

Old Warren Primary School

South Eastern Education and Library Board

Principal: Mr S G Campbell  
Telephone: 028 92679685

147 Drumbeg Drive  
Lisburn  
Co Antrim  
BT28 1QP

Dear Parent

On behalf of the Board of Governors it gives me pleasure to present this updated version of the School Prospectus, which is being made available to every family with children at the school and to those parents enrolling their children for the first time.

The Governors wish to emphasise the importance of this document and would ask you to read it most carefully. It contains many pieces of vital information about the school. Most of the information you will already have, but the Prospectus now attempts to join all the various strands of information relating to the school and combine them in one document.

The Governors take this opportunity of thanking you for your support over the years if your children have already been in attendance at the school. If you are enrolling your child for the first time, we the Governors bid you welcome and hope that your family will be most happy here.

On behalf of the Principal, the Staff and ourselves we would like you to become fully involved in the school and its activities. We hope you will be able to attend the various school functions such as the Harvest and Christmas celebrations, Sports Day and concerts etc. Please remember that the Principal and Staff are always available.

Yours sincerely

Chairman, Board of Governors  
Mr L Patterson



## ***Old Warren PS Parent/Teacher Association***

As chairperson of Old Warren Primary School Parent/Teacher Association I would on behalf of the PTA invite any new parents to come along to the school on Wednesday morning and join us. Have a cup of coffee, bring your toddlers and find out more of what we do for **our** school!

Fundraising is our aim and we plan a number of events major events throughout the year. This has included Halloween Discos, Christmas Fairs, Valentines Discos and a range of activities and competitions for the children. Although we've only been going for a few years we have raised a lot of money for the benefit of our school.

If you can spare some time to help us you will be made very welcome. It is up to you as the parents of young children just starting nursery or primary school to try and keep the PTA an ongoing concern for the benefit of us all.

The dedicated members of the PTA would gladly listen to any ideas you may have for fundraising, or if you would like to help us on our Fun Days.

I would encourage you to come along, and hopefully like us, would enjoy yourselves while doing a very worthwhile and very much appreciated job.

Mrs

**Old Warren Primary School**  
**Mission Statement**

**In partnership with parents and the community, we aim to provide a stimulating, positive and secure environment. Every child will have the opportunity to develop intellectually, socially, emotionally and physically to the maximum of his/her potential.**

# Personnel List 2015-16

## Staffing 2015-16

Principal + 5 full-time teachers and three part-time teachers.

## Enrolment for September 2015:

115 Primary aged pupils

26 Nursery aged pupil

## Leadership Team

Mr S G Campbell (Principal)

Mr A Williamson (Vice-Principal)

## Teaching Staff

Mr S Campbell	P7
Mrs A Bushe	P7
Miss H Wauchope	P6
Mr A Williamson	P4/5
Miss Dougherty	P3
Miss Mayes	P2
Mrs S Kerr	P1
Mrs J Wilson-Jolly	Nursery
Mrs A Evans	Nursery

## Classroom Assistants

Mrs T Baxter	P1
Mrs T McClenaghan	P2
Mrs A McAleenon	Nursery
Mrs N Loyal	P3 and Nursery
Miss K McMullan	Special Needs
Mrs J Marks	P4/5

## **Homework and Breakfast Club**

Mrs J Marks  
Miss T Baxter

## **Peripatetic Music**

Mr D Rowan                      Woodwind

## **Clerical Staff**

Mrs L Wilson  
Mrs J Galbraith

## **Cleaners**

Mrs J McCracken  
Miss K McMullan  
Mrs B Hawthorne

## **Supervisory Assistants**

Miss K McMullan  
Mrs J Marks  
Mrs N Loyal  
Miss T Baxter

## **Dining Hall Staff**

M  
Mrs B Hawthorne

## **Class Numbers for 2014-15**

Nursery	26
P1	25
P2	22
P3	18
P4	12
P5	14
P6	13
P7	11

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# Contact Details

**Name of School:** Old Warren Primary School

**Address:** 147 Drumbeg Drive, Lisburn BT28 1QP

**Telephone:** 028 92679685

**Type of School:** Controlled Co-educational Primary School

**Principal:** Mr S G Campbell BSc

**Chair of the Board of Governors:** Mr L Patterson

## Our School

Old Warren Primary School was opened in 1974 to serve the needs of the Old Warren area. The school building is a modern structure offering excellent accommodation and facilities to all pupils.

There are currently seven classrooms in use. Other accommodation includes a purpose built dining hall, assembly/PE hall, reprographics room, ICT suite, parents' room, school library, Principal's office and Secretary's office. One of the classrooms is also used by SEN co-ordinator and assistant. The school is set in pleasant surroundings and there is an ample play area for the children to enjoy.

In the past year under a new leadership team, the school has invested money to fund the following improvement and projects. This has included:-

- Interactive whiteboards in every class
- New classroom furniture and equipment
- A refurbished dining hall  
(The gymnastics hall will be refurbished in January)
- Internal redecoration of the classrooms
- New windows
- A new library
- A new reading scheme
- A new mathematics scheme
- New computers in the ICT suite

Further improvements in curriculum and building will be made in the year 2015.

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# Our School Day

- 8:30-9:00am - Optional Free Breakfast Club  
(Available for all pupils)
- 9.00 am Bell - Children line up
- 9:05 - 10:30am - Lesson Time (P1 - P7)
- 10:30 - 10:45 am - Morning Break
- 11.00 - 12:15pm - Lesson Time (P1 - P7)
- 12:15 - 12:55pm -Lunch Break
- 1.20 - 2.00 - Lesson Time
- 2.00 pm Bell - P1-P3 School Ends  
(Optional Free Homework Club 2pm to 2:45pm. P1-  
P3)
- 2.00 - 3.00 - Lesson Time (P4 - P7)
- 3.00 Bell - School ends for all pupils  
(Optional Free Homework Club 3pm to 3:30pm. P4-  
P7)

*NB.*

*P4 pupils finish at 2pm on Friday afternoons*

## **A Creative Curriculum**

### **Extra-Curricular Activities**

The school provides a range of extra-curricular activities which enhance and enrich the curriculum. The clubs take place after school and are led by Old Warren teaching staff. This year the clubs are:-

- Football Club
- Film Club
- Art Club
- Moving On
- Choir
- ICT Club
- Cycling Proficiency (Summer Term)
- Woodwind Tutor (SEELB Tutor)

Pupils are also privileged to use the world class SALTO gymnasium to improve their gymnastic skills. Children will also visit the Lisburn Leisureplex for swimming lessons.

### **Team Sports**

Children are encouraged to represent their school in a variety of different sports. This includes the football team, tag-rugby team, swimming galas and cross country running.

### **Educational Visits and Residential Trips**

Educational visits are used to develop pupil enthusiasm for learning. Last year trips included:

- Killyleagh Residential Centre
- Clip and Climb
- Ulster Folk and Transport

- Lady Dixon Park
- Waterfront Theatre
- Belfast Zoo
- The Civic Centre
- Lisburn Mayor's Parade

## **Community**

The school continues to take an active role in community affairs. We link closely with many local groups such as the fire service, police, health board, local church, nursing homes, senior citizens etc. The school is also visited by the NSPCC and school nurse.

## **Personal Development and Mutual Understanding**

The aim of PDMU is to help pupils respect themselves and others around them. We may also establish links to other schools. Our school has had links with St Aloysius PS, St Joseph's PS and Brookfield Primary School. The children will also learn more about other beliefs in Multi Faith Week. Parents are always consulted about these links and they have the right to opt their children out of visits.

## **Religious Education**

Assembly will normally take place two times per week:

Thursdays - whole school

Fridays - whole school

Individual classes follow their own prescribed courses on a daily basis. Whilst the Board of Governors respect the right of any parent to opt a child out of RE classes, such parents are advised that their children will not be supervised elsewhere at this time.

## Uniform

**The wearing of school uniform is important** as it makes children feel part of our team. School sweatshirts are popular and these are available from McCalls in Lisburn. Girls wear a grey skirt and boys wear grey or black trousers (**not jeans or jogging bottoms**). Girls may also wear grey or black trousers. Pupils need a tee-shirt, shorts and indoor running shoes for PE.

**Please make sure you write your child's name clearly on all items of clothing and footwear.**

### Shoes

Black shoes should be worn by pupils at all times. Platform and high heeled shoes are not permitted. These shoes are particularly dangerous in the playground and on the stairs.

### PE Kit

All children should bring a PE kit which can be left in school. This should contain a white T-Shirt, black shorts and PE shoes suitable for the hall. Trainers maybe worn for PE lessons outside and a track-suit in cold weather.

### Body Piercing Policy

The school's policy allows pupils to wear studs in their ears but rings or items of dangling jewellery are not permitted anywhere on the face/head as they are potentially very dangerous. Pupils who already wear rings should remove them before school time or cover them up with a sticking plaster. This is the usual policy in most schools.

## Homework

We feel homework is extremely important and these are a regular feature in all classes. Homeworks are generally set from Monday to Thursday and the amount increases as the child grows older.

**Approximately 10 - 20 minutes for P1 - P3 pupils and approximately 30 - 40 minutes for P4 - P7 pupils.**

Please note that pupils preparing for the Transfer Procedure may be expected to complete some tasks during the school holidays.

*We encourage parents to sign homework diaries each evening.*

## Meals

The school kitchen provides meals each day and these are served in the dining hall from 12:15pm. A nutritious dinner costs £2.40 a day. Money is payable on Monday and the EXACT amount should be sent in.

Children are welcome to eat packed lunches in the dining hall, but please ensure that any drink is in a plastic container, bottle or carton.

Tins or glass bottles are not permitted.

## School Fund



As part of voluntary contributions there is a School Fund which is asked for at the beginning of each term. The present contribution is £5 per term per family.

The Board of Governors will continue to seek voluntary contributions in support of some school activities. The governors consider that the school's tradition of widely based educational visits should continue. They see visits to museums, theatres, forests, seashores etc as being an important part of the overall curriculum. They recognize the support of parents over past years in enabling the school to take its pupils to a wide variety of places and events, and would ask the parents for their continued support through voluntary contribution. The governors emphasise, that while the school budget will help towards the cost of such trips by providing a subsidy, a full programme of visits cannot be carried out unless parental support continues.

The governors emphasise to parents that the contributions are voluntary and that there is no obligation to contribute, but inform parents that any activity for which a voluntary contribution is sought is dependent on voluntary contributions being forthcoming ie. it cannot be funded without such contributions.

## **Residential Visits**

The school encourage children to take part in residential trips to outdoor activity centres run by the SEELB. Where a residential visit takes place a charge for board and lodging will be established. The school will establish a charge in relation to such subsistence costs, which will not exceed the actual cost of board and lodging for that child.

## **School Trips and Optional Extras**

Children enjoy a number of school trips throughout the year. Educational visits support our creative curriculum and are greatly enjoyed by all our pupils. The school tries to ensure that cost is kept to a minimum.

Optional activities are those provided wholly or mainly outside school hours.

Any charges will not exceed the cost of provision which will be determined on the basis of the cost of each individual pupil participating in the activity.

It will not include an element of subsidy for any pupil including those whose parents are unwilling or unable to pay the full charge.

***The charge will include an element for:***

1. pupil's travel
2. materials, books, equipment and instruments
3. non-teaching staff costs
4. entrance to museums, castle, theatres etc
5. insurance costs
6. teaching staff costs, including the cost of travel, board and lodgings.

***Where a pupil is to be involved in an optional extra, the prior approval of the parent will be obtained in writing.***

### **Specific Remissions**

Where the education activities organized during a residential visit will be free of charge then the Board of Governors will remit any associated board and lodging charges in respect of pupils whose parents are in receipt of Income Support.

The Principal will advise all parents in advance that those in receipt of Income Support are entitled to claim remission. The school through its own budget share or other resources available to it will meet the cost of any remission.

### **Third party charges**

In certain circumstances the school will allow a third party to charge parents for which the governors or the South Eastern Education & Library Board cannot charge. In such circumstances the school will indicate that the activity will be managed/administered by the third party. The Board of Governors will ensure that adequate supervision arrangements are made.

## **Pastoral Care Policies**

Old Warren Primary School aims to provide a broad education for each child in its care. We believe that Primary children need a solid foundation in all subject areas and there is a great emphasis put on reading, writing and mathematics. Our traditional approach to these

subjects is based on tried and tested methods but we are also very willing to embrace new ideas and new technologies. We believe in maximizing each child's potential and we encourage parents to become fully active in their child's learning. All teachers attend regular training courses to keep up to date with the many new developments in education.

Above all, we believe that children learn best in a positive and caring environment. School should be an enjoyable and stimulating experience.

### **School Policies**

Copies of our school policy documents on special needs, anti-bullying and child protection are available from the office.

### **Child Protection**

Designated teacher: Mrs S Kerr

Deputy designated teacher: Mrs J Jolly

The school follows DENI guidance on Child Protection and it also has its own policy. Pupils are encouraged to talk with their class teacher or with any of the above named personnel. The school supports the NSPCC and Childline. Posters with phone numbers are on display in the corridors.

### **Drugs Education**

Designated teacher: Mr S Campbell

The school follows DENI guidelines on Drugs Education and also has its own policy. Drugs education is approached in a sensitive manner, appropriate to the child's age and understanding.

## **Pastoral Care**

The safety and well-being of pupils is of the utmost importance to us. We are a caring school and treat each child as an individual. Pupil welfare is the responsibility of everyone who works in the school and parents are encouraged to communicate any concerns they have to us as soon as possible.

## **Mobile Phones Policy**

The school's policy on mobile phones is straightforward. Pupils are not allowed to use mobile phones during school time. If a child needs to phone home we will always allow him/her to use a school phone, free of charge. If a child needs to bring a mobile phone into school for any reason, this should be left in the office for safekeeping. It will be returned to the child when school ends.

## **Every Child Matters!**

### **Academic Progress**

Our school works very hard to get the very best from your children. With your support, it's amazing what our children can and do achieve!

Many of our pupils who leave P7 move into the top streams of their new high schools. Some of our pupils progress into local grammar schools.

The curriculum is tailored to meet the academic needs of all our pupils. Children's academic progress is carefully tracked from the nursery to P7. Additional reading and numeracy support is given to targeted children and individual education plans are written.

### **Special Needs Provision**

We are very well placed to help pupils who are experiencing learning difficulties. The class teacher will devise an individual programme of support for such pupils and this will be closely monitored.

We also have access to expertise from outside agencies, such as the SEELB. If a child were experiencing problems, then we would normally refer the child to an Educational Psychologist for assessment and advice. Parents, of course, are informed of this and their cooperation is sought.

## **Admissions**

Any parent wishing to enroll a child in Old Warren Primary School is most welcome to call at the school office or to telephone for an appointment to see the Principal. You will be given the opportunity to

discuss what the school has to offer through its wide curriculum. An invitation will be extended to you to walk round the building.

In June each year two days are set aside for children who will be starting school in September to come along with their parents to meet with the infant staff and to experience the classroom environment.

### **Information published by the Education & Library Board**

All information provided by the South Eastern Education & Library Board relating to admission procedures is given to parents wishing to enroll their children at the school. The school office as a matter of course provides it.

Official application forms are usually available from the school office just before Christmas.

## **Admissions Criteria**

Each primary school is allocated an admissions number by the Department of Education and an overall enrolment figure for the school [313].

***P1 Intake - Admissions Number - 44***

If the school is over-subscribed, pupils will be admitted according to the following criterion:

1. Compulsory school age children.

In the event of over-subscription in the above the following sub-criteria will be applied in the order set down:

- A Children who have an older brother/sister enrolled in the school.
- B Children whose parent/guardian, brother/sister, half brother/sister are prior pupils of the school.
- C Children who live closest to Old Warren Primary School, on the basis of a straight line drawn on an ordnance survey map from the parent's home to the school gates.

### ***P2 - P7 Intake***

Criterion 1 and sub-criteria as above.

The maximum numbers on roll in the above class year groups will not exceed 45.

## **Nursery and Primary One Induction**

We aim to make the transition from home to school or nursery to school as pleasant as we possibly can for the new pupil. Meetings for parents are arranged during the summer term when you will receive up to date information about the school. Your child will also be given the opportunity to come along and meet his/her new teacher.



## **Interviews**

We believe that the relationship between school and parents is an important component in every child's education. The Principal and teachers are very willing to discuss your child's progress and attainment but please contact the school secretary for an appointment. Interviews to review the children's progress take place several times during the year and these are well attended. Formal, timetabled interviews take place in June following class tests. School reports are sent home regularly.

## **Visiting the School**

The parents of prospective parents are very welcome to visit the school at any time during the academic year. Please contact us to arrange a suitable date and time. You are also very welcome to attend any Open Day held in the school.

## **Positive Behaviour Policy**

We want **all** our pupils to reach their full potential socially and academically, in a calm and happy environment. We expect and indeed **demand** good behaviour from our children at all times. The vast majority of our pupils are very well behaved but we are keen to continue improving our standards.

Children in Old Warren are rewarded for good behaviour by being allowed to take part in school sports, go on educational trips, represent the school at special events, and to be members of the choir, football team or other school group. Certificates are also awarded regularly in assembly for good behavior and work. The school operates a house point system where points are awarded for hard work and good manners.

### **How you can help as a parent**

- Take an interest in your child's education
- Make your child aware of our rules [see next page]
- Remind them of good manners
- Send them to school in their uniforms
- Check their homework and sign the homework diary
- Teach them to respect their property and the property of others
- Do not allow the use of bad language
- Attend school interviews
- Teach them to tell the truth
- Make sure they have pens and pencils for school
- Teach them to speak respectfully

- Do not allow loud and aggressive speech
- Give them the opportunity to help around the house.

Unacceptable behaviour will be dealt with quickly and fairly. Regular offenders will have the above privileges suspended. The school operates a DAILY REPORT system, when other sanctions have had no effect. Your cooperation is vital in helping us maintain good discipline in Old Warren Primary School.

## **Absence and Punctuality**

Regular attendance of children is essential if they are to do their best. Only keep a child off school if it is absolutely necessary and please inform us of the reason for the absence. This should be done by writing a note to the class teacher or by phoning the school. Please ensure that your child arrives punctually in the morning.

## **Miscellaneous**

### **Bicycles**

No P1 - P4 should come to school on a bicycle. The school cannot accept responsibility for bicycles so it is strongly advised that P5 - P7 pupils use a lock and chain.

## **School Parking**

When calling to collect your child by car, please avoid parking in the bottleneck at the school gates and **do not park on the double yellow lines**. Your children's safety is of paramount importance as they enter and leave the school grounds.

## **School photographs**

The photographer comes into school each year to take individual photographs, family photographs and class photographs.

## **Charities**

We contribute to many charities during the year. Last year our major sponsored event raised over £1000 for the NSPCC.

## **Books**

The school has recently purchased a new reading scheme. Please help your child to keep books in good condition when taking them home. Books are very expensive so please ensure that children treat them with tender loving care! Please back your child's books at the start of the year. Parents and pupils will also have the opportunity of visiting a BOOK FAIR during the year. Close links are maintained with the local library and story tellers visit the school.

## **Our School Rules**

1. **Always** do the best work you can in school and at home.
2. **Walk** quietly and sensibly in the corridors *at all times*.

3. Play safely without hurting others either by your actions or your words.
4. Keep your classroom and the school grounds tidy and free from litter.
5. Don't use bad or hurtful language at any time.
6. Sort out your differences by talking and never fight or threaten anyone.
7. Show respect to other children, teachers and adults.
8. Remember to say 'please' and 'thank you'.
10. Remember the school rules when coming to school and going home from school.

## **Charges and Remissions**

### **Charges for breakages and fines**

As included in the Discipline Policy, it is the decision of the Board of Governors that a charge should be made for damage to school books or to the school structure. The cost will not exceed that actual amount needed to replace the damaged item.

### **Activities provided wholly or partly outside the school day**

If an activity falls partly during the school day and partly outside the school day, then if less than 50% of the time occupied including travel, is in school time the activity is deemed to have been provided outside school hours. A charge will be established.

Any charge established will not exceed the actual cost of the activity.

### **Personal Accident Insurance**

#### **'No fault' sports injuries to pupils**

Following correspondence from the South Eastern Education & Library Board the governors wish to draw the attention of parents to the following:

*If a child sustains a sports injury while participating in a properly organised game and the injury, however slight or severe, is attributed to negligence, a pupil may be able to obtain compensation. If however, the injury were not attributable to negligence then in the event of a very serious injury there would be no compensation payment. For pupils taking part in games activities the governors recommend that parents consider buying personal accident insurance.*

*Thank you for reading our Prospectus*

*We hope you found it informative.*

# **Nursery Unit Information**

## **Staff**

Mr S Campbell - Principal

Mrs J Wilson-Jolly: Nursery teacher  
Miss A Deane: Part time nursery teacher

Mrs A McAleenan: Nursery assistant

Mrs L Wilson: School secretary

**Telephone 028 92679685**

### **Aims of Old Warren PS Nursery Unit**

- To foster positive attitudes and dispositions for learning
- To provide a broad, challenging curriculum so that each child has the opportunity to develop a wide range of skills, values and attitudes

- To develop children's self esteem, self-confidence and independence
- To enhance personal, social and emotional development in a secure, structured environment
- To provide opportunities for children to develop physical skills
- To develop children's curiosity and creativity
- To recognise and treat children as individuals
- To encourage pre mathematical development in a fun, practical way
- To provide opportunities for young children to learn through solitary, parallel and cooperative play
- To help young children become familiar with rules and routines
- To develop partnership with parents
- To provide stepping stones from home to school.

## **A Day In The Nursery**

### **Times**

08.55 am

Welcome



09:00 - 11.00 am	Playtime (Includes a snack)
11.00 - 11:10 am	Tidy Up Time
11:10-11:25 am	Carpet Time
11:25-12:00pm	Outdoor play (weather permitted)
12:00-12:30pm	Lunch
12.30 - 12.45 pm	Songs and stories in the quiet room
12:45 - 1.15pm	Indoor or outdoor play
1:15pm - 1:25pm	Hometime

**Punctuality - All pupils should arrive between 8.55 and 9.05 a.m.**

### **Home time**

Home times are staggered during September and October to help the children settle in. You will be notified of these times.

To prevent congestion in the classroom area, the entrance door will be opened between 1.00 and 1.15 pm [after Halloween]. This is a useful time for you to talk to your child about what he/she has been doing that day.

### **Home Visits**

These have proven to be very useful in the past and help to ensure that the child's transition from home to school is as smooth as possible. We will contact you to arrange a home visit for 5 - 10 minutes during the week prior to your child starting nursery.

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