



Pond Park
Primary School

Ut Omnes Curemus - We Care For All



PROSPECTUS

2024/2025

www.pondparkps.co.uk



PRINCIPAL'S WELCOME



Welcome to Pond Park Primary School.

Thank you for considering our school for your child's future education. We hope that this prospectus will give you a feeling for school life and the opportunities and experiences available to your child as a pupil and to you as a parent.

We are very proud of the way in which Pond Park Primary School has developed over the years and we are committed to school improvement to ensure an all-round quality education for our pupils, both inside and outside the classroom.

We hope that you will find the information which follows helpful and that you get a 'feel for our school'. If you would like further information, please do not hesitate to contact me. In addition, to fully appreciate what we have to offer, I invite you to visit and see around school for yourself.

We look forward to welcoming your child to our school family.

G T Cherry

G T Cherry MBE BEd DASE PQH
Principal

GENERAL INFORMATION



SCHOOL ADDRESS:	Pond Park Primary School 63 Pond Park Road Lisburn BT28 3BF
TELEPHONE NUMBER:	028 9267 6992
PRINCIPAL:	Mr G T Cherry
CHAIRMAN OF BOARD OF GOVERNORS:	Rev A Thompson
TYPE OF SCHOOL:	Controlled Primary (Co-Educational)
AREA BOARD:	Education Authority (South East Region) Grahamsbridge Road Dundonald Belfast BT16 2HS Tel: 028 9056 6200

BOARD OF GOVERNORS

PERIOD OF OFFICE: SEPTEMBER 2018 – JUNE 2024 (Extended until December 2024)

The Board of Governors is comprised of nine voting members, ie four Transferor (local church) Representatives, two Parent Representatives, two EA Representatives, one Teacher Representative and three non-voting members, ie two Co-opted Members, and the School Principal.

TRANSFEROR REPRESENTATIVES: Rev A Thompson
Mrs V MacKay
Mr S McCrea
Mr B Magowan

PARENT REPRESENTATIVES: Mrs A McLeese
Mr N Armstrong

EA REPRESENTATIVES: Mr P Givan
Mrs E Vuagniaux

TEACHER REPRESENTATIVE: Mrs L Scoffield

CO-OPTED MEMBER: Mr E McCleery

OFFICE BEARERS 2018 – 2022: CHAIR: Rev A Thompson
VICE-CHAIR: Mrs V MacKay
HON SECRETARY: Mr G T Cherry

TEACHING STAFF 2024 – 2025

Principal
Vice-Principal

Mr G T Cherry
Mr E McCleery

Heads of Key Stages:

Head of Foundation Stage (P1/P2)
Head of Key Stage One (P3/P4)
Head of Key Stage Two (P5/P6/P7)

Miss J Patterson
Mrs R Williams
Mrs L Scoffield

Class Teachers:

Primary One

Mrs J Fletcher
Mrs A Hutchinson
Mrs N Larmour

Primary Two

Mrs J Cherry/Mrs G Patterson
Mrs E Coulter/Mrs R Gibson
Miss J Patterson

Primary Three

Mrs K Doherty/Mrs J McKendry
Mrs T Mullan
Mrs R Williams

Primary Four

Mr M Cupples
Mrs C Gorman/Mrs J Aicken
Mrs N McCleery

Primary Five

Mr S Gribben
Mrs J Pollock/Mrs G Lyttle
Miss J Teague

Primary Six

Mrs Z Bonnar/Miss L Gordon
Mrs B Coulter
Mrs J Orr/Miss L Gordon

Primary Seven

Mrs L Kerr/Mrs N Calo
Mr E McCleery/Miss L Gordon
Mrs L Scoffield

Learning Support Co-Ordinator

Mrs D Davidson

Learning Support (Literacy)

Mrs D Davidson

Learning Support (Numeracy)

Miss L Gordon/Mrs N Calo

NON-TEACHING STAFF
2024 – 2025

Office Staff:

Mrs J Thompson
Ms N Taylor
Mrs E Burns

Classroom Assistants:

Mrs L Anderson	P1L
Miss D L Weir	P1L
Mrs C Anderson	P1H
Mrs B Little	P1H
Mrs J Kincaid	P1H
Miss N Mulholland	P1H
Mrs J Stewart	P1F
Miss Grace Smith	P1F
Miss A Barnes	P1F
Mrs J Pauley	P2C/P
Mrs A Eccles-Portelas	P2C/P
Miss E Armstrong	P2C/P
Miss M Johnston	P2C/G
Mrs J Pagliuca	P2C/G
Ms J-A Kennedy	P2C/G
Mrs S Davidson	P2P
Mrs J Corbett	P2P
Mrs C Moorhead	P2P
Mrs J Belshaw	P3
Miss J McCrea	P3D/McK
Mrs E McCallister	P3M
Mrs K Kelly	P3M
Mrs N Gibson	P3W
Mrs U Carberry	P3W
Miss G McGuile	P4C
Mrs P McElhinney	P4C
Mrs L Neill	P4McC
Mrs L Lilleyman	P4McC
Miss A Graham	P4McC
Mrs C Given	P4G/A
Mrs S Kennedy	P5G
Mrs S Day	P5P/L
Mrs J Gilmore	P5P/L
Mrs L Lilleyman	P5P/L
Mrs F Clarke	/G
Miss S Saurazait	P6C
Miss H Blair	P6B/G
Miss A Stewart	P6B/G
Miss M Stewart	P7S
Mrs S Vaughan	P7S
Mrs K Kennedy	P7McC
Mrs K Jennings	P7McC

Art

Mrs K Shanks

Reading Partnership

Mrs L Trainor

Newcomer Support

Mrs L Joyce

Building Supervisor:

Mr S Gallagher

Cleaning Staff:

Ms J Burnside

Mrs J McNeice (Supervisor)

Ms J Donaghy

Ms D Spiewak

Supervisory Assistants:

Mrs H Aicken

Mrs E Boyle

Ms J Burnside

Mrs B Clarke

Mrs P Edmont

Mrs B Farrell

Mrs D McIlwaine

Mrs J Nelson

Mrs H Parker

Ms D Spiewak

Mrs J Tomasiewicz

Mrs T Whiteside

Kitchen Supervisor:

Mrs M Crossthwaite

Kitchen Staff:

Mrs L Castle

Mrs K Grant

Mrs S Heatley

Mrs J Munn

Mrs A Russell

Mrs T Whiteside

SCHOOL AIMS

Mission Statement

Pond Park Primary School aims to provide a secure, caring environment which will maximise each child's potential and promote his/her personal development. The school places equal emphasis on pastoral care and academic progress.

Our School Aims:

- To provide a balanced, stimulating and relevant curriculum through high quality teaching and learning which fulfils the requirements of the Northern Ireland Curriculum;
- To develop each child spiritually, morally, intellectually, socially, emotionally, and physically through the day-to-day running of the school;
- To encourage qualities of independence, initiative, and self-confidence in each child;
- To help pupils develop and celebrate an understanding of their own culture and promote respect for that of others;
- To provide the highest standards of pastoral care and child protection;
- To develop effective home-school links so that children can benefit from their teachers and parents/guardians working in partnership;
- To establish and maintain acceptable forms of behaviour within a secure and positive school environment, encouraging self-discipline and an understanding of rights and responsibilities;
- To develop children's awareness of local and wider community and of the effects that their actions can have on both;
- To maintain ongoing links with the post-primary schools to which pupils transfer;
- To show commitment, through being a healthy school and supporting healthy children who are better able to learn and develop; and
- To make environmental awareness and action an intrinsic part of the life and ethos of the school for both staff and pupils and to engage with the wider community.

Our school motto is 'Ut Omnes Curemus' (We Care for All).



**“Two great things you can give your children:
One is roots, the other is wings.”**

Hodding Carter

THE SCHOOL BUILDING



Pond Park Primary School was originally opened in 1980. In 2009 our new school building was opened on the adjoining site and enjoys a fully enclosed site in a quiet residential area. The modern, well-maintained accommodation comprises 21 classrooms, 3 Special Needs rooms, a Sensory Lounge, 6 activity areas, Board Room, Assembly Hall/Physical Education Hall, ICT Suite, Interview Room, Reprographic Room, Staffroom, Administrative Offices, Dining Hall, and Meals Kitchen.

The grounds contain 2 play parks, an artificial grass sports pitch and extensive playgrounds. In 2014 we opened a Sensory Garden to the rear of the school.

Admissions Criteria for entry September 2025

Pond Park Primary School
63 Pond Park Road
Lisburn
BT28 3BF

Controlled Primary School

Enrolment No. 610
Admissions No. 87

Telephone: 028 9267 6992

Website: www.pondparkps.co.uk

E-Mail: info@pondparkps.lisburn.ni.sch.uk

Principal: Mr G Cherry MBE BEd., DASE., PQH (NI)

Chair of Board of Governors: Rev A Thompson

RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATION TO ADMISSIONS

The Board of Governors draws up the admissions criteria and delegates to an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria.

ADMISSIONS CRITERIA

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 10 January 2025 at 12noon (GMT) and an application submitted by the closing date of 24 January 2025 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 24 January 2025 and up to 4 pm on 29 January 2025 will be treated as a late application, this is also the last date and time for processing a change of preference in exceptional circumstances. After 4 pm on 29 January 2025 no applications will be processed until after the close of procedure on 9 April 2025.

COMPULSORY SCHOOL AGE

Any child who reaches their 4th Birthday on or before 1st July 2025 is of Compulsory School Age. Under the School Age (NI) Act which became law in Northern Ireland in April 2022, 'compulsory school age' also includes those children who deferred commencing Primary 1 in September 2024 as defined by the new School Age (NI) Act (both groups to be treated equally).

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

The Board of Governors will use the following criteria in the order set down in deciding which pupils should be admitted.

Year 1 Intake

- 1 Children who currently have a brother/sister, half-brother/half-sister enrolled at the school. This must be stated on the application.
- 2 Children whose brother/sister, half-brother/half-sister was a former pupil of the school. This must be stated on the application.
- 3 Children of employees or Governors of the school. This must be stated on the application.
- 4 Children who have listed Pond Park Primary School as their first preference.
- 5 Other children.

Tie Breaker Criterion

NB: If over-subscribed, in any of the above criteria, the following sub-criterion will be applied.

Priority will be given to children who live closest to the school. Measurement will be taken using the following programme: Ordnance Survey Northern Ireland – Map Shop.

In the event that an OSNI distance measurement is not available for a newly built house the closest listed address will be used. This will be at the Board of Governors' discretion.

If two addresses with equal distance measurement qualify for the last available place, the last available place will be selected for admission on the basis of initial letter(s) of surname (as entered on Birth Certificate) in the order set out below (determined by random selection):

J Z O E G X Mac B Q N Mc M S C K L U D V F R I H P T W A Y

In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames will be used.

Parental Responsibility

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the online application or provided directly to the school. Information provided directly to the school must have been received by the school. Parents/Guardians should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the online application or provided directly to the first preference school. (Information provided directly to the school must have been received by the school.) An example of such information includes whether the child has brothers/sisters attending the school.

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.

If the requested 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

Should a vacancy arise after **9 April 2025** all applications for admission to Year One that were initially refused in the first instance will be given priority, followed by new applications, late applications and applications where new information has been provided, which will all be treated equally and the published criteria applied.

This waiting list will be in place until the end of the 2025-2026 academic year.

If Pond Park Primary School was your first preference school your child's name will be automatically added to the list. Please contact the school if you wish for your child's name to be removed from the list.

ADMISSION TO P2 – P7

Children to be admitted into these classes only if the total enrolment number has not been reached and if the number of children in each year group has not exceeded the Department of Education guidelines on permitted class sizes.

NB: Parents should note that it is their responsibility to ensure that information which is relevant to the school's admissions criteria and which they wish to have taken into consideration is included by them on, or with, the application or provided to the first preference school.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2022/2023	92	88
2023/2024	101	90
2024/2025	91	89

ADMISSIONS ARRANGEMENTS

It is very important for all children to feel secure in their new school. For this reason, all new Primary 1 pupils and their parents are invited to one of two Intake Days held each June so that they can meet their teacher, visit their classroom and familiarise themselves with the school environment.

A similar scenario pertains for new pupils of any age joining the school during the course of a year. If a place is available in the required year group, both the prospective pupil and his/her parents will be invited to see around the school, accompanied by the Principal, before making a formal application for admission.

We currently have 623 pupils enrolled in Pond Park Primary School.

CURRICULUM

The aim of our school is to provide a broad and balanced curriculum which not only satisfies the requirements of the Northern Ireland Curriculum but which also meets the specific needs of Pond Park Primary School pupils.

AREAS OF STUDY

The Primary Phase comprises:

Foundation Stage	Years 1 and 2
Key Stage 1	Years 3 and 4
Key Stage 2	Years 5, 6 and 7

Each pupil follows programmes of work based on the six Areas of Learning specified in the Northern Ireland Curriculum. These Areas of Learning have been compiled by the teaching staff and are subject to ongoing revision based on classroom experience and changing statutory requirements.

The six Areas of Learning are as follows:

1. Language and Literacy
2. Mathematics and Numeracy
3. The Arts (includes Art and Design, Drama and Music)
4. The World Around Us (includes Geography, History, Science and Technology)
5. Personal Development and Mutual Understanding
6. Physical Education [including an optional swimming programme which is available to all pupils in Primaries 5, 6, and 7.

Through this curriculum the children will develop their skills in Communication, Using ICT and Mathematics, and Thinking Skills and Personal Capabilities.



RELIGIOUS EDUCATION

Religious Education has long been a statutory element of the school curriculum and in Pond Park Primary School we recognise the need to cater for each child's spiritual development as part of his/her overall education. Collective acts of worship are led by the Principal, members of staff, children, and visiting clergy/speakers.

The programme of work offered within school is non-denominational and focuses on a syllabus agreed by the four main churches, which has been accepted by the Department of Education. In addition to classroom work, pupils attend assemblies on a weekly basis.

Parents who may wish to withdraw their children from formal Religious Education should contact the Principal. We accept and support the diversity of our school community.



HEALTH EDUCATION

Pond Park operates a comprehensive programme of Health Education which provides our pupils with the opportunity to develop positive attitudes towards keeping healthy. We operate a 'Healthy Break' initiative and encourage children to drink milk (provided 'in house' for Years 1 – 4), or water.

Our pupils learn about the factors that contribute to good health, eg diet, exercise and hygiene; and also about the harmful effects of substances such as tobacco, alcohol and drugs. We run 'Healthy Lifestyles Week' as part of our annual programme of events. Last year we had external support from:

- ❖ Love for Life
- ❖ Action Cancer

School introduced 'The Daily Mile' in 2017. This is co-ordinated by Mrs K Magee.

SPECIAL EDUCATIONAL NEEDS

Care is taken at all times to take account of any particular different or special talents which our pupils show.

School aims to identify prospective learning difficulties, notably in basic Literacy and Numeracy *at the earliest possible stage* in order that supportive measures can be put into place for individual pupils. All such measures are taken in full consultation with parents. In Primaries 1 – 4 a reinforcement Mathematics/Literacy programme is taught by Miss Gordon and Mrs Calo. A Reading Recovery Programme and Maths Recovery Programme are delivered. In addition, from Primary 2 onwards, pupils who require work outside the group structure pertaining in their own classes, are supported with Personal Learning Plans (PLPs) devised by their class teachers in consultation with the Learning Support Co-Ordinator/pupils and parents. This year two Teaching Assistants are employed; one to deliver Reading Partnership, the other supporting Key Stage 2 ‘targeted’ pupils.

Any Special Educational Needs information required can be obtained by contacting the Learning Support Co-Ordinator, Mrs Davidson.

SENSORY LOUNGE

In 2019 we opened our brand new, state of the art Sensory Lounge. It is a therapeutic space with a variety of equipment that provides our pupils who have additional needs, with personalised sensory output. Mrs Iveston co-ordinates this support.



ASSESSING AND REPORTING PROGRESS

Pupils’ progress is monitored on an ongoing basis by class teachers. This in turn assists each teacher to prepare future work at an appropriate level and pace.

Formal Parent/Teacher Interviews to discuss the progress of individual pupils are organised twice per year, in the autumn and spring terms, and a written report is issued in June. The school operates an open door policy and it is possible to make an appointment to see your child’s class teacher at any mutually convenient time.

Pupils from Primary 3 – 7 are formally assessed each year using standardised tests in English and Mathematics (PTE/PTM). We also use a battery of diagnostic tests including CAT (Years 4-7) and PASS (Years 3-7).

At the end of Key Stage 1 (Primary 4) and Key Stage 2 (Primary 7), the pupils are statutory assessed and their progress compared with children of a similar age throughout Northern Ireland.

The results of these Key Stage assessments are reported to parents with the end-of-year report. These tests are currently not in place.

HOMEWORK

Homework is a valuable aspect of a child's schooling. It provides an opportunity to consolidate work done in class and can foster self-discipline and independence. Homework is also an important home/school link in that it enables parents to keep abreast of what their children are doing in school and is an opportunity to demonstrate to children that parents and teachers are working together to promote their education.

At Foundation Stage, homework generally concentrates on reading and early mathematics activities. Later, spellings, phonics and mental maths are introduced, and finally written activities. As children move upwards through the school, homework will gradually become more challenging and parents should advise the class teacher if significant problems occur. However, as homework later forms an integral part of the secondary school curriculum children should be encouraged to establish an appropriate routine from an early age.

SCHOOL GAMES

Games form an integral part of the curriculum at Pond Park Primary School. Incorporated into the Physical Education programme all Primary 4 – 7 pupils have one hour of games per week. Various games and skills include football, hockey, netball/basketball, tag rugby and Olympic Handball.

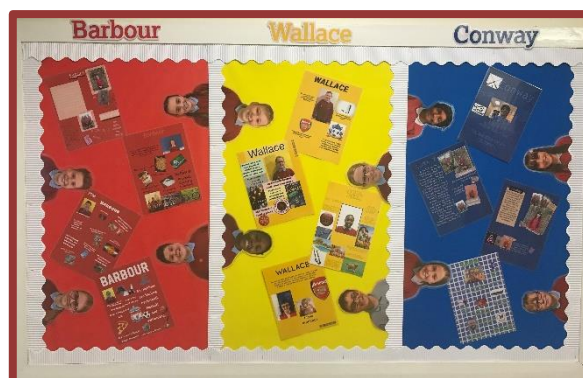
During the summer term the P4 – P7 pupils experience coaching in tennis and cricket.



HOUSE SYSTEM

A House System operates within Key Stage 2, designed to foster co-operation, citizenship and social awareness.

The three houses are Barbour, Conway and Wallace and there is an annual competition for the Inter-House Shield. Points are awarded for events including sporting competitions, quizzes, art and writing competitions, etc. Points are also awarded to pupils for their involvement in and contribution to the life of the school. This is co-ordinated by Mr S Gribben.



SCHOOL COUNCIL/BUDDY SCHEME

Our Primary 7 pupils have the opportunity to apply for the position of 'Playground Buddy'. They attend training in the summer term of Primary 6 and then are allocated a class to Buddy at break-time, monitoring playground and snack time.

Our School Council meets regularly, representing their peers to discuss school issues. We value the power and influence of the 'pupil voice' in improving our practices and policies.

ECO SCHOOLS

School has received its third Green Flag, celebrating the ecological achievements of our pupils. Our Eco Council members work extremely hard, engaging with environmental issues. This gives our children confidence and motivation in their 'forward-thinking' as they work towards saving our planet.



RIGHTS RESPECTING SCHOOLS

We are a Rights Respecting School and have gained our Silver Award.

The RRS Award puts children's rights at the heart of the school. It is based around the UN Convention on the Rights of the Child.

EXTRA-CURRICULAR ACTIVITIES

AFTER-SCHOOL CLUBS

Extra-curricular activities in the form of After-School Clubs are available to all pupils in Key Stage 2 (Primary 5 – 7). Places are made available via our online booking system and are initially open to Primary 6 and Primary 7 pupils. In the event of spaces remaining, these are then opened up to Primary 5 and then Primary 4 pupils. While every effort is made to enrol each child in one of the clubs of his/her choice, numbers for each club are limited.

The current range of clubs this year includes:

Girls' Hockey	Boys' Football	Handball	Art and Design
Badminton	Cross Country	Scripture Union	Arts and Crafts
Girls' Football	Choir (Junior/Senior)	Orchestra	Drama
Boys' Hockey	Cricket	Gardening	Coding
Netball	Sign Language	Tennis	

NB: Boys' and Girls' Hockey, Netball, and Football Clubs represent school in competition and pupils are selected on merit. There is also an audition process for Junior and Senior Choirs.

Individual music tuition is provided in piano, guitar, woodwind, brass, lower and upper stringed instruments. School welcomes music tutors from the Education Authority's peripatetic service.



SCHOOL SHOW

Each year our 90 Primary 7 pupils prepare a school musical which is staged in the Island Hall. This concludes the end of an era as we bid these senior pupils farewell. Previous shows have included 'Shrek, the Musical', 'Grease', 'Guys & Dolls', 'Mary Poppins', 'The Lion King', 'Beauty and the Beast', and 'Matilda'.



CHILD PROTECTION

Pond Park Primary School has a Child Protection Policy in place which is designed to ensure that your child is safe and protected in school. School staff with responsibility for the co-ordination of the Child Protection Policy include:

- Designated Teacher: Mrs R Williams
- Deputy Designated Teacher: Mr G T Cherry



Parents are informed each September (via the Pastoral Care Pack) as to how they may express concerns or make a complaint regarding Child Protection.

The Designated Governor for Child Protection is Rev A Thompson. All staff receive up-to-date Child Protection training annually.

SECURITY

For your child's safety the school has a controlled access policy. Parents or others wishing to visit during the school day should use the main entrance doors at the front of the building. Access is monitored by security video systems.

PASTORAL CARE

The school places equal emphasis on pupils' personal development and academic progress. Care is taken to sustain a congenial working atmosphere in order to promote a sense of security and wellbeing in all children. The highest standard of work within the capabilities of each individual child is encouraged in all curriculum areas and considerable emphasis is placed on developing pupils' confidence, self-esteem and consideration for others.

The school has structured policies for Child Protection, Pastoral Care, Anti-Bullying and pupils' Health and Safety. The latter contains teaching modes on personal safety and drug awareness.

If you have any concerns about your child please arrange to see his/her class teacher or Mr Cherry, as soon as possible. If we have any concerns we will certainly contact you. During the course of a school career most children will become upset by events in school – falling out with a best friend, fears about bullying, anxiety about work, etc. Events outside school can also cause difficulties – illness or death in the family, a change in home circumstances, etc. It will be necessary for a child to receive additional support both in school and at home at such times.

We offer a counselling service. Illuminate Counselling is available and if you feel that your child may benefit from such a programme, please contact school.

Our School Counsellor is Glenda.



LET'S TALK

School operates a pupil/teacher mentorship programme aimed at targeting children who are experiencing feelings of worry, low self-esteem, or who struggle to regulate their emotions efficiently. Our hope is that, with pupil pair, pupils' morale and educational attainment will improve.

BEHAVIOUR

The school aims to foster in all pupils, respect and pride in their environment and consideration and respect for themselves and other people, regardless of sex, religion, colour, family background or nationality. The day-to-day regime of the school is deliberately ordered to provide a secure and comfortable working environment for both pupils and staff alike.

Rules, necessary for the wellbeing of the whole school community, are kept to a minimum and are designed to promote self-discipline. These are discussed regularly with all pupils at an age-appropriate level. Responsible behaviour is the norm within the school which relies on full parental support in all matters of behaviour/discipline.

As part of our Positive Behaviour Programme we have become a Rights Respecting School. The RRS Award recognises success in putting the United Nations Convention in the Rights of the Child at the heart of the school. Last year we received the Silver Award. Each class operates a RRS Classroom Charter.

ATTENDANCE

The annual rate of attendance for the past three years was as follows:

2021/2022	93.6% [COVID impact]
2022/2023	94.9%
2023/2024	94.7%

MEDICINES IN SCHOOL/MEDICAL INFORMATION

On occasions your child may have a medicine prescribed by the Doctor and yet be fit enough to attend school. Staff will administer medication if parents are unable to administer the medication themselves and under the following conditions:

- An Administering Medicines Request Form is completed;
- The medication must be labelled with your child's name and the name of the medicine, as well as the dosage and clear written instructions. The smallest practicable dose should be brought to school;
- The medication **must not** be brought to school by your child. You must bring the medication and give it, with instructions, to the class teacher. It will then be stored in a safe place.

Each year you will be required to complete an Allergies/Medical Condition form. These records are collated and kept in school and each member of staff is made aware of them. Care Plans are kept centrally in the Office.

The Health Education Co-Ordinator is Mrs N Larmour.

PARENT TEACHER ASSOCIATION

For many years the school has benefited from a very active Parent Teacher Association. The PTA Committee is elected at an annual meeting held in late September/early October each year and organises an annual programme of social and fund-raising events. Through its considerable endeavours the PTA is able to contribute generously to the resources of the school and provides a much-valued home/school link.

The teacher PTA representatives are Mr E McCleery and Mrs E Coulter.

PARENT LINKS

We very much value our Praying Parents' Group which meets one Thursday per month. If you are interested in participating, please contact the school office.

POND PARK EDUCATIONAL TRUST

The Pond Park Educational Trust, which is administered jointly by representatives from the Board of Governors and the Parent Teacher Association, seeks and uses parental donations each year to provide educational resources “for the immediate and direct benefit of every pupil”. Under current formula funding arrangements, the school receives one of the lowest per pupil amounts in the South Eastern Region of the Education Authority, so parental contributions to the Educational Trust are particularly valuable.

CHARGING AND REMISSIONS POLICY

Schools in Northern Ireland are required to operate a charging policy for activities undertaken within or partly within the school day. In accordance with this requirement it is the policy of the Board of Governors to:

- Uphold the right of free education for all pupils
- Require parents to pay for pupil’s board and lodging on residential trips, taking account of any relevant remission arrangements.
- Seek voluntary parental contributions for educational visits and other activities organised by the school and reserve the right to cancel any visit or activity if such contributions are not made.
- Make charges in respect of optional extras.

DOCUMENTATION

There is a requirement to make certain information available to parents. This includes curriculum details, statements of school policy, formal papers sent by the Department of Education to schools, and procedures for complaints about the school curriculum and related matters. Copies are held in school and can be viewed by arrangement with the Principal.

SCHOOL UNIFORM

The school values parental co-operation in pupils wearing school uniform. Set out below is a uniform list:-

GIRLS

School sweatshirt
Light blue short-sleeved polo shirt
Grey skirt/pinafore/trousers

BOYS

School sweatshirt
Light blue short-sleeved polo shirt
Grey trousers

Children will also require black shorts, a white t-shirt, and gym slippers of their own choice for PE. Please ensure that all items of uniform and PE clothing are labelled with your child's name.

NB: Most items of school uniform can be bought from any chain store. School polo shirts and sweatshirts are currently available from McCalls of Lisburn.



THE SCHOOL DAY

The teaching staff are on duty in their classrooms from 8.50 am and children should not come into the school building before that time.

The school day starts at 9.00 am.

Primary 1 pupils stay until 12.00 noon in September, until 1.00 pm for the first week in October and until 2.00 pm from the second week in October until end of June.

Primaries 2 and 3 pupils stay until 2.00 pm throughout the year.

Primaries 4 – 7 pupils stay until 3.00 pm throughout the year.

Morning Break is from	10.30 am – 10.50 am [FS/KS1]	10.55 am – 11.15 am [KS2]
Lunch Break is from	12.00 noon – 12.35 pm for Primaries 1 – 3 pupils, and	
	12.40 pm – 1.15 pm for Primaries 4 – 7 pupils.	

In the interest of safety, children are not allowed to leave school for any reason unless they are collected by a parent or responsible adult. Please send a note to the class teacher if your child will need to get out of school early, eg for a medical appointment.

LUNCHTIME ARRANGEMENTS

Pupils have a school dinner in the Dining Hall or eat a packed lunch in their own classroom. The cost of school dinners is set each year by the Education Authority and currently is £2.60 per day. Application made be made online via the Education Authority website for pupils who may qualify for free school meals.

CAR PARKING

Parking space in the immediate vicinity of the school is very limited. In the morning and at 2.00 pm and 3.00 pm, Redpoll Avenue becomes extremely congested. Despite the best efforts of the School Governors and the PSNI this has proved to be unavoidable. Parents may find it more satisfactory to park further away from school and leave off/collect their children on foot.

We currently participate in a Sustrans Active School Travel Programme. Sustrans is a leading charity which works with schools via a Sustrans Schools Officer to encourage pupils to walk, scoot or cycle to school. This has been funded by the Department of Regional Development and the Public Health Agency.

NB: On no account should parents drive into school grounds. Parking space inside the school gates is inadequate even for members of staff and an access area is reserved solely for school buses and delivery vehicles.



SCHOOL CALENDAR 2024-2025

It is not anticipated that change to this preliminary calendar will be required but in the event of an alteration becoming necessary, we will advise parents/guardians at the earliest possible opportunity. Please note that pupils do not come to school on School Development Days (Staff Training Days), some of which are added to holiday periods

BEGINNING OF TERM

TERM COMMENCES	Tuesday 27 August 2024	9.00 am – 12.00 noon
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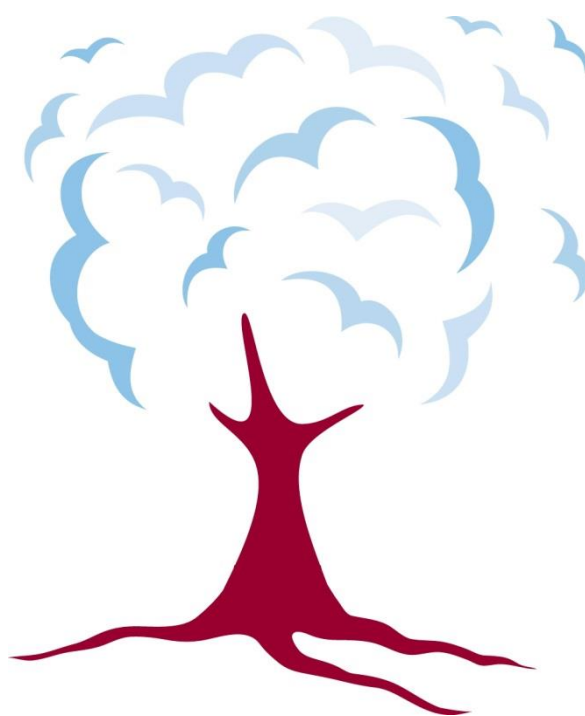
HOLIDAY LIST

HOLIDAY	SCHOOL CLOSED (<i>Inclusive Dates</i>)	SCHOOL RE-OPENS
School Development Day 1	Friday 27 September 2024	Monday 30 September 2024
Half-Term	Monday 28 October – Friday 1 November 2024	Monday 4 November 2024
	<i>School Closes at 12.00 noon on Friday 20 December 2024</i>	
Christmas + School Development Day 2	Monday 23 December 2024 – Friday 3 January 2025	Monday 6 January 2025
School Development Day 3 + Half-Term	Monday 10 February – Friday 14 February 2025	Monday 17 February 2025
St Patrick's Day	Monday 17 March 2025	Tuesday 18 March 2025
	<i>School Closes at 12.00 noon on Friday 11 April 2025</i>	
School Development Day 4 + Easter	Monday 14 April – Friday 25 April 2025	Monday 28 April 2025
Bank Holiday	Monday 5 May 2025	Tuesday 6 May 2025
Bank Holiday	Monday 26 May 2025	Tuesday 27 May 2025
School Development Day 5	Monday 30 June 2025	

Summer Term ends for pupils on Friday 27 June 2025 at 12.00 noon.

PLEASE NOTE

The information contained in this booklet is correct at the time of publication in September 2024. If changes occur subsequently, notice giving details will be circulated to parents in advance.



“Two great things you can give your children:
One is roots, the other is wings.”

Hodding Carter