



SACRED HEART PRIMARY SCHOOL

Dundrum

PROSPECTUS 2017/18



Dear Parents/ Guardians,

I would like to extend a very warm welcome to both you and your child to Sacred Heart Primary School, Dundrum. As a school we understand that this is a very important time for you as parents/ guardians in choosing the right primary school for your child.

We are a fully inclusive Catholic Primary School and are very welcoming of children from all or no faith backgrounds. Our ultimate aims are to establish and foster Christian values for life and to deliver the very highest standards of education for all children. To succeed in our aims it is essential that we work in partnership with you as parents and the parish as a whole. Indeed the success of our school depends on the cooperation and close working relationship between staff, pupils, parents and all outside agencies.

The school was last inspected by the Education and Training Inspectorate (ETI) in May 2017 when we were judged to be 'good/very good' in all the key areas of inspection and in our overall effectiveness of provision. This very positive inspection feedback is a source of pride to the whole school community. We are continuously evaluating and striving to improve all aspects of school performance.

This prospectus has been created to give you an insight into the life of Sacred Heart Primary School which has a long history of serving the Parish of Dundrum. We hope it helps you gain an understanding of how our school is organised and to appreciate the exciting opportunities on offer to children within our care.

If you require any further information or clarification of any item mentioned in this year's prospectus do not hesitate to contact me. We look forward to welcoming you to our school, and to a happy and successful partnership with all our new children and families.

Yours faithfully,

Stephen Austin

Stephen Austin
Principal





MISSION STATEMENT

In Sacred Heart Primary School we aim to give all the children in our care wide experiences appropriate to their age and ability. We try to develop in our pupils a pride in their own self-worth and recognition of the value of other people, regardless of social or cultural background. We expect our pupils to work hard to achieve our aims and for parents to assist us in carrying out our responsibilities in a mutually supportive, caring environment.



School Motto

'Striving for Greatness Together'

Our motto reflects our commitment as a school community to work purposefully together with our pupils to ensure they reach their greatest potential.





THE AIMS OF THE SCHOOL

Sacred Heart Primary School aims to provide pupils with the best possible opportunities to learn and develop in order to help them fulfil their potential and contribute to society and the economy.

We aim to achieve this by:

- Creating a caring, Christian environment in which every individual is aware of his/ her personal worth as a human being and child of God.
- Fostering in the children respect, not only for themselves, but also for all other people regardless of age, colour, creed or class.
- Encouraging concern for those in need and developing a willingness to help.
- Working closely with parents and others involved in the welfare of the children so that school is seen as an extension of the Christian Family at home.
- Helping each child grow and develop spiritually, morally, intellectually, culturally and physically.
- Aiming for the highest standard of skill and achievement in all subjects while being aware of the difficulties and limitations of individual children.
- Providing, where possible, additional help, support and encouragement for less able and more able children.
- Trying to follow, in every aspect of school life, the Christian guidelines of Kindness, Truth, Understanding and Justice.
- Establishing an environment where all the staff, school governors, ancillary staff and parents can work with each other for the successful achievement of these aims.



GENERAL INFORMATION

Sacred Heart Primary School
27 Main Street
Dundrum
Co. Down
BT33 0LU

Telephone 02843751293
Email saustin015@c2kni.net
Web Address: www.sacredheartdundrum.co.uk

Principal: Mr Stephen Austin
Chairman of the Board of Governors: Mr Maurice Redmond

ABOUT

Sacred Heart Primary School is a Catholic Maintained Primary School for both boys and girls and is under the control of the Catholic Council for Maintained Schools (CCMS.)

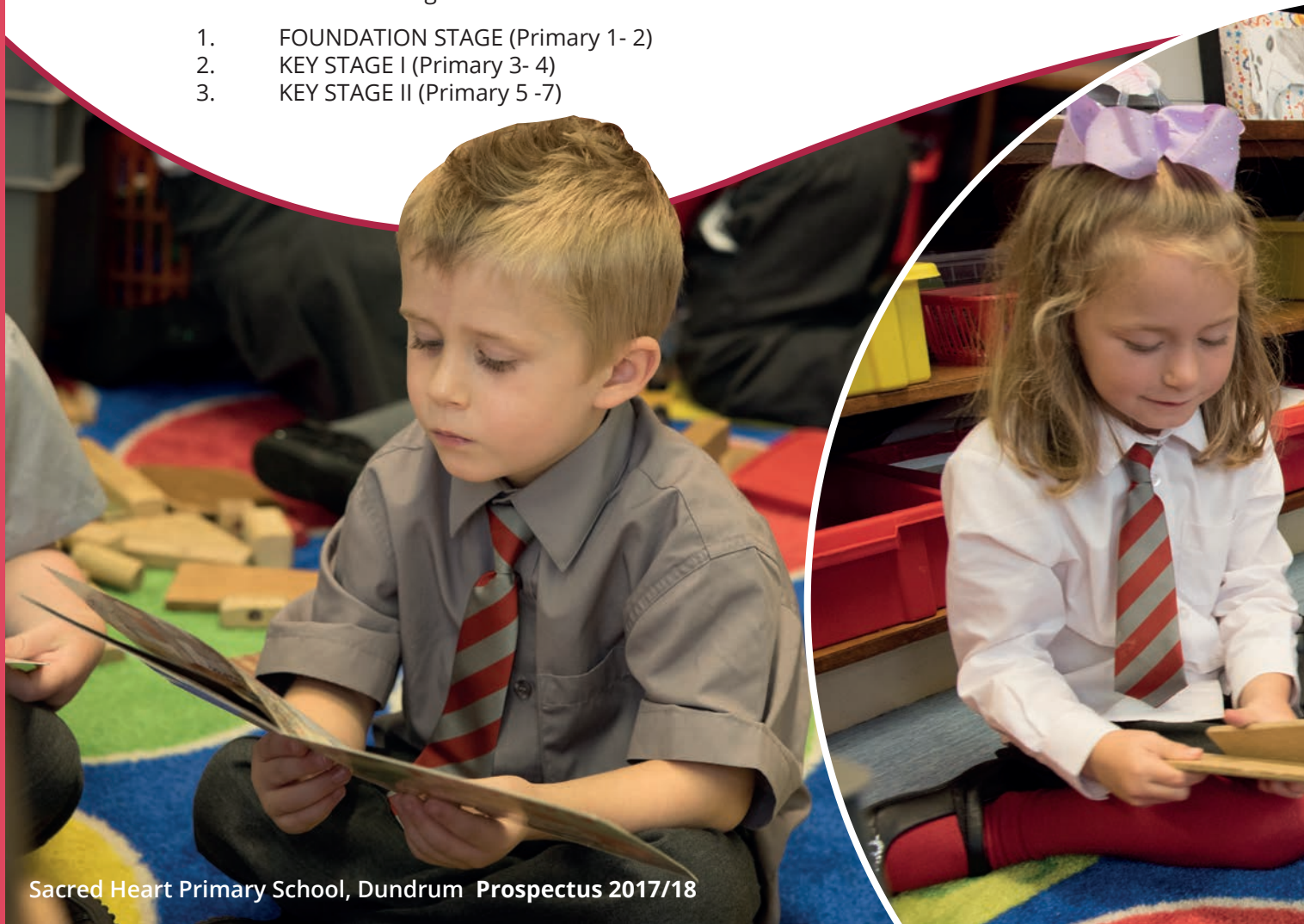
The present building was opened in 1973 and is situated on an elevated site behind The Church of The Sacred Heart.

ACCOMMODATION

There is accommodation in Sacred Heart for 136 pupils. The main school consists of four classrooms including a large Assembly/ PE hall, a library/ SEN Area, ICT Suite, offices and stores. All classrooms have the latest IMEX Android based Multi-touch Screens, a number of classroom computers as well as regular access to a school set of iPads. This is a spacious building which facilitates the children's practical-based learning. Primary 1 & 2 have their own safe play areas with a well maintained and marked out playground in which to engage with their outside learning environment. The children in P3-7 have their own playground with marked areas for cycling, basketball, netball and football. The Eco-Gardens provide outdoor education for all.

There are three main teaching areas in the school

1. FOUNDATION STAGE (Primary 1- 2)
2. KEY STAGE I (Primary 3- 4)
3. KEY STAGE II (Primary 5 -7)



ORGANISATION AND MANAGEMENT OF THE SCHOOL

The Board of Governors has overall responsibility for the effective management of the school. As well as nominees of the Trustees, the Education Authority and the Department of Education also has membership to the Governors. Completing this membership are one elected representative from the teaching staff and one elected member to represent the views of the parents. The Principal completes this team which represents all the main interests concerned with Sacred Heart Primary School.

The present Board of Governors are led by the Chairperson Mr Maurice Redmond and Vice-Chairperson Mrs Elizabeth Byrne.

Duties of school governors include....

- Maintaining and developing the Catholic Ethos of the school
- Ensuring that the statutory curriculum is delivered effectively and efficiently
- Reviewing and benchmarking outcomes, identifying any areas where improvement could be made
- Participation in school development planning
- Review and ratification of school policies
- Staff recruitment and staffing matters
- Determination of admission and enrolment criteria
- Ensuring the school remains within budget
- Ensuring school premises are well maintained
- Fostering links with the local community

The positions are voluntary and unpaid. The Board of Governors is required to meet three times per year but in practice meet more often. Governors also participate in the regional governor training programme.

We would encourage you to read the Annual Governors' Report which we would hope you would find interesting and informative. The report evidences our accountability as governors to you, the parents. The report also highlights the contribution made to the school by staff, parents, governors and the wider community.



ADMISSION CRITERIA

If the school is over subscribed the Board of Governors will use the following criteria to decide who should be admitted to Sacred Heart Primary School.

1. Children of compulsory school age who live in the Parish of Dundrum.
2. Children of compulsory school age from other areas.

In the event of over-subscription in any one of the above criteria, taken in order, the following sub-criteria will be applied in the order set down (a) to (c).

- a) Children who have brother(s)/sister(s), half-brother(s)/sister(s) presently enrolled in the school.
- b) Children whose parents/guardians, brother(s)/sister(s), half-brother(s)/sister(s) are former pupils of the school.
- c) Other children
 - The Admission Criteria will be reviewed regularly.
 - Applications for admission to Primary One after the beginning of the school year will be subject to the same criteria.
 - Applications for admission to any other year will also follow the same criteria.



ENROLMENT

It is the aim of the Sacred Heart to involve all parents in the education of their children and to inform them of their child's progress.

The arrangements are as follows:

Before enrolment:

1. Entrants to Primary One;
 - Prospective parents will be invited to The Annual Open Night (held in December) to meet with the Principal and teachers and to view the whole school and the Primary One area.
 - During the Summer Term there will be an Induction Morning for all new P1 pupils. The Principal will meet all new parents and pupils and deliver a presentation on important school information and procedures. The P1 teacher will be on hand to address any parental queries and to meet all new pupils.
2. Entrants who have previously attended another school;
 - A meeting will be arranged with the Principal,
 - Parents are welcome to view the school premises (by appointment),
 - A meeting can be arranged with the prospective class teacher of the child.

After Enrolment:

- In September of the new academic year, parents will be invited into school for a curriculum meeting with their child's teacher.
- Parents will be invited to meet with their child's class teacher on a one-to-one basis (November) to discuss their child's progress.
- During the Third Term parents will receive their child's annual report.
- Parents will be invited to attend a host of other activities during the school year e.g. Assemblies, Masses, First Confession, First Holy Communion, Confirmation, School Productions, Sports Days etc.
- Parents are very welcome to come to school at any time to discuss their child's progress but to avoid any disruption of class work, an appointment must be made through the School Office.





SCHOOL TIMETABLE

School starts at 9.10am.
P1-3 children finish at 2.00pm.
P4-7 children finish at 3.00pm.
All children finish school at 2.00pm on Friday.

N.B. Primary 1 children finish at 12pm during the first two weeks of September.

Punctuality and attendance are very important. In the interests of Child Protection, children will not be permitted to leave school without parental permission. Full attendance is encouraged at all times.

Parents should endeavour to collect their children punctually.

Children should have vacated the school premises by 3.10pm unless they are staying for extra-curricular activities.

A note of explanation must follow a child's absence from school. Medical and dental appointments should be arranged outside of school hours if at all possible.



PARENTAL VISITS TO THE SCHOOL

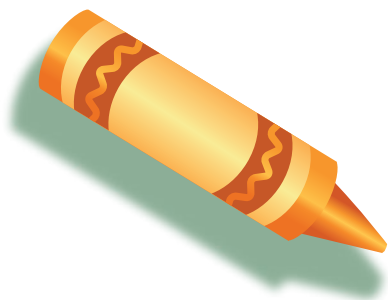
Parents play a vital role in the education of the child. We endeavour to ensure that parents feel welcome and that they are kept informed about all aspects of school life. Parents are very welcome to come to the school to discuss their children's progress, or if a problem arises. To avoid disruption of classroom work, the following procedure should be followed.

- a) Emergency – Parents should contact the Principal, who will arrange a discussion with himself or the class teacher.
- b) Non-emergency – Parents should contact either the School Secretary or Principal, who will arrange an interview with the class teacher at a mutually convenient time.

If parents visit the school, they must contact the Principal before going to the class teacher.

Phone calls are necessary, but during the school day a teacher's responsibility is with the children. Teachers may take brief and urgent phone calls, otherwise, it is more convenient to telephone after school hours.





HOLIDAY ARRANGEMENTS

The school will be closed for the months of July and August.

Information about other holidays i.e. Christmas, Easter, Holy Days of Obligation and mid-term breaks will be sent to parents at the beginning of September.

In the event of an emergency closure, every attempt will be made to notify parents to enable them to make alternative arrangements.



SACRED HEART PRIMARY SCHOOL UNIFORM

Your child is expected to wear full school uniform at all times. The wearing of earrings is restricted to studs only. Rings are prohibited at all times. Earrings are prohibited on PE days as they are contrary to Health & Safety Regulations. Long hair must be kept tidy at all times.

GIRLS

Grey pinafore or skirt,
Red cardigan or jumper with school crest,
(ANNETTS, Newcastle)
White blouse,
Red and grey striped tie.
Grey/white socks or grey/black/red tights.
Red checked dresses may be worn in the Summer Term.

BOYS

Charcoal grey trousers,
Red jumper with school crest, (ANNETTS, Newcastle)
Grey shirt,
Red and grey striped tie.
White Polo Shirt may be worn in the Summer Term.

SHOES

All children must wear regular black school shoes.
NB No high heels or trainers.
Trainers may be worn in the Summer Term.

PE

Grey school jacket, school football shirt and black tracksuit bottoms should be worn for PE lessons.

SCHOOL RULES

We are committed to providing a safe and caring environment for your child. We ask all parents to cooperate fully and support our set of school rules set out below;

School Charter

1. We follow instructions.
2. We are polite to staff, visitors and each other.
3. We do our best at all times.
4. We listen carefully to adults and each other.
5. We always walk inside school.
6. We always walk on the right in silent straight lines.
7. We respect each other and value each other's opinions.
8. We respect our books and equipment.
9. We keep our class and school tidy at all times.
10. We include everybody in our games and treat people as we would like to be treated.

These are the general school rules. More specific rules apply to the classroom and the playground. Praise, motivation, rewards and privileges figure highly in maintaining good discipline.



$$2+2=4$$



THE CURRICULUM

Our teachers are fully committed to the Northern Ireland Curriculum and embrace the importance of the Early Years. We work hard to ensure children experience a smooth transition from pre-school to Primary 1. Children benefit from challenging play based learning that encourages important social, emotional and physical skills as well as promoting their early Literacy and Numeracy development. Our children learn to think, problem solve, share, cooperate and develop self-esteem and confidence.

Six Key Areas of Learning

The Primary Curriculum is set out in Six Areas of Learning:

- ✓ Language and Literacy
- ✓ Mathematics and Numeracy
- ✓ The Arts
- ✓ The World Around Us
- ✓ Personal Development and Mutual Understanding
- ✓ Physical Development and Movement

At the heart of the curriculum lies an explicit emphasis on the development of skills and capabilities for lifelong learning and operating effectively in society. Through opportunities to engage in active learning contexts across all areas of the curriculum children will progressively develop:

Cross Curricular Skills:

- ✓ Communication
- ✓ Using Mathematics
- ✓ Using Information and Communications Technology

Thinking Skills and Personal Capabilities:

- ✓ Thinking, Problem Solving and Decision Making
- ✓ Self Management
- ✓ Working with Others
- ✓ Managing Information
- ✓ Being Creative



PERSONALISED LEARNING

At Sacred Heart Primary School we strive to establish good relationships with all families; identify young people's individual barriers to learning early on; and refer swiftly those who need more specialised support. The SENCo Mr Austin is in position to address identified barriers to learning through our own services, working with the full range of extended services already on offer to children and families. We offer Numeracy and Literacy Support, from fully trained staff, to ensure pupils receive the support they require to reach their fullest potential. Sacred Heart Primary School has a positive commitment to quality and excellence for all and constantly seeks to ensure that the equal opportunities for learning are available for all pupils.

Assessment and Reporting Procedures

Assessment of children's work is an integral part of our school curriculum and is used to establish each child's level of achievement and to assist the teacher to plan and meet the needs of each individual child.

Assessment in the Foundation Stage

Assessment in Primary 1 and Primary 2 is mainly observation based. Adult observations are carried out with the children in an unobtrusive way and inform future planning. Children are made aware of their progress by receiving positive feedback and work together with their teacher to suggest ways to improve.

Teachers assess pupils' cross curricular skills, thinking skills and personal capabilities, levels of concentration and involvement and emotional development.

Assessment in KS1/KS2

Assessment in Sacred Heart happens on a daily basis. Teachers plan meticulously to meet the needs of all children and evaluate their learning each week, setting new targets for further development. More formal assessments take place during the year using the NFER Progress Test in Maths, Progress Test in English, Group Reading Test, Single Word Spelling Test and Non Reading Intelligence Test. Test results are analysed at individual, class and whole school level.



REPORTING TO PARENTS

Sacred Heart Primary School shares information on pupil progress on an annual basis. Comments and information reported reflect the learning experiences the pupil has had over the course of the year.

Further Reporting Procedures:

- Parent/Teacher interviews in November
- Annual report to parents/guardians in June
- Reporting on Individual Educational Plans
- Comments on written work including homework
- Meetings at the request of a teacher/parent

RELIGIOUS EDUCATION

Our Catholic Ethos is an inclusive one which accommodates children from other faith backgrounds within one school community.

Sacred Heart Primary School promotes a set of values and an ethos which are universally accepted by all. The 'Grow in Love' and 'Alive O' programmes are the foundations on which Religious Education is delivered within the school. The children reverently prepare for the Sacraments of Reconciliation, Eucharist and Confirmation. Dedicated staff work closely with local Parish Priest Father Fleck.

LEARNING SUPPORT PROGRAMME

Our learning support programme ensures all pupils, regardless of academic ability, have full access to the Northern Ireland Curriculum.

At Sacred Heart we can offer:

- Maths Support Sessions
- Literacy Support Sessions
- SENCo Support

Children are supported in class and withdrawn on an on-going basis.

We have also built up a very strong working relationship with our other partners e.g. School Medical Team, RISE, Educational Psychology, Occupational Health, Behavioural Support and Down Outreach. We are proud to host the Home Start Parent and Toddler Group each Wednesday morning in the in the school Assembly Hall. These agencies liaise with the teaching professionals when required and also provide training when required.



PASTORAL CARE

All staff have the responsibility of the day to day care of all children in the school. Each child is treated as an individual and the interests of each child are foremost in the minds of those who are working in school. If you have any worries or concerns about your child in school or at home please speak to the class teacher or Principal. It is important that your child is happy and confident in school and this can be achieved if parents and teachers work together.

Mrs Mc Polin is the Designated Teacher for Child Protection and Mr Austin is the Deputy Designated Teacher. These staff have responsibility for the school's Pastoral Care Policies. All statutory requirements regarding Pastoral Care and Child Protection are outlined in these policies and are fully implemented in this school. All staff follow these procedures closely. When a child is sick or injured the school will endeavour to contact the parent. If this is not possible the child will be brought to hospital. Parents/Guardians should always leave an Emergency Contact Number with the Principal.

Health and Safety of Children at Sacred Heart Primary School

The health and safety of your child is of paramount importance to us and our school policies are continually reviewed on a regular basis to keep all of our children safe, happy and adequately protected.





HOMEWORK

Homework is an integral part of every pupil's learning. It is an enjoyable way in which children can consolidate and build upon the learning which has taken place during the school day. Parents are encouraged to be actively involved in their child's homework. Homework set by the school should be checked and signed regularly. Our Homework Policy seeks to accommodate the age, learning needs and abilities of all children through the differentiation of tasks and outcomes.

The success of home learning depends on the supervision and interest of parents/guardians in their child's work. The tasks and teacher comments help parents/guardians monitor their child's progress. If you have any concerns regarding homework please do not hesitate to contact your child's teacher. We try to vary homework activities and encourage the children to use a variety of learning styles and strategies.

SCHOOL AND ECO COUNCILS

We have established strong School and Eco Councils. Children are elected by their peers to represent their class and work with staff on school improvement to ensure pupil voice is included in all aspects of school improvement. These councils give the children a voice that can impact change at school in a highly positive manner. The work and progress of the councils is available to view on the school website.

EXTRA CURRICULAR ACTIVITIES

Sacred Heart Primary School operates daily extended school clubs from 2.00 - 5.00pm. The children can participate in activities, sports and art and crafts. There is a daily charge of £1/2 per hour for this service. Pupils are encouraged to participate in various extra curricular activities throughout the school year. These include Music (Violin, Keyboard & Tin Whistle) Languages, ActiSport, Netball, Tennis, Cricket, Gaelic Football, Dodge Ball, Boxercise, Art and Design, Eco/Gardening Club, Cookery, Literacy Club, Numeracy Club, Cycling Proficiency and ICT.

Our Breakfast Club begins at 7.30am to facilitate working parents. Children can have a great start to the day with a healthy breakfast in fully supervised surroundings.

Annual Schools Sports Day

The Annual Inter Schools Sports Day takes place in the Third Term at the Dundrum GAA Playing Fields. Parents and members of the community are very welcome to attend.





SCHOOL MEALS

A variety of nutritious meals are available in the school canteen. Children can avail of these for a daily cost of £2.60. For those pupils entitled to free school meal, forms are available from the Secretary. Children who bring a packed lunch to school will also be supervised in the canteen during this time.



CHARGING AND REMISSIONS POLICY

It is the policy of the School to:

- Require parents/guardians to pay charges for board and lodgings for their children on residential trips, taking account of any relevant remission arrangements
- Confirm its right to invite voluntary contributions for the benefit of the school or in support for activities organised by the school
- Make charges in respect of optional extras, as determined by the Principal and/or Governors.



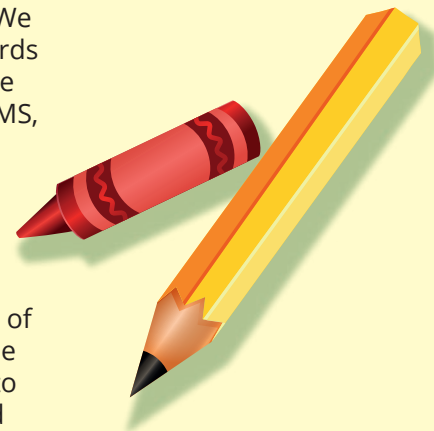


CHARITIES

In Sacred Heart we recognise that it is our duty to develop in our young people a sense of caring for others in our society. We strive to develop in our children a caring, loving attitude towards those less fortunate than ourselves. During the school year we support a number of charities including CLIC Sargent, Action MS, Trocaire, SVDP and many others.

CROSS COMMUNITY LINKS

In Sacred Heart we strive to create an atmosphere that is one of understanding and tolerance both within the school and in the wider community. We continuously search for opportunities to engage in shared education with schools of various faiths and differing educational contexts.



LINKS WITH OTHER AGENCIES

We see the school as a vital part of the Sacred Heart Parish and take every opportunity to contribute to the life of that parish. In order to do this we liaise closely with our Parish Priest Fr R Fleck. Fr Fleck visits the school regularly and has an excellent relationship with the staff and the children.

We have established close links with our neighbours Dundrum GAC, Dundrum Community Playgroup, Knockevin Early Years Centre and Dundrum Development Association. We actively seek opportunities to participate in shared initiatives. Sacred Heart also has excellent partnerships with our local secondary schools in order to ease each child's transition from primary to second level education. Primary Seven children visit their new school in the Third Term.

We co-operate with and fully support the work carried out by the EA, the local Health Trust personnel and, when necessary, we seek the help and advice of other statutory agencies. Visitors such as the school nurse, doctor, dentist and educational psychologist regularly assist the school in order to cater for the needs of your child.

School Trips

We provide our children with a wide range of educational experiences throughout their educational journey. We are a community school based in the picturesque location of Dundrum and constantly seek to visit locations such as the beach, village and Castle. Each class enjoys a Christmas trip to a pantomime or Film theatre and an annual school trip. We incorporate many educational trips to compliment 'World Around Us' topics to locations such as W5, Titanic Quarter, Exploris Aquarium, Armagh Planetarium, The Fairy Glenn, Tollymore Forest Park etc.

When booking trips teachers will always inform parents of:

1. Destination
2. Time of departure
3. Time of return
4. Place(s) to collect children
5. What children must bring with them

Communication

We are extremely proud of our website www.sacredheartdundrum.co.uk. It is the perfect way for all school stakeholders to stay updated with the daily life of the school and its pupils. Sacred Heart Primary School also sends home mid-monthly newsletters to parents/guardians. All newsletters are available to download from the school website under the 'Parent Section'. We have a Twitter Feed that automatically sends out latest news directly to parents/guardians. Text messages are sent to update parents/guardians of important school news and events.





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