

# Andrews Memorial Primary School

## Prospectus



'Building a Legacy'





## Note:

The information provided in this prospectus is correct at the time of publication (November 2023). If any significant changes are envisaged, notice, giving details and dates, will be circulated well in advance.



Dear Parents/Guardians,

We are delighted to introduce and welcome you to Andrews Memorial and are thrilled that you are considering us for your child's primary education. Our school is committed to providing a safe, nurturing and stimulating environment where children can develop academically, socially and emotionally. At Andrews Memorial Primary School, we believe that every child is unique and has the potential to achieve their dreams. We strive to create a positive and inclusive atmosphere where children can thrive and reach their full potential. Our dedicated and talented staff are passionate about their role and are committed to fostering a love for learning in every pupil. In Andrews Memorial we are proud of providing a broad, balanced and inspiring education capturing creativity and enquiry within the Northern Ireland Curriculum. Our great school is not only a place of academic learning; it is a place where friendships are formed, skills are honed, and character is built. Choosing the right primary school for your child is an important decision and we look forward to partnering with you in providing the best education possible for your child.

**Mr Colin Fulton**

Principal

**"The pastoral care provided  
by the school is very good."**  
Education and Training Inspectorate







# OUR ANDREWS ETHOS

Andrews Memorial believes in the potential of every child: to create, to achieve, to celebrate and 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 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.

## Our Aims

We believe it is our duty to:

- Create a positive atmosphere of encouragement and high expectations
- Build and nurture relationships between home, school and the community
- Provide a well-balanced, exciting and meaningful curriculum in a safe, caring and happy environment
- Promote an ethos of engagement and achievement built on effort
- Instil a sense of purpose in making a contribution to life in and beyond school

## PERMA in Andrews

We aim to uphold the principles associated with the **PERMA** model of positive psychology. This which provides us with a structure to support and develop wellbeing at the heart of our school community:

**P – POSITIVITY E – ENGAGEMENT R – RELATIONSHIPS M – MEANING A – ACHIEVEMENT**



## Board of Governors & Staff

The Board of Governors of Andrews Memorial Primary School takes a very keen and dedicated interest in the life and wellbeing of the school, staff and pupils. The Governors have considerable responsibility for the school and make decisions about financial management, curriculum, maintenance of premises, staff appointments, admissions and enrolments, community links and pastoral care including child protection and discipline. The Governors are highly supportive of the work of the school and work closely with the Principal and staff to ensure that each child fulfils their potential in all areas of the curriculum. The day to day running of the school is delegated to the Principal and staff. The approachable, dedicated and enthusiastic teaching and non-teaching staff have your child at the centre of their endeavours.





# SCHOOL TIMETABLE

A Breakfast Club operates each morning from 8am until 8.45am. Breakfast is booked online via our School Money Portal. 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 welcome pupils at the gates each morning.

## Mid - morning break

10.40am – 11.00am (varies slightly in each year group)

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 and this is booked via our online School Money Portal.

## 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.

**“Across the school, the children use confidently a very good variety of ICT software and devices to support and extend their learning in all areas of the curriculum.”**

*Education and Training Inspectorate*

# CURRICULUM

At Andrews Memorial Primary School we aim to provide a rich and varied curriculum carefully designed to benefit the whole child. Within this broad and balanced curriculum, a focus on achieving high academic standards in Literacy and Numeracy is maintained. We strongly advocate the importance of Thinking Skills and Personal Capabilities. We adopt an approach across all areas of the curriculum which allows pupils to think more skilfully, become independent learners, and become more aware of their learning and how it can be improved.

Our school Digihub provides a fully operational computer suite to apply information and communication technology skills across the curriculum. In addition we use laptops and iPads to enhance pupil learning. All computers allow supervised access to the internet. Large Interactive SMARTboards in every classroom support ICT and enhance learning opportunities in the school.

## Areas of Learning

### Language and Literacy

*to include talking and listening, reading and writing*

### Mathematics and Numeracy

*focusing on the development of mathematical concepts and numeracy across the curriculum*

### The Arts

*including art and design, drama and music*

### The World Around Us

*focusing on the development of knowledge, skills and understanding in geography, history and science and technology*

### Personal Development and Mutual Understanding (PDMU)

*focusing on emotional development, social skills, learning to learn, health, relationships and mutual understanding in the local and global community*

### Physical Education

*focusing on the development of knowledge, skills and understanding through play and a range of physical activities.*



# 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**

## PE Kit

Pupils wear their PE kit to school on PE days.

**We would ask for your support in the following ways:**

- 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
- 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.



**"The staff know the children and their families very well and they are committed to the children's welfare."**

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# FOOD IN SCHOOL

## School Meals

School meals are cooked on the premises. Printed menus are provided at regular intervals and follow EA healthy diet guidelines. Dinners are paid for via online School Money Portal.

## 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.

## Healthy Breaks

We encourage our pupils to make healthy, informed choices about food. Bringing a piece of fruit, vegetables etc. for break would be a positive healthy choice. Children are also encouraged to drink water throughout the school day.





## EXTRA-CURRICULAR

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 a wide range of sporting and creative activities available to pupils. 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 Service. At Christmas the school presents Carol Services and a Nativity Play.

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

Drama plays a huge part in our Andrews Memorial life and we encourage our pupils to get involved in our annual production which is always sold out and receives standing ovations each night! Look out for our next big show in May!

### Eco Team, Digital Leaders, School Council, House Captains, Sports Captains & Librarians

These groups provide the opportunity for pupils in Andrews Memorial to be actively involved in leadership development, environmental awareness, specialist training in ICT, and high levels of responsibility and pastoral care. The staff support the pupils as they build their capacity, skills, cultural understanding and economic awareness.

We have an excellent school council. The council meet with the Principal each term to discuss the school, learning and the future. The council also meet with members of the school Board of Governors during the year to discuss their views on school improvement.

We really value our Pupil Voice in Andrews Memorial!



## Sport

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

The school football team competes in the Newtownards and District Primary Schools' League annually and continues to enjoy great success and enjoyment.

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.

Our AMPS Hockey team competes in local area tournaments and festivals further afield. Similarly, the cricket team competes locally and has strong links to North Down CC.

Recently our extremely talented Gymnastic and Dance teams have achieved huge local and national success and we aim to build upon that in the future!

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

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 and have fun in these.







## SAFEGUARDING

We understand that we have a primary responsibility for the care, welfare and safety of the pupils in our charge. This charge is taken very seriously and we always carry out this duty as effectively as possible. We may on occasion need to discuss matters with other agencies but it always in the best interests of your child. All adults receive child protection training each year and visitors report in and out of the school premises wearing visible passes. All of our learning community are involved in our safeguarding policy development and all parents are given information relating to child protection/ safeguarding each year. All medical conditions and resulting requirements are documented and displayed where necessary. Please contact the school to inform us of any medical conditions.

We implement a child-centred approach, with parents playing an integral part through close liaison between themselves, class teacher and Senior Leadership Team. We create a safe, secure and affirmative environment where the welfare and happiness of every child is paramount and we ensure that there is a strong emphasis upon pastoral support and pupils' physical and mental well-being

## Concerns and Complaints

As a caring school, we take all concerns and complaints seriously. Parents can speak to their child's class teacher regarding any issues concerning their child. If parents feel that the problem has not been resolved satisfactorily, they can contact the Vice-Principal. If the matter is unresolved at this stage parents can contact the Principal or, if they still have concerns, they may contact the Chairperson of the Board of Governors in writing.

If parents have any concerns regarding Child Protection they may approach any one of our designated teachers for Child Protection. Our Safeguarding Team consists of: Mrs Sims (Designated Teacher), Mr Fulton (Deputy Designated Teacher) and Mrs Hanafin (Deputy Designated Teacher).

## Positive Behaviour

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 our aim is to create an environment wherein quality teaching and learning can take place, and where children can enhance their self esteem, develop self-discipline and reach their full potential.

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 developing healthy competition to gain house points, whether in a class setting or as part of a whole school event.

We encourage the promotion of our **PERMA** model of positive psychology:

**P – POSITIVITY E – ENGAGEMENT R – RELATIONSHIPS M – MEANING A – ACHIEVEMENT**



## ROAD TRAFFIC/SAFETY

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 for pupils' travelling to school. Mr Dugan continues to be our friendly crossing patrolman each morning to help our families safely cross into school.

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 are encouraged to not park adjacent to the school entrance, ie the area where the school Crossing Patrol operates.





## 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.

## Home Learning

Home learning activities are provided to consolidate, supplement and reinforce classwork, to inform parents of work done in class and to foster the habit of working independently. It is an important part of our home-school link and is a means by which parents can share in their child's learning experiences.

## Absence

We encourage our pupils to be attendance "HEROs".

Here Everyday Ready On time. We strive for all children to have attendance of 96% or higher every year. Children 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 children benefit from a wide range of enrichment and extra-curricular activities that develop their confidence and social skills, most notably through music, sport and drama."**

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## RELIGIOUS EDUCATION

Religious Education is taught in accordance with the Education Authority's prescribed core syllabus. The pupils join together once per fortnight for assemblies. Assemblies explore our preventative curriculum, link to our PERMA model, host visitors to school and celebrate pupil successes. On occasion, these may be led by local clergy or youth workers. If parents do not want their child to be taught the Religious Education Curriculum or to take part in assembly they must let the school know in writing. All pupils will be treated with respect and dignity. As a controlled school our core values are Christian however we provide a learning environment where children of all faiths or none can learn from and about each other.



# PTA & HOME SCHOOL LINKS

## Parent Teacher Association

The school relies on its active PTA and values its unique contribution to Andrews Memorial. Our PTA has engaged in significant fundraising projects, particularly equipping the school with new digital technologies. Some events organised 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.

## 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 Facebook feed also provides updates on certain events and showcases our talented pupils' work and achievements.



**“The school council and Eco-council provide effective opportunities for the children to make a positive contribution to areas of school life which directly affect them.”**

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## LEARNING SUPPORT AND SPECIAL EDUCATIONAL NEEDS

Each teacher will provide a full programme of work for all children, differentiated according to all abilities in the class. We aim to support all children in accessing the full curriculum at every stage of their development. The school ensures that children who are experiencing learning or other difficulties are identified as early as possible. Parents of children who are identified as having Special Educational Needs will be kept fully informed and invited to discuss their child's progress at parent interviews, when appropriate pupil learning plans will be discussed. The school's Learning Support Coordinator is Mrs. J Hanafin. Throughout the year children may also receive additional learning support for literacy and numeracy when appropriate. Close liaison is maintained between the school and various external agencies. Parents who have concerns about their child should make an appointment to speak with the class teacher. We also take pride in challenging children who are of above average academic ability. At all times care is taken to ensure that the level and the amount of work set match the child's ability.





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## CHARGING & REMISSIONS POLICY

We provide a free education for all pupils at Andrews Memorial Primary School under the Education Reform Order 1989. There are a few exceptions and these are detailed below.

- All board, lodging and travel costs on residential trips (except where statutory remissions apply)
- Cost associated with optional extras; for example, visits to the theatre or extra-curricular activities.
- Materials or ingredients used in practical subjects where parents have indicated that they wish to receive the finished product.
- Tuition in musical instruments/swimming instruction.

If deliberate damage is caused to school property, the parents of the child responsible may be asked by the Board of Governors to pay for all or part of the cost.

## 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 accounts of school life. Each year group has their own assigned area to share photos and news. We also have an active Facebook feed with links to school and PTA Facebook pages.

[www.andrewsmips.com](http://www.andrewsmips.com)

 [andrewsmemorialps](https://www.facebook.com/andrewsmemorialps)

## 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. 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.



## Admissions Criteria

Andrews Memorial is a controlled primary school and has an admission number of 53. The school can accommodate 368 pupils. We would be pleased to show any parents interested in Andrews Memorial Primary around the school. Further information on the school's admissions criteria and key dates are outlined on the school website.

## How you can help us

All parents are encouraged to get involved in their child's time and education at Andrews Memorial. There are numerous opportunities – just ask! The school encourages this valuable input and wants all parents to feel welcome and included in our school.



**“The children take great pride in their achievements and are kind and courteous in their dealings with each other and with adults.”**

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**[www.andrewsmps.com](http://www.andrewsmps.com)**

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