

BROOKEBOROUGH



PRIMARY SCHOOL

Where Children Come First



Prospectus

INTRODUCTION

As your child reaches the age for enrolment or if your family has recently moved to the area, we would like to let you know of the excellent educational facilities and resources offered in Brookeborough Primary School.

This prospectus introduces Brookeborough Primary School and gives an insight into our educational ethos and practice. Our school has experienced, enthusiastic and committed staff and a warm, friendly, family atmosphere firmly rooted in the local community. It is a Rights Respecting School with an emphasis on kindness, honesty, responsibility, service and courtesy.

I hope that by the time you have finished reading this prospectus you will have discovered within its pages those vital elements which ensure Brookeborough Primary School is a place in which high standards are expected and met, talents and abilities are nurtured and where the needs of the individual are of central importance.

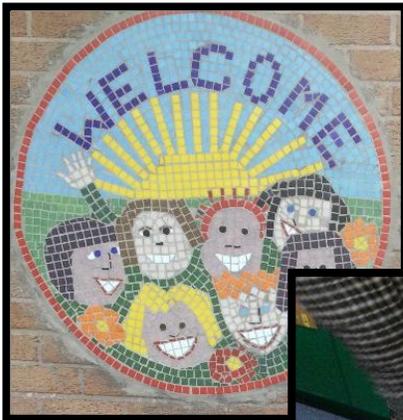
Most of all, it is a happy school where children are given the self-assurance to fulfil their potential across a broad curriculum, offering exciting opportunities not simply in the classroom but through a range of extra-curricular opportunities.

The school's last inspection report (September 2013) concluded: -

'The quality of education provided by this school is very good. The school is meeting very effectively the educational and pastoral needs of the children and has demonstrated its capacity for sustained self-improvement.'

If you would like to see around the school, please contact the secretary to arrange an appointment.

Mr A Young (Principal)



GENERAL INFORMATION

Brookeborough Primary School is a Controlled School, owned and maintained by the Education Authority. It admits boys and girls aged 4 to 11 years. It is set in its own grounds in the centre of the village. Our school seeks to promote a friendly, caring, atmosphere and parents are welcome to visit the school.

The present school was opened in 1964 with an extension added in 1990. It contains spacious accommodation including an assembly hall, a well-stocked, computerised library and ICT room. Meals are cooked in our own kitchen and are served fresh, daily in the dining hall. The building is well maintained and has a large playground. The school has achieved the Eco-School Green Flag on two occasions.

Brookeborough Primary School Primary
Main Street
Brookeborough
Co. Fermanagh
BT94 4EZ

Controlled
Boys & Girls
Age Range: 4-11
Tel No/Fax: 028895 31272

E-Mail: info@brookeboroughps.enniskillen.ni.sch.uk

Website: www.brookeboroughps.com

ADMISSIONS INFORMATION

Parents considering sending their child to this school are invited to make a visit, see the school in action and talk to the Principal and teachers. Application forms are available online www.eani.org.uk Admissions. Applications for September 2024 should be made online between 9th January 2024 and 26th January 2024 by 4pm. An 'Open Afternoon' is held in November/December of each year and is advertised in the local area.

The school runs a very comprehensive 'DELTA' programme in June. A series of meetings are planned to introduce new parents and children to the school. These meeting will take place on three afternoon sessions. While the children are spending time getting to know each other and becoming familiar with their new classroom the parents are given advice on different aspects of the Foundation Curriculum for Year 1.

Current Enrolment: 64



Year 1 Enrolments		
2021/2022	2022/2023	2023/2024
17	7	6

ADMISSION CRITERIA

See Appendix 1

COMPLAINTS PROCEDURE

Complaints concerning the curriculum and other matters referred to in Article 33 of the Education Reform (NI) Order 1989 shall be dealt with in accordance with Article 33 and regulations subsequently made to the Department of Education. The school has a comprehensive 'Complaints Policy' in place.

BROOKEBOROUGH PRIMARY SCHOOL STAFF

Principal: Mr A Young BA (Hons), P.G.C.E

TEACHING STAFF

Reception/Year 1/2	Mrs A Robinson	B.Sc (Hons) P.G.C.E, CCET, ATS
Year 3/4	Mrs L Gould	B.Ed (Hons) Adv Dip PD
Years 5/6/7	Mr Young and Mrs Rainey	(BA (Hons), QTS

NON-TEACHING STAFF

Clerical Officer: Mrs J Bennett

Classroom Assistants: Mrs S Coalter
Mrs J Keys
Ms E Keys
Mrs R Coalter
Mrs D Robinson
Mr D Honeyman

Lunchtime Supervisors: Mrs J Bennett
Mrs S Coalter
Mrs R Coalter

Building Supervisor: Mr L McCaffery

Cook-in-charge: Mrs R Gilroy

Cooks: Mrs B Wheeler

SUPPORT STAFF

Local lay preachers and clergy provide support with assemblies. Throughout the year there are a variety of sport coaches who give extra practise.

Additional Music support is provided by – Mrs McAleer (Violin) and Mrs Kirke (Musical Pathways)

In line with Department of Education guidelines all members of staff are vetted. Records are updated regularly.

BOARD OF GOVERNORS

The Board of Governors is responsible for the management of the school. They are very supportive and dedicated to upholding the vision of the school. The Governors were reconstituted in 2018/2019 and they will serve for four years.

Responsibilities include:

- Appointment of teachers and other staff
- Admission of pupils to school
- School Development Plans
- Overview of the curriculum
- Annual Report to parents
- School Premises
- Budget allocation

Representing Education Authority

Mr Wayne Foster

The Secretary (Non-Voting):

Mr Young (Principal)

Representing Parents:

Dr Anita Kirkpatrick

Representing Teacher:

Mrs Linda Gould

Representing Transferors:

Mr Ben Ovens (Chairperson)
Mr Jonathan Dunn



AIMS OF THE SCHOOL

At Brookeborough Primary School we believe that each child will succeed through experiencing quality in:

- a broad, exciting, and challenging curriculum
- a secure, happy, safe, and caring environment
- a place where moral values are actively promoted
- a community where each member is valued
- an atmosphere of support, challenge, and encouragement
- innovative teaching and an investigative approach to learning
- positive learning partnerships between school and home
- an enriching programme of extra-curricular activities and visits
- a stimulating and attractive learning environment
- a rich, varied and up to date range of learning resources



AIMS FOR PUPILS

Brookeborough Primary School aims to encourage the pursuit of excellence and high achievement, and the development of the whole person in a caring, supportive environment by working with children to:

- achieve high standards in all areas of the curriculum according to individual ability
- develop enquiring minds, thinking skills and a spirit of creativity
- become highly motivated independent learners
- be accomplished in the skills of communication
- be able to work independently and collaboratively
- gain technological skills
- develop a set of moral values putting the needs of others before themselves
- seek to extend themselves in body, mind, and spirit
- be happy, self-reliant, confident, and well mannered
- have pride in their achievements, personal appearance, and behaviour
- have high self-esteem, respecting themselves, others, and the environment

SCHOOL DAY

The school day begins at 9.05am and children should be in their classrooms by this time. Children will be admitted to school from 8.45am onwards. No responsibility can be taken by the school for any children arriving on the premises before 8.45am.

All the children have a supervised playtime for 15 minutes in the middle of the morning.

The lunch break is from 12.15 - 1.00pm.

Reception children finish their school day at 12.15pm or at 1pm if they stay for school dinner. Years 1 and 2 finish their school day at 2.00pm and Years 3 - 7 finish their school day at 3.10pm.

The school runs its own after school's club daily from 2-3pm for pupils in Years 1 and 2 to facilitate working parents and families who live a distance from the school. There is a small charge for this service.

Change of Routine

If there is any change of routine e.g., a child being picked up by someone different, a written note should be sent to the class teacher, or a telephone message left with the school secretary.

Safety

To ensure the safety of all children we would ask that ALL parents collect their child from the teacher at the school gates. The parking space just outside the school gates should only be used by cars clearly displaying a disabled parking badge.

If a child is not collected at the end of school the member of staff on duty will bring them back into school and supervise them until they are picked up.

ATTENDANCE

All children should attend school for the 190 days– which the law requires unless they are ill. If children must miss school for illness or any other reason, parents should send a note explaining the absence.

Parents are advised that children are not absent from school unless necessary and try to avoid having to collect them early. Term time holidays should be avoided as it can often disrupt a child's education.

Average attendance for the school year **2022/2023** was 94.4%. (This is above the Northern Ireland average)

CURRICULUM

Stages of the Primary Curriculum

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



Structure of the Primary Curriculum

The curriculum for the three stages is set out in six Areas of Learning. Although the Areas of Learning are set out separately teachers should, where appropriate, integrate learning across the six areas to make relevant connections for the children. Teachers have considerable flexibility to select from within the learning areas those aspects they consider appropriate to the ability and interests of their pupils. The Areas are:

1. Language and Literacy
2. Mathematics and Numeracy
3. The Arts (including Art and Design, Drama and Music).
4. The World Around Us (History, Geography and Science and Technology).
5. Personal Development and Mutual Understanding
6. Physical Education

The school also promotes the teaching of **Religious Education** throughout all the different year groups. The teaching of RE is based on a core syllabus for Northern Ireland and is of a non-denominational character. The school also has one school assembly each week and these are led by lay preachers and clergy from the local area. Parents have the right to withdraw their child from RE lessons and acts of worship and should inform the Principal, in writing, if they wish to exercise this right.

The **School Development Plan** outlines the main areas for improvement each year. Parents are kept fully informed about the School Development Plan through the monthly letter. The full School Development Plan is available from the office on request.

Music

All pupils in Reception to P7 avail of the 'Musical Pathways Programme' delivered by an Education Authority Tutor (one session per week). From P5 all children have an opportunity to avail of Violin and Piano tuition each week in school. Pupils can attend pantomimes, plays, and concerts in the surrounding area.

Sport

In Brookeborough P.S. particular emphasis is placed on enjoyment and participation in a wide range of physical activities. Children are taught to work together for a common aim and are taught to understand the importance of winning with grace and losing with dignity. We are all aware, too, of the benefits for health which daily exercise provides. Swimming is taught from Year 5 upwards and other sports include netball, football, rugby, cricket, gymnastics, and hockey. The PE curriculum is delivered through the Core NI scheme.

LEARNING SUPPORT PROVISION

In Brookeborough Primary School we believe all children should have access to an appropriate education that affords the opportunity to achieve their own personal potential in terms of age, ability, aptitude, and any Additional Educational Needs he/she may have.

Each teacher provides a full programme of work for all children in their class, whatever their ability. Where pupils with additional educational needs are identified, they are given support through individual learning programmes in Literacy, Numeracy and Behaviour Management.

Where necessary, advice and support are sought from the Education Authority's Educational Psychology Service, Health and Welfare Agencies and peripatetic teachers of Specific and Moderate Learning Difficulties.

Partnership with parents is seen as essential for the child's progress. The class teachers and Additional Educational Needs Co-ordinator (**Mrs Gould**) will liaise closely with parents and encourage them to participate fully in decision making, planning, and assisting in the education of their child.

The Special Educational Needs and Disability Act 2016 provides a framework and sets out clear procedures which are followed by the school. The school's **Special Educational Needs Policy** is available on request from the school office.

PUPIL VOICE

There is a commitment in Brookeborough Primary school to involve young people in discussions and decisions on school life that directly affect them.

The **School Council** involves pupils from P4-P7 and is organised by Mr Young. The School Council meet each month, they organise events and raise money for charity. They are committed to making the school a happy place where everyone is respected and feels safe.

The **Eco-Council** is made up of pupils from P4 –P7, they meet monthly under the guidance of Mrs Gould. The Eco-Council have been successful in achieving two Green Flags, recognising their commitment to being an environmentally friendly school. They organise a wide variety of events such as Ditch the Dark and Farm to Fork.



ASSESSMENT AND REPORTING

Assessment procedures, both formal and informal, are an integral part of the school's teaching and learning process. On-going assessment for learning in all areas of the curriculum will determine the children are in their learning, where they will go next and how best to get there.

Parents are invited into school in October and February to discuss their child's progress with the class teacher. Appointments may be made at other times of the year through the school secretary. A detailed written report is sent home to parents towards the end of the school year in May/June.

Standardised Tests are carried out in May to monitor progress and ensure that all pupils are reaching their full potential.

Year 4 and Year 7 teachers carry out the statutory end of Key Stage Assessment and individual levels achieved in Communication, Using Maths and ICT are reported at the end of the year.

In May 2023 all P7 pupils were successful in gaining entrance to their first preference Post Primary schools.



SCHOOL UNIFORM

School uniform should be always worn as it is practical and economical for parents. In 2023 we simplified the uniform (phasing out shirts and ties and moving to sweatshirts and polo shirts like other schools in Fermanagh) making it cheaper to purchase and easier for the children to get on and off. On PE days (Tuesday and Thursday) children should come to school wearing their PE uniform.

Boys

Grey trousers/shorts
White polo shirt with logo
Bottle Green sweatshirt with logo
Black shoes

Girls

Grey skirt or pinafore (P1 to P4)
Grey trousers or grey skirt
White polo shirt with logo
Bottle Green sweatshirt with logo
Black shoes

PE kit

Black shorts
Tracksuit bottoms with logo
Sports t-shirt green/white with logo
Trainers

Uniform can be purchased in **S D Kells**, Lisnaskea and **School Days Ltd**, Enniskillen.



All items should be clearly marked with the child's name.

PROPERTY

It is not recommended that children bring toys and personal property to school. Whilst every care is taken of property in school, no responsibility can be taken for loss or damage.

PASTORAL CARE

In Brookeborough Primary School the staff is committed to ensuring that all children feel happy, secure, and safe. A copy of the '**Child Protection Policy**' is available on request from the school office. When a parent has a concern about a child's welfare, they should contact the class teacher or Principal to investigate the matter. Responsibilities for Child Protection are held by:

- **Mrs Gould** - Designated Teacher for Child Protection
- **Mr Young** – Deputy Designated Teacher for Child Protection
- **Mr Foster** – Designated Board of Governor for Child Protection



Mrs Gould – Designated Teacher



Mr Young – Deputy Designated Teacher

All members of staff - teaching and non-teaching - are involved in the pastoral care of our pupils. We work as a team to provide a happy, secure learning environment for all our children. All members of staff are aware of their responsibilities.

Parents are seen as a vital part of this aspect of school life. They are invited to consult teachers concerning their child's progress and welfare. They are also urged to let the class teacher, or the principal know if they feel their child has any worrying or medical condition, which may affect, even temporarily, his/her behaviour and progress.

Positive Behaviour

Discipline in this school is positive, fair, and consistent. It aims to encourage good behaviour and respect for others. All classes in school follow the Six 'Golden Rules'. These rules are shared with the parents at the beginning of the year and displayed clearly in each classroom. If a child continually behaves inappropriately the parents will be invited into the school to meet with the class teacher and or the Principal. The school has a comprehensive '**Positive Behaviour**' policy in place which is regularly circulated to parents.



Anti-Bullying Policy

The Principal, Staff and Board of Governors are committed to tackling bullying throughout the school.

All staff are vigilant and incidents which may involve bullying are followed up quickly. During playtime, children are supervised closely, and a member of staff is always available to listen to a child's concerns.

A very successful 'Playground Pals' scheme is in operation which involves older children engaging with the younger children.

In class activities encourage children to talk about issues such as bullying and report incidents quickly to a member of staff.

A copy of the 'Anti-Bullying Policy' is available on request from the school office.

Drugs Education

The school is committed to the development of a high-quality response to the issues of drug awareness. A policy is available on request from the school office.

Staff members are not permitted to administer medication to children in school except with written parental permission or under exceptional or life-threatening circumstances.

Safe Use of the Internet

The school is very aware of the importance of the internet but also the potential dangers connected to using it. In response to this, detailed guidelines have been drawn up to ensure that children use computers with confidence.

A copy of the '**E-Safety and Acceptable Use of the Internet**' document is available on request from the school office.



HOME/SCHOOL LINKS

The teaching staff actively encourages parental contact with the school. The support of parents is essential in working with the school to achieve a child's potential.

The school attempts to foster good parental relationships in various ways:

- Invitations to various assemblies, fundraising events and Paired Reading and Paired Maths schemes
- Informal contact at the beginning and end of the school day
- Parent/Teacher interviews in October and February
- DELTA programme for New Year 1 children.
- End of school reports are given out in June
- Monthly Whole School Newsletter via the School App
- Termly class notes which clearly spell out the curriculum to be studied
- Text Alert Scheme (currently being set up)
- Parent questionnaires seek opinions on a variety of issues
- Our School Website has links to policies, ideas for supporting learning, a photo gallery of school events and school calendar of up-and-coming events/activities.
- Our School App: majority of communication to parents is here along with the monthly newsletter. Forms and electronic payments will be added this year.

Parent, Teacher, Friend Support Association (PTFA)

The PTFA (Parent Teacher Friend Support Association) supports the school with organised fundraising events and trips for the children. The PTFA also organises social occasions for parents and families throughout the year. These have included Quiz Nights, Fashion Shows, Fun Night at the Share Centre, Concert, Treasure Hunt, Beetle Drive, Car Boot Sale, Cookery Demonstrations along with celebratory events such as our Coronation event at Colebrooke Estate.

The PTFA has purchased significant, much needed resources for the school such as iPads, the Accelerated Reading and Athletics programmes, a Polytunnel and a Defibrillator. They also contribute to transport costs to activities such as swimming and school trips. **Parents are very supportive in all of the activities of the school.**



HOME/SCHOOL LINKS

All children at this school are expected to spend some time each evening on homework. The amount of work will increase as the child gets older.

Homework is set every night during the week, except in special circumstances, but not at weekends. The task set will vary but handwriting, spellings, tables and reading are nearly always included, especially at Key Stage 2. Mathletics is also used as online homework tool, along with Times Tables Rockstars from P4 to P7.

Why is Homework necessary?

- To give children practice in what they have learned at school.
- To encourage the children to find out things for themselves.
- To help prepare children for new work at school.
- To help involve parents and children in school projects by getting them to use home as a source of material and artefacts.
- To seek parents' support for what school is doing.
- To give parents an opportunity to involve themselves in their children's school experiences.
- To establish a good routine to be carried on at Post Primary School.

How can parents help?

- By checking what homework has been set, check pupil folders and Google Classroom.
- By listening to reading and talking about what has been read, especially at Key Stage 1.
- By asking tables and spellings, where appropriate.
- By checking written work to make sure it is up to the required standard.
- By informing the school if your child is having trouble or taking too long over a task.
- By providing a quiet place where work can be done, away from television and other disturbances.
- By praising your children and encouraging them to do their best.



EXTRA CURRICULAR ACTIVITIES

P4-P7 pupils are encouraged to participate in activities out of normal school hours. Over the last few years these have included cookery, iPads, football, rugby, cricket, netball, cycling, athletics, table tennis and hockey. The variety and details will change from time to time, depending on the expertise and interests of individual members of staff and the support of coaches from other agencies. We take part in annual football, netball, rugby, and cricket tournaments. Parents help with these activities.



Ulster Scots



The school receives funding for music, dance and drama tuition from the Ulster Scots Agency. In June 2015 the school was awarded Flagship School status and in October 2015 the school received an award for the inclusion of Ulster Scots culture in the curriculum. Pupils received distinctions in Traditional Tin Whistle exams.

Visitors/Charities

Representatives from the Health Service, Fire Brigade, Road Safety, Fermanagh District Council, Police Service for Northern Ireland and the Department of Agriculture visit regularly to speak to the children on various aspects of safety in the different environments. Speakers from other countries/cultures are welcomed when the opportunity arises. We invite local people, who are experts in their own field, to talk about their jobs of special interests, which are relevant to our curriculum. Representatives from charitable organisations often visit to explain their work and to appeal for funds. We regularly contribute to charities such as Dr Barnardo, NSPCC, Marie Curie, Earl Haig Poppy Appeal, Cancer Research Campaign, Ulster Cancer Foundation, Romanian Aid and the RAFA Wings Appeal. The school sponsors a child in Kenya through the organisation 'Compassion International'



EDUCATIONAL VISITS

These are an important part of the school's curriculum, especially at Key Stage 2. It is our belief that children learn best through experience and linking this experience to work in the classroom. Our Educational Visits, therefore, are always carefully planned to enrich the year's programme of work, especially in subjects such as Science, Geography and History.

Visits during the past years have included: Gortatole Outdoor Centre, Manchester Residential, Derrygonnelly Field Centre, Enniskillen Museum, Florencecourt House, Ulster American Folk Park and W5 in Belfast. In February 2024 our P4 to P7 children are participating in the national Peace Proms concert along with St Mary's PS as part of our shared education program.



SHARED EDUCATION

Pupils from Reception to P7 take part in the Shared Education lessons with pupils from St. Mary's P.S. Brookeborough. Over the last few years, activities have included Literacy, Numeracy, ICT, Science and PDMU (Personal Development and Mutual Understanding).

In March 2016 the Department of Education approved a Shared Campus for the two schools. Our aim is to develop a partnership which is mutually beneficial, enhances the quality of the educational experiences for our pupils and contributes to community cohesion. A Business Case has been submitted to the Department of Education and is awaiting approval.

SCHOOL MEALS

School meals are freshly prepared on the premises daily and are a very high quality. The menu is sent home to parents at the beginning of the school year. Dinner money is paid on a **Monday morning** for the week. The cost of a school dinner is currently **£2.60** per day, **£13.00** per week. We would encourage all children to avail of this excellent service. Packed lunches are also eaten in the school dining hall. The school operates a '**Healthy Lunch Box**' policy which is shared with parents at the beginning of the school year.

HEALTHY SNACKS

The school kitchen also provides healthy snacks to the children every day. Items on the menu include scones, toast, fruit etc. Children pay for their snack at the beginning of the week.

SCHOOL MILK

Milk is available in school and is paid for at the beginning of each term. The cost will be outlined in a monthly school news

INSPECTION OF DOCUMENTS

In line with the Freedom of Information Act several documents are available for inspection at the school should parents request this. Parents wishing to inspect any of the policies referenced in the Prospectus should contact Mr Young, by phoning the School Office.

Changes in school arrangements

Changes occur from time to time in staffing and organisation of the school and parents will be informed of these by newsletter. The summaries in this booklet give the present arrangements with effect from the beginning of the 2023/2024 school year.

Thank you for taking the time to read our prospectus. Should you require clarification on any of the details in this booklet please do not hesitate in contacting the school office.

Charging and Remissions Policy

The Board of Governors has adopted the following Charging and Remissions Policy: -

A. Charging Policy

Most of the educational services provided by the school will remain free of charge with the following exceptions:

The school will charge parents for damage caused to any of its property by their child.

The school will pass on to the parent any charge, which may arise because of a parent's request to have a pupil's examination results scrutinised.

A charge will be established for optional extras e.g., Clubs and P.E activities at Fermanagh Lakeland Forum. Where a pupil is involved in an optional extra, prior approval of the parent will be obtained in writing.

The school may, in certain circumstances, seek a voluntary contribution in relation to some activities e.g., School educational visits. In the event of the withholding of this voluntary contribution by one or more parents, the proposed activity will be cancelled.

The school may, in certain circumstances, allow some of its services to be provided by a third party e.g., Police, Fire Service, Ministers etc.

B. Remissions Policy

Charges will be remitted as follows: -

The charge for the board and lodgings cost of a residential visit will be remitted in case of pupils whose parents are in receipt of Income Support or Working Family Tax Credit if the education provided on that visit is essential in order to fulfil statutory duties in relation to the Northern Ireland Curriculum or Religious Education.