

SPRINGFIELD PRIMARY SCHOOL

'Achieving over the years'



SCHOOL PROSPECTUS

2017/2018

BELFAST EDUCATION AND LIBRARY BOARD



Springfield Primary School
425 Springfield Road
BELFAST
BT12 7 DJ

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Website: www.springfieldprimary.com

Dear Parent,

We hope that the information contained in this booklet will be interesting and helpful and will give you a general outline of school policy, organisation and curriculum.

Our aim is to provide the children in our care with opportunities to learn in a stimulating environment and with your help and co-operation to achieve the highest possible levels of development.

We take this opportunity to emphasise that without parental support and encouragement a child cannot progress to their optimum level of achievement.

Yours sincerely,
Mr S Osborne
(Principal)

SPRINGFIELD PRIMARY SCHOOL:

425 Springfield Road
Belfast
BT12 7DJ

Controlled School
Enrolment No. 172
Admissions No. 25

Applications and Admissions to Springfield Primary (2010 – 2015)

2010 Applications = 12	Admissions = 12
2011 Applications = 21	Admissions = 21
2012 Applications = 24	Admissions = 24
2013 Applications = 28	Admissions = 28
2014 Applications = 34	Admissions = 29
2015 Applications = 25	Admissions = 25
2016 Applications = 50	Admissions = 28
2017 Applications = 34	Admissions = 26

About our School:

Springfield Primary School is a co-educational school and pupils range in age from 4 years to 11 years. The current enrolment is 180 pupils and will rise to 186 in September 2018.

The annual attendance rate for the 2016/17 school year was 94.5%

The building is two storied and comprises seven classrooms, Assembly Hall, temporary outside Library, Playgroup room and Parents' room. Inside, the building is well kept with excellent corridor displays. There is playground space to the front, sides and rear of the school.

Our extension built in 2015, comprises of a classroom, staffroom, staff toilets, principal's office, secretary's office, servery and cleaner's store. The old principal's office is now a library. We have a small car park for staff which will give a pressing need to campaign for more playground and greenfield space for the children.

The school uses a blend of modern teaching methods and provides a broad and balanced curriculum designed to meet the needs of individual pupils. Particular emphasis is given to encouraging the pupils' full potential in literacy and numeracy and additional help is available for children who experience difficulties. The school insists on a high standard of behaviour and pupils are expected to wear school uniform.

Springfield functions as part of the local community and has forged close links with the churches, local Primary schools, PSNI, Girls' and Boys' Model Schools and the Shankill Leisure Centre. Parents are encouraged to take an active interest in their children's education through participation in school events, attendance at *Meet the Teacher* events and parental interviews. Parents are encouraged to give their full co-operation and support to all school policies.



SCHOOL AIMS AND VALUES

Springfield Primary School has always managed to retain a special family atmosphere which has brought parents and teachers closely together in the education of the pupils.

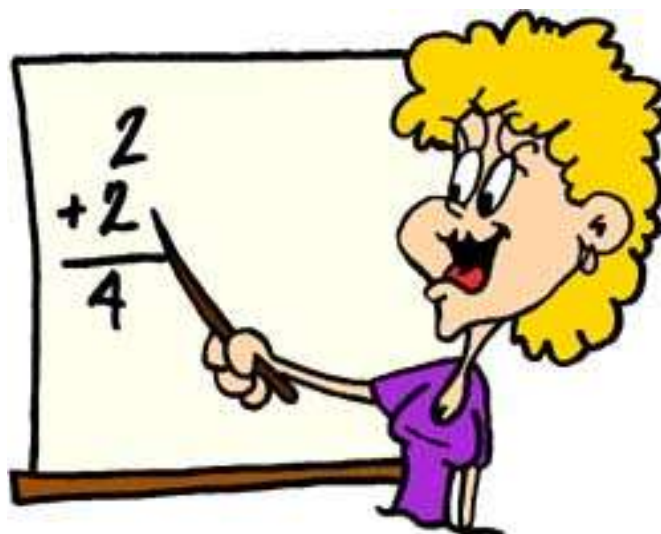
Against this background are set the following general aims of the school:

1. to deliver the Common Curriculum as laid down in the Education Reform Order for Northern Ireland
2. to treat children as individuals and to encourage special interests, talents and abilities
3. to help children to acquire knowledge and understanding of the world in which they live
4. to enable each child to acquire a reasoned set of attitudes, values and beliefs synonymous with good citizenship and to become a contributing member of society
5. to give opportunities for children to enjoy their school life and establish a sense of security
6. to develop self-respect, independence and self-confidence tempered with respect for others.



TEACHING STAFF for 2016/17

Mr S Osborne	Principal
Mrs P Boyd	P1
Mrs C Hegarty	P2
Miss E McAvoy	P3
Mrs E Andrews	P4
Mr A Frizzell	P5
Mrs L Osborne	P5
Mrs J McDonald	P6
Mrs L Osborne	P7



BOARD OF GOVERNORS

Rev B McMillen	(Chairman and Transfer Rep Nominated by DENI)
Mrs J Foy	(Board Representative)
Mr Brian Dorman	(Transferor Rep nominated By DENI)
Mr E Pollock	(Parent Representative)
TBC	(Parent Representative)
Mrs E Frazer	(Transferor Representative nominated by DENI)
Mrs B Watson	(Transferor Representative)
Mrs J Andrews	(Board Representative)
Mr S Osborne	(Principal – non voting)
Mr A Frizzell	(Teacher Representative)



ANCILLARY STAFF

Mrs B Steele
Mrs J Hamilton
Mrs D McKee
Mrs S Menabney
Mrs L Garrett
Mrs P Jeffers
Miss A Donaghy
Mrs C Craig
Miss B Ramsay
Miss S Dunwoody
Mrs Donna Armstrong
Miss Deborah Murray
Miss Charlene Allen
Miss Caitlyn MaCauley
Mr R Johnston

Caretaker
Cleaner/Dining Attendant
Sup Ast/Crossing Patrol/Cleaner
Playgroup Leader
Classroom Assistant (Sp N)
Classroom Assistant (PI)
Class Asst/After Sch Club (Sp N)
Classroom Assistant (Sp. N)
Class Asst/Breakfast/After Sch C
General Assistant
Classroom Assistant (Sp N)
Classroom Assistant
Classroom Assistant (Sp N)
Classroom Assistant (Sp N)
Classroom Assistant (Sp N)



SCHOOL TIMETABLE

In the interest of safety pupils should not arrive in school before 8.45 am as supervision is not provided before that time.

1st Bell 8.50 am

Children line up in playground and are escorted to classrooms.

2nd Bell 8.55 am

Learning and teaching begins.

LUNCH

P1-3	12:00 – 12:40
P4-7	12:15 – 12:55



***Please Note:**

During the month of September Primary 1 children will be dismissed at 12.00 noon.

HOME TIMES

Classes will be dismissed as follows:

Primary 1 - Primary 2 1.45 p.m. (Monday-Friday)

Primary 3 1:45 Mon Wed Fri
3:00 Tues and Thurs

Primary 4 - Primary 7 3.00 p.m. (Monday –Thursday)
1.45 pm (Friday)

ABSENCE FROM SCHOOL

A child returning from school after an absence must bring a note stating the reason. Please do not telephone the school.

HOLIDAYS 2017/18

HALLOWEEN	30 Oct – 3 Nov	5 days
CHRISTMAS	21 Dec – 3 Jan	10 days
HALF TERM	12 Feb - 16 Feb	5 days
EASTER	26 Mar – 6 April	10 days
Bank Hols	7 May 2018 28 May 2018	



PLAYGROUP

Our playgroup for pre-schoolers is now in its 14th year.

This is for any child in their pre-school year.

It is open from 9am -12.15 for pre-schoolers. These morning places are funded by the Department of Education.

Lunch costs £2.00 per day.

The afternoon session is for pre-pre-schoolers and costs £5.00 per day. It runs from 1.00-3.30pm.



THE PRIMARY CURRICULUM

Your child will be taught the following subjects.

- 1 Communication
- 2 Using Mathematics
- 3 Using ICT (UICT)
- 4 The Arts (Art Music Dance Drama)
- 5 The World Around Us (TWAU) comprising of Geography, History and Science)
- 6 Personal Development and Mutual Understanding (PDMU) and Community Relations Equality and Diversity (CRED)
- 7 Physical Development and Movement
- 8 Thinking Skills and Personal Capabilities

Collective worship, in the form of morning assembly, takes place every Wednesday. If the parent of any pupil requests that, “the pupil should be wholly or partly excused from attendance at Religious Education classes or Collective Worship or both,” then the pupil shall be excused in accordance with the request.

We also have a “School Assembly” every Monday morning. This is a time to announce any school arrangements, issue awards and rally the troops!



EXTRA CURRICULAR ACTIVITIES

The school considers that extra-curricular activities add a valuable dimension to the education of the pupils. After school clubs include the following:

P4-7

Tuesday - Glee	
Wednesday – Cookery/Craft	
Wednesday	-
Literacy/Numeracy	
Friday - Sport	



P3 After School Club

Monday, Wednesday 1:45 – 3pm and Friday 1:45-2:45pm

P1/2 After School Club

Mon – Thursday to 3pm. Friday to 2:45pm.

BREAKFAST CLUB

Mon – Fri 8:00am – 8:50am.

We provide a healthy breakfast followed by attractive activities and outdoor supervision.



Extra-Curricular
Activities



All clubs cost £1 per session.

SPORT



Aims in Sport:

- to experience a range of sports, both during and after school
- to be aware of the benefits of sport with regard to a healthy lifestyle
- to develop good sports skills
- to develop the skills of concentration, co-operation and team work
- to develop worthwhile hobbies for now and in later life.

Facilities for Sport:

1. Dining Room which doubles as PE Hall
2. Large Playground
3. Paisley Park Playing Fields
4. Swimming Pool at Shankill Leisure Centre
5. Woodvale Cricket Club
6. Spectrum Centre, Shankill Road
7. Boys' and Girls' Model
8. Local parks and playing fields
9. A range of specialists visit the school throughout the year to deliver 6-8 week sport programmes.

Local visits and day trips form part of the learning experience. A permission slip is signed at the beginning of the school year to attend school trips.

SECURITY OF PUPILS AND STAFF

Health and Safety is constantly reviewed in the school. We now have 9 security cameras and these can be monitored from the Principal's office. This ensures a high level of safety and security for your children at all times.

No visitor is allowed in to the school without permission. All visitors must report to the school office.

All volunteer workers connected to the school are vetted.

- No dogs are allowed in the school premises or grounds
- No smoking is allowed in the school premises or grounds
- No cars (other than staff) are allowed in the school premises or grounds

DATA COLLECTION FORM

In September we give out a form for you to fill in with basic details of your child. This is for government statistical use and for us to contact you in case of emergency. On this form we also ask you to give permission to take photos and video. This is for display purposes and for the website.



SCHOOL UNIFORM

Please encourage your children to wear full school uniform. This gives them a sense of belonging and pride in their school. It also presents you with few headaches in the morning about what your child should wear to school. Children's names should appear on all items of school uniform.

Jewellery

Only small studs and a plain signet ring can be worn.

GIRLS

White Polo Shirt
School Sweatshirt
Navy Jogging Bottoms
School Fleece
Navy Skirt
Navy cardigan

BOYS

White Polo Shirt
School Sweatshirt
Navy Jogging Bottoms
School Fleece

PHYSICAL
EDUCATION

Navy Shorts
School T. Shirt
Black gym shoes



ALL ITEMS OF SCHOOL UNIFORM

These can be purchased at any time of year

From Kay's Corner on the Shankill Road.

DINNER AND PACKED LUNCHES

Dinner tickets cost £2.60 per day - £13.00 weekly and dinner money is collected on Monday mornings.

Free Meals are available for some children. Further information about this can be obtained from the school Principal. Children bringing packed lunches must not carry drinks in glass containers.

We encourage healthy eating in Springfield. We prefer children to bring water, sandwiches, fruit etc instead of chocolate, sweets and fizzy drinks.

MILK MONEY

Milk costs 22p per day - £1.10 weekly and is collected on Friday morning for the following week. When ordering, we can only accept money for the full week and once the milk is ordered, we cannot refund any money even if a child is off ill.

SNACK

We are involved in a healthy eating programme. Children are provided with fruit, cheese, toast and crackers for break. Water and milk are also provided. The cost of the healthy snack is £1.20 per week, which can be paid along with the milk money on Friday mornings.



SCHOOL FUND

School Fund is a voluntary contribution collected once per year. Individual children pay £5 and families pay £8. Some children also bring loose change every Friday. This money is used for day-to-day purchases for the benefit of all pupils. The money goes towards educational materials and to subsidise school trips.



HOMEWORK POLICY

There is a homework policy in the school which requires children to prepare some learning or written work relevant to their age and ability. Homework is set to reinforce work already learned in school and should be done in a quiet room.

It also provides an opportunity for parents to become involved in their children's education and to monitor their progress. The time spent on homework each night should range from 10 minutes in Primary 1 to at least 40 minutes in Primary 7.

PASTORAL CARE

“Pastoral care is concerned with promoting pupils’ personal and social development and fostering positive attitudes; through the quality of teaching and learning; through the nature of relationships amongst pupils, teachers and other adults in the school; through arrangements for monitoring pupils’ overall progress, academic, personal and social through specific pastoral structures and support systems; and through extra-curricular activities and the school ethos. Pastoral care, accordingly should help a school to achieve success.” DES 1989

STRUCTURE AND RESPONSIBILITIES

All members of staff have responsibilities for the general welfare of pupils. In addition, a formal pastoral structure exists to care for pupils in particular ways.

Miss McAvoy is the **Designated Teacher for Child Protection** and **Mrs Boyd** is the **Deputy Designated Teacher**. Co-ordinating includes: -

1. Liaison with teachers, parents and external support agencies;
2. Attending relevant INSET;
3. Co-ordinating the provision of school based INSET;
4. Acting as the designated teacher for the investigation of claims of child abuse.

The Management of the school will support class teachers in their efforts to achieve the aims of the pastoral care policy. They will assist the Pastoral Care Co-ordinator to monitor and evaluate the effectiveness of the policy.

DRUGS EDUCATION

The school has a Drugs Education Policy as required by DENI. The intention of the programme is to give the children information that is relevant to their age and level of understanding and might help them to make rational and informed choices, recognising that the influence of the school is extremely limited as compared to either family, society or peer pressure.

FIRST AID

For small cuts, bumps etc. we will administer simple first aid in school and you will be informed by a small Incident Report Slip or sticker.

The playground staff and Mr Osborne have completed relevant and up-to-date First Aid courses.

If your child's injury is of a more serious nature, we will telephone you immediately.



ADMINISTERING OF MEDICINES

It is our preference that the parent calls to the school to administer any medicines. Only in very exceptional circumstances will the Principal (if available) administer medicine.

DISCIPLINE POLICY

Our policy is to be FIRM but FAIR and have FUN.

AIMS:

1. To provide an orderly environment conducive to learning.
2. To help pupils develop habits of self-discipline and socially acceptable behaviour.
3. To promote a relationship of trust and respect between pupils and teacher.

All children are expected to behave in an acceptable manner throughout their years at Springfield Primary School. The achievement of a good standard of behaviour will involve praise and reward, effective teaching and learning, and it will also in some instances involve the application of sanctions i.e. detention at lunchtime or break time.

SCHOOL RULES

1. Take pride in your school and grounds.
2. Show courtesy to others at all times.
3. Always do your best work.
4. Walk quietly in corridors.
5. Respect the property of other pupils.
6. Never leave the school without permission.
7. Always tell the truth.
8. Come to school on time.
9. Behave properly on the way home from school.
10. Obey the staff of the school.



BULLYING

The school takes all complaints of bullying very seriously. Staff have been trained to detect the traits of the bully as well as the victim. They are always on the alert to ensure the health and safety of your child.

In Springfield we will do everything possible to prevent bullying such as:

- developing self-esteem and self-worth
- consistency, fairness and firmness in disciplinary measures
- creating a positive ethos
- knowing the children ie their likes/dislikes, strengths/weaknesses and family background
- having an open door to parents and pupils to make a complaint



Our advice to parents is to:

- watch for changes in behaviour
- take an active interest in all aspects of your child's life
- inform the school immediately if you think your child is being bullied
- when difficulties arise, discuss ways of helping your child with the teacher/principal
- if bullying occurs outside the school, contact the community police

The school has a comprehensive policy on **Bullying** contained within the **Child Protection/Pastoral Care Policy**.

This is available on the website: www.springfieldprimary.com

INTERNET POLICY

During your child's time at school he/she will have access to the school computer.

We encourage children to research subjects on the internet. This has been centrally screened to protect children from viewing something which could be considered unsuitable.

If you have any cause for concern with what your child views on the internet, please do not hesitate to contact the school. You and your child will be asked to sign an acceptable use form at the beginning of the academic year.

VIDEOS/PHOTOGRAPHS/WEBSITE

We like to take a range of photographs and videos to display either around the school or on the website. If you object to this, please let us know. A letter regarding this matter is sent out during the month on September.

MOBILE PHONES

Pupils' mobile phones must be switched off at all times while in the school grounds or buildings.



PARENTAL INVOLVEMENT

The school continues to enjoy strong and positive parental relationships. There is an open door policy whereby parents can feel welcome and be assured of their child's safety, happiness and progress.

Annual interviews are arranged for each pupil. We encourage all parents to attend these interviews to discuss their children's progress and welfare.

SEPT/JAN/APRIL	Meet the Teacher (an information session about what is going on in school and in your child's classroom)
DECEMBER	Open afternoon for parents of children due to start school in September. Christmas Service: Ballygomartin Presbyterian Church
JANUARY	PI-7 Parental Interviews
FEBRUARY	Primary 7 Parent Interviews to decide Post-primary school.
MAY	Meeting with Parents of new PI children.
JUNE	New PI Children with Teacher. Sports Day End of Term Service: Ballygomartin Presbyterian Church

Parents can make an appointment at any time to discuss issues of concern with the class teacher or the principal.

We also have information sessions for parents on topics such as *Phonics Workshops, Numeracy, Accelerated Reader* etc.

SPECIAL EDUCATION NEEDS

Informal assessment takes place in P1, P2 and P3. Literacy, Mathematics and Intelligence are formally tested from P3-P7. Any pupils displaying learning difficulties are identified and diagnostically tested in order to determine individual needs. These pupils are withdrawn from class at intervals to receive extra help through carefully planned learning programmes. Where a child fails to make progress, the advice of the Educational Psychologist is sought following consultation with parents.

PRIMARY 1 - ADMISSIONS CRITERIA

The Board of Governors has drawn up the school's admissions criteria and has delegated to the Principal its functions and responsibilities in relation to the application of these criteria and admission of pupils to the school. The criteria will be applied in the order in which they are set down.

Priority will be given to children resident in Northern Ireland at the time of their proposed admission.

Admissions Criteria

- 1 Children of compulsory school age.
- 2 Children who will have a sibling (including half-brothers, half-sisters, step-brothers, step-sisters, foster brothers/foster sisters and/or adopted brothers/sisters) enrolled in Springfield Primary school (P1 – P7) on the application deadline date. **(Indicate name and year group).**
- 3 Children who have had a sibling (including half-brothers, half-sisters, step-brothers, step-sisters, foster brothers/foster sisters and/or adopted brothers/sisters) enrolled in Springfield Primary school (P1 – P7). **(Indicate name and dates of attendance).**
- 3 Children who live in the immediate area of the school. In applying this criterion, the governors will award places to children as measured by a straight line on an Ordnance Survey Map from the front door of their home to the main gate of

the school, priority being given to those who live the shortest distance from the school. The web site www.freemaptools.com will be used.

In the event of two or more children's permanent residence being measured equal distance for the final place, children will be selected by age with the oldest being selected first.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on, or attached to the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application for or attached to it. Example of such information include whether the child is the eldest child/has brother or sisters attending the school.

Duty to Verify

The Board of Governors reserves the right to require such supplementary evidence as may determine to support or verify information on any applicant's Application Form.

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

This criteria was reviewed and verified in Autumn 2017.

PRIMARY 2 - 7 ADMISSIONS CRITERIA

Children will be admitted to the above named classes at any time during the school year if there are available spaces in the class.

Criteria 1- 4 for Primary 1 Admissions will apply.

CHARGING AND REMISSIONS POLICY

The following policy has been formulated on the basis of Articles 127-138 of the Education Reform Order (NI) 1989.

The Board of Governors recognises the importance of visits and other educational experiences and wishes to ensure that they continue in Springfield Primary. They are, however, aware that this will not be possible without voluntary contributions from parents.

It is the policy of the Board of Governors: -

1. To levy, except where pupils are entitled to statutory remissions a charge for all board and lodging costs on residential visits. Where a Third Party is involved in the residential visit then the full charge will apply to all pupils;
2. To levy a charge for activities wholly or mainly outside school hours which are not part of the Common Curriculum, statutory religious education or in preparation for a prescribed public examination;
3. To levy no charge in respects of books, materials, equipment, or incidental transport provided in connection with the Common Curriculum. However, if parents indicate a wish to own a finished product, then they will be charged the exact amount for the materials involved;
4. To request voluntary contributions from parents for school activities in or out of school time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding, whilst ensuring that no pupil is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution. Should the voluntary costs NOT cover the costs of the activity the Governors reserve the right to cancel the activity;

6. To delegate to the Chairman and the Principal the determination of any individual case arising from the implementation of this policy.

ASSESSMENT

The school participated in the NICCEA assessment process. The tests at the end of Key Stage 1 and Key Stage 2 for May 2017 are as shown: -

Key Stage 1 (P4)

14% of pupils attained Level 1 in Maths
39% of pupils attained Level 1 in English
0% of pupils attained Level 1 in UICT

86% of pupils attained Level 2 in Maths
61% of pupils attained Level 2 in English
100% of pupils attained Level 2 in UICT

Key Stage 2 (P7)

11% of pupils attained Level 2 in Maths
26% of pupils attained Level 3 in Maths

32% of pupils attained Level 3 in English
0% of pupils attained Level 3 in UICT

63% of pupils attained Level 4 in Maths
68% of pupils attained Level 4 in English
100% of pupils attained Level 4 in UICT



COMPLAINTS POLICY

If at any time you are unhappy, please take the following steps;

- discuss with the class teacher
- discuss with the school principal
- submit the complaint in writing to the Chair of the Governors
- submit the complaint in writing to the Appeals Committee

A FINAL WORD TO PARENTS

Parents play a vital role in the education of their children. Help us by seeing that attendance is regular, punctuality good, homework signed and school resources looked after. Every encouragement in schoolwork and activities should be given. Parents are welcome to the school to discuss any problems that may be encountered, or to receive advice and support.



Please note that the information in this booklet was correct at the time of printing. Any changes will be made to the aforesaid information as and when they occur.



Achieving over the years