

Education Authority South Eastern Region

Principal: Mr S G Campbell  
Telephone: 028 92679685

147 Drumbeg Drive  
Lisburn  
Co Antrim  
BT28 1QP  
November 2023

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 Primary/Nursery School**  
**Board of Governors 2018-23**

**Chair of Governors**

Mr Lawrence Patterson

**Vice Chairperson**

Mr Sid McFarland

**Governor for Child Protection**

Reverend Rodney Cameron

**Board Representatives**

Mrs Brigid Roberson

Mr Graham Knowles

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Mrs Emma Durrant

**Transferors' Representatives**

Mr Lawrence Patterson

Mr Sid McFarland

Mrs Sharon Spence

Reverend Rodney Cameron

**Teachers' Representative**

Mr A Williamson

**Secretary to the Board of Governors**

Mr S Campbell [Principal of Old Warren Primary School]

## ***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 join our association. We hold regular meetings throughout the year where you are welcome to 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.

Emma Cairns  
PTA

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

**We Teach,**

**We Care,**

**We Value**

**Our Vision**

We want our children to be careful, resilient and aspirational individuals.

## Personnel List 2023-24

### Staffing 2023-24

Principal + 7 full-time teachers and two part-time teachers.

### Enrolment for September 2023:

115 Primary aged pupils

26 Nursery aged pupils

### Leadership Team

Mr S Campbell (Principal)

Mr A Williamson (Vice-Principal)

### Teaching Staff

Mr A Williamson/Mr S Campbell	P7
Mr G Dugan	P6
Mrs H Hughes/ Mrs M Lowham	P5
Mrs C Fox/Mrs M Lowham	P4
Mrs S Kerr	P3
Mrs E Orr	P2
Mrs K Jebb	P1
Mrs J Wilson-Jolly	Nursery
Mrs A Evans	Nursery

### Classroom Assistants

Mrs A McAleenan	Nursery
Mrs G Waring	P1
Miss S Moore	P1
Mrs E Hayden	P2
Miss D McMullan	P4
Miss K McMullan	P5

## **Clerical Staff**

Mrs J Galbraith

## **Cleaners**

Mrs J McCracken

Mr G McCracken

Mrs B Hawthorne

## **Supervisory Assistants**

Miss D McMullan

Miss K McMullan

Mrs S Richardson

Mrs J McCracken

## **Dining Hall Staff**

Mrs H Jordan

Mrs B Hawthorne

## **Class Numbers for 2023-24**

Nursery 26

P1 12

P2 13

P3 17

P4 16

P5 25

P6 16

P7 15

## 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 eight classrooms and a Nursery unit 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. The school is set in pleasant surroundings and there is an ample play area for the children to enjoy.

In the past few years, the school has invested money to fund the following improvement and projects. This has included:-

Additional teaching staff

New Ipads

A Sensory Room

New playground equipment

New computers in the ICT Suite

An outside play house and classroom area

Pollination Garden

Further improvements in curriculum and building will be made during this academic year 2023 2024.

## Our School Day

P1, P2 and P3

8:20-8:55am	Breakfast Club (Available for all pupils)
8.55 am Bell	P1, P2 and P3 pupils start school
9:05 - 10:20am	Lesson Time
10:20 - 10:35 am	Morning Break
10.40 - 12:15pm	Lesson Time
12:15 - 12:55pm	Lunch Break
1pm - 2pm	Lesson Time
2pm Bell	School Ends for KS1 pupils
2pm - 3pm	KS1 After School Club

P4, P5, P6 and P7

8:20-9am	Breakfast Club (Available for all pupils)
9 am Bell	Pupils start school
9:05 - 10:40am	Lesson Time
10:40 - 10:55 am	Morning Break
10.55 - 12:15pm	Lesson Time
12:15 - 12:55pm	Lunch Break
1pm - 3pm	Lesson Time
3pm - 3:40pm	KS2 Clubs

*NB. P4 pupils finish at 2pm on Friday afternoons*

## **A Creative Curriculum and After School Care**

### **Free Breakfast Club**

The school provide a free breakfast club each morning from 8:20am until 8:55am. Pupils may attend each day and will be given a nutritious breakfast before going to class for registration. (Subject to funding)

### **After School Club**

The school provides an after school care facility for P1-P7 pupils. The club runs from 2pm to 3pm. The cost of each session is £2.

### **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
- Gardening
- Art Club
- Sing Dance Act
- Moving On Club
- ICT Club
- Bible Club
- Ulster Scots Pipes and Drums

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, cross country running and netball.

## **Educational Visits and Residential Trips**

Educational visits and trips are now permitted. The visits are used to develop pupil enthusiasm for learning. Recent trips have included:

- Shannaghmore Primary Residential Centre P6 P7 Pupils
- Cinema and Bowling Alley
- The Balmoral Show
- Ulster Folk and Transport
- Lady Dixon Park
- World War Two Exhibition
- Belfast Zoo
- The Civic Centre
- Lisburn Mayor's Parade
- Farm Trip
- Ulster Museum

## **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 churches, 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. The school is now linked with Cranmore Integrated Primary School through a Shared Education project. Pupils in P5 and P6 regularly share lessons and activities with pupils from Cranmore Primary.

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:

Thursday - whole school hymn practice

Friday - Congratulations Assembly

## **Uniform**

**The wearing of school uniform is important** as it makes children feel part of our team. The school has updated the school uniform which is now available at Mc Calls. 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.

In PE lessons, pupils need a red t-shirt, shorts and indoor running shoes. Tracksuits with the school logo are now also available for purchase.

**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 red 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.

### **SEE SAW App**

Teachers will issue parents with a See Saw App code. This will enable children to complete online homework tasks. Teachers will also be able to contact parents with important information. Parents may contact teachers if they have a query via the app.

### **Meals**

The school kitchen provides meals each day and these are served in the dining hall from 12:15pm. A nutritious dinner costs £2.60 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, glass bottles or fizzy drinks 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 £20 per child or £25 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 Education Authority. 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.**

### **Third party charges**

In certain circumstances the school will allow a third party to charge parents for which the governors or the Education Authority SE Region 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 a plastic container in the classroom for safekeeping. It will be returned to the child when school ends.

### **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 EASER. 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.

Mr Andrew Williamson is the Special Needs Co-ordinator for the school. Mrs Ruth Shields withdraws pupils for additional SEN support.

### **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 Nursery and P1 staff and to experience the classroom environment.

### **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 - 29***

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

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 will 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 from their home to the main Drumbeg Drive school entrance will be given priority. Measurement will be taken using <http://freemaptools.com/how-far-is-it-between.htm> as the crow flies. If two pupils are equi-distant, the eldest child will be given priority.

***P2 - P7 Intake***

Criterion 1 and sub-criteria as above.

The maximum numbers on roll in the above class year groups will not exceed 29.

***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 pupils 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 behavior 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.

Unacceptable behavior 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 co-operation 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.

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

- Take an interest in your child's education
- Make your child aware of our rules
- 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

### **Right to Withdraw from Religious Education/Assemblies**

Religious education (RE) is a compulsory part of the Northern Ireland curriculum, although parents have the right to withdraw their child from part or all of RE or collective worship. Schools have to provide RE in accordance with the core syllabus which was drawn up by the four main churches and specified by the Department.

[The RE core syllabus](#) includes Christianity, morality and world religions. It provides a common core for the teaching of RE that schools are free to build upon in a way that suits the needs of their pupils and the ethos of the school. This is in keeping with the flexibility provided by the curriculum and gives schools scope to include, for example, additional material on world religions or any other RE related subject matter.

The core syllabus is supported by teaching materials developed with the support of a representative advisory group co-chaired by the churches and the Council for the Curriculum, Examinations and Assessment (CCEA).

At Old Warren Primary School, we believe the RE curriculum fulfils this criteria. Parents/carers have the right to choose whether to withdraw their child from RE/Assemblies without influence from the school, although a school should ensure parents or carers are informed of this right and are aware of the educational objectives and content of the RE syllabus.

If students are withdrawn from RE, schools have a duty to supervise them, though not to provide additional teaching or to incur extra cost; suitable work relating to the child's religious education should be provided by the parents/carers. Students will usually remain on school premises, unless the child is lawfully receiving religious education elsewhere.

### **Withdrawal Procedure If a parent chooses to withdraw their child from RE/Assemblies**

They need to:

Inform the school of their request for their child(ren) to be withdrawn from RE and/or 'religious assembly' and whether they intend partial or total withdrawal for their child(ren). This should be either in person or in writing to the Principal; verbal communication (e.g. on the telephone, through the student or a note in a student's books) is not an adequate method.

- Parents/carers will be invited to meet with the Principal, to establish with the school their concerns about RE and to discuss the practical implication of withdrawal.
- At the meeting, the NI RE syllabus will be made available for the parents to read and ask questions about, should they choose to.
- It is not envisaged that establishing the reason for withdrawal and practicalities of withdrawal from RE be either lengthy or a means to change parent's/carer's minds, but a meeting with the relevant staff is necessary to ensure parents/carers have all relevant and adequate information to make an informed choice.
- Parents/carers of withdrawn children will be asked to provide suitable alternative work of a religious nature for their child(ren) to be completed at the time of the RE lesson. It will not be the responsibility of the teacher either to set or mark alternative work. Students who have been withdrawn will be allocated to different classes or a specified place on an independent basis in order to ensure suitable supervision. These arrangements may need to change from week to week.
- If a student is withdrawn from assembly, they will be allocated to different classes on an independent basis in order to ensure adequate supervision during the assembly. These arrangements may need to change from week to week.
- In addition to the above, parents/carers also have the right opt out of any visits to places of worship. Prior notification will be necessary to ensure adequate supervision is organised for the student.
- If a student is only to be partially withdrawn from RS lessons that discuss a specific religion or issue, it cannot be guaranteed that reference to these religions or issues will not be made in more general lessons.

- Whilst Old Warren Primary School respects the rights of the parents/carers to withdraw their child(ren) from RE, these rights do not apply to a parent's/carer's request to withdraw their child from a non-RE subject that may teach about religion or religious beliefs, e.g. History or English

## **Miscellaneous**

### **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.

### **Bicycles**

Children are encouraged to have a healthy life style. Bicycles and scooters can be placed in the cycle rack at the front and rear of the school.

### **School photographs**

Opus Photography comes into school each year to take individual photographs, family photographs and class photographs.

### **Charities**

We contribute to many charities during the year. We believe that our involvement demonstrates our caring, Christian ethos.

### **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 service and story tellers visit the school.

### **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.

*Thank you for reading our Prospectus  
We hope you found it informative.*



