

‘Making learning a life-long habit.’

LISLAGAN

Primary School

Prospectus



www.lislagan.net



PRINCIPAL'S WELCOME

Dear parents and guardians

On behalf of the children, staff and Governors, I'd like to welcome you to Lislagan Primary School.

We are officially classified as a controlled, co-educational state school, open to all. We are a school that believes in the value of every child and adult who enters our family orientated community of learners. We believe that all children who become pupils at our school deserve the best and our aim is to help them succeed by reaching their potential in every aspect of school life – emotional, academic, social, physical and spiritual. Lislagan is dedicated to the holistic development of every pupil in its care through a child-centred approach to learning.

The development of emotional intelligence is the foundation for learning in Lislagan and permeates throughout all aspects of the curriculum. At Lislagan we believe in the concept of lifelong learning and the notion that adults and children learn new things everyday. We maintain that learning should be a rewarding and enjoyable experience for everyone. Through our teaching we strive to equip our children with the skills, knowledge and understanding necessary for them to make the informed choices needed for today's society.

Within our school we work very hard to create a team of teachers, classroom assistants, and support staff who are dedicated in supporting our children towards achievement.

We hope that, as you read our school prospectus, you will gain a sense of the value we place in each child and recognise our commitment and desire to ensure high standards in all areas of the curriculum.

In Lislagan we believe in the Triangle of Learning, where teacher, child and parent are paramount in the education process. As parents the choice of school for your child is a very difficult decision and we feel that it is important to assist you with your decision. To do this we would like to invite prospective parents to our Open Evening to see our school and what it has to offer. If you would prefer an individual tour of the school, we are more than happy to accommodate this also. If you would like to avail of a meeting with the principal and a tour of the school, please contact us on 02827664424 or email info@lislaganps.ballymoney.ni.sch.uk

**Yours faithfully,
L Creelman (Principal).**





THE SCHOOL DAY

‘Welcoming Early Birds’ (W.E.B.) club operates for children wishing to avail of early supervision from 8.00am. Designated staff are there to assist your child and provide opportunities for interaction with peers within a secure environment. We provide toast, fruit and juice. Registration is on a weekly basis.

All other children are requested to arrive at school no earlier than 8.45 am as doors will not be open and supervision is not in operation. At 8.45 am doors will be opened by the Principal or Senior Teacher. On entry children can go directly to their cloakrooms to leave their bags and then go outside for 15 minutes of supervised play. When the bell goes the children will line up in classes and be brought inside by their class teacher. Doors are locked at 9.00am and the school can only be accessed through a buzzer system.

Each classroom operates a visual time-table system to ensure that the children know what they are doing and what is expected from them at any given time of the day. This allows the children a degree of control and establishes positive routines for their future learning.

Break-time in operation: 10.30 - 10.45 am

Lunch Time: 12.30 pm - 1.20 pm

School dinners are delivered from the Leaney Kitchens and served on site in the multi-purpose hall. All children are allowed out to play from 12.50 pm and line up when lunch ends at 1.20 pm.

To ensure the safety of the younger children Primary 1&2 have the option of their own play area with a variety of outdoor play resources.

School day ends: 2.00 pm for Primaries 1-2

3.00 pm for Primaries 3-7.

Times will differ on Monday, Tuesday, Wednesday and Thursday if children are staying for afterschool activities.

Attendance

Please ensure that your child arrives promptly each day. Classes start at 9.00am and at Lislagan we recognise the importance of setting the tone for learning during this early period of the day. This is the time for the children to gel as a class through the opportunity for Primary Movement, reviewing the time-table, handing in homework, taking down spellings etc. A happy, organised class is first and foremost in the learning process.

Attendance is also a crucial factor not only to the academic progression of your child but to their social and emotional development. Therefore, regular attendance is both beneficial and a legal requirement. If your child is absent from school, then please inform us as soon as possible or send a written note when your child returns to school. Schools are required to distinguish between authorised absences e.g., due to illness, medical appointments or other circumstances and unauthorised absences e.g., unknown reason or absence without agreement with the school. The school undertakes regular monitoring of attendance and will contact parents of pupils whose attendance level gives cause for concern. Attendance is also monitored by Educational Welfare who may arrange a home visit to discuss attendance.

Medical Information

Parents are requested to inform the school about any medical conditions, requirements etc, as they arise and at least annually on the Individual Pupil Information/ Emergency Data Collection Form.

If your child becomes ill during the school day, parents will be informed as soon as possible. In the case of an accident then one of our qualified paediatric first aiders will treat the injury and inform parents of the treatment given. In circumstances where the first aider feels further medical assistance is required then parents will be contacted and asked to collect their child, so they can decide on the course of action. In extreme emergencies the school may contact the emergency services and if the child needs to go to hospital a designated member of staff will accompany them until a parent arrives.

Pills and medicines should not be brought to school unless they have been prescribed by a doctor. In these cases, special arrangements to give the child medicines during the school day can be made if an AM2 form is completed and signed by both the parent/carer and the principal. (Forms can be collected from the office or the class teacher).



Special Dietary Requirement and Allergies

We work very closely with the Leaney Kitchens, our School Meals provider, to ensure that meals are available for children with specific dietary needs and we would ask you to inform us as soon as possible about such requirements. If a child does require a special diet, a special dietary form can be obtained from the office. This form will then be passed on to the Leaney Kitchens and they will make contact regarding your child.

We try to be a 'NUT FREE' school and would ask that parents sending breaks and packed lunches adhere to guidelines regarding nut based products.

Healthy Break Options

- A bread based product such as:

Sandwiches

Plain Brioche rolls

Wheaten bread

Crackers/Rice Cakes

Mini Cheddars

Pitta Bread/Tortilla Wraps

- Any piece of fruit
- Any piece of vegetable
- Bread sticks
- Cheese
- Dairylea Dunkers and Lunchables
- Water / Milk

We teach children about the importance of healthy eating and encourage them to think about their diet and exercise. We encourage children to bring a healthy break each day and then they can have their own choices in their lunch box for lunch. Above is a guideline for breaks.

SAFEGUARDING AT LISLAGAN

As outlined in our Safeguarding and Child Protection Policy, we recognise that the children in our charge have a fundamental right to be protected from harm and the following principles form the basis of our Child Protection Policy:

- *It is a child's right to feel safe at all times, to be heard, listened to and taken seriously.*
- *We have a pastoral responsibility towards the children in our care and will take all reasonable steps to ensure their welfare is safeguarded and their safety is preserved.*
- *In any incident the child's welfare must be paramount. This overrides all other considerations.*
- *A proper balance will be struck between protecting children and respecting the rights and needs of parents and families; but where there is conflict the child's interest will be put first.*
- *Actions taken to protect a child will not generate unnecessary anxiety or add to any distress already being suffered.*
- *Intervention will be inclusive for all concerned.*
- *All agencies involved with the protection of children will work concurrently on an inter-agency basis to promote the best interests of the child and their family.*

Lislagan Primary School promotes an ethos where children will feel secure, valued and listened to. As the promotion of emotional intelligence throughout the school is an integral element within the planning process, children will have the opportunity to acquire the appropriate language necessary to discuss feelings and emotions. It is embedded within the school routine that children know and feel confident to talk freely to a member of staff about concerns or worries. Through regular training and induction sessions in how to recognise concerns or changes in a child's behaviour, all staff will know how to manage a disclosure made by a child. Those adults involved in a disclosure will be responsible for following the 'Child Protection' protocol.



Safeguarding Team

Mrs L Creelman

Miss M Dodwell

Mr J Allen



CURRICULUM

It is our aim to provide a happy and secure environment in which pupils can learn effectively and develop holistically. The school strives to maximise the potential of each child, to develop self-confidence and resilience within the pupils and to promote the spirit of tolerance towards other.

The implementation of the Northern Ireland Curriculum is so designed that the desire to learn can be encouraged and thinking and reasoning can be stimulated in all pupils. Children are encouraged to take responsibility for their behaviour, their work and their belongings. While the acquisition of knowledge and skills is crucial to academic progress it must be embedded in a backdrop of positive attitudes to learning through the development of emotional intelligence.

Lislagan views the curriculum as being a common curriculum for all and no pupil is deprived of any part of it, unless specifically requested by a parent. The school considers the needs of all children when allocating resources. Every effort is made to make suitable adjustments and maximise access to the curriculum for children who may have physical or educational difficulties which impinge on their progression.

The Northern Ireland Curriculum has identified five keys areas in a pupil's education, the first three of which are spent in Primary School.

Foundation Stage - Years 1 & 2 **Key Stage 1 - Years 3 & 4** **Key Stage 2 - Years 5 - 7**

The curriculum for all three stages is set out in the following Areas of Learning:

Religious Education	The Arts	Language and Literacy	Mathematics and Numeracy	The World Around Us	Personal Development and Mutual Understanding	Physical Education (PE)
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Language and Literacy

Every aspect of the children's work is influenced by the extent to which they use language with imagination and accuracy. Competence in reading, writing, talking and listening is encouraged throughout the curriculum to enable children to communicate appropriately, effectively and confidently.

Reading is taught initially using a phonics programme. Jolly Phonics and Letters and Sounds are comprehensive programmes, based on the proven, fun and multi-sensory synthetic phonics method that gets children reading and writing from an early age. This means that we teach letter sounds as opposed to the alphabet. Children then move onto our Reading Scheme. This scheme incorporates an eclectic range of material with the Oxford Reading Tree and Collins as the core. There is a natural progression to self-referenced novels at Key Stage 2. Through the use of our spelling scheme 'The Read Write Company Ltd' approach there is further consolidation of phonics and spelling throughout the school.

Literacy is at the core of learning and spirals through all other aspects of the curriculum.



Mathematics & Numeracy

Considerable importance is attached to the pupils achieving and understanding mathematical processes, concepts and skills that will be transferable to everyday life, not only for now but for their journey into adult life. A positive attitude is encouraged through presenting numeracy in an interesting and enjoyable way, allowing the pupils to actively participate in the learning process, thus creating a sense of achievement and confidence. There is a strong emphasis on the development of mental maths and giving opportunities to use and apply mathematics in real life situations. Numeracy is taught every day throughout the school and class teachers also plan for opportunities to develop and apply key mathematical skills in other subjects throughout the year.



World Around Us

The purpose of World Around Us is to provide children with the opportunities to express and share their thoughts and ideas about the world and to become aware of themselves and their place in the world. World Around Us is taught through a themed approach and includes Science & Technology, History and Geography. This approach enables children to experience systematic enquiry based learning, allows them to analyse problems, formulate ideas and test theories and is designed specifically to arouse children's natural curiosity.



I.C.T.

Computers and other technological devices such as iPads are used throughout the school. ICT skills are taught as a means of supporting other areas of the curriculum. The children are encouraged to communicate ideas and information in a variety of forms, where appropriate, using equipment and computer software to enhance their learning. Safety is paramount for children when using on-line devices. Lislagan is connected to the C2K network and there is a strict monitoring system in place. We are however, aware of the dangers when using devices outside the protection of C2K and children throughout the school are taught about the dangers of communicating online and how they can keep safe.



The Arts

The Arts encompass Art and Design, Music and Drama and provides opportunities for developing creativity in order for children to express their ideas, feelings and interpretations of the world through pictures, sound, drama and dance. In Lislagan we use the Arts to further promote self-esteem and self-confidence in all children through our once a month class assembly where the children take control and classes take it in turns to organise and perform using all mediums available to them.



P.D.M.U.

Through Personal Development and Mutual Understanding in Lislagan Primary School we aim to promote healthy, independent and responsible members of society who will be able to make informed and responsible choices and decisions about their lives. We encourage all children to play a positive role in school life and the wider community through class and school council, fundraising events and supporting nominated charities. We teach P.D.M.U. in a variety of ways in line with our emotional intelligence programme to build self-confidence, self-belief and self-esteem and encourage everyone to celebrate their uniqueness. Within PDMU, Relationship and Sexuality Education is incorporated, which focuses on health and safety, relationships with others and the development of moral thinking, values and actions. P.D.M.U. is the preparation and foundation for coping with life outside Lislagan where an understanding, respect and use of interpersonal skills will help them navigate the diverse and complex world ahead.



Physical Education

Pupils have two hours of PE timetabled per week which are aimed at the physical development, health and well-being of the children through Dance, Games, Gymnastics, Athletics and Swimming. Through our Primary Movement programme, the children have movement and exercise every morning to stimulate the brain and get the blood pumping around the body. Primary 5 - 7 children are given the opportunity to swim and we aim for all pupils leaving the school to swim at least 25m. Primary 7 children also have the opportunity to complete their Cycling Proficiency Certificate. We use outside professionals to focus on other sports such as Tennis, Volley Ball, Hand Ball and Golf throughout the school. Lislagan hopes once again to take part in a range of tournaments and sports challenges within school and with other schools.



Religious Education

Religious Education provides children with the opportunity to learn about, discuss and evaluate a range of different religious beliefs, practices, and values. Through Religious Education children will have the opportunity to develop a sense of themselves and their beliefs, along with a respect for the beliefs and values of others. The school follows the guidelines laid down by the Education Authority for Northern Ireland.

Parents have the right to withdraw children from religious lessons and assemblies, but it must be understood that such activities contribute to cross-curricular objectives.

We also have a weekly Assembly which is led by visitors from various churches within the community.



Heart of Curriculum

At the heart of the curriculum lies an explicit emphasis on the development of skills and capabilities for lifelong learning and inclusiveness in society. Through opportunities to engage in active learning contexts across all areas of the curriculum, we hope to assist children to develop positive attitudes to: -

- *Thinking, problem-solving and decision-making*
- *Self-management*
- *Co-operation with others*
- *Managing information*
- *Creativity*



Special Educational Needs (SEN)

All children are valued, respected and welcomed to our school. We seek to support all children in their learning and ensure they have equal access to all areas of the school life.

We identify and assess the special needs of individual pupils using a variety of assessment techniques, working in co-operation with the pupils, parents, teaching staff and external agencies.

We are able to provide an environment which enables access for all pupils regardless of their need. Accessibility is key for optimum participation for pupils with a disability and we are willing to make reasonable adjustments to facilitate learning for all.

Pupils with SEN are placed on our SEN register at an appropriate level and teachers differentiate for their needs in each lesson, through Individual Education Plans (IEPs) or in some cases Statements of SEN. This provision and register is regularly reviewed by the SEN Coordinator. Parents of children on the SEN register are invited to school to review their child's current IEP and progress.

We have a small sensory room where children can go to have time away from the classroom.



EDUCATIONAL VISITS

The outdoor classroom can be used to bring learning alive for many children and we aim, where possible, to use our spacious grounds and local community resources to inspire and stimulate learning. We also encourage class teachers to have an Educational Visit incorporated into topic curriculum planning.

All visits are planned carefully, and a risk assessment completed by the class teacher so that they meet the EA Educational Visit requirements. Parents will be asked to sign permission slips provided by the school. For insurance reasons children who have not returned the form will not be allowed to go on the visit.

We also believe strongly in the value of residential experiences as a medium for developing children educationally and socially. An overseas trip is organised alternative years for P6 & P7 so that all children can avail of this opportunity before moving to secondary level education.

EXTRA-CURRICULAR ACTIVITIES

We seek to ensure that over the course of a term all pupils from Primary 1 – Primary 7 get the opportunity to take part in extra-curricular activities. These include the following:

P1-2
Construction/lego | Art | Play
Multi-skills | Multi-sports

P3-7
Football | Tag Rugby
Volleyball | Art | ICT | Chess
Drama | Dance | Table Tennis
Music | Netball

Some clubs are free, except where resources are needed a small cost is incurred. If clubs are taken by external organisations then the children will be charged the price of their sessions.

Private Tutors

In Lislagan we are able to offer piano, woodwind, string, singing, drama, guitar, drum and ukulele lessons through private tutors. An arrangement is agreed and set up with the parents.



WRAPAROUND CARE

At Lislagan we have our **W.E.B (Welcoming Early Birds)** club which runs from 8.00am-8.45am.

Our after school provisions are **S.A.L.T (Stay and Learn Together)** & **P.E.P.P.E.R (Pupils enjoying play plus entertainment regularly)**. Please enquire for information on pricing and times.



SCHOOL UNIFORM

Our uniform policy advocates that uniforms should always be worn except on a FRIDAY as this is DRESS DOWN DAY when the children and teachers can wear clothes of their choosing.

- School sweatshirt**
- Blue polo shirt with crest**
- School waterproof jacket (Optional)**
- Black shoes**
- Boys: Grey trousers**
- Summer: Grey shorts/grey socks**
- Girls: Grey skirt/pinafore/grey trousers/grey tights or knee length white socks**
- Summer Option: blue/white checked dress**



Admissions

The Education (NI) Order 1997 gives you, as a parent/guardian the right to express a preference as to the primary school which you wish your child to attend. All parents/guardians are required to submit an on-line application form for the admission of their child to primary school in accordance with the arrangements set out by the Education Authority.

Home and School Links

At Lislagan Primary School we seek to promote productive home and school links to enhance the quality of education for each individual child. Regular correspondence is issued via our App message system and written letters.

Homework plays an integral part in home/school links and we ask parents/guardians to become involved in the homework process, especially reading.

Parents and carers are welcome to contact the school at any time to make an appointment if they wish to discuss an issue regarding their child. We hold two formal interviews per year supported by teacher notes, parents will sign to say they have been informed and given results. Parents will have the opportunity to supply comments and remarks. We send one written report in June.

It is essential that the school is kept informed if there are any issues that may affect a child's performance in school e.g. family bereavement. These issues will be dealt with in confidence and the children provided with extra support if required.

Parents are encouraged to get involved in fund-raising activities and are welcome to participate as parent volunteers provided an Access NI check is carried out. This process takes approximately 6-8 weeks

Lislagan has an active Parent Teacher Association that strives to provide the school with additional funding to add value to the school experience.



Community Links

At Harvest Time we have a Harvest Assembly in our school hall. The children bring some fruit and vegetables for displays and then we distribute this in the community.

Our school is affiliated to St Patrick's Church of Ireland in Ballymoney and it is used for our Carol Service where all members of the local community can attend and enjoy the festive celebrations. We also use the Church Hall for our summer performances/concerts in order to facilitate the extended families of our children.

We have many visitors from various churches who attend different Wednesdays in the month to lead assembly.

We regularly invite representatives of the local service providers to talk with the children i.e., post office, dentist, vet, paramedics etc.

The children visit local residential homes to entertain the residents.

Data Protection

Information on pupils, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protections Act 1998 and GDPR and may only be disclosed in accordance with the Code of Practice. For further information, please contact the school.



BEHAVIOUR AND DISCIPLINE

To have a safe and happy school, we seek to create an orderly atmosphere of responsibility, tolerance and respect for each other. At Lislagan Primary School good discipline practices are encouraged so effective learning can take place. We believe in a whole school approach to promoting and sustaining good behaviour. There is a range of recommended strategies for promoting positive behaviour in place and unambiguous guidance on behaviour management. We recognise the importance of an inclusive approach to positive behaviour management and the need for developing Emotional Intelligence in all stakeholders.

Emotional intelligence may be defined as the ability to recognise, understand, handle and appropriately express emotions. This premise is the corner-stone for Behaviour and Discipline in Lislagan Primary School. Dealing with emotions help to develop better relationships and a sense of psychological and mental well-being, in turn giving all stakeholders the opportunity to exist in agreed harmony.

Rationale: -

- *Developing the whole person will have demonstrable benefits for the individual and society by increasing the stakeholder's capacity to contribute and achieve in terms of both productivity and personal development*
- *Emotionally developed people are better equipped to live with difference and change*
- *Emotional intelligence is enabling, focusing on the positive and the possible, addressing conflict and underpinning personal and professional integrity*
- *Emotional intelligence can be learned and developed through participating in a supportive environment that encourages problem solving, takes account of feelings, fosters empathy, compassion and builds optimism and hope.*



In Lislagan we believe that working collaboratively to promote inclusive well-being rather than a culture of blame, encourages reflective thinking and meaningful dialogue. We proactively address underlying issues rather than reacting to and treating symptoms of distress. We recognise problematic behaviour as the outcome of unhelpful or damaging experiences rather than a problem with the individual. We respect differences, value diversity and promote discourse on the importance of:-

- *'Negotiation' rather than 'winning'*
- *Being open to 'learning' rather than being 'right'*
- *Being 'reflective' rather than being 'right'*
- *'Self-awareness' rather than 'control'*
- *What is meaningful, not only what is measureable*
- *'Listening' as central to good communication*

Although these six statements are inextricably linked throughout all aspects of development in Lislagan Primary School, the greatest impact can be connected to behaviour and discipline.

In Lislagan we believe in the following competencies for development with pupils: -

Awareness of Emotions in Self

- The ability to use the language of emotions and to identify emotions in peoples' behaviours
- Knowing what emotions they are feeling and why they are feeling them
- Being aware of their limitations and strengths and admit failures and limitations
- Recognising and understanding their moods, emotions, and drivers
- Recognising how they are feeling may influence their judgement and behaviour and make sound decisions despite uncertainties and pressures
- Voicing views which are unpopular and go out on a limb to achieve what they believe is right
- Being self-confident even in the face of difficulties and coping with rejection

Regulating Emotions in Self

- Controlling and redirecting their disruptive impulses and suspend making rash judgements and think before acting
- Staying composed, positive, and unflappable
- Building trust by being reliable and genuine
- Reflecting and monitoring their emotions to recognise how influential and reasonable they are
- Having the ability to find appropriate emotions so that they can relate to the feelings of others
- Controlling negative thinking
- Taking different perspectives and risks in their thinking
- Being confident in sharing their values, beliefs, interests and feelings with friends, other pupils, and adults

Empathising and Working with Emotions of Others

- Understanding the emotions of other people and show sensitivity and understanding of others' perspectives
- Sensing the felt but unspoken emotions in individuals and groups
- Knowing their friends are individuals with talents, varied interests, feelings and potential and celebrate these strengths and accomplishments
- Managing conflict effectively, drawing out the thoughts and feelings of all involved
- Leading and working co-operatively in teams
- Being highly motivated, enthusiastic and motivate others
- Challenging bias and prejudice



BEHAVIOUR (cont.)

As a result of this long-term approach in Lislagan, we have been able to recognise and celebrate the impact of emotional intelligence on our behaviour management. We are also aware however of the importance of maintaining a positive environment in order for self-referenced behaviour management to take place. In Lislagan we have entrusted and shown faith in the children by handing over responsibility for classroom and whole school rules. All rules are positive and allow children to take ownership of their environment. Through Circle Time, PDMU activities, Student Council, the Hidden Curriculum and Community Assembly the children have learned the language of positive discipline and can recognise the benefits of managing negative situations alien to the ethos of Lislagan.

The staff of Lislagan believe that it is crucial that all staff have confidence in their potential contribution in order to utilise opportunities to cultivate and secure a climate of trust, sharing and respect. Modelling has a colossal contribution to behaviour, responses, quality of relationships and staff have a rational and informed approach to equal opportunities, gender differences and preferences in learning. We acknowledge that staff are central to developing the emotional intelligence of children and we believe that our current staff are: -

- *Infectiously optimistic*
- *Good listeners*
- *Committed*
- *Excited to celebrate success*
- *Emotionally resilient*
- *Stress tolerant*

Reward System for Appropriate Behaviour

Each classroom adopts an age appropriate reward system. In addition to this we celebrate every success whether inside or outside school through the following:

- *Wall of Fame*
- *Pupil of the Week cups for all classes*
- *Stickers*
- *Certificates*
- *Special Box treats*
- *Birthday boxes and cards*
- *Principal Awards*
- *Caught You Being Kind certificates*

All children are encouraged to celebrate with their peers, to promote positivity and recognition throughout the school.



Charities

In Lislagan we contribute to various charities every year, Jeans for Genes, The Children’s Heartbeat Trust, Royal Air Force, Poppy Appeal, NSPCC, Barnardoes and Cancer Focus NI.

Conclusion

If you choose Lislagan for your child, we will invite you to an induction morning for children and parents. Children will meet their teacher and spend the morning getting to know their school. Parents attend an information session with the principal who will run through the procedures and policies. Parents also receive a pack for their child to work on over the summer and parents receive Child Protection Policy, Pastoral Care Policy, Intimate Care Policy and Complaints Procedure Policy.

Thank you for taking the time to read our prospectus and learn about our school.



LISLAGAN

Primary School



Lislagan Primary School

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