



# Clare

## Primary School



# School Prospectus

# Clare Primary School



## Welcome to Clare Primary School

Thank you for taking the time to consider Clare Primary School as a suitable school for your child. I hope you find all the information you require here. If you need any further information or would like to visit the school at any stage, please email or telephone us.



Our Mission 'In Clare it is our specific aim to welcome all children into a learning environment where they will feel valued, happy and safe. Where the pupils will gain knowledge, develop their interests, talents and abilities which will hopefully allow them to reach their full potential and become the citizens of tomorrow.'

We believe that our school is a place where the child is at the centre. Our school is always a place where everyone feels safe, valued, cared for and successful in what they do and in what they achieve every day.

Parents play a huge part in the daily life of the school. We believe that working together as a whole school community will provide our pupils with the relevant knowledge to understand and exercise the life skills and values they need. We promote care and respect for the school and the local and global environments.

We look forward to meeting our new pupils and their families.

**Shona Lindsay**  
Principal

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## School History

Clare is one of the area's most respected and loved schools, we are a controlled primary school on the outskirts of Tandragee with a long and celebrated history. Clare is a rural school and the present school was opened in 1957, yet we have the balance of a modern building due to three extensions having been completed.

There has been a school in the area since 1844, a tablet of stone outside Clare Presbyterian Church Hall, close to the location of the old school bears the inscription:

'Old Clare National Schools built and endowed by the late Henry Harden 1844.'

The word 'schools' on the inscription refers to the fact that on one site was a school for girls taught by a Mistress and a school for boys taught by a Master.

Our modern school building is set within grounds on an elevated site that provides views over to Markethill and the surrounding countryside. All members of staff value strongly the position of the school within our community.

Once inside you will find a modern well maintained building and solar panels for energy, comprising 6 classrooms with interactive whiteboards, an ICT resource area, a sports hall which also acts as a dining hall with separate kitchen facilities and a library.

Whilst Clare Primary School has a proud history, we are a school that looks forward into the 21st Century. We strive to provide learning opportunities and experiences for our pupils that will prepare them for the diverse and instantly connected world in which they live.



## Mission Statement

In Clare Primary School we provide a safe, happy, caring and stimulating environment in which all our children are valued as individuals. Academic, emotional, physical and spiritual needs are met and our children are treated kindly and with respect.

Our ethos is to provide a welcoming and secure atmosphere for everyone in school. We nurture tolerance, respect for others and mutual support for everyone in the school community. We endeavour to foster positive relationships between the members of our school community both inside and outside school.

It is our intention to develop a close working relationship with parents in order to elicit the best from the children in our care. This allows the teaching staff and other adults in school to take a holistic interest in each individual child. Through a consistent and positive approach to discipline, we encourage the children to give of their best in every situation in order that they will become responsible members of the school community and society in general.



## P1 Intake

Admissions criteria are applied only if the number of applications received exceeds the number of places available. The Board of Governors will be responsible for applying the admissions criteria. Full details regarding enrolment including important dates can be found on our website [www.clareprimary.com](http://www.clareprimary.com)

If the school is over-subscribed, children of compulsory school age who are resident in Northern Ireland at the time of their proposed admission, will be prioritised according to the following criteria in the order set down from 1 to 6.

1. Children of compulsory school age.
2. Children who at the date of their application have a child of the family (half, foster, step siblings being included) currently enrolled at the school.
3. Children who are the eldest child of the family including a child who is 7 years younger than their next eldest sibling or where the eldest sibling has not been eligible to attend mainstream school, or where a family has moved residence.
4. Children for whom Clare Primary School is stated as first preference.
5. Children with exceptional circumstances (medical, social or other problems) that necessitate admission to Clare Primary School rather than any other primary school. The circumstances should be personal to the child and must be supported by independent and appropriate documentation, providing evidence of the circumstances being described as being exceptional.
6. In the event of over-subscription within the last criterion which can be applied, the remaining places will be selected on the basis of the proximity of the child's home to the school, priority being given to those living nearest to the school. (Distance will be measured using Google Maps UK Distance Finder).

If the final places to be allocated have identical measurements as identified by Google Maps UK Distance



Finder, selection will be on the basis of initial letter of surname (as entered on birth certificate) in the order set out below.

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

### WAITING LIST POLICY

The Waiting List Policy for P1 can be accessed from the school office.

### ADMISSION TO P2-P7

Pupils will be admitted to P2-P7 in accordance with the preference expressed by a parent if the school's enrolment number has not been reached, unless to do so would prejudice the efficient use of resources. The above criteria will also be used for admission of children to P2-P7. The Waiting List Policy for P2-P7 can be accessed from the school office.



## Visiting the School

### Before Enrolment:

We will have an open evening where prospective Primary 1 children and their parents may visit the school, please see the school website or school Facebook page for further details. If parents are unable to visit at this time, please contact the Principal and we will be happy to accommodate a visit for you at a more convenient time.

A. Entrance to Primary 1  
During the open evening, parents will have an opportunity to view the classroom and speak with the class teacher. In June, the prospective children will be invited to spend a morning with their teacher. During this morning, parents will receive information about our school at an informal meeting. In the September of the year the child begins Primary 1, there will be a further information session regarding the curriculum and class routines, to help everyone settle in to school life as smoothly as possible

B. Entrants who have previously attended another school and who wish to transfer to our school should contact the office and arrange a meeting with the Principal. Parents and children will have the opportunity to view the school and meet with the relevant teacher.



### After Enrolment:

It is our aim that there is excellent communication between our parents and teachers. Therefore throughout the year there are many opportunities both formal and informal to speak with the teachers regarding the child's progress.

- A. In the autumn term, Primary 1 to 7 parents will be invited to attend a meeting in school with the class teacher to discuss their child's progress.
- B. A further meeting to update parents of their child's progress will be made available in the Spring term.
- C. At any time, parents are very welcome to discuss their child's progress, we would ask that an appointment is made through the office for these.
- D. Parents will be invited to the school to take part in special events such as open evenings, concerts, sports day, fund raising events and book fairs, as they occur.

## Daily Routines

### Breakfast club

Every morning we offer a breakfast club which children can attend for a daily charge of £1.00 from 8.15am to 8.45am. A selection of cereals, juices and hot breads are served.

### The School Day

P1 - P3: 9.00am to 2.00pm  
P4 - P7: 9.00am to 3.15pm

After-school activities for P4 to P7 pupils will run on Monday to Friday afternoons from 3.15pm to 4.15pm with a selection of activities for P1 to P3 pupils running from 2.00pm to 3.15pm on Thursdays and Fridays.

### Drop-Off and Collection

8.45am – 9.00am

Parents can make use the parking bay on the perimeter of the school grounds to drop-off and collect pupils before and after school. Punctuality is important as young children may become upset if they are late and the routine of the class will be disrupted.

Parents should also ensure that pupils are collected promptly at the end of the day. Pupils in P1 to P3 should be collected by a parent or other adult. Any changes to the normal routine such as Parent Interviews will be notified in writing.

### Break

Break time is from 10.45am to 11am each morning, apart from Wednesdays when break is 10.30am – 10.45am. We promote a healthy lifestyle in school and encourage pupils to bring fruit, vegetables, cereal or yogurt for their break. Foods such as crackers and cheese, scones, toast and fruit can be purchased from the canteen when ordered a week in advance.

### Lunch

Lunchtime is from 12.30pm to 1.15pm, apart from Wednesdays when lunch is from 12.15pm to 1pm. Pupils can



bring a packed lunch or have a school dinner. All school dinners are prepared in our kitchen and pupils are offered a choice on most days. Menus are available on the school website, school Facebook page, as well as being sent home at the start of each month.

Parents of children with allergies or specific dietary requirements are encouraged to meet with the kitchen staff to discuss menu options at the start or at any time during the school year.



## School Uniform

We encourage all our pupils to wear school uniform and we very much appreciate the parental support in this area. Uniform gives pupils a sense of pride and belonging, as well as looking smart in their personal appearance.

**This uniform is available from the retailer, R. Davidson, in Portadown.**

### Full School Uniform for Girls

Navy pinafore or navy skirt  
Blue shirt  
School Tie (navy with a thin blue stripe)  
Navy V-Neck jumper or navy cardigan embroidered with Clare PS crest  
White ankle socks, white knee socks or navy tights  
Black outdoor shoes

### Summer

Pale blue and white summer dress  
Navy jumper / cardigan with school crest  
White knee socks or ankle socks  
Black shoes

### Full School Uniform for Boys

Navy trousers  
Blue shirt  
School ties (navy with a thin blue stripe)  
Navy V-Neck jumper embroidered with Clare PS crest  
Black outdoor shoes

### Summer

Navy 'school trouser style' shorts (available in high street retailers such as Marks & Spencer)  
Pale blue polo shirt with school crest  
Navy ankle socks  
Black shoes

### Designated P.E. Days

Navy jogging bottoms.  
Pale blue polo-shirt/round neck t-shirt with school crest.  
Navy jumper / cardigan with school crest.  
Trainers.  
P4 - 7 may change in to shorts, if they wish.

**All items of clothing and footwear must be clearly labelled with your child's name.** They should be made aware of where to look for their name to increase independence in finding their own clothing. Coats and other winter clothing e.g. hat, scarf, gloves, welly boots etc. must all have names attached and if these items are sent to school we will assume that your child is confident in putting them on and taking them off independently.



### Hair

Hair should be kept neat and tidy and long hair should preferably be tied back. Appropriate cuts and natural colours of hair are required.

### Jewellery

In the interests of safety jewellery should not be worn to school. The only exceptions are a watch and small ear studs, for those who have pierced ears. Children wearing other earrings or jewellery will be asked to remove them during school. Ear-studs should be removed during PE activities.



## Curriculum

The Northern Ireland Curriculum provides children with opportunities to develop in all areas of their education. The curriculum encourages children to become more independent through problem solving and practical activities.

The Primary curriculum is delivered to our pupils in three phases:

- Foundation Stage - P1 and P2
- Key Stage One - P3 and P4
- Key Stage Two - P5, P6 and P7

The pupils of Clare study the full breadth of the six areas of learning within the NI Curriculum:

1. **Language and Literacy** to include talking and listening, reading and writing.
2. **Mathematics and Numeracy** focusing on the development of mathematical concepts and numeracy across the curriculum.
3. **The Arts** including art and design, drama and music.
4. **The World Around Us** focusing on the development of knowledge, skills and understanding in geography, history and science and technology.
5. **Personal Development and Mutual Understanding (PDMU)** focusing on emotional development, social skills, learning to learn, health, relationships and mutual understanding in the local and global community.
6. **Physical Education** focusing on the development of knowledge, skills and understanding through play and a range of physical activities.



At the heart of the curriculum lies the emphasis on the development of core skills and capabilities to produce lifelong learners.

### Cross Curricular Skills

The three cross-curricular skills of Communication, Using mathematics and Using ICT are embedded within the curriculum and our children are encouraged to manage information, communicate, work with others, think, problem solve, decision make, self-manage and be effective and creative in the use of ICT.

### Thinking Skills and Personal Capabilities

At Clare, we promote a wide and varied programme of learning experiences for our pupils. At all times we seek to foster positive attitudes in our children whilst developing skills in decision making and problem solving.

### Religious Education

All pupils take part in Religious Education and assemblies unless parents specifically indicate in writing that they do not wish their child to participate.

### Assessment

At Clare PS each child's progress will be closely monitored and recorded throughout the year. Through the on-going assessment of pupil work, the class teacher will plan and organise lesson content to suit the needs of all learners. We use a range of assessment tools such as class assessments, teacher observations and standardised tests.

Children are an integral part of the assessment process and become involved in their own learning through 'Assessment for Learning'. Children are actively involved in both self and peer assessment and work together with the class teacher to share learning intentions and success criteria.

## Special Education Needs

In Clare we aim to support all children in accessing the full curriculum at every stage of their development. Our school Special Needs Policy ensures that children who are experiencing learning or other difficulties are identified as early as possible. Parents of children who are identified as having Special Educational Needs will be kept fully informed and invited to discuss their child's progress at parent interviews and when appropriate, individual education plans will be discussed.

Our Special Needs Co-ordinator (SENCo) is Mrs H. Bennett for the school and ensures close liaison is maintained with

various external agencies. Parents who have concerns about their child should make an appointment to speak with the class teacher initially, then the SENCo or the principal if required, Miss S Lindsay.

We aim to support all pupils in ensuring that they can access a broad and balanced curriculum at every stage of their development. Through early intervention approaches, the school works closely with the child and parents in actively supporting the child's needs.



## Pastoral Care

In Clare we have a responsibility for the Pastoral Care, general welfare and safety of the children. We will carry out this duty by providing a caring, supportive and safe environment, where each child is valued for his or her unique talents and abilities, and in which all our young people can learn and develop to their full potential.

Members of staff are not only concerned with academic progress but also with the personal and social development of the pupils. We aim to have a close relationship between school and home and assist in the pastoral care of all the children and ensure that your child feels safe and secure in the school environment.

Emphasis is placed on positive reinforcement and praising good behaviour. Children are encouraged to be independent, kind and thoughtful towards others and responsible for their own behaviour. Teachers explain classroom and school rules to the children in their own class. These are reinforced at school assemblies and on other occasions. All staff in the school are involved in maintaining the agreed standards of discipline within classrooms, the school buildings and grounds.

To celebrate, reward and enhance the high standards of good behaviour, attendance and effort demonstrated by our



pupils, the school uses a range of reward systems suitable to each key stage.

Inappropriate behaviour is addressed by way of discussion with and self-reflection by the child. If necessary the teacher will refer the matter to the parents or Principal. Parents are expected to co-operate with the school in order to maintain acceptable standards of behaviour.

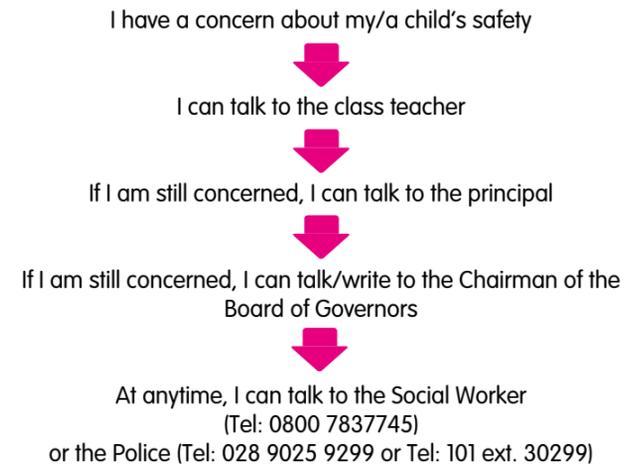
### Child Protection

The safety and well-being of our pupils is paramount.

The designated teacher is Mrs G. Martin.  
The deputy designated teacher is Miss S. Lindsay.

Any issues will be dealt with sensitively and Education Authority guidelines will be followed. Staff members are committed to building open and transparent links with home, school and outside agencies such as social services, education welfare and the school nurse.

The flow diagram below outlines the procedure for any parent who wishes to highlight a concern.



## Extra Curricular Activities

The fun, experiences, challenges and learning experiences that are offered by extra-curricular activities are an important part in any child's education. At Clare we aim to provide a broad range of opportunities for children to further their skills or interests outside the classroom.

Activities for pupils:

- Country Siders Club
- Cross Country (P4-7)
- Cycling Proficiency
- First Aid - St. John's Ambulance Award Scheme (P7)
- Football (P1-7 Burns Skills)
- French (P7)
- Hip Hop Dance (P4-7, Burns Skills)
- Hockey (P1-7 CR Coaching)
- ICT Club
- Netball (P5-7)
- School Council
- Scripture Union
- Athletics – P4-7

### Music and Drama

The school has a very strong tradition in music and drama. We also offer music tuition for P6 and P7. At Christmas the school presents a nativity play by the Foundation Stage and Key Stage 1 children, with Key Stage 2 children performing a Christmas related drama.

The school choir make regular contributions to the life of the community, including participation in church services and visits to local residents.

### Eco Team

The Eco Team consists of pupils from P2 to P7 who meet regularly throughout the year. They discuss environmental issues relating to school life and have implemented many recycling initiatives that have made Clare a greener school.



### School Council

Pupils from P4 to P7 get the opportunity to elect their own class representatives that sit on the Clare School Council. The councillors have an important voice in planning how our school moves forward, suggesting initiatives and events that the pupils would like to see introduced.

### P7 Buddies

P7 pupils act as buddies throughout the school, assisting younger children in the classrooms, the canteen and the playgrounds.



## The School in the Community

We believe that our school should be at the centre of the community. With that in mind, every year group seeks to develop links with various groups in and around our locality, and further afield. To enhance the learning experiences of our pupils we have regular visits to school by representatives of the emergency services, local businesses, charities and churches.

We also offer our pupils opportunities to participate in trips to places, including a Primary 6/7 residential trip.

### Friends of Clare

The main objective of the Friends of Clare is to raise funds to enable the purchase of educational and recreational equipment for the benefit of the children in Clare Primary School. Whilst events such as discos, fairs, movie nights and treasure hunts are geared towards fundraising, some social events are organised to provide an opportunity for parents, children and teachers to meet and socialise informally.

### Communication Between Home and School

We seek to provide parents with up-to-date and accurate information about what is happening in Clare and send home a newsletter at the beginning of each month. We are keen to embrace new technologies so regularly communicate with parents via text, the school website and social media. Find us online at [www.clareprimary.com](http://www.clareprimary.com) or on Facebook.

There are many different ways of communicating between home and school and parents are able to select the methods of communication that best suits them. It is vital however that school has up-to-date contact details for you and your named family members so please keep us informed of any changes in address, telephone numbers or email addresses. These will ensure that we can care for your child effectively especially should an unforeseen emergency situation arise.



