

# Prospectus



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large enough to matter'



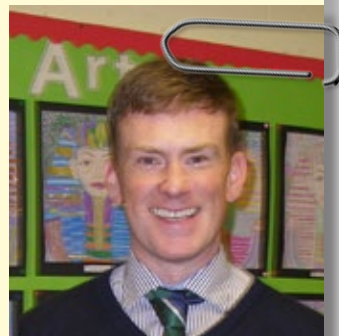
# Hamiltonsbawn Primary School

113 Annareagh Road, Hamiltonsbawn, Co. Armagh BT61 9SA

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**Principal: Mr. D. Hutchinson**  
(BEd. Hons, Adv. Cert. Ed., PQH, N.I.)



**Dear Parents/Guardians**

Welcome to Hamiltonsbawn Primary School. This prospectus will help you find out more about our school and the education offered here, but should you still have any unanswered questions, please don't hesitate to contact us.

At Hamiltonsbawn Primary School, we pride ourselves on providing a secure, welcoming and caring environment. The size of our school allows us to foster a 'family' atmosphere, in which each individual is valued and respected. Our school benefits from having a team of highly dedicated and professional staff who promote high standards, both academically and socially. We aim to provide every child with the opportunity to develop their full potential. We offer a full curriculum, with a variety of teaching styles, a good level of classroom support, and a wide range of extra-curricular activities.

We promote Christian values and believe in providing a happy and stimulating learning environment where everyone works together with mutual respect and in which children are well-mannered and grow together into confident and capable young people. The school has a long established and vital role to play in village life, participating in a variety of community events.

We really look forward to working in partnership with you so that your child has a very happy and successful time at Hamiltonsbawn Primary School.

Yours sincerely,

**D Hutchinson**

D. R. Hutchinson (Mr.)  
(Principal)



**Hamiltonsbawn Primary School is situated on an elevated site on the outskirts of the village of Hamiltonsbawn**

### **Our Aim**

Our aim in Hamiltonsbawn Primary School is to create a calm, caring and safe environment where effective teaching and learning can take place.

### **Our Values**

- We believe in providing for the needs of each individual child, so that they receive an education suited to his/her abilities so that the full potential of each child is realised.
- We are committed to providing a safe secure and stimulating environment.
- We value the inclusion and equality of treatment of each pupil.
- We are committed to work in partnership and actively encourage the involvement of parents in the education of their children.
- We are an integral part of the community and it is our intention to build upon and strengthen the links which already exist.
- We value, therefore, high expectations of our pupils, teachers, parents.

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# Hamiltonsbawn Primary School



## The Board of Governors

The Board of Governors of Hamiltonsbawn Primary School take a very keen and dedicated interest in the life and well being of the school, staff and pupils. They have considerable responsibility for the school and make decisions about financial management, curriculum, maintenance of premises, staff appointments, admissions and enrolments, community links and pastoral care including child protection and discipline.

The Governors are highly supportive of the work of the school and work closely with the Principal and staff to ensure that each child fulfils their potential in all areas of the curriculum.

## Open Evening

\*Check out our school website, Facebook page and local press for further details.

## Admission Criteria

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 10 January 2023 at 12noon (GMT) and an application submitted by the closing date of 27 January 2023 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 27 January 2023 and up to 4 pm on 31 January 2023 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 2023 no applications will be processed until after the close of procedure on 27 April 2023.

The Board of Governors will apply the following criteria in the order indicated to identify which children should be admitted either at initial admission to education or on transfer from another school.

1. Children of compulsory school age.
2. Children who will have brothers or sisters in



attendance during the 2022/2023 school year.

3. Children who currently attend or previously attended Bawn Bunnies Playgroup.
4. Children whose brothers and sisters previously attended the school.
5. Children for whom the school is the Controlled Primary School nearest to their home as measured by the shortest driving distance.
6. Sons or daughters of permanent full-time employees at the school.
7. Preference will be given to children with exceptional circumstances (medical, social or other problems) that necessitate admission to Hamiltonsbawn 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.
8. The remaining places will be allocated on the basis of the proximity of the child's home to the school with priority being given to those living nearest the school as measured by the shortest driving distance.

Criterion 8 will also be used to discriminate within any oversubscribed criterion (except criterion 1).

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## 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.

**Documentation (verification of address and birth certificate) should be provided directly to the school of first preference in support of your 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.

**We do not operate a Waiting List Policy.**

## ADMISSION TO P2-P7

Pupils will be admitted to P2 - P7 in accordance with the preference of their parents provided their admission does not lead to the enrolment number being exceeded. In the event of over subscription the same admissions criteria will be

## APPLICATIONS AND ADMISSIONS TO PRIMARY 1

Year	Total Applications	Total Admissions
2020/2021	27	26
2021/2022	17	16
2022/2023	21	18

applied as for admission to P1.

## The Curriculum

Hamiltonsbawn Primary School enrolls both boys and girls aged 4-11 (Years 1-7) under the control of the Education Authority.

The Board of Governors have the ultimate responsibility for the overall management of the school. It is their aim that all pupils will receive their full entitlement under the Northern Ireland Curriculum and that they will receive an education suited to his/her abilities so that the full potential of each child is realised.

## Stages of the Primary Curriculum. This is divided as follows:-

- **Foundation**                      **Years 1 and 2**
- **Key Stage 1**                      **Years 3 and 4**
- **Key Stage 2**                      **Years 5/6/7**

In Hamiltonsbawn Primary School, the curriculum involves a wide range of learning experiences offered in terms of curricular and extra curricular provision. It encompasses the spiritual, intellectual, physical, social and emotional development of each pupil under our care.

Pupils will be taught the N.I. Curriculum which aims to empower young people so that they reach their full potential and they can make informed and responsible decisions throughout their lives. At Hamiltonsbawn we have a responsibility to provide a broad and balanced curriculum for all our children and we aim to provide opportunities so that they experience success in a wide range of different activities.

## Areas of Learning

The curriculum at all stages is set out in six areas of learning

1. **Language and Literacy** (including Talking and Listening, Reading and Writing. Schools are also encouraged to teach additional languages)

2. **Mathematics and Numeracy** (focusing on the development of mathematical concepts and numeracy across the curriculum)
3. **The Arts** (including Art and Design, Drama, Music)
4. **The World Around Us** (focusing on the development of knowledge skills and understanding in Geography, History and Science Technology)
5. **Personal Development, Mutual Understanding** (focusing on emotional development, social skills, learning to learn, health, relationships and sexual education 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.

The learning opportunities provided through the N.I. Curriculum will help young people develop as:-

- **Individuals**
- **Contributors to Society**
- **Contributors to the Economy and the Environment**



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At the heart of the curriculum lies an explicit emphasis on the development of skills and capabilities for the life long learning in preparation for life and work in the 21st Century. Through opportunities to engage in active learning contexts across all areas of the curriculum, children should progressively develop Cross Curricular Skills. These are:

- **Using Mathematics**
- **Communication**
- **Using Information and Communication Technology (ICT)**

The other skills are equally important and these are what prospective employers are looking for:

- **Thinking, problem solving and decision making**
- **Self Management**
- **Working with others**
- **Managing information**
- **Being Creative**

Every child needs the opportunity to develop these other skills in school.

## Assessment

Teaching, Learning and Assessment are integral to our work in Hamiltonsbawn Primary School. Teachers endeavour to ensure that assessment 'of' learning and 'for' learning remain paramount in normal classroom teaching.

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Every child's progress will be monitored continuously throughout each year. Progress is monitored on a daily basis which provides the class teacher with information to plan the needs of the children. Progress is monitored by class tests, teachers observation, standardised tests, end of Key Stage 1 and 2 assessment and Records of Achievement.

Pupils in Year 4 and 7 enter statutory Key Stage assessments each year. These results are compared or 'benchmarked' against the results for schools within the same band for (FMS) Free School Meals and school sizes. Our school's performance is regarded as well above the N.I. average.

Parents are kept regularly informed about the outcomes of all assessments. At the end of October/early November parent/teacher meetings take place to discuss pupils progress. At the end of January/early February an optional interview takes place if parents or teachers request it. At the end of the school year an Annual Report is issued to parents.

## Evaluation

Staff systematically evaluate the relevance and effectiveness of the curriculum being offered and as a consequence, are constantly reviewing and updating policies to improve the service we provide for our pupils.

## Queries Regarding the Curriculum

In accordance with the school's policy of involving parents in the education of their children in those cases where parents consider that the curriculum provision is not satisfactory they are welcome to express their concerns. This should be done in accordance with the following procedure:

### Stage 1

Contact class teacher with Principal's consent

### Stage 2

Contact the Principal

### Stage 3

Contact Chairman of the Board of Governors (in writing)

### Stage 4

Refer matter to the office of the Northern Ireland Public Services Ombudsman (NIPSO) within 6 months of the final response from the school.

## Religious Education

Non-denominational Religious Education will be available to all children. This programme covers the core curriculum as set out by the Department of Education for Northern Ireland. Parents have the right to request that their children are withdrawn on the grounds of conscience. Collective worship takes place on Wednesdays, Thursdays and Fridays.

Ministers of Religion visit school regularly during the year and carry out the Annual R.E. Inspection in the Summer Term.

## Special Educational Needs

At Hamiltonsbawn, we recognise that there is a continuum of Special Educational Needs, which is matched by a continuum of provision and we endeavour to ensure that all children have their needs addressed.

Every child will have access to a broad and balanced education based on the N.I. Curriculum within mainstream classes.

As it is our aim to maximise the potential of each pupil, the school will assess specific problems as early as possible and, if appropriate, draw up an individual education plan to meet the needs of the pupils. Arrangements are made to cater for pupils who need additional help, both in a group and individual basis.



For further information on the School's Special Educational Needs Policy please contact the school office.

## Homework

Hamiltonsbawn recognises a value in children engaging in homework as a means of:

- **Consolidating work done in school**
- **Researching information related to a current topic**
- **Involving parents in their child's studies**
- **Developing good work habits**

We request parental assistance in seeing that homework is done conscientiously and in the best possible conditions. It is important that there is a balanced approach to homework. Each child's need for recreation and development of private interests and hobbies is important. Homework Policy indicates that the amount of homework should not exceed recommended times for each stage.

## Organisation of Classes

The composition of classes will vary from year to year depending upon enrolment patterns. A variety of teaching strategies will be employed to meet the requirements of each year band.

## Extra Curricular Activities

Hamiltonsbawn Primary School offers a comprehensive range of extra curricular activities and considers these a valuable dimension to the education of the children. These activities varying according to the season and interest but in recent years have included Football, Hockey, Rugby, Netball, Senior Choir, Cycling Proficiency, Art, Scripture Union and ECO Schools. Musical Tuition is available from the Education Authority Music Service and children with a particular aptitude for music may avail of the tutoring service (subject to

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audition). Private Piano is also available and this has been a tremendous success.

## Charging and Remissions Policy

Education in Hamiltonsbawn Primary School is provided free of charge for all lessons and activities connected with the child's entitlement under the Education Reform Order.

There is however a charge for Instrumental Tuition (Brass) levied by the Education Authority Music Service, and for the individual Piano lessons. A contribution is requested towards swimming and transport to Armagh Swimming Pool.

The school will, as it has done in the past, appeal to parents from time to time for voluntary donations but it is stressed that no child will be disadvantaged in any way if parents choose not to make a contribution.

The school may also take part in 'optional extras' such as residential to Shannaghmore Outdoor Pursuits Centre and day trips and educational visits to the mainland. Charges will be made for these, but again it is stressed that failure to participate in these will not affect a child's performance at school. Written parental consent will be required before a child participates in school trips.

## Pastoral Care and Child Protection Arrangements

We implement a child centred approach, with parents playing an integral part through close liaison between themselves, class teacher and principal.

Quite often, problems outside school or personal worries, of which the teacher is unaware, may affect the child's performance in school. Parents, by bringing these to the attention of the teacher or principal, will find that we are often able to help or prevent problems from arising.

If you have any problems with your child whether physical, educational or emotional, please let us know as we want to ensure that your child has a happy schooling. If required, the school may call a number of Support Services including the School Nurse, Educational Psychology or Pupil and Personal Development Services.

All schools are required by law to have a Child Protection Policy and to communicate this to parents. Each family is issued with detailed information on Child Protection. Mrs. Hunter is the Designated Child Protection Teacher and Mrs. Johnston is the Deputy Designated Child Protection Teacher. A copy of this and our Anti Bullying Policy and other Health and Safety Policies are available on request.

The following summary flowchart may help you if you have any concerns. Parents who wish to highlight a concern should adhere to the following procedure

**I have a concern about my child or another child's safety**



**I can talk to the Designated Teacher, Mrs. Hunter**



**If I am still concerned, I can talk to the Principal, Mr. Hutchinson**



**If I am still concerned, I can talk or write to the Chairman of the Board of Governors, Rev. P. Munce**



**At any time, a parent can consult with Social Services or the appropriate Child Protection Officer with the Education Authority or the Police**



The school recognises that it has a responsibility to do everything possible to care for each pupil's physical and emotional well being. The school will endeavour to provide a comfortable, safe and secure environment for learning.

Due to the nature of primary education, it is the responsibility of each class teacher to look after the pastoral needs of the children in his/her class. The class teacher will attempt to resolve the worries of new pupils and to relieve their anxieties. The principal will be grateful for information which may be causing distress or anxiety.

When a child is sick or injured, the school will, in the first instance, attempt to contact the parent and subsequently arrange for the child to be brought home or in more severe cases, to hospital.

Changes in addresses, telephone numbers and carers names must be constantly updated to ensure accurate information.

## Drugs Education

As a caring school, there is an emphasis on our drug education programme on the dangers involved in the misuse of tobacco, alcohol and medicine. As our programme responds to need, we will included other substances when appropriate.

## Discipline

At Hamiltonsbawn we aim to establish and maintain a positive ethos, which is conducive to learning and in which the individual pupil is respected. We seek to support all pupils within a caring framework and lead them to a position of self discipline and personal responsibility.

The full co-operation of parents is expected in relation to maintaining high standards of pupils attendance, punctuality, uniform, homework, behaviour and having proper equipment for learning. If problems do arise, the Discipline Policy will be implemented. A copy of the Discipline Policy is available on request.



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## Parents

We very much appreciate the support and encouragement that parents give to their children at this school.

We believe strongly in the educational partnership between school and home. It is our aim to involve parents as much as possible in the education of their children and to keep them fully informed about their children's progress.

Parents may make an appointment for an interview with the principal or class teacher at any time in relation to the curriculum. A teacher may also request an interview with a parent if a change in attitude or behaviour is noted in a child.

## Visiting in June

### Children who are starting school for the first time

Parents of prospective Year 1 pupils will be invited to meet their child's teacher and view the classroom in June. However, a number of other opportunities will be available for prospective pupils to visit Hamiltonsbawn Primary School during the year.

### Children transferring from another school

Parents who wish their children to transfer from another school will be invited to visit the school.

## After Enrolment

- **Parents are invited to Parent/Teacher interviews in October/November to meet their child's teacher.**
- **Parents are invited to school productions such as Harvest Services, Christmas Productions, Church Services, Sports Day or other events which occur from time to time.**
- **Parents support us in a range of extra curricular activities e.g. Portadown Music Festival and Sporting events.**

## School Day

8.30 - 8.40 a.m.	Arrival of Children
8.40 a.m.	School Begins
10.30 - 10.45 a.m.	Break
12.15 - 1.00 p.m.	Lunch
1.30 p.m.	P1 & P2 finishing time
	P3 finishing time Thursday & Friday
2.40 p.m.	P3 finishing time Monday, Tuesday, Wednesday
	P4-7 finishing time each day

## Break

We operate a Healthy Break policy for all children in the school. A weekly charge is made and children are provided with a selection of fruit, toast or crackers, and they are encouraged to drink water or milk with their healthy break.

## Lunch

Pupils are able to bring a packed lunch or have a school dinner in the hall. Dinner menus are distributed on a monthly basis. Pupils then have the opportunity to play in the playground when they are supervised at all times.

## Play Club

An After School Play Club for Primary 1,2 and p3 (Thursdays and Fridays) children takes place every afternoon. Weather permitting the children can enjoy a range of outdoor activities or alternately they can participate with indoor activities during inclement weather.

All pupils not engaged in school organised activities should have left the premises by 2.50 p.m.

## School Holidays

A list of school holidays is sent out to each family in August each year.

## School Uniform

### Boys

Grey Trousers

White Polo Shirt with school logo

Sweat Shirt - Royal

Grey socks

Black shoes

### Girls

Grey skirt or pinafore

White Polo Shirt with school logo

School Sweat Shirt - Royal

White socks/grey tights

Black shoes

Year 4-7 may require a white shirt and school tie for more formal occasions

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## PE (All)

White Polo Shirt, Shorts, Plimsols,  
Trainers, Tracksuit Bottoms

Sweat Shirts, Polo Shirts, Reversible School Coats and School Ties are available from school. All items of clothing including coats, school bags and lunchboxes, P.E. kit, should be clearly marked with the child's name.

It is recommended that children in the Foundation Stage (Year 1/2) purchase a school bag and PE bag from school.

## Bawn Bunnies

Bawn Bunnies is a committee run playgroup which meets during the school term time. We can accommodate up to twenty children each day between the ages of two years ten months and four years old. At Bawn Bunnies we aim to meet each child's individual needs by introducing many fun and new experiences. This is the perfect setting for toddlers in the local area to play, learn and have fun with other children whilst introducing them to the ways of education at an early stage.

Please do not hesitate to get in contact for any further information

Dawn Latham (Playgroup Leader)

Telephone: 07707525313

Email: [bawnbunnies@hotmail.com](mailto:bawnbunnies@hotmail.com)



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