

# Ashlea Primary and Nursery School



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Londonderry  
BT47 3QT

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Principal: Mr. W. T. McElhinney

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Website: [www.ashlea.londonderry.ni.sch.uk](http://www.ashlea.londonderry.ni.sch.uk)

## Welcome to Ashlea

If your child is to join us for the first time we welcome you as parents and look forward to a happy, successful time with us over the coming years. If you already have a child here we are pleased to renew the links between us.

## Ashlea's Mission Statement

Ashlea is the place to be,  
It's up to me.  
Happy, caring, learning, sharing,  
This is the place for me!



INVESTORS  
IN PEOPLE | Silver



## History

Confidence in a school comes from knowing and understanding what is happening within it. It is important that mutual understanding and trust should be the basis of our shared responsibility towards our children and so it is hoped that you will enjoy an active and purposeful association with the school.

Ashlea Primary School, prior to September 1995, was known as Fort James Controlled Primary School. It was opened on the 27th September 1973 by the Rev. James Johnston, O.B.E., B.A., D.D. following the closure of Lisdillon Primary School, Killymallaght Primary School and Smyth Memorial School at Ardmore to meet the developing needs of the Drumahoe area.

A purpose built Nursery Unit opened in January 1999 and offers 26 full-time places.

The school has extensive grounds in addition to generous classroom provision and a large assembly hall / gymnasium. An extensive and well equipped Library, Computer Suite and resource area provide an essential back up to individual classroom equipment and operate in support of a far ranging and lively school curriculum. There are appropriate resources for audio-visual, music, special needs, computer and technology activities within the school.

A choice of hot meals is provided for the pupils each day. All meals either cooked or packed, are eaten in our spacious dining room where supervision is provided by a supervisory assistant and teaching staff.

The school caters for children between the ages of 2 and 11 years and enjoys an enrolment of approximately 100 pupils.

The school population, including the Nursery Unit, will fall into the following groups.

	Age Range
Nursery Unit	2 - 4 years
Primary 1	4 - 5
2	5 - 6
3	6 - 7
4	7 - 8
5	8 - 9
6	9 - 10
7	10 - 11

## Awards



**INVESTORS  
IN PEOPLE** | Silver

- Awarded in 2006. Presented to the school at Hillsborough Castle.
- Awarded Silver in 2009.

Ashlea was first school in the WELB to receive the enhanced recognition at "Silver" level.



**Mrs R Smith**  
"Classroom Assistant of the Year in N Ireland 2001"

**Miss A Diamond - Commendation**  
"The BT Award for Teacher of the Year in a Primary School 2002"



**Mr W T McElhinney**  
"The Promethean Award for Leadership of a Primary School in N Ireland 2003"

**Miss A Shaw - Commendation**  
"The Teacher Training Agency Award for Outstanding New Teacher 2004"

**School Distinction  
"The Teaching Award for Healthy Schools  
2006"**



**Miss A Curran - Distinction  
"Beginning New Teacher 2009"**



**Rights Respecting School Award 2009**

**Happy 1<sup>st</sup> Birthday**

**Ashlea has been a RRS for one year.**



**Awarded again in 2007**

**Award not on offer due to cuts during  
2010-11**

**SMART SNACKS**

**Ashlea has received recognition**

## Teaching Staff

Principal	Mr W T McElhinney Cert. Ed., BEd. (Hons)., BPhil. (Hons)., MSc., PGCE Mrs. P.M. Moore B.Sc (Hons), M.A, DiP PD Mrs E McGuinness B A (Hons) Miss A Curran B A (Hons)
Nursery	Mrs L Blair B A (Hons)., PGCE
Violin Tutor	Mr B Bergin
Tin Whistle Tutor	
Musical Pathways Tutor	

## Ancillary Staff

Secretary	Miss B McKinney (until 31.10.10) & Mrs C Rutledge (Nov)
Caretaker	Mr W Patterson
Cleaner	Mrs M Patterson
Nursery Asst.	Mrs S Carlin
Classroom Asst	Mrs R Smith
Classroom Asst	Mrs S Black
Classroom Asst	Miss J. Gibson
Voluntary	James McElhinney
Cook-in-charge	Ms A Hamilton
Kitchen Staff	Mrs M Patterson
Kitchen Staff	Mrs J Molloy / Mrs J Blair

## Board of Governors

The Board of Governors has oversight of the school and is responsible to the Western Education and Library Board.

Canon D Creighton	Transferors' Representative
Mrs M Hazlett	" "
Mr R Taylor	" "
Mr M Finlay	" "
Mrs M Patterson	W E L B Representative
Mr J Miller	" "
Mr. C. Blair	Parents' Representative
Mrs. R. Watson	" "
Mrs E Mc Guinness	Teachers' Representative
Mr W McElhinney	Secretary to Board of Governors - (Non-voting)

## **Admission Criteria\***

### **Year 1**

The Board of Governors of Ashlea Controlled Primary School has determined that the following Admission Criteria shall be applied in the order set down below:-

1. Children of compulsory school age who presently have a brother/sister (half-brother/sister) enrolled at the school.
2. Children of compulsory school age who have had a family association with the school e.g. older brother/sister (half-brother/sister, mother, father attended.)
3. Other children of compulsory school age.

In the event of over subscription in the last criteria above that can be applied, selection will be on the basis of closeness to the school as measured by the shortest walking distance.

### **Years 2-7**

All pupils shall be admitted providing

1. The maximum enrolment number is not exceeded.
2. No class shall exceed 31 in number.
3. In the event of there being more applicants for the places available then the Admissions Criteria for Year 1 will apply.

\* Criteria for Ashlea Nursery can be obtained from the school.

### **Application Forms**

Application forms for places in the Nursery Unit and Primary School are normally available from the school in December of each year. These should be returned by the specified date in the following January. Please call in person, telephone or email the school for further details.

### **School Website**

<http://londonderry.schooljotter.com/ashlea>

Please read and enjoy. Your comments on Guestbook are very welcome!

### **Transport to School**

The Ashlea minibus provides transport to and from school in certain circumstances. Please contact the school for further information.

## The School Curriculum

The Nursery unit and Primary School provides a broad and balanced education to all children and develops the work and experience of individual children according to their age, need and ability.

### **NURSERY**

Children in the Nursery Unit are provided with learning experiences in a stimulating and challenging environment, which will motivate each child and help develop an inquiring mind and inquisitive attitude to learning.



The Nursery curriculum is designed to meet the physical, social, emotional and cognitive needs of young children. It is broad and balanced, giving children a wide variety of experiences, allowing them to make choices and develop their skills in the six areas of learning.

The 6 areas of learning and development are as follows:

1. Personal, Social and Emotional development
2. Language development
3. Early mathematical Experiences
4. Physical Development and Movement
5. The Arts
6. The World around Us

### **FOUNDATION STAGE**

The period begins with the child becoming of compulsory school age.

Children in Foundation Stage (Years 1&2) learn through the challenging experiences that the child-centred, nurturing environment of the Northern Ireland curriculum provides.

The Foundation Stage aims to provide a programme which will:

- promote children's personal experiences;
- promote positive attitudes and dispositions to learning;
- promote children's Thinking Skills and Personal Capabilities;
- encourage creativity and imagination;

- enable children to develop physical confidence and competence;
- develop children's curiosity and interest in the world around them;
- enable children to communicate in a variety of ways;
- motivate children to develop literacy and Numeracy skills in meaningful contexts.

## KEY STAGES 1 & 2

This includes Years 3 & 4 at Key Stage 1 and Years 5 - 7 at Key Stage 2. The curriculum includes the following areas of study and covers the requirement of the Northern Ireland Curriculum.

Language and Literacy

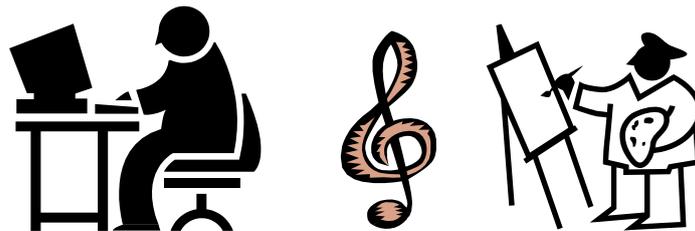
Mathematics and Numeracy

The World around Us

The Arts

Religious Education

Physical Education



While Religious Education is a compulsory subject parents may if they wish opt their children out of this subject. A letter of confirmation is required.

The school will promote the attainment of the objectives of the following skills and capabilities:-

Thinking Skills and Personal Capabilities

ICT

Citizenship and Cultural understanding

Health Education

Health

Education for Sustainable Development

Care is taken at all times to match the curricular provision for all children to their particular stage of development and to take account of any particular difficulties or special talents which they show. Where provision beyond what can be given by the class teacher is required, every attempt will be made to provide additional support

from other agencies. If necessary the specialist services of the Board's Special Education Section will be used.

## Health Promotion



Ashlea is a Health Promoting School and has received "Gold" status in the Health Promoting School Award over many years.

In 2006 Ashlea received a distinction as runner up in "Healthy Schools" category - Teaching Awards in Northern Ireland.

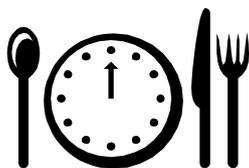
## Breakfast Club

The Breakfast Club is open from 8.30 am until 8.55 am.



## Lunch

The lunch break is from 12.15pm to 1.00 pm. The lunch period has been reduced each day as a pilot arrangement during the current 2010-11 school year.\*



An important part of the school day for children is their mid-day meal. This is served for nursery children in the Nursery and in the Dining room for children in the primary department. Most children enjoy the dinners and are willing to try new and different kinds of food.

Dinner money for the week should be brought on a MONDAY morning.

For parents in receipt of limited income your child may be entitled to free meals. Contact the School Meals Section at the WELB - Tel 02882411411.

All the children have a supervised playtime for 15 minutes in the middle of the morning. The Nursery children finish their school day at 1.15 pm at present. The P1, P2 classes finish at 2.00 pm each day. P3 finish at 3.00 pm on Monday, Tuesday and Wednesday and at 2.00 pm on Thursday and Friday. \* School finishes for ALL pupils at 2.00pm each Friday. (Pilot arrangements for 2010-11 school year)

Occasionally children may not leave until a few minutes afterwards, if there are clearing - up tasks to complete.

### **Mid-morning Break**

Children in Key stages 1 & 2 are encouraged to bring either a piece of fruit or raw vegetable to eat at break. Crisps, chocolate and sweets are not permitted. We have been pleased to receive the "Smart Snacks Award" on several occasions. Snack is provided within the Nursery and Foundation Stage. Parents are asked to contribute to the Snack Fund.



### **Extra Curricular Activities**

A wide range of activities is organised to foster their interests and develop new skills including:-



Football  
Netball  
Rounders  
Cricket  
Hockey  
Swimming  
Basketball

Computers  
Music Group - Violins & Recorders  
Board Games  
Art & Craft  
School Choir  
Cycling Proficiency  
Explorers Club (Scripture Union)

The children have also come up with some interesting suggestions for additional clubs during 2010-11.

Recorders and tin whistles are on sale.

## **Educational Visits**

Trips are organised throughout the year. All pupils have an opportunity to participate in a residential educational visit. This is organised during alternate years in a cluster arrangement with Ballougry PS and Groarty IPS. In 2009-10 a trip was arranged to Glasgow. Watch this space for details of the planned trip during 2011-12.

A trip to America for P7 pupils, funding permitting, is organised for 4 weeks in the summer. Our link school is St John's PS locally.

## **School Hours**

Doors open at 8.30am for children to attend the Breakfast Club. Otherwise doors are open from 8.50am to enable children to be ready for the start of the school day at 9.00am.

Children should not normally arrive at school before 8.45 am (unless they are attending the Breakfast Club). The playground is unsupervised before school and parents should ensure the safety and well-being of their child before the specified school hours.

Parents of younger children are invited to go into the classroom with them to help them to settle down during these first few minutes of the day.

Times may vary for Nursery Unit children.

## **Pupil Welfare**

All members of staff work closely together in consultation with parents to ensure the safety and well-being of each child. Parents are encouraged to discuss any matters of concern with staff members as appropriate. The Principal will be pleased to see parents to discuss any matters of concern, at any time, although it may be appropriate to make an appointment beforehand.

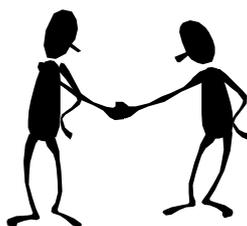
## **Positive Behaviour**

The school adopts a whole school approach to positive behaviour. Good behaviour in the school is fostered by encouraging each child to develop a sense of respect for others and property. Parents are asked to consult the school's Positive Behaviour

policy for further information. The Principal and staff may consult parents in the event of any serious problem arising with a particular child.

## **School Rules / Code of Behaviour**

Rules are negotiated and agreed by the pupils with due consideration given to an appropriate system of rewards and possible consequences. In keeping with school policy each member of the Ashlea community is encouraged to behave in a way which shows consideration for other people and their property. Ashlea is a Rights Respecting School.



## **Jewellery**

Children are discouraged from wearing jewellery. In the interest of safety, children who have their ears pierced may only wear studs.

**Clothing** - ALL items should be labelled with the child's name.

The wearing of school uniform is recommended by the Board of Governors. This was agreed by parents some years ago. It is particularly important that children wear sensible footwear, whether indoors or out.

At present, the uniform is as follows:

- |       |                             |
|-------|-----------------------------|
| Boys  | Grey trousers               |
|       | Nursery / School sweatshirt |
|       | Grey / white shirt          |
|       | School tie                  |
| Girls | Grey skirt                  |
|       | Nursery / School sweatshirt |
|       | Grey / white blouse         |
|       | School tie                  |

The wearing of tracksuit bottoms is discouraged.

School sweatshirts, nursery sweatshirts, jackets, ties etc may be ordered from the school.

## **Physical Education and Swimming**

Children are expected to be provided with suitable clothing for P.E. and games. All children should have a pair of plimsolls and a pair of shorts at school for P.E. lessons as well as a suitable top (e.g. a T shirt).

Older children who go swimming should provide swimming trunks/suit, towel and a swimming hat if appropriate, on days when swimming should take place. Older children, who do football or netball, should have suitable clothing and footwear for these activities on days when the lessons take place.

Ashlea P.E. bags are on sale in the office.

## **Parental Partnership**

Parental contacts with the school are actively encouraged by the teaching staff. Parental support is essential in working with the school for the child's benefit. This school continues to develop appropriate parental relationships in a variety of ways. Parents are encouraged to become fully involved within the life of the school. Many meetings are held throughout the year. More formal contact is made through progress consultations with the class teacher which are held twice each year. Parents may contact the Principal about at any time.



As a parent / carer of a child at Ashlea Primary and nursery school you are automatically a member of the Parents and Friends of Ashlea School Help Group. Parents and friends, who have time and particular interests, may volunteer their services. If you are interested in helping within the school please contact the Principal, Parent Representatives on BOG or a member of staff. Vetting arrangements are in place in keeping with Board policy.

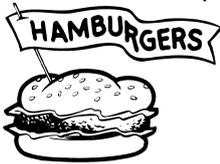
## **Parent / Community Room**

A Parent / Community Room is currently being set up in school. Parents are welcome to use this room at agreed times. Please refer to the monthly newsletter or the website for current information. Come and enjoy this facility.

## School Events

A calendar of school events is issued to parents at the beginning of each school year. Additional information is given to parents in each Monthly Newsletter and as need arises.

Below is a flavour of some of the activities which are held from time to time.

<p>Curricular Meetings Educational Visits School Concerts / Pantomime Cookery Demonstration</p>  <p>Open Day Line Dancing Beetle Drive Aerobics Book Fair Raffles</p>	<p>Coffee Morning</p>  <p>Tea Party Cricket Match and Barbeque</p>  <p>Summer Fun Night and Barbeque Charity Events Line dancing</p> <p><i>and others</i></p>
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## Charging & Remissions Policy

The Board of Governors having examined the Education Reform N.I. Order (1989) has determined its Charging and Remissions Policy as follows:-

- The Board of Governors is committed to maintain the right of all children to free education.
- The Board of Governors is agreed that activities organised wholly or mainly during normal teaching time should be made available to all pupils irrespective of the ability or willingness to pay.

### **Charging Policy**

The policy of the Board of Governors is to charge for:-

- Board and lodging on residential visits.

- The cost of ingredients or materials used by the pupils if the parents have indicated in advance a wish to own the finished product.
- Costs associated with the provision of individual tuition on a musical Instrument whether inside or outside school hours unless it is provided as part of the syllabus for an approved public examination or to meet the Requirements of Article II (1) (b) of the Order.
- Costs associated with other school activities which are not met by the Employing Authority.

## Inspection of Documents

The classes of information that we undertake to make available are organised into four broad topic areas:

- ✓ School Prospectus - information published in the school prospectus.
- ✓ Governors' Documents - information published in the Governors Annual Report and in other governing body documents.
- ✓ Pupils & Curriculum - information about policies that relate to pupils and the school curriculum.
- ✓ School Policies and other information related to the school - information about policies that relate to the school in general.

### **How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email : [wmcelhinney849@c2kni.net](mailto:wmcelhinney849@c2kni.net)

Parents wishing to inspect any of the following should give written notice to the Principal at least 3 clear school days in advance of the time they wish to see them. (This does not preclude an informal request to the Principal, who may make the documents immediately available, if this is convenient). Copies of the documents may also be made available if a week's clear notice is given. Payment for copying will be required in advance.

- The Governors' statement of the aims of the school.
- Any statutory instruments, DENI circulars or administrative memoranda sent to the Principal or the Board of Governors in relation to Part III of the 1989 Order.
- Any published Education and Training Inspectorate Reports referring to the school.
- The arrangements made by the Western Education & Library Board for the consideration and disposal of complaints under Article 33 of the 1989 Order.
- The agreed syllabus for Religious Education adopted by the Board.



## END OF KEY STAGE ASSESSMENT OUTCOMES

### KEY STAGE 1 - 2009 - 2010 (End of Primary 4)

TOTAL	ENGLISH	MATHS
LEVEL 0 (Nos)	0	0
LEVEL 0 (%)	0	0
LEVEL 1 (Nos)	1	1
LEVEL 1 (%)	20	20
LEVEL 2 (Nos)	1	2
LEVEL 2 (%)	20	40
LEVEL 3 (Nos)	3	2
LEVEL 3 (%)	60	40

### KEY STAGE 2 - 2009 - 2010 (End of Primary 7)

TOTAL	ENGLISH	MATHS
LEVEL 0 (%)	0	0
LEVEL 1 (Nos)	0	0
LEVEL 1 (%)	0	0
LEVEL 2 (Nos)	3	0
LEVEL 2 (%)	21.43	0
LEVEL 3 (Nos)	3	4
LEVEL 3 (%)	21.43	28.57
LEVEL 4 (Nos)	7	10
LEVEL 4 (%)	50	71.43
LEVEL 5 (Nos)	1	0
LEVEL 5 (%)	7.14	0

**P7 ICT Accreditation Results (Non-statutory)**

	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
<b>Number of children at level</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>8</b>	<b>0</b>
<b>Percentage of children at level</b>	<b>0</b>	<b>0</b>	<b>42.86</b>	<b>57.14</b>	<b>0</b>