

Andrews Memorial Primary School



Prospectus
'Building a Legacy'



Note:

The information provided in this prospectus is correct at the time of publication (November 2018). If any significant changes are envisaged, notice, giving details and dates, will be circulated well in advance.



WELCOME TO ANDREWS MEMORIAL P.S.

Dear Parents

We are pleased that you are considering sending your child to Andrews Memorial Primary School. We believe that the years a child spends at Primary school should be enjoyed and treasured in their own right, as well as providing the foundation for all other stages of learning – whether in school or out of school.

I trust that when you read our School Ethos below - and come and visit us - you will feel that it reflects both what we feel about our school, as well as what you see in action. We also hope that our ethos matches what you and your child want from a Primary school.

Clear and active communication between home and school is essential. It also helps to produce happy, secure children, socially well-adjusted and proud of their own achievements. A successful school experience will only occur when home and school work together; and where your child is at the centre of all our aims and beliefs. In this sense, skills, values and attitudes are acquired both at home and in school, and teachers and parents have a joint responsibility to work together for the benefit of the children.

It is with these fundamental principles in mind that we welcome your child to our school.

Yours faithfully

Ralph Magee

Principal





OUR SCHOOL ETHOS

Andrews Memorial believes in the potential of every child: to create; to achieve; to celebrate; to make a difference. We believe in blending and balancing the traditional elements of literacy and numeracy with a stimulating, up-to-date and challenging curriculum. We recognise the potential for ICT to enhance learning across the curriculum.

We aim to ensure that we provide a welcoming, caring and happy learning environment, in and beyond the classroom; also that we deliver learning that is valued by the whole school community and which develops an understanding and an appreciation of the world around us.

Ultimately, we hope to nurture well-rounded young people, who can engage with each other and with adults; who respect everyone and who have a sense of moral responsibility.

We believe it is our duty to:

- Enthuse and enable pupils to reach their full potential by developing independence, self-discipline, self-confidence and self-esteem
- Create an atmosphere of encouragement and high expectations
- Build and nurture partnerships between home, school and the community
- Provide a well-balanced, exciting curriculum in a safe, caring and happy environment
- Promote an ethos of ambition and achievement
- Instil a sense of purpose in making a contribution to life in and beyond school



Board of Governors 2018-2022

Representing the Transferors

Mrs F Andrews
Canon JPO Barry PhD
Mrs L McAleese
Rev I Gilpin

Representing Parents

Mr P Jackson
Mr N Mitford

Representing the EA

Dr L Boyce
Mrs C Nixon

Representing the Teaching Staff

Mr M Skimin

Hon Secretary to the Governors

Mr R Magee

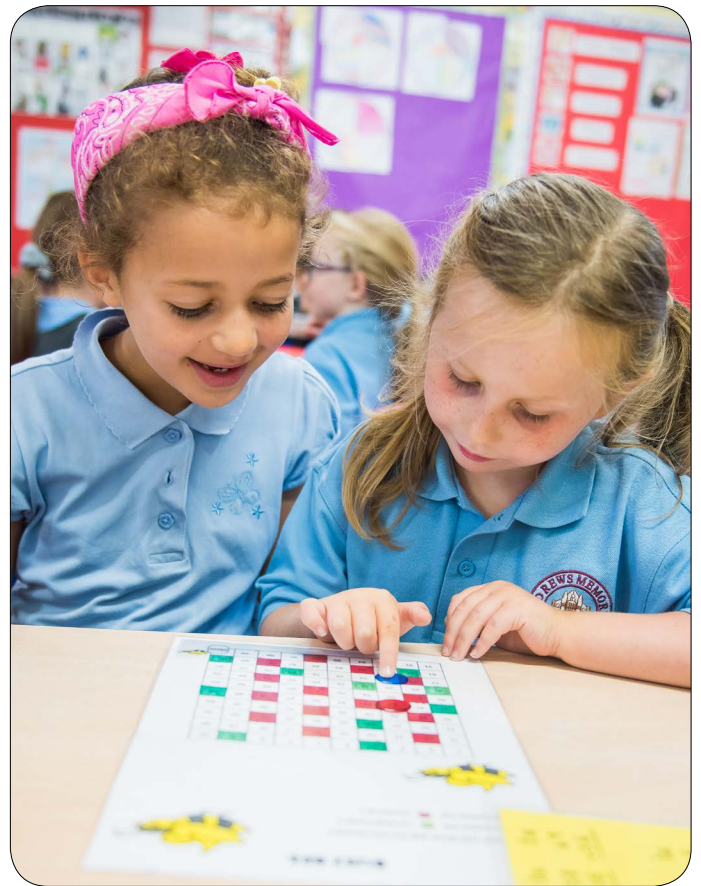
The Board of Governors has overall responsibility for the functioning of the school. The Governors meet regularly and take an active interest in supporting the work of the school.

Teaching Staff

Principal: Mr Ralph Magee

Vice Principal: Mr John Sandford

Miss Jane Alexander
Mrs Lynsey Ambrose
Mrs Vi Allen
Miss Charlotte Cranston
Mrs Ashleigh Hamilton
Mrs Julie Hanafin
Mrs Anne Knaggs
Mrs Nicola Martin
Miss Adrienne Savage
Mrs Ashleigh Sims
Mr Matthew Skimin
Mrs Rosalyn Van Giesen



Non-Teaching Staff

Classroom Assistants

Mrs Lorraine Lutton
Mrs Carol Moorhead
Mrs Kim Upritchard

School Secretary

Mrs Sharon Morrison

Buildings Supervisor

Mr Brian Dugan

Northern Ireland Primary schools are organised into three Key Stages:

Foundation Stage: Primaries 1 & 2

Key Stage 1: Primaries 3 & 4

Key Stage 2: Primaries 5, 6 & 7

The management structure of the school reflects these Key Stages, as well as the Learning Areas of the curriculum. The school also has a Leadership Team, supported by ICT, Learning and Assessment, and Safeguarding Teams.



SCHOOL TIMETABLE

A Breakfast Club operates each morning from 8.15am until 8.45am. Breakfast is purchased on the day; no pre-booking or ordering is necessary.

Jiminy Cricket's After-School Club is housed in the Andrews Hall and is open to children from all Primary schools in Comber. The club opens at 1.55pm and closes at 6.00pm (5.30pm on Fridays). During September, the club opens at 12.10pm to cater for the children in P1 who finish at lunchtime. During the school holidays, a full-day service is provided.

The club has proved very popular and prior booking of places is essential. Further details are available by telephoning 07814717281.

Jiminy's also operates a Pre-School on site. Admission is via a separate application and information is available from the same contact number as above.

School begins at 9.00am

All children are expected to be in their classrooms by this time. Pupils should arrive on the school premises between 8.45am and 9.00am. The doors open at 8.45am and teachers are on playground duty between then and 9.00am.

Mid - morning break 10.35am – 11.00am

Healthy breaks on Mondays, Tuesdays, Wednesdays & Thursdays

Lunch 12.10pm - 12.45pm (P1-P4 classes) 12.25pm – 1.00pm (P5-P7 classes)

Classes finish as follows:

P1-P3 classes 1.55pm

P4-P7 classes 3.00pm

In order to ease the transition between home and school, Primary 1 pupils attend school for a half-day only (ie until 12.10pm) during the month of September. Arrangements should be made for pupils to be collected at that time.

A 2-3 Club operates every day for children in Primaries 1-3 who have older siblings in Primaries 4-7 and whose parents wish to organise a single pick-up at 3.00pm (when the older children finish school). There is a small charge for this very popular provision.

Induction Arrangements

After the first month, Primary 1 pupils stay for the full school day (ie until 1.55pm) and may take a school dinner or bring a packed lunch.

Parents whose children have been accepted for enrolment into P1 will be invited to attend a meeting during the Summer term prior to starting school in September (or late August) of the same year. This is an important opportunity to learn more about the daily routines and the types of learning the children will experience.

Parents and children will also be invited to spend part of an afternoon in school during the month of June to meet the P1 teacher and to spend some time exploring the classroom and meeting their classmates.



SCHOOL UNIFORM



It is the policy of the school that school uniform should be worn by all children. The wearing of school uniform has a very positive effect, not only with regard to ethos, but to standards of discipline and on children's self-esteem. The uniform helps define our school community, as well as instilling a sense of pride in the children and the staff. The cooperation of parents is greatly appreciated in this respect.

Girls' Uniform

- Grey skirt / pinafore / trousers
- Light blue blouse
- Maroon pullover / cardigan or school sweatshirt

Boys' Uniform

- Grey trousers
- Light blue shirt
- Maroon pullover or school sweatshirt

Maroon fleeces, waterproof jackets and polo shirts are also available from suppliers.

School uniforms are available from:

- **SCHOOL DAYS, NEWTOWNARDS**
- **DAVID CRAWFORD, NEWTOWNARDS**

The following points should also be noted:

- Jeans are not permitted
- Shoes for both boys and girls should be of comfortable design and dark in colour. Dark trainers may be worn if desired. Gym shoes with elasticised sides / tops are ideal for younger children. Soft footwear and suitable attire must be worn by all pupils for physical education classes
- No headgear (hats, baseball caps, headscarves etc) should be worn inside the school building
- Jewellery, eg necklaces, bracelets, earrings should not be worn in school (one small stud earring in each ear is acceptable)
- 'Extreme' hairstyles are not permitted; these include 'spiked', 'gelled', and 'dyed / streaked' hair; the Principal will decide if a particular hairstyle is acceptable or not
- The wearing of make-up is not permitted

All items of clothing brought to school should be clearly marked with the child's name / initials.



School Meals

School meals are cooked on the premises. Printed menus are provided at regular intervals and follow EA healthy diet guidelines. Dinner money is collected on Monday mornings. Water is available at dinner tables, so children are discouraged from bringing their own drinks.

Packed Lunches

Facilities are available for pupils to eat packed lunches under supervision before going out to play. Drinks should be brought to school in plastic screw-top containers. Only children going home for lunch will be allowed to leave the school grounds at lunch time.

EU School Milk Scheme

Under the above scheme, milk is available to all pupils. Milk is ordered and paid for in advance at the start of each term. Further details of this scheme are provided in the September of each year.

Healthy Breaks

Our school operates a healthy lifestyle policy across the curriculum. We aim to promote a healthy break option on Monday - Thursday.



Extra-Curricular Provision

The fun, experiences, challenges and learning opportunities offered by any extra-curricular activities are an important element in a child's education at any stage. At Andrews Memorial, we aim to provide a wide range, as well as to promote and develop further activities to supplement and enhance the classroom-based learning in the school. There are sporting and creative activities available to pupils from P2 onwards – for example, Girls' Football, Clayrazy, Miniversity (computer club), drama, multi-sports skills, guitar, ukulele and the Music Academy. Clubs are run by the staff and external providers.

Music and Drama

The school has a very strong tradition in music and drama. Tuition in brass, string and woodwind instruments is provided by tutors from the EA Music Centre. At Christmas the school presents Carol Services and a Nativity Play. Parents are also invited to services at Harvest and Easter, as well as at the end of the school year.

The school choir makes regular contributions to the life of the community, including participation in church services and visits to local nursing homes.

Recent drama productions have included Joseph and the Amazing Technicolour Dreamcoat, Oliver, Annie, Disney's Aladdin, Bugsy, The Boat Factory, Peter Pan and Cinderella & Rockerfella; every one, the 'best P7 play ever!'

Scripture Union

The Scripture Union meets on a weekly basis and is enthusiastically supported by a number of teachers and children.

Eco Club

The Eco Club has grown and grown.... Meeting on a Wednesday afternoon after school, in rain, hail or snow, the children get involved in all sorts of activities. We're also proud to have all year groups involved in growing and harvesting a variety of fruit and vegetables – with occasional cooking classes as an added bonus on occasion!



Sport

A wide range of sporting activities is offered at Andrews Memorial. Opportunities are provided for pupils to participate in football, netball, hockey, mini-rugby, cricket, cross-country and athletics. Many children benefit from additional coaching through various outside agencies, such as the IFA, the IRFU (Ulster Branch), Ards RFC, Ards Borough Council, Comber Rec FC and North Down CC.

Key Stage 2 classes attend Ards swimming pool each year, attending weekly sessions for one term. Children are encouraged to learn to swim under a trained instructor.

The school football team competes in the Newtownards and District Primary Schools' League. The team has been League Champions, Cup Winners and Supplementary Cup Winners on many occasions over the past number of years.



The girls' netball team plays a number of friendly and competitive games during the year, including at local tournaments where it has enjoyed much success in recent years.

The mini-rugby squad competes in the East Down Area Blitz each year and plays at Ravenhill in alternate years.

There are two hockey teams, for boys and girls, competing in local area tournaments and festivals further afield. Similarly, the cricket team competes locally and has strong links to North Down CC.

Athletic sessions have also been introduced, culminating in genuine all-round skills-centred Sports Days in the summer.

The cricket team plays in local tournaments and have been Northern Ireland champions in the past.

During the Summer term, year group and 'House' competitions are held in various sporting activities. All pupils from P4-P7 are encouraged to take part.





Pastoral Care/ Safeguarding

We seek, in accordance with school policy, to provide a happy, safe and caring environment in which quality teaching and learning can take place. To this end, each member of staff will ensure that pupils will always be regarded as individuals with their own needs and expectations.

Staff will endeavour to develop in each pupil a sense of personal worth and respect for others. Central to good pastoral care is the class teacher, the adult to whom the pupil relates most during the school day. The class teacher is supported by a Safeguarding Team consisting of members of staff with specific roles in relation to safeguarding issues.

Pupils learn about matters concerning their personal safety and physical well-being, and have opportunities to develop skills, attitudes and abilities which will hopefully enable them to be effective in dealing with anti-social activities, including drugs. Lessons in road safety and fire / emergency procedures also form part of the curriculum.

Liaison with, and advice from, Health and Social Services, the Educational Psychology Section of the EA, School Medical Services and other outside agencies is carried out as required.

An integral part of effective pastoral care is the promotion of positive behaviour. Our policy therefore reflects these attitudes and seeks to reinforce those positive elements of behaviour which are already apparent in our pupils' homes. Praise and encouragement lie at the heart of our discipline policy and, as mentioned earlier, our general aim is to create an environment wherein quality teaching and learning can take place and where children can enhance their self-esteem and develop self-discipline.

The addition of a 'House' system in recent years has added a valuable dimension to the promotion of shared values among the pupils, as well as healthy competition to gain house points, whether in a class setting or as part of a whole school event.

Where it is found necessary to discipline a pupil for unacceptable behaviour, this will be done in accordance with agreed school guidelines.

In matters relating to pastoral care and behaviour, the closest cooperation with parents will be encouraged. Copies of the school policies on Safeguarding can be accessed via the school's website. Hard copies are available on request.



Road Traffic / Safety of Pupils

All pupils have an opportunity to learn about road safety through classroom and outdoor learning activities. The school is currently one of a number of Active Travel Primary schools, seeking to promote walking, cycling and scooting as part of a healthy lifestyle choice. Pupils, parents and staff work together on our initiatives and we have gained our Silver Award in recognition of our efforts – the first school in the area to achieve this.

Parents' cars are not permitted inside the school grounds, except where a parent has prior approval from the Board of Governors because of a child's or parent's disability.

Drivers should not park adjacent to the school entrance, ie the area where the school Crossing Patrol operates. Parents should be aware that if the crossing patrol is absent for any reason, the EA are under no statutory obligation to provide a replacement. While the school will liaise closely with the local PSNI / Traffic Wardens and ask for assistance, there may be occasions when the school crossing patrol will not be in operation. On such occasions, the school will inform parents at the earliest opportunity.





Reports and Consultations

Parents will be invited to two consultations with the class teacher - in the Autumn term and Spring term. An Annual Report is presented to parents before the end of the school year.

The school welcomes parental feedback on any aspect of their child's learning. It is always most appropriate if an appointment is made with the class teacher in the first instance. Subsequently, the school will facilitate meetings with, for example, the Special Needs Coordinator, or members of the Leadership Team, including the Principal.

Absence

A child returning to school after absence should bring a note stating the reason for absence. A note should also be brought to the class teacher if a child has to leave school early.

The school does not sanction holidays during term time. If parents decide to take their children on holiday during term time, they must send a letter to the Principal stating the dates the children will be absent from school. Parents should note that the school is under no obligation to provide work for children who are taken on holiday during term time.

Homework

Pupils are set homework, both learning and written, on a regular basis. This is normally an extension of work done in school. Parental cooperation and encouragement is very much part of the mutual learning that homework can generate. Parental support and encouragement is therefore welcomed.





Special Educational Needs

Each teacher will provide a full programme of work for all children in their class, differentiated according to all abilities in the class. Where pupils with special educational needs are identified, they will be allocated individual learning programmes in literacy and /or numeracy by the class teacher in consultation with the Special Needs Coordinator.

Regular monitoring of pupils' progress is carried out. Home-school links and parental consultations are an integral part of the process.

Wherever necessary, advice and support is sought from the Educational Psychology Section of the EA.

Religious Education

This is a compulsory subject on the curriculum. We teach an agreed syllabus which is Christian and non-denominational.

P4-P7 classes have a morning assembly two days a week. P1-P3 classes meet together on one morning each week, with class assemblies on other days. We enjoy excellent relations with the clergy in the community and they regularly participate in our assemblies. Classes may also have the opportunity for being responsible for morning assembly. Parents have the right to withdraw their child from the religious education programme and / or morning assemblies. In this event, written notice should be given to the Principal.

PTA & Home School Links



Parent Teacher Association

The aims of the Parent Teacher Association are:

- i. To organise fund raising events for the benefit of all children in the school.
- ii. To organise social events for all parents and children in the school.

The main objective of the PTA is to raise funds to purchase educational and recreational materials for the benefit of all the children at Andrews Memorial. While some of the events are geared mainly towards fund-raising, some are social occasions, when the emphasis is to provide an opportunity for parents, children and teachers to meet informally for relaxation and enjoyment. These events also provide valuable opportunities for developing a strong and dynamic community spirit, so central to a school's standing in, and relationship with, the wider community.

The PTA has previously provided computers, iPads, a PA system, projectors, football strips and stage extensions. It also helped us complete the resourcing of every classroom with an interactive board. In most recent years, it has helped facilitate the development of outdoor learning and play, as well as the purchase of literary resources for the older children. This represents a real investment in what are genuinely exciting learning resources of benefit to every pupil. It also funds French and Spanish classes for pupils in P4-P7.

Current and future targets include:

- the continuing provision of outdoor play equipment and the development of the school grounds
- the continuing maintenance of and provision for ICT resources
- supporting the school in creating a new Digital Hub and Library

The PTA is well supported by parents and teachers. All parents are members and the school values their ideas, energy and commitment.

Communication between Home and School

We seek to provide parents with up-to-date and accurate information on all school events. Wednesday is our 'note day' for all whole school issues. We operate an email service which is more convenient for most parents. Permission is sought from parents for children to take part in all school events and, where they are leaving the premises, we insist on a permission slip being completed in advance. The school twitter feed also provides updates on certain events, even as they take place.





CHARGING & REMISSIONS POLICY

The policy of the Board of Governors in relation to charging and remissions is governed by the Education Reform Order (NI 1989).

In brief, some school activities, eg swimming and educational visits, will be funded by voluntary contributions from parents. Failure to pay will not preclude any child from taking part in an activity if it goes ahead, although it must be appreciated that most activities will only be viable if sufficient voluntary contributions are forthcoming.

School Website

The school website is a vital part of our communication with parents and the wider community. We seek to provide an up-to-date resource with the News page giving a month by month account of school life, supplemented by half-termly News sheets produced by each year group. There is also an active twitter feed with links to school and PTA Facebook pages.

www.andrewsmmps.com



@AndrewsMPS

Andrews Memorial Hall

Our 'big hall' is the beating heart of our school. It is home to all our plays and musical performances, as well as to a range of community events. Jiminy Cricket's currently provide Pre- and After-School care in the downstairs rooms, adding a very valuable extension to the school's 'wrap-around' provision.

Opened in January 1915, the hall has been in continuous use for more than a century; in recent years, it was central to the school's commemoration of the Titanic Centenary, then in 2015 we celebrated the hall's own 100th birthday with lots of fantastic events. The photo below shows all the pupils and staff, along with Governors and parents, dressed up to celebrate this momentous occasion.

We still welcome, indeed actively promote, the hall's use by the wider community – all enquiries are made through the school office.

If you want to visit this critically important building in Comber's history, we also welcome guests' enquiries – we regularly host visitors from, quite literally, all around the world! For the more avid local historians, the school published its own commemorative book in 2012 – **'A Titanic Memorial – the Andrews Memorial Hall'**, a limited number of copies of which are available from the school. You can also read the book online, accessed via the Titanic Centenary tab on the school's website (www.andrewsmps.com).



www.andrewsmps.com

Principal: Ralph W Magee BSc MA PGCE PQH (NI)



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