



'The quality of the arrangements for pastoral care in the primary school and nursery unit are outstanding and the school has an inclusive and welcoming ethos with effective working relationships at all levels.'

(ETI report)



ST. ANNE'S PRIMARY SCHOOL & NURSERY UNIT Prospectus



' TALL OAKS FROM LITTLE ACORNS GROW '



Principal's Welcome

Dear parents and carers

On behalf of the staff of St. Anne's Primary School and Nursery Unit, I would like to extend a warm welcome to you and your child.

St. Anne's is an inclusive catholic school aiming to provide our pupils with a high standard of education, and a wide variety of experiences in a happy, caring and safe environment. As stated in the conclusion of our most recent inspection report,

'Overall, the school is meeting very effectively the educational and pastoral needs of the children and has demonstrated its capacity for sustained improvement. The distinctive catholic ethos of the school creates the atmosphere in which children can flourish, as they develop their skills, knowledge and self-esteem.'

A committed team of 36 teaching staff and 40 ancillary staff strives to provide the best for all pupils through their time in St. Anne's Primary School and Nursery Unit. The overall quality of the teaching in St. Anne's has been recognised as a strength of the school by the Education and Training Inspectorate.

The prospectus is intended to give you an idea of the work of the school. In it you will find information about the everyday running of the school and nursery unit, the wide curriculum we offer, and the breadth of experiences available to our pupils. I would also encourage you to visit our school website to find out more about life in St. Anne's Primary School and Nursery Unit.

Of course, all that we aim to achieve is dependent on the fact that we work in partnership with you, the parent. This partnership is crucial, and it is at the centre of all that is good for your child in school. From this fundamental partnership the link to the parish and wider community spreads.

Yours faithfully

Ciarán Conway, Principal





Admissions Information

Current Enrolment Number: 882

New Intake: Nursery: 52 pupils (full-time); Primary 1: 120 pupils

Age range: 3 - 11 years

Annual attendance 2021-22: 93% (impacted by COVID-19)

Application for a place in our Nursery Unit or Year One can be applied for via the Education Authority's online portal in January of the year in which admission is required. In selecting children for admission to the school, the Board of Governors will apply the criteria as set down by the school in the Education Authority's booklet, 'Admission to Primary Schools', which is available on the Education Authority's website: www.eani.org.uk.

An application for a place in any other year group can be made to the school office at any time.



Accommodation

St. Anne's Primary School is a catholic maintained co-educational school which first opened its doors in 1957. It is situated on a split site: the infant school, Block D, is home to our P1-3 classrooms; the senior school, Blocks A-C is where are P4 -P7 classrooms are located.

Both sites are each equipped with a dual-purpose PE and assembly hall, an ICT suite, a library, a sensory space, a dining hall, an outdoor play classroom and play areas furnished with climbing frames and trim trails.

The School Day

	Nursery	Primary 1 - 2	Primary 3	Primary 4 - 7
Morning	9.00am - 11.45am	9.10am - 11.45am	9.10am - 12.00pm	9.10am - 12.45pm
Lunch	11.45am - 12.30pm	11.45am - 12.25pm	12.00pm - 12.40pm	12.45pm - 1.25pm
Afternoon	12.30pm - 1.30pm	12.25pm - 2.10pm	12.40pm - 2.10pm	1.25pm - 3.00pm

Children may arrive in the playgrounds from 9.00 am, when supervision begins. We operate a supervised breakfast club which serves food from 8.15am - 8.55am, for our P1-P7 pupils.

School Meals

Throughout the school we promote healthy-eating and we operate a healthy break policy. Children are asked to eat fruit, vegetables, yoghurt or bread-based snacks, drinking milk or water only.

Dinners are prepared on site and served daily in the nursery unit and in the two primary school dining halls: one in the infant school in Block D (P1-3) and the other in the junior school in Block B (P4-7). Dinners, currently £2.60 for one meal, can be booked and paid for via our cashless system 'SchoolMoney'. Weekly menus are rotated on a four-week cycle and are available on our school website. Applications for free school meals can be made directly to the Education Authority <https://freeschoolmealsanduniforms.eani.org.uk/>. Children eating packed lunches are supervised in their classrooms.





School Buses

School buses are available in the afternoons, at 2.10 pm for P1-3 pupils, and at 3.00 pm for P4-7 pupils. The buses stop at various points along Upper Dunmurry Lane, Glengoland, Black's Road, Finaghy Road North and South. Details of bus routes and stops are available on our school website. It is the parents' responsibility to meet their children from the school buses in the afternoon and escort them home safely.

Children use SMARTLINK cards to pay for individual journeys from school. These can be purchased at the various bus depots and topped up when appropriate at outlets with Payzone facilities.

School Uniform

We are proud of our school and want our pupils to be proud of their uniform. It promotes identify, belonging and equality. In the interest of Health and Safety, we ask that, with the exception of a watch and stud earrings only, jewellery is not worn to school. We request that all items of clothing are clearly labelled with your child's name.

Nursery uniform:

- Red polo t-shirt (school crest)
- Red School sweatshirt (nursery logo)
- Black track bottoms ('bees' logo)
- Plain black trainers or shoes (with Velcro fastening)

Primary uniform:

- Red polo shirt (school crest)
- Red school sweatshirt (school crest)
- Grey trousers/skirt/kimono
- Red tights or white socks (P1-P3)
- Black tights or white socks (P4-P7)
- Plain black school shoes (not trainers)

Primary P.E. Uniform

P1-P3

- Black track bottoms (school crest)
- School polo shirt (school crest)
- Trainers

P4-P7

- Plain black track bottoms/shorts
- Red polo t-shirt (school crest)
- Trainers

Uniform Suppliers:

- Chaplin's: Unit 36 The Park Centre
Telephone: 028 90 61 1966
- O Neill's Sportswear: The Kennedy Centre
Telephone: 028 90 627032
- Truly Fair, The Kennedy Centre,
Telephone: 028 9061 4447





Home-School Partnership

We have a very strong relationship with our parents and carers. We value their role and actively involve them in their child's education. This was evidenced by the positive responses to the parental questionnaires issued by ETI, which indicated 'a very high level of satisfaction with the educational and pastoral provision being provided within the primary school and nursery unit.'

The Nursery Unit

1. Parents are welcome to discuss any issues about their child's development, by making an appointment to speak to their child's teacher.
2. Parents are invited to meet formally with their child's teacher, twice per year, to discuss their child's progress.
3. Parents receive a transition record in June, in preparation for their child's move to Primary One.
4. Throughout the year, a monthly newsletter is issued to parents to inform them of upcoming events, curriculum topics and other relevant information.
5. Regular communication is provided to parents via emails and texts throughout the year.
6. Parents will receive a copy of the principal's monthly newsletter 'In the Loop' and a copy of the termly edition of the 'Acorn' magazine.

The Primary School

1. Early in Term One, we hold Parents' Curriculum Mornings to inform parents about the academic programme for the year and general information pertaining to routines and procedures.
2. Each year we have individual parent-teacher meetings to discuss the progress of your child.
3. In Term Three, parents receive a written annual report about their child, detailing their progress, successes and areas for improvements.
4. Throughout the year, parents can arrange meetings with their child's teacher or with the Principal/Vice-Principals. Appointments can be made via the school office, on 0298 90 615414.
5. Information is communicated regularly via email and text.
6. Parents will receive a copy of the principal's monthly newsletter 'In the Loop' and a copy of the termly edition of the 'Acorn' magazine.
7. A calendar of school events is available on our school website and is regularly updated.

Parent-Teacher Communication

We would ask parents to communicate the relevant information to their child's teacher under the following circumstances:

- To provide the reason for absence from school when your child returns to school.
- If your child is suffering from any medical condition or taking medication.
- If your child has to be exempt from any school activity for medical reasons.
- If your child's travel arrangements for the afternoon are to be changed or if you need to collect your child early from school.
- If you wish to make an appointment to speak to your child's teacher.
- If there are any factors affecting your child's well-being and/or learning.



The Curriculum

In St. Anne's we aim to provide a broad, balanced and relevant curriculum in the context of a catholic school, where the ethos and practice reflects Christ's message. Each child is supported and encouraged to reach their potential.

The Nursery Curriculum

There are six areas of learning in the Nursery Curriculum:

Personal, Social
and Emotional
Development

The World
Around Us

Physical
Development
and Movement

Early
Mathematical
Experiences

The Arts

Language
Development

The staff in the nursery unit recognise the importance of play as the principal and crucial mode of young children's learning. Pupils are provided with diverse opportunities in both indoor and outdoor settings to engage, excite, challenge and foster their natural curiosity.

The Nursery curriculum is enhanced through visits by individuals with interesting occupations, and by a variety of people from the wider community such as firefighters, ambulance service, librarians, police officers and health professionals.



The Primary Curriculum

The primary phase comprises of:

The Foundation Stage: Years 1 and 2 **Key Stage One: Years 3 and 4** **Key Stage Two: Years 5 -7**

The areas of learning are:



The Cross Curricular themes are:

Communication **Using Mathematics** **Using Information and Communications Technology**

The curriculum also develops pupils' thinking skills and personal capabilities. These are transferable skills which are applicable to many curricular areas, and which will be of use to the children throughout their lives. For full details of the curriculum visit: <https://ccea.org.uk>

Educational Visits

To help extend the children's educational experiences, classes engage in educational visits to various venues such as Belfast Zoo, Share Centre, Opera House, Lyric Theatre, Belfast Activity Centre and open farms. These visits enrich the children's curricular understanding in various subject areas and further develop their thinking skills and personal capabilities.

The Religious Education Programme

The 'Grow in Love' Series is the basis of our programme for Religious Education, which meets the requirements of the core syllabus for Religious Education. The programme covers the preparation for the sacraments of: First Confession in Year 3, First Holy Communion in Year 4 and Confirmation in Year 7. The parish priest, Father Peter O'Hare, is our school chaplain.



Assessment

Assessment is an integral part of our teaching and learning process. The main purposes of assessment are to:

- Ascertain, through a variety of means, the achievements and progress of each child.
- Indicate possible ways of further attainment and improvement.
- Assist the teacher in planning the next stage in each child's learning process.

To ensure effective teaching and learning, pupils are assessed by the teacher at regular intervals through observations, weekly and end-of-topic assessments and a variety of formal tests. Pupils are also encouraged to take responsibility for their learning, developing skills in positive and honest self and peer evaluation methods. They are actively involved in setting targets, reviewing and reflecting on their learning.

Homework

At St. Anne's, we believe that homework provides an important link between home and school. It helps to reinforce the learning being covered in class and allows parents to become involved in their child's education.

Homework is best done in a setting free from distraction. It should be a positive experience, free from anxiety or stress. Parents are asked to promote independence as well as accurate, neatly presented work. Content will vary according to the age and ability of the child. Time spent completing homework will range from fifteen minutes in Year 1 to approximately one hour in Year 7. Homework is set Monday to Thursday. Parents are asked to sign their child's work and are encouraged to contact the class teacher if they have any concerns about homework.





Sport

The school strongly promotes health, fitness and sportsmanship by encouraging team games and individual sporting prowess. As well as the weekly timetabled lessons for all classes, full use is made of the two PE halls, playgrounds and the 3G and grass pitches, generously put at our disposal by our neighbouring post primary school. Qualified coaches from organisations such as GAA, IFA, Ulster Rugby provide training sessions to support our pupils and our staff throughout the year.

Teams for Gaelic Football (boys and girls), hurling, camogie and basketball are trained and entered into various external leagues and tournaments. St. Anne's pupils also attend swimming lessons in Olympia Leisure Centre (P5-P7) and participate in athletics and sports competitions. All pupils have the opportunity to take part in our annual sports days, celebrations of individual and team events, both track and field.

Music Provision

In St. Anne's, all pupils are given the opportunity to work creatively with sound by: listening and responding to different genres of music; singing and performing using a variety of instruments. Specialized tuition is offered to pupils in string, wind and brass instruments and who may be entered annually for the Associated Board of the Royal School of Music Grade examinations. Our school choir, traditional group, orchestra and band perform at various school and community events.

Additional Educational Needs

The school implements the Code of Practice for the identification and assessment of Special Educational Needs and the Special Educational Needs and Disability Order. We seek to identify, as early as possible, those children with special educational needs and to provide for those needs. The learning support co-ordinators work closely with the class teachers and external agencies to ensure the appropriate provision is provided. The class teachers are supported by two full time reading support teachers. Parents are kept fully informed of developments and their active participation is sought. Should a child's needs warrant it, a referral will be made to Educational Psychology and/or relevant external support agencies.

Positive approach to behaviour

Our overall aims are:

- To create a safe secure and orderly environment, where effective learning and teaching can take place.
- To establish a caring and positive climate, wherein the values of self-discipline, self-esteem, respect for others and the acceptance of appropriate responsibilities are fostered.

'The quality of the arrangements for pastoral care in the primary school and nursery unit are outstanding and the school has an inclusive and welcoming ethos with effective working relationships at all levels.' (ETI report)

The school follows a whole-school positive behaviour policy, which promotes high standards of behaviour with a consistent approach, based on 'Our Fair Rules'. These are revisited with the children on a regular basis.

The approach includes promoting and supporting appropriate behaviour through good relationships, praise and reward, and employing effective and consistent sanctions. Good manners are promoted, and our children are expected to respect all staff as well as each other. There are weekly behaviour targets set throughout the primary school e.g., 'Fabulous Friendship, showing kindness and respect, Looking after school property. Achievement is recognised through the presentation of certificates in class and at year group assemblies.



Our Fair Rules

Talking and Listening

We listen to each other, therefore:

When an adult speaks, we stop, look and listen.

We listen to each other.

When we want to speak, we put our hand up.

Work talk is soft talk.

Safety and Movement

We want a safe school, therefore:

We sit safely on our seats.

We ask our teacher when we need to leave our seat.

We handle all equipment carefully.

We use the toilets properly.

We need special permission to leave school.

We also walk quietly.

Caring

We care for ourselves and others, therefore:

We show good manners.

We are kind to others.

We tell the truth.

We care for everything in our school.

Learning

We try our best, therefore:

We come to school ready for work.

We start our work quickly and always try to finish it.

We keep busy.

We ask for help when we need it.

Lunchtime

We want to enjoy lunchtimes, therefore:

We talk quietly.

We stay in our seats.

We do not swop our food with others.

We take our rubbish home.

We show good manners.

We respect our lunchtime supervisors.

We need permission to leave the classroom.

We walk along our corridors

Our Playground Rules

When we are playing and having fun, we think of others, therefore:

Be happy and play safely.

We let others play in our games.

We walk to our lines and stand quietly.

We walk in a line to our classroom.



Parent Teacher Association (PTA)

St. Anne's PTA has an active committee engaged in fund-raising and in organising activities to strengthen the sense of our school community. Membership is open to all parents and carers. The annual general meeting for the election of the committee is held at the beginning of the school year. The committee is always keen to be contacted by parents who may not be able to attend all meetings or events, but who may be willing to offer their help at particular events.

We strongly encourage parental involvement in the life of the school. We appreciate the work of the PTA and its financial support in the purchase of resources for the children e.g., SMART TVs and interactive whiteboards, indoor and outdoor play equipment, subsidised transport for excursions.

The PTA also organises a wide range of After-School Clubs which are very popular and greatly enrich the lives of our pupils. For example:

- **Body and Mind**
- **Basketball**
- **Soccer**
- **Gaelic Games**
- **Arts and Crafts**
- **Coding**
- **Glee Club**
- **Lego**
- **Board Games**
- **Mega Builders**
- **Guitar**

The Pupil Voice

In St. Anne's, we are committed to listening to the views, wishes and experiences of all our children and see our pupils as empowered partners. Creating opportunities for our pupils to organise and lead change, helps them to feel personally invested in their learning and school community and gives them a role in shaping and creating it.

Two of the main forums for ensuring that our student voice is heard and where pupils actively contribute to school life are the school council and eco-agency.

St. Anne's School Council

St Anne's school council consists of 56 councillors, two representatives from each class. In September of each year any pupil wishing to be a class council representative writes a manifesto, or delivers a speech or presentation, highlighting why they should be elected to the council. Democratically elected councillors are invested into their role at a ceremony attended by the Lord Mayor and invited guests.

We believe that every pupil's voice matters and that all pupils should have a part to play in making St Anne's the best school it can be. P4-P7 class representatives hold class council meetings to listen to the views and suggestions of their peers. P6 and P7 councillors act as council buddies for our younger pupils in N-P3. At full council meetings suggestions, ideas and concerns are shared and discussed and plans of action agreed.



St. Anne's Eco-Agency: 'Mission Possible'

St. Anne's Eco-Agency is a group of dedicated, enthusiastic volunteers. Comprised of two pupil representatives from each class and various members of staff, they collectively work together to make our school a more environmentally friendly place to learn, play, work and visit.

They are responsible for:

- **Raising awareness in our school community**
- **Educating and empowering others to make positive decisions and become change makers for an environmentally sustainable world**
- **Setting targets, compiling and reviewing action plans**
- **Auditing current practices and measuring the impact of initiatives that are introduced**
- **Working in collaboration with a variety of partner organizations and local businesses who have expertise in many areas of environmental management**

The Eco-Agency aims to make environmental awareness and action an intrinsic part of the life and ethos of St. Anne's Primary School and Nursery Unit. It endeavours to extend this learning beyond the classroom, into the home and into the wider community. St. Anne's Eco-Agency whole-heartedly believes that small actions by lots of people can make a big change and are privileged to 'Lead the scene to keep our school and planet green'.

School Charging and Remissions Policy

This policy has been formulated to meet the requirements of the Education Reform Order 1989, Articles 127-136. It is the policy of the Board of Governors to:

- **Maintain the right to free school education for all.**
- **Not lay a charge in respect of books, materials or equipment provided in connection with the Northern Ireland Curriculum.**
- **Levy, except where pupils are entitled to statutory remission, a charge for all board and lodging costs on residential trips.**
- **Establish that activities organised wholly or mainly during school hours should be available to all pupils.**
- **Make charges in respect of optional extras, as determined by the Board of Governors.**
- **Request voluntary contributions from parents for the benefit of the school or in support of activities organised by the school.**



Child Protection in St. Anne's School

St. Anne's Child Protection Policy meets the requirements of 'Safeguarding and Child Protection in Schools - a guide for schools' (Circular 2017/04), 'Safeguarding Board for Northern Ireland Procedures Manual' and 'Co-operating to Safeguard Children and Young People in Northern Ireland'. It recognises that the interests of the child are paramount. On the basis of the evidence available at the time of the most recent inspection the school and the nursery unit have comprehensive arrangements in place for safeguarding children. These arrangements reflect the guidance document issued by the Department of Education: Safeguarding and Child Protection in Schools 2017.

The Policy ensures that all those working in St Anne's are trained to identify various forms of child abuse: (a) Neglect (b) Physical Injury (c) Sexual Abuse (d) Emotional Abuse (e) Exploitation and to follow agreed procedures to protect the children. There is a Code of Conduct for all staff working in St Anne's. All personnel working in the school, including volunteers, are subject to the appropriate vetting as required by Circular 2013/01.

All staff, whether full-time or part-time, paid or voluntary, are responsible for protecting our pupils. A hard copy of the school's Child Protection Policy is given annually to all Nursery and P1 pupils. Pupils joining the school during the academic year also receive a hard copy of the policy. A copy of our Child Protection Policy and Anti-Bullying Policy are available on our school website (www.saintannesps.com) and can also be obtained from the school office. An email is sent to the parents of all pupils at the beginning of each school year with a link taking them directly to the school's Child Protection Policy and Anti-Bullying Policy. The following members of staff have special responsibility regarding Child Protection:

Designated Governor for Child Protection: Mrs H Elliott

Designated Teacher for Child Protection: Ms OCarroll

Deputy Designated Teacher for Child Protection (Nursery): Mrs D Hamill

Deputy Designated Teacher for Child Protection (Primary): Miss S Daly

In the event, that any of the above teachers cannot be contacted, Mr C Conway, principal should be contacted.

St. Anne's Bully Busters Team

Some of our senior school councillors also take on the role of St Anne's Bully Busters Team. Their role is to take the lead in reinforcing the strong anti-bullying culture we foster within St Anne's. They run regular fun events and campaigns aimed at ensuring everyone feels safe and welcome within our school and community.

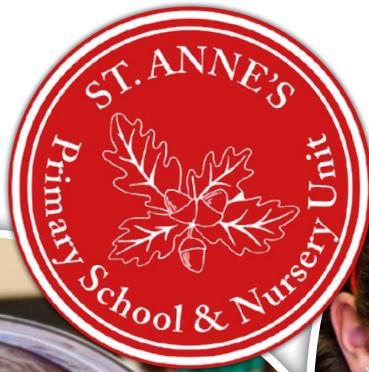
E-safety

At St. Anne's Primary School, our vision is to create motivated 'life-long' learners using ICT to enhance and extend learning and teaching across the whole curriculum. We understand the responsibility to educate our pupils on e-safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, and raising their awareness of the risks associated with the use of internet technologies and online platforms.

- **The use of the C2k Education Network filtering solution provides security and protection to C2k email accounts and internet access**
- **Staff must preview any recommended sites before use to ensure their suitability Children will have supervised access to Internet resources**
- **Children are taught what to do if they are presented with inappropriate material**







St. Anne's Primary School

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Finaghy

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