



PROSPECTUS

2023/2024

PRINCIPAL'S WELCOME



Meadow Bridge is a school where our teaching and non-teaching staff strive for excellence in everything they do. We provide a varied and stimulating learning environment which allows each child to reach his or her full potential.

It is also our aim to enrich the lives of all the children by providing many opportunities in sport, the arts, music, and a wide range of after-school activities that allow our boys and girls to have fun, make friendships, and develop new skills.

At the very heart of Meadow Bridge is a sense of community and a sense of family. It is our hope, as you read this prospectus, that you get a flavour of everyday life in our school and experience a little of what makes Meadow Bridge such a special place.

We would love you to visit us. Please phone to arrange to come to see us at any time.

We look forward to welcoming your child to our school family.

A handwritten signature in black ink that reads "D J Ball". The signature is written in a cursive, flowing style.

D J Ball BEd PQH
Principal

GENERAL INFORMATION



SCHOOL ADDRESS:

Meadow Bridge Primary School
3 Lany Road
Hillsborough
BT26 6JR

TELEPHONE NUMBER:

028 9262 2509

PRINCIPAL:

Mr D J Ball

CHAIRMAN OF BOARD OF GOVERNORS:

Miss J Townsley

TYPE OF SCHOOL:

Controlled Primary (Co-Educational)

AREA BOARD:

Education Authority (South-East Region)
Grahamsbridge Road
Dundonald
Belfast
BT16 2HS
Tel: 028 9056 6200

BOARD OF GOVERNORS

PERIOD OF OFFICE: SEPTEMBER 2018 – JUNE 2024

The Board of Governors is comprised of nine voting members, ie four Transferor (local church) Representatives, two Parent Representatives, two EA Representatives, one Teacher Representative and one non-voting member, ie the School Principal.

TRANSFEROR REPRESENTATIVES: Miss J Townsley
Rev P Galbraith
Rev Wm Henry
Mr J Woods

EA REPRESENTATIVES: Mr C Donnan
Mr E Poots

PARENT REPRESENTATIVES: Dr J Silversides
Mr J Pickering

TEACHER REPRESENTATIVE: Mr A McCollum

PRINCIPAL: Mr D J Ball

OFFICE BEARERS 2018 – 2024: CHAIRPERSON: Miss J Townsley
VICE-CHAIRPERSON: Rev P Galbraith
MINUTES SECRETARY: Ms E Woods

TEACHING STAFF 2023 - 2024

Principal	Mr D J Ball
Vice-Principal	Mr A McCollum
Heads of Key Stages:	
Head of Foundation Stage (P1/P2)	Miss J Wortley
Head of Key Stage One (P3/P4)	Ms R Stirling
Head of Key Stage Two (P5/P6/P7)	Mr A McCollum
Class Teachers:	
P1	Miss R McCrossan
P1/P2	Mrs R Haffey
P2	Miss J Wortley/Miss E Cousins
P3	Miss R Wilson
P3/P4	Ms R Stirling
P4/P5	Miss E Littler
P5	Miss A Campbell
P6	Mr A McCollum
P6/P7	Mrs D George
P7	Mr A McQuitty
Learning Support	Miss J Wortley (SENCo)

NON-TEACHING STAFF

Executive Officer:	Ms E Woods
Classroom Assistants:	
P1	Mrs P Johnston
P1/P2	Mrs J Toland
P2	Mrs M Megarry and Mrs K Galbraith
P3	Mrs V McCready
P3/P4	Mrs E McCartney
P4/P5	Mrs A Browne
P5	Miss S Emo and Mrs E Mullan
P6/P7	Miss C Lavery
Building Supervisor:	Mr A McCaw
Cleaning Staff:	Mrs C Lavery Mrs C Tate Mrs L White
Supervisory Assistants:	Mrs H McAuley Mrs M Adams
Kitchen Supervisor:	Mrs D Gregg
Kitchen Staff:	Mrs L White Mrs C Law Mrs C Tate
Bus Driver:	Mr J McKinstry

SCHOOL AIMS

Mission Statement

Meadow Bridge Primary School aims to foster a safe, happy, and caring environment where each child's personal development is nurtured. Every child's educational journey is enhanced and their lives enriched through stimulating learning experiences. Equal emphasis will be placed on pastoral care and on ensuring each individual reaches his or her academic potential, equipping them for the future.

Our School Aims:

- To provide a balanced, stimulating, and relevant curriculum, through high quality teaching and learning which fulfils the requirements of the Northern Ireland Curriculum.
- To develop each child spiritually, morally, intellectually, socially, emotionally, and physically through the day-to-day running of the school.
- To encourage qualities of independence, initiative, and self-confidence in each child.
- To help pupils develop and celebrate an understanding of their own culture and promote respect for that of others.
- To provide the highest standards of pastoral care and child protection/safeguarding.
- To develop effective home-school links so that children can benefit from their teachers and parents/guardians working in partnership.
- To establish and maintain acceptable forms of behaviour within a secure and positive school environment, encouraging self-discipline and an understanding of rights and responsibilities.
- To develop children's awareness of local and wider community and of the effects that their actions can have on both.
- To maintain ongoing links with the post-primary schools to which pupils transfer.
- To show commitment, through being a health-conscious school and supporting the wellbeing of children, who are therefore better able to learn and develop.
- To make environmental awareness and action an intrinsic part of the life and ethos of the school for both staff and pupils and to engage with the wider community.

Our school motto is 'Opening Doors of Opportunity Together'.



MEADOW BRIDGE

PRIMARY SCHOOL

'OPENING DOORS OF OPPORTUNITY TOGETHER'

THE SCHOOL BUILDING



Meadow Bridge Primary School opened its doors in 2003 when three local primary schools amalgamated, with the pupils from Maze PS, St James' PS, and St John's PS, joining together in the newly built school.

The modern, well-maintained accommodation comprises eleven classrooms, a Special Needs Room, three Activity Areas, a Library, Assembly Hall/Physical Education Hall, ICT Suite, Staffroom, Administrative Offices, and Meals Kitchen.

The grounds incorporate play equipment, a grass sports pitch, and extensive playgrounds. We also have an outdoor learning space which includes our garden and outdoor classroom.

Admissions Criteria for entry September 2024

Meadow Bridge Primary School

3 Lany Road

Hillsborough

BT26 6JR

Controlled Primary School

Enrolment No. 290

Admissions No. 41

Telephone: 028 9262 2509

E-mail: dball473@c2kni.net

Website: www.meadowbridge.org.uk

Principal: Mr D J Ball BEd PQH

Chair of Board of Governors: Miss J Townsley

Respective Functions of the Board of Governors

The Board of Governors draws up the admissions criteria and delegates to an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria.

Admissions Criteria

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 9 January 2024 at 12noon (GMT) and an application submitted by the closing date of 26 January 2024 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 26 January 2024 and up to 4 pm on 31 January 2024 will be treated as a late application, this is also the last date and time for processing a change of preference in exceptional circumstances. After 4 pm on 31 January 2024 no applications will be processed until after the close of procedure on 25 April 2024.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the online application or provided directly to the school. Information provided directly to the school must have been receipted by the school. Parents/Guardians should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the online application or provided directly to the first preference school (Information provided directly to the school must have been receipted by the school). Examples of such information include whether the child has brothers/sisters attending the school.

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, including those children whose parents deferred their admission to primary school in September 2023 as defined by the new School Age (NI) Act (both groups to be treated equally).

Priority will be given to children resident in Northern Ireland at the time of their proposed admission to the school before those who are not so resident.

If the school is over-subscribed, pupils will be admitted according to the following criteria, applied in the order set down to children of compulsory school age. Please note that compulsory school age now includes those children who had chosen to defer in the year 2023-2024.

- 1 Children with a brother/sister, half-brother/half-sister, step-brother/step-sister, foster brother/foster sister currently in attendance at Meadow Bridge. This must be stated on the application.
- 2 Children whose brother/sister, half-brother/half-sister, step-brother/step-sister, foster brother/foster sister was a former pupil of Meadow Bridge. This must be stated on the application.
- 3 Children who have a parent currently employed at Meadow Bridge. This must be stated on the application.
- 4 Other Children.

Supplementary Criterion

In the event of over-subscription within any one of the above criteria, the following sub-criterion will be applied:

- Children whose home is closest to Meadow Bridge, measured by the most direct route by road on Google Maps, will be given priority.

In the event that a Google Maps measurement is not available for a newly built house the closest listed address will be used to assist with measurement. This will be at the Board of Governors' discretion.

Tie Breaker Criterion

If two addresses with equal distance measurement qualify for the last available place, the last available place will be selected for admission on the basis of initial letter(s) of the surname (as entered on Birth Certificate) in the order set out below (determined by random selection):

I Q R N F V M D S U C L K J Z Y O A E W G T X P Mac H B Mc

In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames will be used.

Duty to Verify

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application.

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.

Waiting List Policy

Should a vacancy arise after the Open Enrolment Procedure concludes on 27 April 2024, all applications for admission to Year 1 at Meadow Bridge Primary School that were initially refused in the first instance will be given priority, followed by new applications, late applications and applications where new information has been provided, which will all be treated equally and the above criteria applied. This waiting list will be in place until the end of the 2024-2025 academic year.

The school will contact you if your child gains a place by this method. Your child's name will be automatically added to this list. Please contact the school if you wish for your child's name to be removed from the list.

Y2-Y7 Intake

As criteria 1-4 above.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2021/2022	41	41
2022/2023	55	45
2023/2024	53	46

ADMISSIONS ARRANGEMENTS

It is very important for all children to feel secure in their new school. For this reason, all new Primary 1 pupils and their parents are invited to an Intake Day held each June so that they can meet their teacher, visit their classroom, and familiarise themselves with the school environment.

A similar scenario pertains for new pupils of any age joining the school during the course of a year. If a place is available in the required year-group, both the prospective pupil and his/her parents will be invited to see around the school, accompanied by a member of the School Leadership Team, before making a formal application for admission.

We currently have 292 pupils enrolled in Meadow Bridge Primary School.

CURRICULUM

The aim of our school is to provide a broad and balanced curriculum which not only satisfies the requirements of the Northern Ireland Curriculum, but which also meets the specific needs of Meadow Bridge Primary School pupils.

AREAS OF STUDY

The Primary Phase comprises:

Foundation Stage	Years 1 and 2
Key Stage 1	Years 3 and 4
Key Stage 2	Years 5, 6 and 7

Each pupil follows programmes of work based on the six Areas of Learning specified in the Northern Ireland Curriculum. These Areas of Learning have been compiled by the teaching staff and are subject to ongoing revision, based on classroom experience and changing statutory requirements.

The six Areas of Learning are as follows:

1. Language and Literacy
2. Mathematics and Numeracy
3. The Arts (includes Art and Design, Drama and Music)
4. The World Around Us (includes Geography, History, Science and Technology)
5. Personal Development and Mutual Understanding
6. Physical Education

Through this curriculum the children will develop their skills in Communication, Using ICT and Mathematics, and Thinking Skills and Personal Capabilities.



RELIGIOUS EDUCATION

Religious Education has long been a statutory element of the school curriculum and in Meadow Bridge Primary School we recognise the need to cater for each child's spiritual development as part of his/her overall education. Collective acts of worship are led by the Principal, members of staff, children, and visiting clergy/speakers.

The programme of work offered within school is non-denominational and focuses on a syllabus agreed by the four main churches, which has been accepted by the Department of Education. In addition to classroom work, pupils attend assemblies on a weekly basis.

Parents who may wish to withdraw their children from formal Religious Education should contact the Principal. We accept and support the diversity of our school community.



HEALTH EDUCATION

Meadow Bridge operates a comprehensive programme of Health Education which provides our pupils with the opportunity to develop positive attitudes towards keeping healthy. We operate a 'Healthy Break' initiative and encourage children to drink milk, or water. We offer an optional 'Healthy Handy Break' scheme which enables parents to make payment for having a healthy break provided for their children each day.

Our pupils learn about the factors that contribute to good health, eg diet, exercise and hygiene; and also about the harmful effects of substances such as tobacco, alcohol and drugs. We run a 'Healthy Lifestyles Week' as part of our annual programme of events. Last year we had external support from:

- ❖ Love for Life
- ❖ High Five Friday
- ❖ Roots of Empathy
- ❖ Fresh Little Minds

SPECIAL EDUCATIONAL NEEDS

Meadow Bridge believes in early intervention so that as soon as a difficulty is noted, supportive measures are put in place. All such measures are taken in full consultation with parents.

In Primaries 3 – 7, reinforcement intervention programmes in Numeracy and Literacy are delivered by the Learning Support Teacher. The Reading Partnership Programme for Primaries 3 and 4 is overseen by the Literacy Co-Ordinator and delivered by fully trained parent volunteers.

Pupils who require specific support above their class differentiation, are supported with Personal Learning Plans (PLPs) devised by their class teachers in consultation with the SENCO and Learning Support Teacher, pupils, parents, and classroom assistants. The voice of the child is an important factor in all plans.

School is supported by many Outside Agencies which work in school with children from P1 – P7. These include RISE NI, Literacy Service, Educational Psychology, Play Therapy, Sensory Service, AAIS, Primary Behavioural Support & Provisions Service, and Language & Communication Service.

Any SEN information required can be obtained by contacting the SENCO, Miss Wortley.

ASSESSING AND REPORTING PROGRESS

Pupils' progress is monitored on an ongoing basis by class teachers. This in turn assists each teacher to prepare future work at an appropriate level and pace.

Formal Parent/Teacher Interviews to discuss the progress of individual pupils are organised twice per year, in the Autumn and Spring Terms, and a written report is issued in June. The school operates an open-door policy and it is possible to make an appointment to see your child's class teacher at any mutually convenient time.

Pupils from Primary 3 – Primary 7 are formally assessed each year using standardised tests in English and Mathematics (PTE/PTM). We also use a battery of diagnostic tests including CAT (Years 4 - 7) and PASS (Years 3 – 7).

At the end of Key Stage 1 (Primary 4) and Key Stage 2 (Primary 7), the pupils are statutory assessed and their progress compared with children of a similar age throughout Northern Ireland.

The results of these Key Stage assessments are reported to parents with the end of year report.

HOMEWORK

Homework is a valuable aspect of a child's schooling. It provides an opportunity to consolidate work done in class and can foster self-discipline and independence. Homework is also an important home/school link in that it enables parents to keep abreast of what their children are doing in school and is an opportunity to demonstrate to children that parents and teachers are working together to promote their education.

At Foundation Stage, homework generally concentrates on reading and early mathematics activities. Later, spellings, phonics and mental maths are introduced, and finally written activities. As children move upwards through the school, homework will gradually become more challenging and parents should advise the class teacher if significant problems occur. However, as homework later forms an integral part of the post-primary school curriculum, children should be encouraged to establish an appropriate routine from an early age.

PHYSICAL EDUCATION/SCHOOL GAMES

Games form an integral part of the curriculum at Meadow Bridge Primary School. Incorporated into the Physical Education programme all Primary 4 – 7 pupils have one hour of games per week. Various games and skills include football, hockey, netball/basketball, tag rugby, athletics and cricket.



HOUSE SYSTEM

A House System operates within Key Stages 1 and 2, designed to foster co-operation, citizenship, and social awareness.

The four houses are Willow, Ash, Hazel, and Oak and there is an annual competition for the Inter-House Trophy. Points are awarded for events including sporting competitions, quizzes, art and writing competitions, etc. Points are also awarded to pupils for their involvement in, and contribution to, the life of the school.



SCHOOL COUNCIL/BUDDY SCHEME

Our Primary 7 pupils have the opportunity to apply for the position of 'Playground Buddy'. They attend training in the summer term of Primary 6 and are then allocated a class to 'buddy' at break-time, monitoring playground and snack time.

Our School Council members meet regularly, representing their peers to discuss school issues. We value the power and influence of the 'pupil voice' in improving our practices and policies.



ECO SCHOOLS

School has received its fourth Green Flag, celebrating the ecological achievements of our pupils. Our Eco Council members work extremely hard, engaging with environmental issues. This gives our children confidence and motivation in their 'forward-thinking' as they work towards saving our planet.

EXTRA-CURRICULAR ACTIVITIES

AFTER-SCHOOL CLUBS

Extra-curricular activities in the form of after-school clubs are available for pupils in Key Stage 2. P4-P7 pupils have an opportunity to apply for clubs, the majority of which are led by school staff and are free of charge. In an effort to enable additional pupils to enjoy after-school activities, further paid clubs which are run in school by outside agencies are available for P2-P7 pupils. P1 pupils can avail of after-school clubs during terms 2 and 3.

The current range of clubs this year includes:

Girls' Hockey	Cross-Country	Good News Club	Clay Modelling
Boys' Hockey	Cricket	STEM	Sewing
Senior Football	Athletics	Computer Club	Cookery
Junior Football	Forest Schools	Choir	Irish Dancing
Netball	Coding Club	Eco-Schools	Gymnastics
Rugby	Cycling Proficiency	Arts & Crafts	Lego Club

NB: Boys' and Girls' Hockey, Netball, and Football Clubs represent school in competition and pupils are selected on merit.

Individual music tuition is provided in piano, drums, guitar, woodwind, brass, and lower and upper stringed instruments. School welcomes music tutors from the Education Authority's peripatetic service and also private tutors.

An optional 10-week swimming programme is available to all pupils in Primary 4 to Primary 7.



SPRING CONCERT

As an increasing number of children have been taking music lessons in school and singing in the Choir, we have introduced a Spring Concert into our calendar to enable them to have an opportunity to showcase their musical talents and their enjoyment of singing.



SCHOOL SHOW

Each year our Primary 7 pupils prepare a school musical which is staged in school. This is one of the highlights of their final year with us, before moving on to post-primary education.



SAFEGUARDING AND CHILD PROTECTION

Meadow Bridge Primary School has a Safeguarding and Child Protection Policy in place which is designed to ensure that your child is safe and protected in school. School staff with responsibility for the co-ordination of the Child Protection Policy include:

- Designated Teacher: Mr A McCollum
- Deputy Designated Teacher: Ms R Stirling



Parents are informed each September (via the Parent Information Pack) as to how they may express concerns or make a complaint regarding Child Protection.

The Designated Governor for Safeguarding and Child Protection is Mr C Donnan. All staff receive up-to-date Safeguarding and Child Protection training annually.

SECURITY

For your child's safety the school has a controlled access policy. Parents or others wishing to visit during the school day should use the main entrance doors at the front of the building. Access is monitored by security video systems.

PASTORAL CARE

The school places equal emphasis on pupils' personal development and academic progress. Care is taken to sustain a congenial working atmosphere in order to promote a sense of security and wellbeing in all children. The highest standard of work within the capabilities of each individual child is encouraged in all curriculum areas and considerable emphasis is placed on developing pupils' confidence, self-esteem, and consideration for others.

The school has structured policies for Child Protection, Pastoral Care, Anti-Bullying, and pupils' Health and Safety. The latter contains teaching modes on personal safety and drug awareness.

If you have any concerns about your child, please arrange to see his/her class teacher, the Head of Key Stage, or Mr Ball, as soon as possible. If we have any concerns we will certainly contact you. During the course of a school career most children will become upset by events in school – falling out with a best friend, fears about bullying, anxiety about work, etc. Events outside school can also cause difficulties – illness or death in the family, a change in home circumstances, etc. It will be necessary for a child to receive additional support both in school and at home at such times.

We currently offer a counselling service which is delivered in school by Illuminate Counselling and parents who feel that their child may benefit from this are requested to contact Mr Ball.

BEHAVIOUR

The school aims to foster in all pupils, respect and pride in their environment and consideration and respect for themselves and other people, regardless of sex, religion, colour, family background or nationality. The day-to-day regime of the school is deliberately ordered to provide a secure and comfortable working environment for pupils and staff alike.

Rules, necessary for the wellbeing of the whole school community, are kept to a minimum and are designed to promote self-discipline. These are discussed regularly with all pupils at an age-appropriate level. Responsible behaviour is the norm within school, which relies on full parental support in all matters of behaviour/discipline.

As part of our Positive Behaviour Programme we are a Rights Respecting School. The RRS Award recognises success in putting the United Nations Convention in the Rights of the Child, at the heart of the school. Last year we received our Bronze Award. Each class will operate a RRS Classroom Charter.

ATTENDANCE

The annual rate of attendance for the past three years was as follows:

2020/21	98.2%
2021/22	93.9%
2022/23	95.0%

MEDICINES IN SCHOOL/MEDICAL INFORMATION

On occasions your child may have a medicine prescribed by the Doctor and yet be fit enough to attend school. Staff will administer medication if parents are unable to administer the medication themselves and under the following conditions:

- An Administering Medicines Request Form is completed.
- The medication must be labelled with your child's name and the name of the medicine, as well as the dosage and clear written instructions. The smallest practicable dose should be brought to school.
- The medication **must not** be brought to school by your child. You must bring the medication and give it, with instructions, to the class teacher. It will then be stored in a safe place.

Each year you will be required to complete an Allergies/Medical Condition form. These records are collated and kept in school and each member of staff is made aware of them. Care Plans are kept centrally in the Office.

The Health & Safety Co-Ordinator is Ms R Stirling.

PARENT TEACHER ASSOCIATION

For many years the school has benefited from a very active Parent Teacher Association. The PTA Committee is elected at an annual meeting and organises a programme of social and fund-raising events for the year. Through its considerable endeavours the PTA is able to contribute generously to the resources of the school and provides a much-valued home/school link.

The PTA teacher representatives are Miss A Campbell, Miss E Cousins, and Miss R McCrossan.

PARENT LINKS

We very much value our Praying Parents' Group which meets on one Thursday per month. If you are interested in participating, please contact Mrs Esther Mullan (via the school office).

MEADOW BRIDGE CHILDREN'S RESOURCE FUND

Meadow Bridge Children's Resource Fund seeks and uses parental donations each year to provide educational resources "for the immediate and direct benefit of every pupil". Under current formula funding arrangements, the school receives one of the lowest per pupil amounts in the South-Eastern Region of the Education Authority, so parental contributions to the Children's Resource Fund are particularly valuable.

CHARGING AND REMISSIONS POLICY

Schools in Northern Ireland are required to operate a charging policy for activities undertaken within or partly within the school day. In accordance with this requirement, it is the policy of the Board of Governors to:

- Uphold the right of free education for all pupils.
- Require parents to pay for pupils' board and lodging on residential trips, taking account of any relevant remission arrangements.
- Seek voluntary parental contributions for educational visits and other activities organised by the school and reserve the right to cancel any visit or activity if such contributions are not made.
- Make charges in respect of optional extras.

DOCUMENTATION

There is a requirement to make certain information available to parents. This includes curriculum details, statements of school policy, formal papers sent by the Department of Education to schools, and procedures for complaints about the school curriculum and related matters. Copies are held in school and can be viewed by arrangement with the Principal.

SCHOOL UNIFORM

The school values parental co-operation in pupils wearing school uniform. Set out below is a uniform list:

GIRLS

School sweatshirt
White short-sleeved polo shirt
Grey skirt/pinafore/trousers
Black School Shoes

BOYS

School sweatshirt
White short-sleeved polo shirt
Grey trousers
Black School Shoes

Children will also require black shorts, a white t-shirt, and gym shoes/trainers of their own choice for PE. Please ensure that all items of uniform and PE clothing are labelled with your child's name.

NB: Most items of school uniform can be bought from any chain store. School polo shirts and sweatshirts are currently available from McCall's of Lisburn.

An optional Meadow Bridge coat and tracksuit/PE kit are also available for those who wish to purchase these items. This tracksuit/PE kit may be worn to school two days each week when the children have PE.



THE SCHOOL DAY

The teaching staff are on duty in their classrooms from 9.00 am and children should not come into the school building before that time.

The school day starts at 9.00 am.

Primary 1 pupils stay until 1.00 pm in September and until 2.00 pm from the first week in October until the end of June.

Primaries 2 and 3 pupils stay until 2.00 pm throughout the year.

Primaries 4 – 7 pupils stay until 3.00 pm throughout the year.

Morning Break: 10.30 am – 10.45 am for all pupils outside, with Break being eaten afterwards.

Lunch Break: 12.15 pm – 1.00 pm for all pupils.

In the interest of safety, children are not allowed to leave school for any reason unless they are collected by a parent or responsible adult. Please send a note to the class teacher if your child will need to get out of school early, eg for a medical appointment.

LUNCHTIME ARRANGEMENTS

Pupils may have a school dinner in the Dining Hall or eat a packed lunch in their own classroom. The cost of school dinners is set each year by the Education Authority and at present is £2.60 per day. Application for free school meals can be made online via the EA website for pupils who may qualify.

BREAKFAST CLUB

Our Breakfast Club runs from 7.40 am until 8.40 am when the playground gates open. Places may be booked, and payment made, via School Money.

AFTER-SCHOOL CARE

Our After-School Care is available until 6.00 pm each day. This facility is managed by Sleepy Hollow staff and all bookings are made directly with them: <https://www.sleepyhollowgroup.com>

CAR PARKING

Parking space in the immediate vicinity of the school is very limited. In the morning and at 2.00 pm and 3.00 pm we ask you to park safely and show courtesy to local residents.

NB: When parking in school grounds, please ensure that you allow access for the school bus and staff parking.

HOLIDAYS AND CLOSURES 2023-2024

School Development Day 1	Friday 29 September 2023
Half-Term	Monday 30 October until Friday 3 November 2023 inclusive
Christmas	Thursday 21 December 2023 until Tuesday 2 January 2024 and Wednesday 3 January 2024
School Development Day 2	Monday 12 February 2024
School Development Day 3	and Tuesday 13 February until Friday 16 February 2024 inclusive
Half-Term	Monday 18 March 2024
St Patrick's Day	Monday 25 March 2024
School Development Day 4	and Tuesday 26 March until Friday 5 April 2024 inclusive
Easter	Monday 6 May 2024
Bank Holiday	Tuesday 7 May 2024
School Development Day 5	Monday 27 May 2024
Public Holiday	

The school year ends for pupils on Friday 28 June 2024 at 12.00 noon.



PLEASE NOTE

The information contained in this booklet is correct at the time of publication in September 2023. If changes occur subsequently, details will be circulated to parents.



'OPENING DOORS OF
OPPORTUNITY TOGETHER'