



Carr's Glen Primary School

Prospectus





Dear Parents/Guardians,

Thank you for considering Carr's Glen Primary School for your child.

If you are applying for a Nursery or Year 1 place, then you should complete the necessary application, which will be online at the Education Authority website. This should be available from 10th – 28th January 2022. If you are unable to access this online, please contact our office for alternative arrangements. Applications should be accompanied by your child's birth certificate and any supplementary information relevant to the admissions criteria. The outcome of the application process is usually released in April. The parents of successful applicants will be invited to attend an induction meeting in the summer term.

If you wish to send your child to Carr's Glen P.S. for Years 2-7, please contact the school in order to enquire about availability and complete an AP1 form, which can be obtained from the school office.

I look forward to welcoming your child to our school.

Yours sincerely,

J. Todd
Principal

Achieving Success Together

Our School

Opened in 1939, Carr's Glen Primary School has enjoyed a long and proud history of educating children in North Belfast. Celebrating over 80 years of educational provision, the school has seen many changes in the nature of the curriculum, yet has sought to maintain a solid grounding in Literacy and Numeracy for the children who have passed through its doors. These basics are placed alongside nurturing the whole child through a range of subjects and a development of skills in other areas such as ICT, music and sport. The fact that many children who attend are third or fourth generation families, is a testimony to the esteem the school is held in and past pupils speak fondly of Carr's Glen.

The two-storey building is rectangular in layout with a central early years playground and another play area to the front of the building. Classrooms are located on both floors of the two main blocks, with toilets located on the adjoining corridors. There is an assembly hall, library, computer suite room and two dining areas with a kitchen where meals are cooked on site. We have also recently built an Outdoor Classroom.

We have invested extensively in ICT with each classroom equipped with an Interactive Whiteboard. The school also has 150 iPads, laptops and other ICT related equipment. Our ICT equipment both supplements and complements our curricular activities and also facilitates links between schools in other countries on projects, as well as between parents and school.

Over recent years, Governors have positively engaged with the Belfast Education & Library Board and more recently the Education Authority. This has resulted in extensive works which include new heating and windows, classroom, offices and staffroom refurbishment, as well as a new entrance.

Under the Area Plan Review two development Proposals have seen the school enrolment number set at 420 and for the first time, nursery provision of 26 part-time places commenced from September 2017.

Carr's Glen Primary School

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Belfast
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Email: info@carrsglen.belfast.ni.sch.uk

Website: www.carrsglenps.com

Principal: Mr J. Todd

Chairman of Governors: Mr M. Davison

Secretary: Ms K. S. Martin

Enrolment: 354 pupils

Age Range of Pupils: 3 - 11 years

Status: Controlled Co-Educational Nursery & Primary School, Education Authority - Belfast Region

Our School Day

Our children start each morning between 8:50-9:10am to give a staggered start to help with Covid-19 restrictions.

All year groups currently finish at different times.

Year 1 - 1:55pm

Year 2 & 3 - 2:00pm

Year 4 & 5 - 2:55pm

Year 6 & 7 - 3:00pm

All classes finish school between 1:55 and 2:00pm on a Friday.



School Uniform

Girls

Grey skirt or pinafore

Grey cardigan or sweatshirt

White shirt and school tie

White or grey knee length socks/
grey tights

Sensible black shoes

Boys

Grey trousers

Grey pullover or sweatshirt

White shirt and school tie

Grey socks

Sensible black shoes

All children should wear a school PE kit on their PE days.

Breakfast Club, Break & Lunchtime

Breakfast Club

School is open from 8.15am to accommodate children for Breakfast Club as part of the Extended Schools Programme. Children can have a choice of cereal, fruit juice, toast, fruit and yoghurts for £1.10 each day.

Mid-Morning Break

Our canteen supplies healthy options in line with nutritional guidelines, however, this is not operating due to Covid-19 at present.

Usually break is paid on a monthly basis and you will be advised of the price by letter each term.

Pupils who do not avail of this service are encouraged to maintain the healthy eating habit and to accept responsibility for managing their own healthy food provision.



Lunchtime

There are three options at lunchtime:

- 1) Pupils may go home for lunch
- 2) Pupils may bring a packed lunch
- 3) Pupils may take a school dinner

*During September,
Year 1 pupils go home
at 12 noon. From
October, they remain
in school until 1:55pm.*

The School recommends that pupils take school dinners. These are cooked on the premises and offer a wide selection, attractively presented and nourishing in content. Menu details are published regularly in the Parents' Newsletter.

Carr's Glen School Meals Kitchen has been awarded membership of The Healthy Eating Circle and our cook has been awarded certificates of merit for the quality of her meals.

The current cost of a school dinner is £2.60 and this represents good value for money. Please note that your child may be entitled to free school meals.

Application forms are available from our office or E. A. ~ Belfast Region.

School Information

Enrolment of Pupils

Education Authority – Belfast Region provides a number of publications to help you find out about schools in Belfast and about how to enrol your child. The main Open Enrolment information can be found on the EA website and Carr's Glen Primary updates its entry each year.

This will give you some basic information about the school and details of the admissions criteria and enrolment numbers. It is important that you consider the admissions criteria when completing your application form and include any relevant details relating to it.

The school's prospectus is reviewed annually, although there may be details which change as the year progresses.



School Policies, Rules & Regulations

Information about school policies and protocols is available from the School. The Secretary will be pleased to help you with any queries or provide you with copies of available documents.

The regular Parents' Newsletter keeps parents informed about school matters and serves as a means to remind parents and pupils about current policies and school rules.

In addition, the school has a website (www.carrsglenps.com) which aims to keep you informed of upcoming events and has class pages for every year group. A school Facebook page also gives up to date information and all classes use Seesaw to keep in touch with parents directly.

When it is necessary to make changes to school routines or policies, parents will be advised by Seesaw, along with our text service.

We believe it is important to keep you informed about your child's progress and how you can assist in their learning. Information meetings and/or information sheets are distributed for each year group early in the first term to give you details about classroom routines, curricular areas being covered and homework.



School Aims

The central purpose of this school is the development of each child, intellectually, socially, emotionally and spiritually.

This process is one which ideally takes place in cooperation with the child, the parents and the school and leads to the development of a well-rounded individual who leaves Carr's Glen, with increased confidence and success.

We aim to:



- provide a secure and happy atmosphere within the school, so that children have the opportunity to learn effectively and achieve success.



- help pupils acquire knowledge, relevant skills and practical abilities with a sense of confidence and independence in their learning.



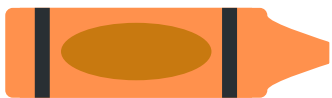
- provide opportunities and facilities for children to develop special interests and talents through a range of extra-curricular activities.



- develop moral and ethical values.



- give consideration to the differing levels of ability of children through regular assessment and review and tailor provision to match these needs.



- foster good home-school relationships to enable parents to play their part in the education of their children.



The Curriculum

The following are the curricular areas for the Northern Ireland Revised Curriculum:

- The Arts (Art, Music and Drama)
- Language and Literacy
- Mathematics and Numeracy
- Personal Development and Mutual Understanding
- Physical Education
- The World Around Us
- Religious Education



In the Foundation Stage, children access the curriculum through Play Based Learning. The outdoor play area has been developed through the addition of a mud kitchen, construction area, outdoor shop, sand and creative area.

In addition to the above subjects, pupils also work on a number of cross-curricular skills:

- Thinking Skills and Personal Capabilities
- Communication
- Using Mathematics
- Using ICT

Further information can be accessed at www.nicurriculum.org.uk

Language & Literacy

At Carr's Glen we place an emphasis on the development of a range of literacy skills, through reading, phonological awareness, spelling, writing and comprehension.

These aspects are catered for through a dedicated literacy time and also by the use of topic work where children have opportunities to use a range of these skills. We have made a proactive decision to develop the language and reading skills of our children through the practice of 'Linguistic Phonics' in Year 1-4. The skills taught through this programme should enhance the ability of children, as they learn to read and write more ably.

Mathematics & Numeracy

Through the early stages of working with practical apparatus in Play Based Learning, the introduction of numbers and the building up of mathematical principles we aim to give children a rich mathematical experience. This is complemented by a supply of mathematical apparatus, games and ICT materials, which develop children's thinking, ability to solve problems and understanding of Maths.

Using ICT

Considerable investment has been placed in ICT and the use of ICT across a range of subjects. Not only are there computers within each class but pupils benefit from the use of an ICT suite with 18 computers/laptops. Interactive Whiteboards are in every class along with printers' scanners and several other peripheral devices. We now have 150 iPads, some of which are dedicated to classrooms whilst others are in groups shared between classes. In addition pupils have access to Chromebooks, Spheros, mini-drones and a set of 30 Activotes, complementing classroom provision.

The use of ICT is an integral part of our teaching and something which we place value on for our children, as they grow up in a world which is technology rich. We endeavour to provide a progressive program of developing skills as well as making ever increasing use of technology to inform, educate, interrogate and communicate.

Projects, such as our 'Erasmus Project' or 'JDO Project,' are aimed at enhancing technology skills and involve cooperation across schools within Europe and America. Our 'Digital Leaders' are pupils who have special responsibility for leading and assisting with technology within school. In addition, all of the classes use the Seesaw app to keep parents informed of children's progress, behaviour and homework. We have won awards from Northgate in recognition of innovative practice, have achieved our Gold Quality Label for eTwinning, have achieved the NAACE Accredited ICT mark, the Digital Schools Award and a European eTwinning Quality Label.



Learning Support Provision

All pupils have access to the Northern Ireland Curriculum and teachers cater for children at differentiated levels. For some children, there is a need for extra help and support as they deal with new learning experiences.

Individual Education plans are put in place for those children who have specific needs. Should you have a specific concern regarding your child's progress or if you are aware of any particular learning problems, a meeting can be arranged with our Special Educational Needs Co-ordinator (SENCO). In addition, children may be identified for Outreach Support or for referral to the Psychology Service should there be specific learning difficulties.

Parents are kept informed of their child's progress through consultations and equally, we encourage parents to let us know of concerns they may have regarding any issues or difficulties their child may be having.

Religious Education

We follow the agreed RE Core Syllabus and whilst Christian in our outlook, we are delighted to have a number of faiths within our school. In keeping with our ethos we promote an attitude of tolerance and understanding to those within our school and in the wider community.

The Arts

Creativity and expression are a vital area of children's learning and at Carr's Glen we place an important emphasis on this aspect of a child's development.

Music

Children are taught recorder through Years 4 – 7 and they are also tested at the end of Year 3 for the possibility of taking up a musical instrument. The Belfast School of Music offer tuition in Brass, Strings and Woodwind throughout the year. There are also opportunities for pupils to participate in school performances or special events either as instrumentalists or as part of the school choir.

Art

Children's work is widely displayed around the school and they make use of a variety of materials and processes to express themselves. Drawing, painting, model building, weaving, clay work and papier-mâché are but a few of the techniques and skills explored, as well as studying artists and a variety of painting styles.

Drama

Drama is used extensively in the Foundation Stage. Children have daily opportunities to engage in role play, covering a variety of themes, for example, the optician, police station and florist. Acting is also used within the classroom setting to explore issues and topics, often during PDMU and Thinking Skills. Each year children are given opportunities to take part in a Nativity play and Christmas performances.



Physical Education

Children participate in two PE sessions each week. In Early Years, children develop their Fundamental Movement skills through dance, gymnastics, athletics and games. As they progress through school, they transfer these skills to a range of different games and sports. A healthy body is as important as a healthy mind and we encourage physical activity through our extra-curricular activities as well. Children in Years 5 – 7 participate in the swimming programme at Ballysillan Leisure Centre. A sense of participation, fun and achievement are all part of our PE ethos. Our school has also benefitted from professional coaching provided by IFA, National Cricket Union, Ulster Rugby and Netball NI.



World Around Us

This area incorporates geography, history, science and technology. As suggested by the title, this area is to help develop children's appreciation of the world they live in. At Carr's Glen, we teach this curricular aspect through a 'topic' based approach, which encourages investigative and thinking skills. Children explore a range of topics throughout their classes and we encourage them to ask questions, as well as find answers!



Pastoral Care

At Carr's Glen it is our aim to provide an environment where children are happy learners and are encouraged as they work. We strive to offer praise and recognition for children's achievements in all areas. The increased self-esteem and the sense of being valued is fostered through the following:

Recognising Achievement

At a class level each teacher operates a reward system which recognises individual effort and achievement. These can range from stickers to homework passes and are used as an incentive for children to give of their best.

At a whole school level we operate a 'Pupil of the Week' scheme which recognises children's efforts on a class basis. Children receive rewards and are recognised in assembly for their achievements.

Behaviour and Discipline

The school has a comprehensive Positive Behaviour Policy which incorporates areas such as Child Protection, Anti-Bullying and Discipline. Pupils at Carr's Glen are encouraged to show care, consideration and courtesy to others within our school community and to visitors. The concept of self-discipline and accountability for your actions are themes which remain consistent throughout a pupil's life in Carr's Glen and pupils serve as Anti-Bullying Ambassadors promoting these values.

Pupil Involvement

Pupils play an active role within school and in the wider community. We encourage participation in local events and competitions, as well as developing relationships with children from other schools through our cross-community programmes. We maintain links with Our Lady's Girls P.S. through a shared education programme with Years 1 & 2. Further afield, we have links with schools in America through the JDO Foundation, an Erasmus project which links us with several European schools and eTwinning links.

Senior children assist in duties within school such as being 'buddies' with the infant classes.

Our School Council is comprised of children elected from Year 4 to 7 to facilitate pupil voice. This allows children to vote for their representatives who regularly work on ideas that may improve our school. In addition, our elected Eco Committee work on issues concerning our environment and advocate for areas such as recycling and healthy eating. Our Digital Leaders play an active role in promoting ICT within Carr's Glen and our Anti-Bullying Ambassadors encourage positive relationships between pupils.

Counselling Service

Under our Extended Schools provision, we provide weekly counselling through 'Jigsaw', a locally based counselling service. There may be occasions when children can benefit from an independent, qualified professional who can assist them in dealing with issues such as bereavement, family break-ups, peer pressure or bullying. Our school counsellors, Helen and Rosie, are at school each week. This service is confidential and should you wish to avail of it, please contact the Principal or your child's class teacher.

Miscellaneous Information

Statutory Documentation

Certain information provided by Education Authority ~ Belfast Region, together with school policies, are available by request from the school or may be posted on the school's website.

Complaints' Procedure

The school has a Complaints' Procedure which may be used by parents to make a complaint or express a concern about the school's curriculum, a pupil's safety and welfare or any other aspect of school life.

Information

Newsletters are issued regularly to parents or may be viewed through the schools website. Additional information may also be obtained from the school website: www.carrsglenps.com

Extra-Curricular Activities

The school offers a range of extra-curricular activities. These may vary slightly from year to year, depending on the priorities of the School Development Plan and availability of staff.

Activities include:

- Breakfast Club
- Football
- 2-3 Club
- Art Club
- Lego Club
- Sonal Sportz
- Tech Minions
- Monkeynastics
- Outdoor Learning Club
- Express Yourself



Attendance

If your child is absent from school for any reason, you should inform the class teacher, either in person, or in writing. This includes children who have been taken on holidays during term time. The school does not endorse this action as your child loses out on important school work.

As far as is possible, medical and dental appointments should be arranged outside school hours and during holidays in order to avoid disruption to your child's education.

If a pupil's attendance drops below 85% you will be informed by letter and it is possible that a referral may be made to the Education Welfare Service.

Nursery School



September 2017 was a significant milestone in the history of Carr's Glen P.S. as we opened our Nursery School.

In cooperation with the Education Authority and approval from the Minister of Education a Development Proposal was approved for the commencement of 26 part-time nursery places at Carr's Glen which commenced in September 2017. The Nursery building benefits our youngest pupils, allowing them to be taught in a well-resourced, spacious building.

Aims of the Nursery

In partnership with parents, we aim to provide a caring and stimulating environment which encourages each child's holistic development through the provision of appropriate learning opportunities enabling every child to:

- develop at his/her own rate through challenging, progressive play
- learn to share with others and play co-operatively
- appreciate and care for others and practise social skills
- deepen and lengthen concentration through his/her natural spontaneous curiosity and interest
- communicate thoughts, ideas and feelings clearly to both adults and other children
- share the wonder and excitement created by books, stories, songs, rhymes, music and the natural environment
- grow in self-confidence, experience success and thus develop a good self-image
- enjoy the satisfaction of work well done and share this with his/her parents
- recognise the importance of learning outdoors and playing purposefully in all areas

We aim to:

- ensure the safety of the children in our care
- achieve the desirable outcomes of the pre-school curriculum guidance
- provide equality of opportunity for all children and families
- make pre-school accessible to children and families from the local community
- identify and assess special educational needs and make appropriate provision

At Carr's Glen Nursery School we provide a child focused pre-school experience that is warm and welcoming, open and inclusive, and one that will positively introduce your child to education.

