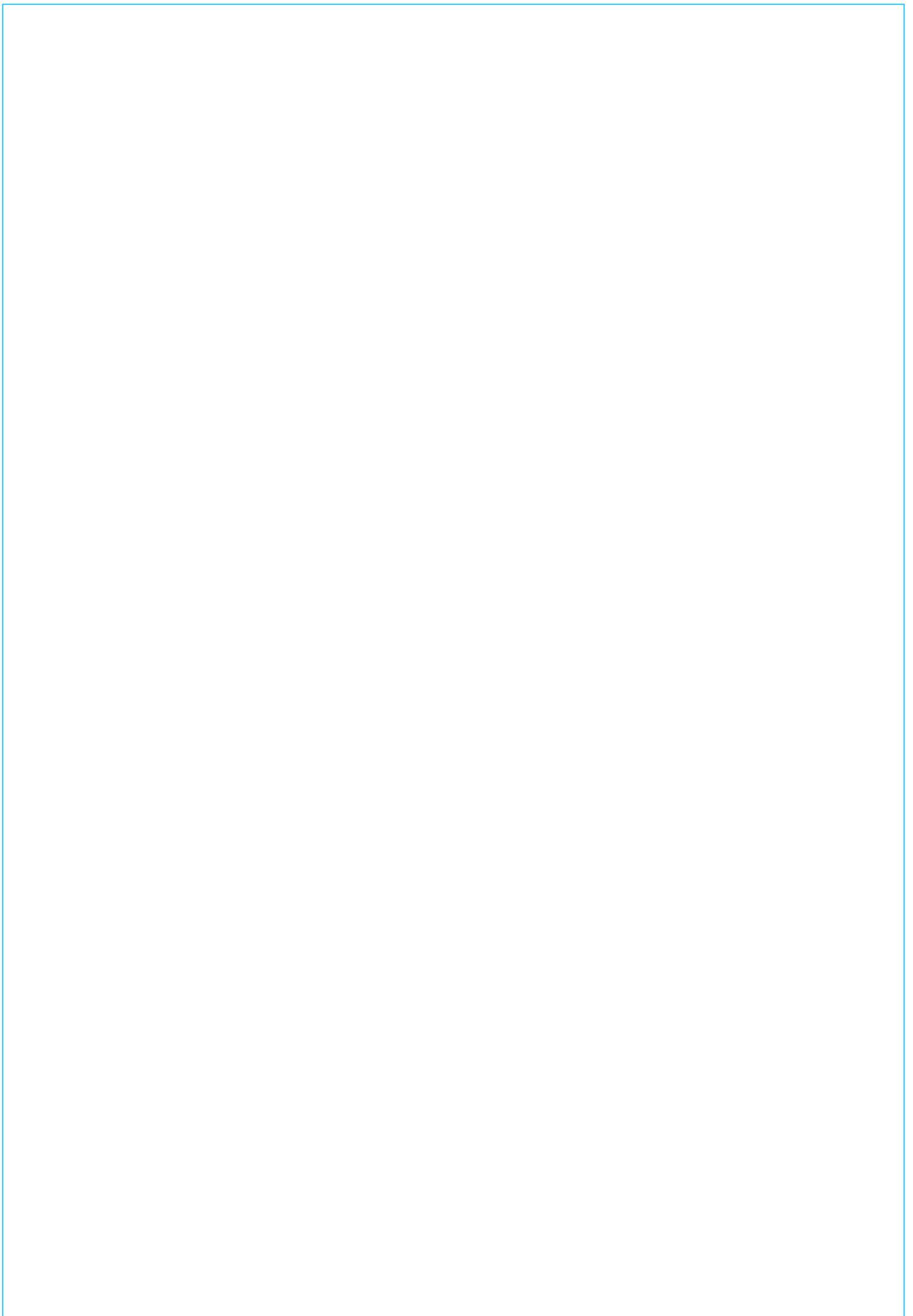
Clea
Primary School



School Prospectus

2015 - 2016





Clea P. S.
85 Clay Road
Keady
Co. Armagh
Telephone: 028 3753 1096
Fax: 028 3753 1096
www.cleaprimaryschool.com

Dear Parents/Guardians,

May I take this opportunity of welcoming you and your child to Clea Primary School. We wish to thank you for placing your child in our care and we want to assure you that we at Clea Primary School pride ourselves on the intimate family atmosphere that ensures that each child is treated as an individual and with respect and is encouraged to develop their full potential.

This booklet has been designed to give you the basic information we think you need to ensure that your child will enjoy their stay at the school.

Should you find you require more information about a particular aspect, please ring to make an appointment to see either myself or another member of staff.

It is only by good communication between home and school that we can build an open and harmonious relationship that will both support and encourage your child's development throughout their stay at Clea Primary School.

In May 2011 the Department of Education secured an 'outstanding' status on our school both for the quality of education and Pastoral Care provided.

We hope this booklet gives some insight to the work we do and the achievements made in our school.

Yours sincerely

Mrs C Duffy

Mrs C Duffy B.Ed.(Hons.) PQSH(N.I.)
Principal

Clea Primary School



Mission Statement

At Clea Primary School we aim to provide a working, caring and happy environment where every child's potential can be realised.

We wish to promote in all our pupils such values as will make them caring and responsible citizens. We believe that every child is unique and as such is entitled to receive the best possible standard of education.

We hope to develop the whole child - spiritually, emotionally, intellectually, morally and physically.

As a school community we strive to work together to make our pupils feel safe and secure and by so doing create an ethos in which they can grow and develop.

ADMISSIONS CRITERIA

Clea Primary School
85 Clea Road
Keady
Co Armagh
BT60 3QX

Maintained

Telephone/FaxNo: (028) 3753 1096
Email address: cduffy332@c2kni.net

PRINCIPAL: Mrs Clara Duffy BEd (Hons) PQSH (NI)

CHAIRMAN OF BOARD OF GOVERNORS: Mrs Bredge Casey

Enrolment Number: 101

Admissions Number: 14

Actual enrolment for September 2014: 15 pupils aged 4-11 years (Boys/Girls)

Expected enrolment in September 2015: 15 pupils aged 4-11 years (Boys/Girls)

ADMISSION

If the school's admission and enrolment numbers have not been reached the school will admit all children of the appropriate age whose parents wish them to attend the school. These children are:-

- i firstly those of compulsory school age (children who reach their fourth birthday on or before 1 July 2015); then
- ii those who reach their fourth birthday between 2 July and 1 September 2015 (both dates inclusive) - to be admitted at the beginning of September 2015; then
- iii those who reach their fourth birthday during the course of the school year to be admitted after the child's fourth birthday by arrangement with the Principal.

Children in categories ii to iii will only be selected for admission if places are not filled by children in earlier categories.

ADMISSIONS CRITERIA

The Principal who has been delegated authority to act on behalf of the Board of Governors in this matter, will apply the following criteria to identify which children should be admitted either at initial admission to education or on transfer from another school. In selecting children for admission children resident in Northern Ireland at the time of their proposed admission to the school will be selected for admission to the school before any child not so resident.

- 1 Children who will have brothers or sisters in attendance during the 2015/2016 School Year.
- 2 Children of compulsory school age who live on the Clea Road, in the town of Keady or the parish of Derrynoose.
- 3 Children whose brothers and sisters previously attended the school.
- 4 Sons or daughters of permanent employees at the school.
- 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.
- 6 The remaining places will be allocated on the basis of the proximity of the child's home to the school, priority being given to those living nearest to the school.

Criterion 6 will also be used to discriminate within any oversubscribed criterion.

The Department is currently undertaking a review of the funding of reception provision. If the school is identified as one at which the reception provision is to be zero-rated for funding purposes the Board of Governors will review the situation as necessary.

ARRANGEMENTS FOR ADMISSION

During the summer term an induction morning will take place. New entrants will be invited to visit with their parents.

APPLICATIONS AND ADMISSIONS TO RECEPTION AND PRIMARY 1				
Year	Total Reception Applications	Total Reception Admissions	Total Primary 1 Applications	Total Primary 1 Admissions
2012/2013	7	7	11	11
2013/2014	8	8	3	3
2014/2015	5	5	10	10

The school provides Reception Class at present until 1.00 pm daily. Children of compulsory school age will always be given preference at admission.

PHILOSOPHY

In Clea PS we are committed to the aims of Catholic Education and are concerned first and always with trying to ensure that every child feels happy and secure as a valued member of our school community.

All members of staff are fully committed to providing for your child's intellectual development at all times. We also place equal emphasis on providing an environment within which he/she can grow and develop as a person - spiritually, morally, emotionally and physically.

If at any time you feel that your child has a worry or problem - real or imaginary - please do not hesitate to bring it to our attention. Very often his/her little "problem" can be easily resolved but we rely on you to tell us about it as soon as it becomes apparent. In fact at all times we urge you:

"Please talk to us - not about us."

EDUCATIONAL AIMS OF THE SCHOOL

It is the policy of the Board of Governors of Clea PS that all pupils will receive their full entitlement under the Northern Ireland Curriculum and that the school will go beyond that entitlement in areas where there are particular abilities among the staff.



Clea Primary School

Centenary Celebration 1915-2015



*100 years on a time to remember,
A time to reflect!*



Youngest to oldest in May 2015



Current Primary 1 Pupils of 2015 and below is a picture of Violet McKenna and friend.



Staff and Students of 2015

CHILD CENTRED AIMS:

It is our aim to enable every child, in so far as possible:

1. To communicate clearly and confidently, and express their thoughts clearly and fluently in speech and writing.
2. To learn how to acquire and record information.
3. To acquire and understand the fundamental skills and concepts in language and mathematics essential to their intellectual and social development.
4. To learn how to apply computational skills with speed, accuracy and understanding.
5. To acquire some knowledge and understanding of the world we live in.
6. That all children will listen attentively and with understanding and that instructions and words of advice from the teachers are heard and acted upon by the pupils.
7. It is the policy of this school, and is of the utmost importance, that each child should acquire a set of moral values upon which the formation of character and the proper training for the responsibilities of life depend. This will find its roots in the home, and through the community of the school the promotion of a Catholic Ethos will be promoted and developed through the use of the A-Live O; 1 - 7, and the gradual new RE programme being phased into our school.
8. Pupils will learn to be aware of the necessity of punctuality, cleanliness, neatness, truthfulness, respect for others and their belongings, for public property, respect and tolerance for the values and opinions of others, the necessity for self-discipline, fairness, good humour and respect for and preservation of all aspects of their local environment.
9. As we implement the Revised Curriculum in all classes many new experiences and opportunities will be provided.

SCHOOL CENTRED AIMS:

10. To provide a broad and balanced curriculum, taking into account the NI Curriculum.
11. To give recognition to the fact that childhood is a distinct part of growing up and is well worthy of merit as such.
12. That teachers should at all times, as far as physically or educationally possible, take into consideration the widely varying mental abilities and rates of progress which may occur as each child progresses at his/her own rate.
13. That the staff, as far as possible, will extend their knowledge of the pupils to the social and emotional aspects of their lives, in order that due regard of these aspects may be taken into consideration when dealing with individual children. (Home background)
14. To encourage parental involvement and support on both a formal and informal basis.
15. To be receptive to useful educational change and innovation, and to encourage a positive attitude to professional staff development.
16. To reflect the religious ethos of the surrounding community.
17. To address and provide for the Special Educational needs of our pupils and provide as best we can to meet these needs. (SENDO 2005)

Above all, in achieving these aims, we hope that children will enjoy their school day and feel safe and secure.

GENERAL SCHOOL RULES

1. No child may leave the school grounds without the parent contacting the Principal in advance by means of a note or phone call at an appropriate time.
2. Parents visiting the school to see individual teachers or the Principal should contact the Principal in **advance** to make an appointment at a suitable time.
3. Clea PS promotes a Healthy Break each day of the week throughout the school.
4. Children may not play on any of the grass areas unless permission is given and a teacher/classroom assistant is present - the astro turf area is time-tabled for daily use.
5. No child is allowed on the road at any time, unless a teacher, classroom assistant, parent or bus driver is present. Children will be escorted to the school gate for collection at hometime and will be taken to the bus in an orderly manner at hometime.

At all times one theme or emphasis carries through the general and class rules of the school and that is one of **RESPECT** for school property, the teachers, others property, themselves and the other children of the school. If, as parents you have any concerns about your child's safety at school please inform the class teacher or principal by following the correct procedures. It is only by working in partnership that we will be able to care for your children fully. The school's behaviour policy will be kept under review and you, as parents, will be invited to comment on it.

As the play facilities and sports pitch have been completed we place much emphasis on fair and safe, well supervised play and leisure/extra curricular time.

THE SCHOOL CURRICULUM

The school fully embraces the Northern Ireland Curriculum and we are consistently re-evaluating and developing our approach to planning and whole school self evaluation. Areas of study include; The Arts, Language and Literacy, Mathematics and Numeracy, PE, The World Around Us, Religious Education, Personal Development and Mutual Understanding.

Classes in Clea PS are generally organised in a composite nature. At present there are 4 teaching staff. It is the policy of the Board of Governors that every effort will be made to limit class sizes.

The class arrangements at present are:

Reception + P1
P2 - P3
P4 - P5
P6 - P7

In our teaching we use a variety of methods - whole class, groups, individuals - and pupils frequently explore subject areas through a thematic or topic approach. In their planning and delivering of lessons, teachers take great care to provide for differentiation, i.e. to ensure that materials are presented at a variety of levels to cater for the wide range of abilities (or difficulties) normally found among children in all mixed ability classes.

Regarding **Health Education** Clea PS operates a healthy break system which means that children may bring a healthy item of food to eat at break time, eg fruit, yoghurt, milk, bread. Crisps, chocolate etc are **not** allowed at break time. The content of pupils' lunch boxes is at the discretion of parents.

Children are introduced to the use of computers as early as possible, with every classroom being equipped with 3-4 computers. The older children will also be introduced to electronic mailing and the Internet. The school has a separate policy for the Acceptable use of the Internet, which is available for inspection on request.

In addition we have interactive white boards in all the classrooms, as well as 12 ipads.

We are also deeply committed to promoting a positive attitude to books and the ownership of books, with children from their earliest years being provided with many opportunities to hear and read stories, to avail of the well-stocked class libraries, the central library and the Annual Book Fair. Parents are encouraged to take an active role in their child's reading by becoming involved in our Paired Reading Programme

We also offer a Reading Partners Programme in the school. All Classroom assistants are trained as Reading Partners.

Teachers will review programmes of study and topic themes to ensure progression, non-repetitiveness and continuous stimulation of pupils. Evaluation and revision will be carried out at the end of each year in order to take account of educational changes and developments.

HOMWORK POLICY

In Clea PS homework is set from Monday to Thursday. The staff believes that the setting of homework is a very important way in which to involve parents in their child's education; providing that it does not cause unnecessary stress and anxiety. Homework provides the opportunity to supplement, reinforce and consolidate, by practice and application, what has been learned at school. The teachers feel that the involvement of parents in monitoring the homework of their children is very important. For this reason parents are requested to sign their child's homework nightly, on occasion comment slips are attached to homework to promote parent feedback.

(A full homework policy statement is available, on request, from the school)

NB (June 2012) Principal updated the homework policy following Parent Questionnaires and feedback.

CHANGES IN CURRICULUM - 'THE NORTHERN IRELAND CURRICULUM'.

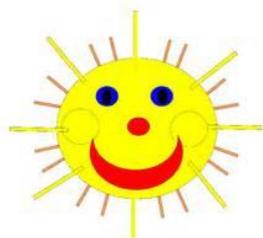
All teachers have completed training on the implementation of the Northern Ireland Curriculum.

SCHOOL HOURS

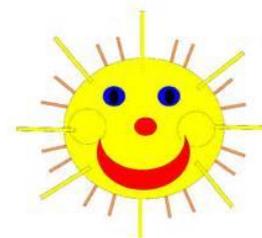
School begins at 9:10 am for all pupils, with the following finishing times being applicable:

Reception	1.00 pm
P1-P3	2.00 pm
P4-P7	3.00 pm

All pupils will have a 15-minute break from 10.30 am - 10.45 am. The school doors will be open to receive pupils from 8.45 am. All pupils, not engaged in school organised after school/extra curricular activities should be left the premises by 3.10 pm. at the latest.



HOLIDAY ARRANGEMENTS



The school will be closed during the months of July and August and for all statutory holidays. Information about other closures such as Holy Days of Obligation, Christmas, Easter and Exceptional Closure days will be sent to parents as the need arises.

All school closures will be notified to parents in September of each year. This will take the form of a school calendar.

In the event of an emergency closure every attempt will be made to notify parents in order for them to make alternative arrangements. (The school finances a texting service for parental information).

The Holiday Calendar will be sent home early in the school year and is subject to change.

SCHOOL UNIFORM

The school appreciates your help in ensuring that pupils come to school each day in the correct uniform:

School navy sweatshirt with crest supplied by Hugh McElvanna, Drapers, Keady, also Beattie's and Brenda's Shop on the Main Street.

A new school crest style is gradually being phased into the school uniform (on the jumper). At present both crests are acceptable.

Navy tracksuit bottoms/trousers/skirt or pinafore - tracksuit bottoms **must** be plain navy.

White or navy socks/tights (girls only)

White or green polo shirt

Black shoes



For PE lessons the school does not have a separate uniform. PE days will be noted in homework diaries and appropriate footwear should be worn on these days.

For health and safety reasons stud earrings only must not be worn to school.

Also, in keeping with the policy of local secondary schools boys are not permitted to wear earrings to school.

DISCIPLINE POLICY

In drawing up a policy for discipline in a modern Primary School, we must bear in mind at all times, the reasons for so doing. The main purpose of deciding on a discipline policy is the building of an atmosphere in which respect for others, respect for property and safety and an attitude of responsibility intertwined with a cheerful willingness to participate in the learning process to the best of one's ability.

Towards these ends, the main participants - children, teachers and parents must play a constructive role. Emphasis is on the development of a positive code of conduct for the whole school, with rules being kept to a minimum and children being made aware of the reasons for having them.

To this end pupils will be encouraged at the start of each new year to draw up a set of classroom rules.

Each parent will be provided with a Pastoral Care and a Discipline Policy on their child's entrance to school on request. They must agree to help the school to put into effect this policy. This is the case with all policies in Clea Primary School. The school also operates a positive behaviour policy.

ARRANGEMENTS FOR PASTORAL CARE

In line with the policy of maximising the potential of each pupil the school recognises that it has a responsibility to do everything possible to care for the pupils well being, be it physical or emotional. The school will endeavour to provide a comfortable and safe environment for learning.

Due to the nature of primary education it will be the responsibility of each class teacher to look after the needs of the children in his/her classroom. Class teachers will attempt to resolve the worries of new pupils and to relieve their anxieties. The school's designated teacher for Pastoral Care is Mrs Duffy, Principal and she would be grateful for information about any difficult home circumstances that may be causing distress or anxiety. The deputy designated teacher is Mrs McArdle.

When a child is sick or injured the school will, in the first case, attempt to contact the parent or a relative. If this is not possible the child will, in severe cases be brought directly to the hospital. In those less serious cases it would be appreciated if the parent would nominate an emergency contact if they were unavailable.

A full copy of the school's Pastoral Care Policy is available on request as are all policies.

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

Two members of the teaching staff are fully trained 'First Aiders'. This training is upgraded as required.

Every parent is given a copy of the school's Child Protection/Pastoral Care Policy on admission of their Child/Children.

DRUGS EDUCATION POLICY

As part of the school's Health Education Policy pupils are educated about the dangers of smoking, alcohol and illegal drugs. Drugs education is also approached through Religious Education and Science lessons. The aim is to educate the pupils with the facts, as appropriate to their age. Pupils in P7 take part in the, "I'm Special, You're Special"/"Love for Life" programme organised by the SELB.



An updated Misuse of Drugs Policy is available on request.

POLICIES AVAILABLE TO PARENTS

At Clea PS the staff in consultation with outside agencies, has established a range of policies all aimed at ensuring that the pupils in our care receive the best possible education. These policies are also aimed at safe guarding the needs of teachers and staff as well. Parents are welcome to request copies of these policies in order to familiarise themselves with their contents. These policies include:

Anti-bullying
Child protection Pastoral Care Policy
Discipline
Special Educational Needs
Complaints Policy
Positive Behaviour Policy
Homework Policy
Curriculum Policies
Misuse of Drugs Policy
Road Safety Policy
Literacy Policy
Policy for Pupils with Medical Needs

The school also has a wide range of other documents as produced by the SELB and DENI which are freely available to parents, upon a request being made to the Principal.

CATERING FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS

Some of the children attending the school may have Special Educational Needs. As it is the intention of the school to maximise the pupils potential the school will endeavour, within its resources, to meet these needs. Each teacher has responsibility for providing remedial help. If in spite of this assistance a child is unable to cope, the Code of Practice for Special Needs will be followed. The latest documentation made statutory in 2005 (SENDO) the Special Education Needs Disability order has been consulted in updating our policy.

(A copy of the school's Special Educational Needs policy is available on request as is any information relating to 'SENDO').

Where necessary pupils will be withdrawn for support and one-to-one teaching sessions. This will be discussed with Parents in advance.

On-going interventions:

- 1 Speech and Language Therapy
- 2 Language and Communication Team
- 3 Reading Partners.
- 4 Reading Recovery
- 5 Maths catch-up

Our Special needs coordinator is Mrs McArdle.

PROCEDURES FOR KEEPING PARENTS INFORMED ABOUT THEIR CHILD'S PROGRESS

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

- (a) A yearly interview with the class teacher in the Autumn term in which parents will be informed of the school's view of their child's progress
- (b) An end of year summary Pupil (Profile) Report in June. Any information available from formal assessment procedures of the NI Examination and Assessment Council will be issued. These will allow for a comment by parents or the setting up of an interview for a fuller discussion on the results and report, if requested by parents. With the changes characteristic of the Revised Curriculum and new assessment arrangements, assessment will be on-going and very progressive.

- C Ongoing written comments and evaluation of pupil, class and homework.
- D An 'Open Door' policy exists where parents/guardians can schedule a meeting with class teacher at any time to discuss progress.

ARRANGEMENTS FOR RELIGIOUS EDUCATION

Permeating all school activities is the strong Catholic Ethos, which our children experience as a result of the close partnership that exists between the home, the school and the church. The formal religious course followed is the 'A-live O' series and religion books, with emphasis on the uniqueness of every child as a cherished creation of God. Children are prepared for the Sacraments of Penance, Eucharist and Confirmation and parents will be involved in attending pre-sacramental meetings, school Masses and other Liturgical events.

COMPLAINTS RE: 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 in the proper manner. This should be done in accordance with the following procedure. In the vast majority of cases the problem will be resolved at stages 1 or 2. In the case of serious complaints the concerns should be fully detailed in writing and given to the Principal or the Chairman of the Board of Governors to enable the matter to be examined and a reply made.

- Stage 1** Contact class teacher **after** obtaining Principal's consent.
- Stage 2** Contact the Principal
- Stage 3** Contact the Chairman of the Board of Governors
- Stage 4** Request that the SELB Complaints Tribunal for curriculum matters consider the matter

EXTRA CURRICULAR ACTIVITIES

Clea PS considers that the extra-curricular activities it offers add a very valuable dimension to the education of its children. These activities vary from year to year and may include:

1. Gaelic football coaching for boys and girls P6/7 and Fundamental coaching Rec. - P5.
2. Camogie and hurling coaching P4 /5
3. Swimming lessons for P4 - P7 - one term per year.
4. Entrance in competitions and quizzes (Armagh Speech and Drama and Environmental Youth Speak festivals)
5. After School Clubs are offered to all pupils in P1 - P7. Activities on offer include ICT, Irish, Art and Craft, Netball, Cycling, Cookery Club, Gaelic and Hurling.
6. Music - Violin Tuition (ESA).
7. Lights, camera, confidence programme.
8. Library and book clubs.
9. Cookery Club.



In addition - after schools Gaelic and hurling coaching is provided P1 - P7 twice weekly.

As and when information of Educational or Games Activities, which involve travelling or parental support, becomes available parents will be contacted and parental permission sought.

In November 2008 Clea Primary School won the Cumann Na m Bunscoil Small School of the year award for sport.

CHARGING AND REMISSIONS POLICY

Education in Clea PS is provided free of charge for all lessons and activities connected with the schools entitlement under the Education Reform Order. The only occasion on which payment may be required is

for board and lodging on an overnight trip, though these charges will be remitted to those parents on income support or family income support.

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 ways if parents decide not to make a contribution. Any activity requiring a donation has been organised because of the educational value to your child.

Written parental consent is required for any pupil to participate in a school trip.

ATTENDANCE

We in Clea PS pride ourselves in the outstanding attendance rate of our pupils. If for any reason a child is absent from school we request a note of explanation from parents. The Education Welfare Officer monitors attendance, and requests such written information. Rates of Staff attendance are excellent.

VISITING THE SCHOOL

It is the aim of Clea PS to involve parents in the education of their children and to inform them of their progress as fully as possible.

The arrangements for consultation are:

Before Enrolment

(a) Entrants to Reception or P1:

All parents of prospective Reception and P1 children will be invited to meet the child's teacher and view the classroom in the Summer term.

They may also attend the school's open day/open morning etc

(b) Entrants who have previously attended another school:

- (i) An interview will be arranged with the Principal.
- (ii) Parents will be invited and welcome to view the school premises (usually in June).
- (iii) A meeting can be arranged with the Principal for consultation with the prospective class teacher or teachers.

After Enrolment

- (a) Parents will be invited to attend the school on an appointment basis in the Autumn Term to meet their class teacher to discuss academic and general progress.
- (b) Parents are invited to the school to take part in such activities as Open Evenings, Christmas Celebrations, CCMS week, Concerts and sports activities as occur from time to time.
- (c) Parents of children who will be transferring to secondary education will be invited to provide advice and guidance on the completion of transfer forms, and will be invited to meet the P7 teacher.

Parent requested

Parents are very welcome to come to school to discuss their children's progress at any time on request. To avoid disruption of classroom work the following procedures should be carried out:

- (1) **Emergency:** Parents should **ring** the school or contact the Principal. An interview can then be arranged.
- (2) **Non-Emergency:** Parents should ring the school or contact the Principal by letter who will arrange an interview at a mutually convenient time. This should be done within two days of the request having been made unless it is received on a Thursday or Friday.

ASSESSMENT PROCEDURES

Assessment of our pupils is an ongoing thing. Class teachers are regularly assessing and planning as the year goes on.

Statutory assessment takes place in the third term of each year.

Details can be obtained in our *Assessment Policy*, this has been recently updated.

FURTHER INFORMATION

The Board of Governors of Clea PS realises that the information given in this prospectus is limited and parents are welcome to make an appointment to see the Principal, Mrs Clara Duffy, to visit the school and discuss any needs you have in relation to your child's education.

Any changes to this information will be forwarded to parents as soon as it becomes available.

LINKS WITH OTHER SCHOOLS/THE WIDER COMMUNITY

Over this past year in keeping with the 'Sustainable Schools' document (D.E.N.I.) we have been focusing on a link with our feeder Secondary School - St Patrick's High School. Our KS2 pupils visit the school in the third term for a stint either to complete a project or to engage in an Induction day. The P.7 pupils also participate in a short 1 day residential as they prepare to commence Secondary education.

The Principal, Mrs Duffy is involved in the 'Our Learning Community' team, regular meetings take place with staff and management from other Primary Schools in the area and the feeder secondary school - St Patrick's High School in Keady.

We also are developing the process of video conferencing with other Primary Schools at present.

