



# Garryduff Primary School

## Prospectus



Principal: Miss A Tannahill

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## Welcome!

On behalf of the Staff and Board Of Governors may I take this opportunity to welcome you and your child to Garryduff Primary School.

This prospectus has been designed to give you some information about the life of our school, its ethos, curriculum and daily routine.

Children are at the heart of our school. Your child's happiness and education are of paramount importance to us. Our caring and dedicated team aim to create a learning environment which inspires everyone to reach their fullest potential and achieve their highest standards in all areas of school life.

We endeavour to ensure that our children leave Garryduff Primary School as confident, competent young people, ready to progress with their education into adulthood.

We believe that we can only achieve the best for your child if we work together—we appreciate the great communication and support we receive from all our parents. A weekly newsletter is sent out each Friday entitled "Garryduff News". My staff and I are always available to talk to you about any aspect of your child's development.

We look forward to a happy and successful partnership and hope you and your child will be able to look back on their time at Garryduff with fondness and pride.

A visit to our school will give you an even better appreciation of the quality of education we offer. Please feel free to make an appointment to come and see us at work!

Miss Alex Tannahill  
Principal



## Garryduff Primary School

Garryduff Primary School is situated approximately three miles from the town of Ballymoney and three miles from the village of Dunloy. Children come from the direction of, and including Ballymoney, Dunloy and the Ballymoney Line as well as the local surrounding area.

The school is set in a peaceful, rural environment where the children can enjoy the benefits of nature. We have recently had the benefit of extensive building and renovations to our school buildings.

Our new extension comprises of the Foundation Stage classroom, a multi-purpose hall, kitchen, staff room, office and toilets. The original building has been renovated and refurbished and now consists of two classrooms, a library/resource and computer area, a Special Needs room and toilets.

In order that the Curriculum may be delivered as required we aim to ensure well ordered classrooms where discipline is maintained through mutual respect and self-discipline. We seek to develop sound moral attitudes in our pupils and, by our own example, encourage a caring atmosphere through the school.

If problems arise which affect the children's welfare, we endeavour to deal sensitively with them. Above all, we endeavour to provide a happy learning environment where each child has a sense of self-worth.

Over the years the school has enjoyed excellent academic, cultural, social and sporting results.



## The School and the Community

Garryduff Primary School is very much at the heart of the community. This is a place where we want our young people to grow up feeling that they belong to the community and that the community takes an interest in them. The support the school enjoys from the community is second to none.

We encourage our parents, friends, neighbours and all members of our Community to attend our school events. These include Harvest Assemblies, Carol Services, Christmas Concerts, Christmas or Summer Fairs, Prize Day and Sports Day alongside other events organised by our PTA.

Each year we support a number of charities through specific fundraising events or contributions eg Poppy Appeal, Fields of Life, Cancer Charities, Dr Barnardo, Ulster Wildlife Trust, Ballymoney Food Bank, Air Ambulance, RNIB and Diabetes and this year the children have chosen to support the USPCA this term.

The children visit and distribute gifts to the local Ballymoney Food Bank at Harvest time following a food collection at our Harvest Assembly.

Local Ministers and speakers come to school to take Assembly each week.

Community links are held between other small schools in the local area through our participation in the Small Schools' football league and Volleyball competition organised by Dalriada. We also take part in local competitions such as Coleraine Speech and Music Festival and in STEM projects organized by SENTINUS. Our Senior pupils bring some Christmas cheer to Tesco as they go carol singing each year. There is also a residential trip for the P6/7 pupils annually.

We are beginning our school journey as part of the Shared Education Programme, linking with other schools in our local community to benefit every child at school.

We are a "Roots of Empathy" school and as part of this link with a local parent and baby who come to visit us each month. We love learning from our baby teacher, helping us all to be more empathetic.

We strongly believe that all of these opportunities help our children to break down barriers and respect others.



## Garryduff Primary School

### Aims

1. To offer a broad and balanced curriculum for each pupil.
2. To promote the spiritual, moral, cultural, intellectual and physical development of pupils at the school, and thereby of society.
3. To prepare pupils for the opportunities, responsibilities and experiences of adult life.
4. To promote respect for self, respect for others and a spirit of compassion.
5. To provide opportunities for pupils to achieve success in a variety of contexts.
6. To promote close links between home, school and community.
7. To establish good relations with parents and to communicate effectively with them.
8. To provide a happy and caring environment for learning, and to provide self-discipline and self-confidence, together with the skills which are required by a rapidly changing world.



## Board Of Governors:

Area Board Representatives: Mr S McMeekin  
Mrs C McAvoy

Teacher Representatives: Mrs R Cochrane

Transferor Representatives: Mr D Pollock  
Mrs E Beattie  
Mr R Beattie

Parent Representatives: Mr T McMullan (Chairperson)  
Mrs M Moore

Co-opted Members: Mr D McKenzie  
Mr W Campbell  
Mr L Richards

Honorary Secretary Miss A Tannahill (Principal)

Many extra demands are continually being made on our Board of Governors. Fortunately we have a very able and dedicated Board of Governors who meet regularly to contribute willingly to the management of the school.

## Teaching and Non-Teaching Staff:

Principal: Miss A Tannahill  
Teaching Staff: Mrs R Cochrane  
Miss S Downey  
Mrs S Browne  
Mrs W Forde

Peripatetic Staff: Mrs Boyd (violin tutor)  
Mrs Stewart (Flute/Clarinet tutor)

Classroom Assistants: Miss L McKibben  
Mrs J Boreland  
Mrs L Barr

Clerical Assistant: Mrs E Calderwood  
Building Supervisor: Mrs E Calderwood  
Catering Assistant: Mrs E Calderwood  
Supervisory Assistants: Mrs J Boreland  
Miss L McKibben



## Criteria for admission:

### DETAILS OF THE RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND THE PRINCIPAL IN RELATION TO ADMISSION TO THE SCHOOL

The Board of Governors role is that of ratification of the Principal's application of the school's admission 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 9 January 2024 at 12noon (GMT) and an application submitted by the closing date of 26 January 2024 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 26 January 2024 and up to 4 pm on 31 January 2024 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 31 January 2024 no applications will be processed until after the close of procedure on 25 April 2024.

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, including those children whose parents deferred their admission to primary school in September 2023 as defined by the new School Age (NI) Act (both groups to be treated equally).

In selecting children for admission, children resident in Northern Ireland at the time of their proposed admission will be selected for admission to the school before any child not so resident.

### ADMISSIONS CRITERIA TO BE USED IN THE EVENT OF THE SCHOOL BEING OVERSUBSCRIBED. THE CRITERIA ARE LISTED IN ORDER OF PRIORITY.

1. Children who, at the date of their application, have a child of the family currently enrolled at the school.
2. Children who are an only child or the first child in the family. This
3. includes those who are the first eligible child in a family to apply for
4. admission to a mainstream school.\*
  - **Governors will consider the following as verification - child benefit letter, letter from GP, letter from Clergy/Solicitor\***
3. Preference will be given to those children living nearest the school,
4. measured as the straight-line distance from the school to the child's home using the measurement tool on the NI Direct website.
4. Children will be admitted in age order from eldest to youngest until all places are filled.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the application or provided directly to the school. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application or provided directly to the school.

## DUTY TO VERIFY

The Board of Governors reserves the right to require such supplementary evidence as it may determine necessary to support or verify any information on the application.

If the requested evidence is not provided to the Board of Governors by the deadline specified by the Board of Governors, this will result in 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

Should a vacancy arise after the closing date all applications for admission to P1 that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until the end of the academic year. The school will contact you in writing or by telephone if your child gains a place in the school by this method.

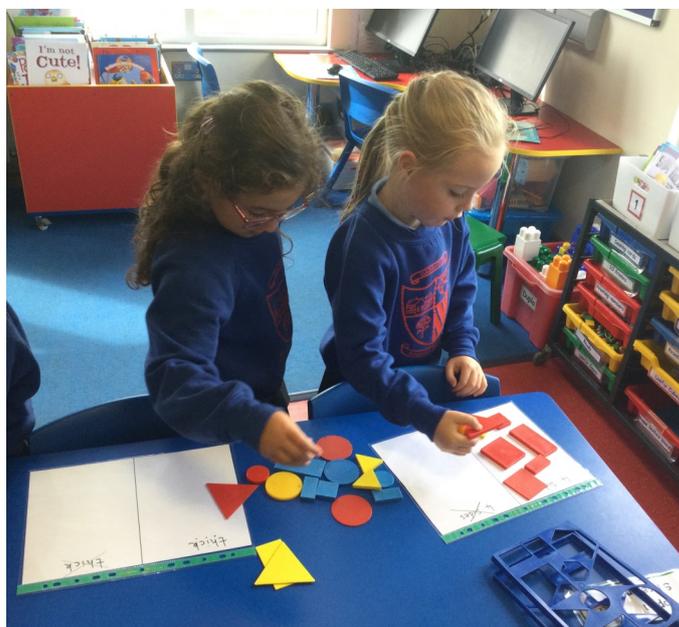
Your child's name will be automatically added to the list. Please contact the school if you wish for your child's name to be removed from the list.

## ADMISSION TO P2 - P7

Pupils will be admitted to P2-P7 provided their admission does not lead to the enrolment number being exceeded. The same admissions criteria will be applied as for admission to P1.

Applications for admission for the past five years:

Year	Total applicants	Total admissions
19/20	13	11
20/21	13	12
21/22	12	10
22/23	12	10
23/24	4	4



## The Curriculum:

In line with the requirements of the Northern Ireland Education Reform Act (1989), the school delivers a broad and balanced curriculum, including Religious Education, based on six main areas of study:

- English Language and Literacy
- Mathematics and Numeracy
- The World Around Us
- The Arts
- Physical Education
- Personal Development and Mutual Understanding

The cross curricular skills—Communication, Using Mathematics and Using ICT and Thinking Skills and Personal Capabilities are incorporated into the pupil's learning.

### Special Educational Needs

Children with Special Educational Needs will be taught individually or in small groups appropriate to their need. Staff will endeavour to develop self-confidence, self-respect and self-worth through achievement at the pupil's level of ability and where possible these pupils will be taught with their peer group. The EA Educational Psychology Service and other outside agencies are used to support our provision for pupils with Special Educational Needs.



## Assessment:

We feel that assessment should be carried out across all areas, and that it should be done in the context in which teaching took place. It should be tailored to suit the children so that they can experience success, and the results of assessments should be recorded in such a way as to be of use to parents in determining their child's progress.

We recognise that assessment will be an important developing aspect of the school's curriculum, but we would not wish it to be the limiting factor of the child's development.

Assessment involves the continuous monitoring of the individual child's progress combined with more formal tests or examinations.

Continuous monitoring of each pupil's progress takes place throughout the year. A record of these assessments is given to parents each term.

From P3 onwards all children complete formal standardised assessments in English and Mathematics, Spelling and Reading in May/June each year. For P4-P7 pupils these results will be communicated to parents in June each year along with the Pupil Profile Report.

Parents receive a Pupil Profile Report at the end of each year and P7 children receive a Record of Achievement which celebrates their time at Primary School. It includes both academic and non-academic achievements both in and out of school.

## Homework:

We feel that homework is a vital means of helping to raise pupil achievement. It offers reinforcement of key concepts the children are learning in school and gives you, their parents, the opportunity to discuss what they have been learning about in school. It provides you with an insight into the ability and development of your child and fosters self-discipline. Homework should not take longer than 30 minutes to complete and normally consists of Reading, Spellings, Tables and a written task in either Numeracy or Literacy.



## School Policies:

### Child Protection and Safeguarding

Our Child Protection and Safeguarding Policy, like all our policies, has been approved by the Board of Governors and all stakeholders in the school and is available for parents upon request.

Under this policy, cases may be referred to the Social Services in the interests of the child. Mrs R Cochrane is the designated teacher for Child Protection in School and will liaise with other agencies on Child Protection matters. Parents who have concern for the safety of their child can contact Mrs R Cochrane, Mrs S Downey (Deputy Designated Teacher), Mr T McMullan (Chairperson of the Board of Governors), Mrs C McAvoy (Governor with responsibility for Child Protection) or Miss A Tannahill (Principal). Parents can also refer concerns about child protection to Social Services.

On admission to school parents will be asked to provide a contact number to be used if their child becomes ill during the day. Parents are also asked to submit to the school any medical information which could affect their child's life in school.

Staff will endeavour to build good relationships with pupils, so providing a happy and secure learning environment.

When pupils are admitted to school, policies including the following are available: Discipline, Child Protection, Relationships and Sexuality Education, Anti-bullying, Promoting Effective Working Relations, Smoking and Drugs Education.



## School Day:

Breakfast Club 8.00am-8.30am

Begins at 8.45am. Children may be in school from 8.30am.

Break: 10.30am-10.40am

Lunch: P1-P3 pupils: 12.10pm—1.00pm  
P4-P7 pupils: 12.20pm-1.00pm

School ends: P1/2 at 1.50pm  
P3 at 2.50pm (Mon/Tues); 1.50pm (Wed-Fri)  
P4-P7 at 2.50pm (1.50pm on Friday)

## Holidays

Parents are provided with a list of school holidays at the start of each year.

## School Uniform

Girls: grey pinafore or skirt, blue polo shirt and blue sweatshirt.

Boys: grey trousers, blue polo shirt and blue sweatshirt.

PE kit: all children should wear soft soled, non-marking footwear when doing PE along with plain navy or black tracksuit bottoms or leggings.

**Supplier:** All uniform can be purchased from RH Gault, Ballymoney

The school appreciates the support of the parents in the wearing of uniform which helps the child identify with the school. Children will be encouraged by the school to do so. Items of clothing should be clearly labelled to avoid any confusion of ownership.



## Extra Curricular Activities

Various after school activities take place throughout the year.

### Sport Clubs

For P3-7 children we offer a variety of after school sports. These are taken by school staff and professional coaches. The variety of sports offered includes: football, rugby, cricket, tennis, table-tennis, unihoc, hockey, handball and multi-skills sport.

### Creative Clubs

We offer Cookery and Craft Clubs to all in P3-P7.

### Problem Solving Clubs

Pupils from P3-P7 can develop their Numeracy and Problem Solving skills at our Board Games and Construction Clubs after school.

### Cycling Proficiency

Pupils have opportunity to receive training for the Cycling Proficiency Test each year.

### Instrumental tuition

P4-P7 pupils who are interested in learning to play the violin, flute or clarinet are given the opportunity to be assessed for suitability by EA music support service. Our teachers Mrs Boyd and Mr Tohill offer weekly instrumental tuition.

### Scripture Union

P4-P7 pupils meet together on a Wednesday afternoon after school. A variety of speakers, including parents, local speakers and visitors come to talk to the children.



## Wrap Around Care

### Breakfast Club (8.00am-8.30am)

At our newly formed Breakfast Club we provide breakfast for pupils. Children can come to enjoy cereal and toast and have a choice of apple juice, milk or water to drink. This is a great way to start your day at school—enjoying breakfast with your friends.

### HOP (Helping Out Parents) Club (1.50pm-2.50pm; 2.50pm-4.00pm)

Children can attend our HOP Club in the afternoon from Monday-Thursday for either one hour or two hours. This club has proved to be very popular with all our year groups. Children enjoy a snack and a range of games, crafts, outdoor and indoor play and time with their friends.

These clubs are all organised and supervised by our dedicated Classroom Assistants.

Children can attend for as many or as few days as are needed to support your morning and afternoon childcare needs.





We are a “Roots of Empathy” School



We enjoy theme weeks each month... Working together with our friends from other classes.



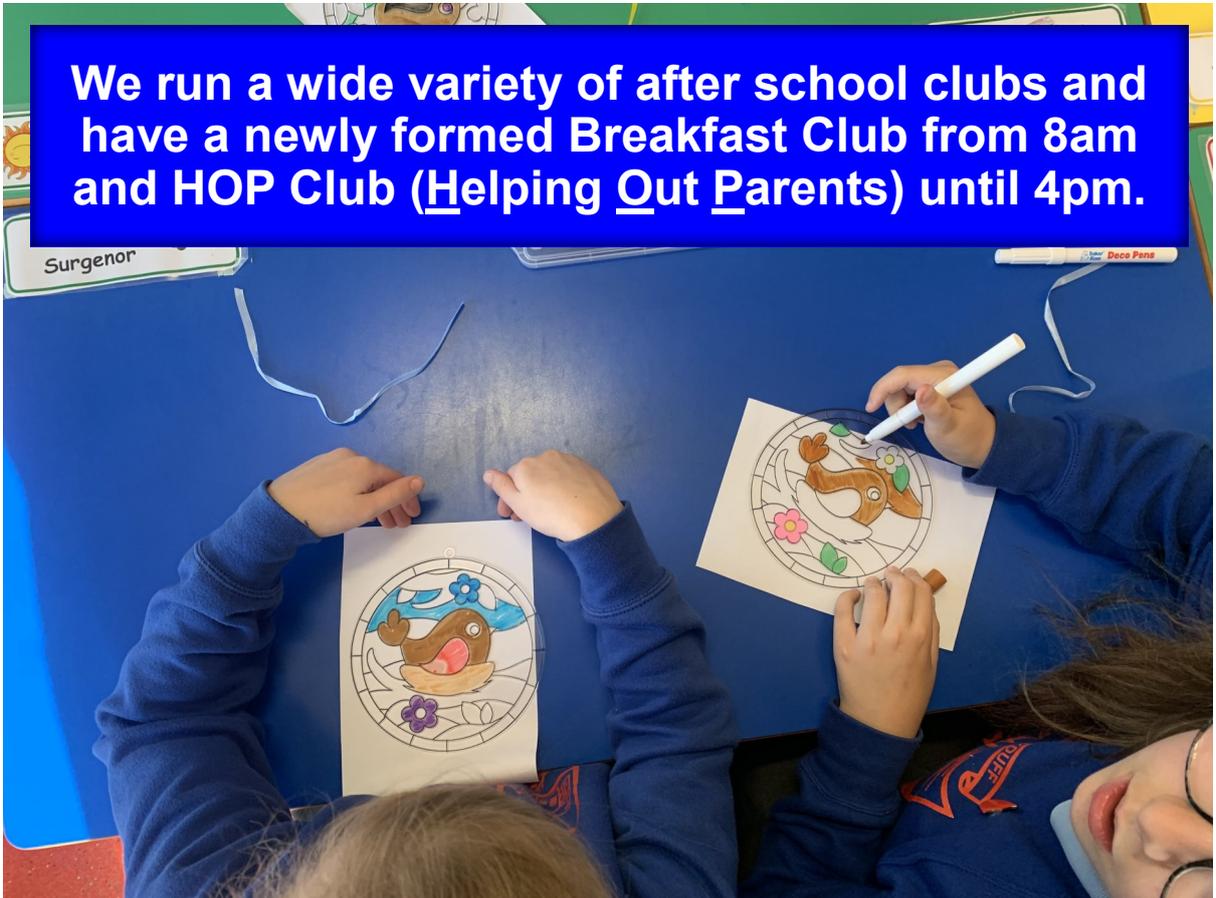
**We love to be creative during play**



**Working together is lots of fun!**



**We run a wide variety of after school clubs and have a newly formed Breakfast Club from 8am and HOP Club (Helping Out Parents) until 4pm.**



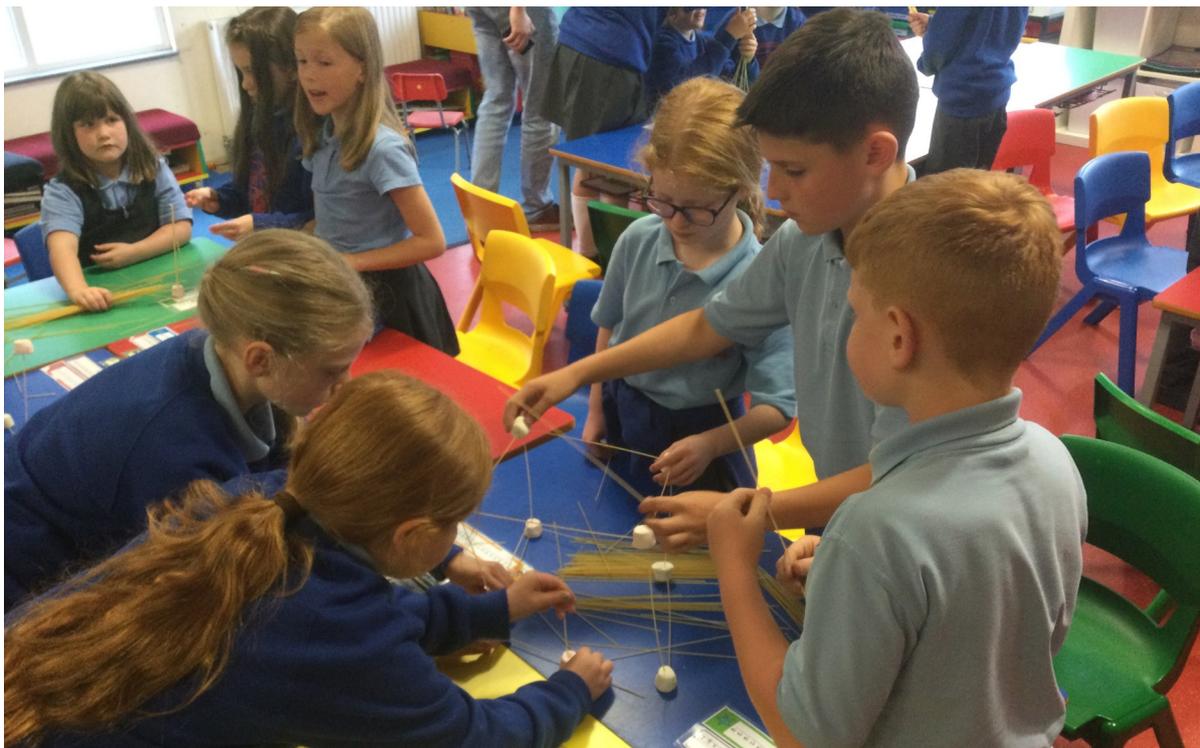
We have a very supportive PTA who organise lots of fundraising events for the Children, their Parents and Friends.



**Family Table Quiz Night**



**Christmas Wreath making Workshop**



**Come and join us! We can't wait to welcome you to the Garryduff family!**

