

**INFORMATION**

Cumber Claudy Primary School Primary

20 Cregg Road Controlled

Claudy Boys and Girls

Londonderry

BT47 4HX Age Range: 4 - 11

Tel: 028 71 337080

Fax: 028 71 338913 Email: [info@cumberclaudy.claudy.ni.sch.uk](mailto:info@cumberclaudy.claudy.ni.sch.uk)

Website: cumberclaudyps.co.uk

Chairman of Governors: Mrs K Breslin

Principal: Mrs M Smyth

Number on roll 1 September 2014: 139

Admissions Number: 28 Enrolment Number: 199

**Board of Governors**

Representing Transferors

Ms A Browne

Mr N Eakin

Mr D Kennedy

Mr T Rosborough

Representing Board

Mrs M Hamilton

Mr S Falconer

Representing Parents

Mrs K Breslin

Mrs L McSparron

Representing Teachers

Mrs L D Hume

The Principal/Secretary (Non-voting)

Mrs M Smyth

**Teaching Staff**

Primary 1 Mrs M Smallwood

Primary 2/3 Miss E Funston

Primary 3/4 Mrs D Hume

Primary 5 Mrs J Todd

Primary 6 Mr M Carlisle

Primary 7 Mrs L Campbell

**Ancillary Staff**

School Secretary Miss R Connell

Special Needs Assistant Miss I Riddles

General Classroom Assistant Miss H Hamilton

General/Special Needs Classroom Assistant Mrs D Woods

(Miss J Keys covering Mrs Woods’ maternity leave)

Caretaker Mrs M Robinson

Assistant Cleaner Mrs A Newland

**Meals Staff**

Cook in Charge Ms Joanne O’Neill

Kitchen Assistants Mrs C McClelland

Mrs M Haslett

Senior Meals Supervisor (Temporary) Mrs A Newland



**GENERAL INFORMATION**

Cumber Claudy Primary School is a controlled school owned and maintained by the Western Education & Library Board. It is set in its own lovely grounds in a delightful rural area, on the outskirts of Claudy village, just off the main Londonderry to Claudy road.

The school, which is a modern, well laid out and attractive building, was opened in September 1994. The school has a current enrolment of 139 pupils with a teaching complement of 6 plus the Principal.

Cumber Claudy Primary School admits boys and girls aged from 4 to 11 years. The accommodation includes 6 well equipped classrooms all with interactive whiteboards, 2 resource areas, an assembly hall, a staffroom, offices and a school meals kitchen. We have a computer suite situated in the senior resource area of the school, complete with interactive whiteboard. The junior resource area is a well-equipped play-based learning area for our Foundation Stage and Key Stage 1 pupils. The school grounds were recently designed and provide excellent play facilities for all pupils.



The school seeks to promote a friendly, caring atmosphere, and parents are always welcome to visit the school.

# School Hours



Breakfast Club offers a range of choices in the dining hall from 8.30am, under adult supervision.

Pupils will be received in classrooms from 8.45am onwards, ready to begin lessons at 9.00am

Break time

10.30am to 10.45am for Year 1 to Year 7

Lunch time

Year 1 to Year 4 (Foundation Stage & Key Stage 1) 12.15pm to 1.00pm

Year 5 to Year 7 (Key Stage 2) 12.25pm to 1.10pm

Home time

Year 1 & Year 2 2.00pm Monday to Friday

Year 3 2.00pm Wednesday and Friday

3.00pm Monday, Tuesday and Thursday

Year 4 to Year 7 3.00pm Monday to Friday



**Attendance**

The overall attendance for the school year 2013/2014 was 96.3%.

It is a statutory requirement that all children should attend school for 185 days unless they are ill. If your child misses school through illness or for any other reason, an explanatory note should be sent to school upon return, as all reasons for absence must be recorded within the computerised attendance system. School actively monitors attendance and the Principal meets regularly with the Education Welfare Officer, Mrs Kristy Murray. Attendance statistics are collected annually by the Department of Education.

Parents are asked to arrange all non-urgent medical/dental appointments for outside school hours wherever possible as these appointments are now statistically recorded by the Department of Education as an absence. If you require your child out of school early, a note must be sent to the child’s class teacher. Children should be collected from and returned to the school office where the appropriate register may be completed.

No child will be permitted to leave school unaccompanied.

Advance notification of holiday dates is provided and parents are encouraged to arrange family holidays to coincide with these dates. The Department of Education have clear guidelines stipulating that holidays during school term time are recorded as unauthorised absence with the exception of special circumstances as outlined in DE attendance circular.

**ADMISSION ARRANGEMENTS**

The current policy is, at the beginning of the school year, to admit into the P1 class, those children who have reached compulsory school age, i.e. those children whose 4th birthday falls on or before 1st July of the current year.

Parents considering sending their children to this school are invited to make an appointment to visit the school and to talk to the principal and teachers. A Primary 1 Induction programme will be arranged in May/June for parents and children.

The admission arrangements as set out in the WELB booklet on Primary Education will be used. Application forms are available from the school or Board offices.

**ADMISSIONS CRITERIA**

The Board of Governors will apply the following criteria, in the event of there being more applicants than places available, in the order set down. Priority shall be given to children resident in Northern Ireland.

1. Children of compulsory school age who already have an established connection with the school, (i.e. those who have had, or presently have brothers or sisters attending the school, or those whose mother or father had attended).



2. Children of compulsory school age who live in the local

area and also those who live in the area served by our

existing school bus.

3. Children of compulsory school age whose parent/guardian is a permanent member of

the school teaching/ancillary/auxiliary staff or is a member of the Board of Governors.

4. Other children of compulsory school age

Preference will be given to children with exceptional circumstances (medical, social or other problems) that necessitate admission to Cumber Claudy 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.

If there are more applicants satisfying the last one of the above criteria that can be applied, than there are places remaining, then selection will take place on the basis of the closeness of the home to the school, as measured by the shortest walking distance.

**GENERAL AIMS OF THE SCHOOL**

1. To create a happy stimulating and secure environment to promote learning.



1. To offer a curriculum which is broad and balanced, and incorporates the requirements of the NI Curriculum, to ensure that the children have access to an education which will develop them as caring, independent, competent, confident individuals, who could take their place in society.
2. To promote the intellectual, physical, social cultural, emotional and moral development of each child to his/her full potential.
3. To develop respect for religious and moral values, and tolerance of other races, religions and ways of life.
4. To liaise and consult with the Board of Governors on all matters pertaining to the effective management of the school.
5. To keep parents informed about the progress of their children, involve them in the life of the school, and to encourage their participation, co-operation and support in the education and development of their children, as partners with the Board of Governors and the staff.

**CURRICULUM**

The curriculum of the school is designed to give a broad and balanced education to all children and to present all children with experiences suitable to their current stages of development.

The curriculum is in a constant state of development and during 2014/2015 the staff will continue to implement the demands of the NI Curriculum.

All staff have attended training to facilitate the implementation of the Northern Ireland Curriculum.

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

The curriculum for the three stages 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 (PDMU)
* Physical Education

An additional area of learning, although not statutory, is Religious Education.

Infused in these areas of learning are Cross Curricular Skills and Capabilities:

* Communication
* Using Mathematics
* Using ICT
* Thinking Skills and Personal Capabilities
  + Managing Information
  + Being Creative
  + Working with Others
  + Self Management
  + Thinking, Problem Solving and Decision Making

Cumber Claudy Primary School will be strive to present children with lively and exciting experiences, which will enable them to fulfil the NI Curriculum requirements with enthusiasm and to attain the targets that are within their abilities.

The School Development Plan is underpinned by the most recent school improvement document “Every School a Good School” which promotes the ongoing development of Literacy, Numeracy and ICT. We aim to keep abreast of all educational initiatives and view self-evaluation and ongoing school improvement as areas of high priority. Staff are involved in frequent and relevant in-service training programmes to best support the needs of all our pupils and impact positively on learning and teaching within the school.

Staff have a strong sense of pride and commitment to the school, and are convinced that the school is making a difference and has good standing in the local community.

During our most recent short inspection the support of the whole school community was evidenced by the very positive feedback received from the parents and pupils. *“****All of the parental questionnaires expressed high levels of satisfaction with the life and work of the school. In the written comments, the parents expressed their pleasure with the quality of education and care provided by the staff, the breadth of the curriculum offered to the children, the approachability of the staff and the dedicated leadership provided by the Principal.”*** The Education and Training Inspectorate Oct 2012.

In the published ETI report the team were impressed by:-

***“The very good working relationships at all levels and the caring, supportive and child-centred ethos throughout the school.”***

***“The school has worked hard to put the family and local community at the centre of school life.”***

***“The members of staff are hard-working and committed to the education and care of the children.”***

Assessment for the prestigious Investors in People Award identified that, ***“There is a very positive, ‘can do’ atmosphere in the school.”***

**LEARNING SUPPORT**

Care is taken at all times to match the curricular provision for all children to their particular stage of development and take account of any difficulties or special talents shown. Staff will liaise with the SENCo (Special Educational Needs Co-ordinator) when specific needs are identified. Where provision beyond that which can be given by the class teacher or additional support is required; the specialist expertise of the Board’s Special Education services will be employed.

**RELIGIOUS EDUCATION**



The teaching of RE, in each age group, is based on the core syllabus for Northern Ireland and is of a non-denominational character. Parents have the right to withdraw their children from RE lessons and should inform the principal, in writing, of their wishes if they want to exercise this right.

The school takes great care to try to ensure that any children in this position are not made to feel excluded from the general life of the school.

**CROSS COMMUNITY LINKS**

Our school has established cross-community links with St Mary’s Primary School, Altinure and organises a very successful educational program, for Year 5 through to Year 7.

We also work closely with our neighbouring school, St Colmcilles, on curricular or promotional ventures which have been mutually beneficial.

Links with St Patrick’s & St Brigid’s College have been strengthened owing to work done in previous years through their specialist status for Business and Enterprise. We look forward to building on these links in the coming year.

**CLASS ORGANISATION AND ASSESSMENT**

Pupils are placed in mixed ability classes according to age. Each teacher uses a variety of teaching methods to meet the needs of every child in the class. Children are taught individually or in groups according to their ability and achievement level. Observation coupled with formal and informal assessment identifies the strengths and weaknesses of each pupil. Care is taken at all times to match the curricular provision for all children to their particular stage of development and to take account of any particular difficulties or special talents which they show. Where a child’s progress gives cause for concern the specialist service of the Board’s Special Education Section will be used. Each child’s progress is continuously monitored and shared with the parents at parent/teacher meetings scheduled for the Autumn and Spring terms. A comprehensive written report is issued to parents at the end of each school year.

# Key Stage Assessments

Children in Year 4 and 7 participate in the end of Key Stage Assessment procedures organised by CCEA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Cumber Claudy Primary School  Key Stage 1 & 2 results 2013/2014 | | Predicted Outcomes  2014/2015 |
| Key Stage 1 | English | Level 2 and above | 91.6% | 100% |
|  |  | Level 3 | 25% | 22% |
|  | Maths | Level 2 and above | 92% | 100% |
|  |  | Level 3 | 12.5% | 22% |
| Key Stage 2 | English | Level 4 and above | 50% | 77% |
|  |  | Level 5 | 0% | 0% |
|  | Maths | Level 4 and above | 50% | 77% |
|  |  | Level 5 | 0% | 9% |

*Data from 2012/2013 onwards are based on the new Levels of Progression; these results are not directly comparable with Key Stage Assessment outcomes from previous years. The Department of Education recognises that these new arrangements will need time to embed and has recommended caution in analysing data at this time.*



**HOME/SCHOOL CONTACT**

Parental contacts with the school are actively encouraged by the teaching staff. The parent’s support is essential in working with the school for the child’s benefit. This school attempts to foster parental relationships in various ways such as invitations to concerts, educational outings, curriculum activities of a practical nature and other events, as well as informal contacts at the beginning and end of the school day.

Parents will be kept informed about their child’s progress termly, Parent/teacher interviews will be held during the Autumn and the Spring terms and at the end of the summer term a formal written report will be issued for each pupil. Pupils from P2 upwards are supported in setting individual targets throughout the year in both Literacy and Numeracy. These are communicated to parents; progress is monitored and used to inform future planning and reporting. Parents may contact the Principal about any matter at any time when the school is open. However, contact with class teachers should, as far as is possible, be out of teaching time, to keep class disruption to a minimum.



**PUPIL CARE**

The staff of Cumber Claudy Primary School recognises that we have a responsibility for the care, welfare and safety of the pupils in our care. We seek to provide a caring, supportive and safe environment in which ***all*** our pupils have an equal opportunity to learn and develop to their full potential.

To facilitate and assist with this, staff have been involved in drawing up a number of policies related to the whole area of child welfare:- Pastoral Care, Discipline, Child Protection, Health & Safety etc. Copies of these Policies will be issued to you on acceptance of your child to school, normally at an introductory meeting in June, and other policies will be available from the school office on request. All of these are also available to download from the school website, [www.cumberclaudyps.co.uk](http://www.cumberclaudyps.co.uk)

However, we would highlight the following:

**Discipline**

At Cumber Claudy Primary School we expect pupils to behave in a responsible manner and to show consideration, courtesy and respect to others and their property. We seek to promote this through:-

1. a positive approach i.e. encouragement and praise
2. parental support and reinforcement of acceptable behaviour
3. establishing of school rules with children and the reasons for them
4. the use of sanctions

Whilst most discipline issues are relatively minor in nature and are dealt with within the classroom setting, if something of a serious nature arises then either a member of staff or the Principal will make contact with parents directly. A copy of the school rules is printed at the end of this brochure.

**Pupil Welfare**

All the staff work closely together to ensure the welfare of children in the school. Parents are urged to discuss any matter of concern with staff whenever they feel this is advisable. Parents are strongly advised to discuss such matters with the class teacher in the first instance. Often potential problems can be avoided if they are dealt with quickly.

The Principal will be pleased to see parents to discuss any matter of concern, if available, although it is necessary appropriate to make an appointment if a lengthy discussion is required.



The Principal and staff are responsible for the well-being of your child during school hours. If a child is ill or has an accident the arrangements are as follows:-

1 We will contact you or the person nominated by you,

by telephone or text) and your child will be cared for in

school until collected.

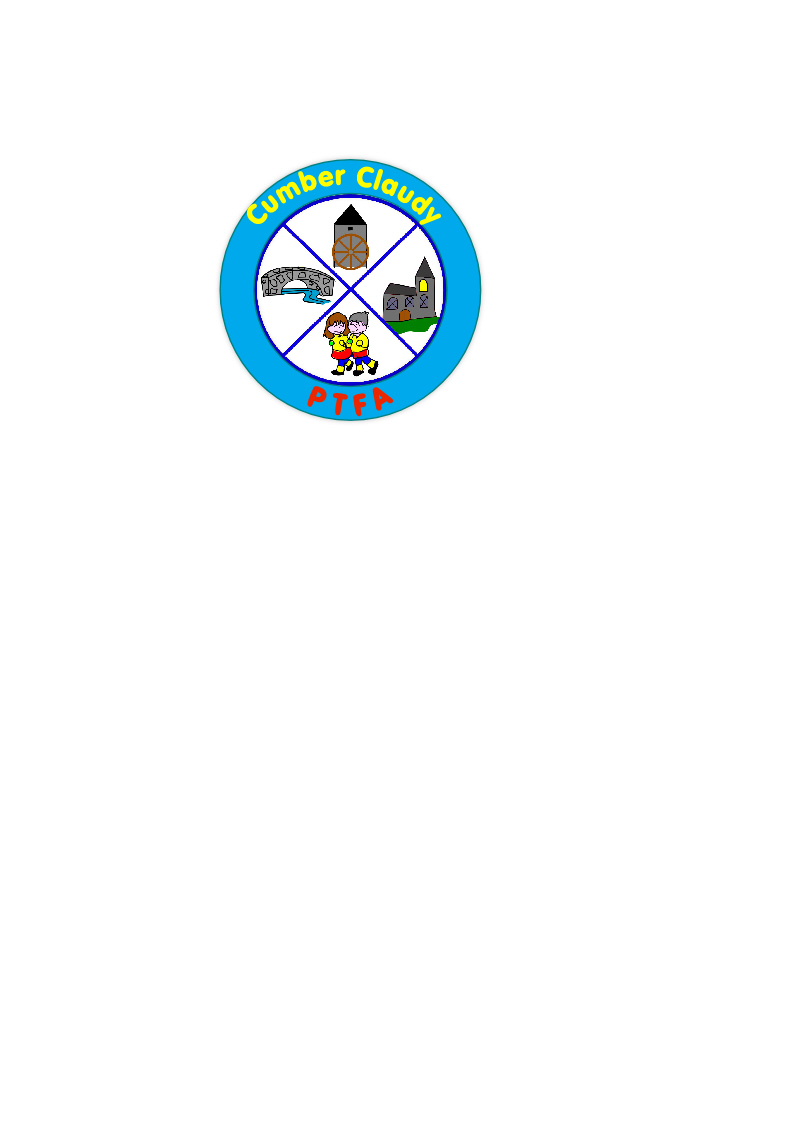
2 In the event of a serious accident to your child, parents

will be informed and arrangements will be made to visit

the local health Centre or the hospital. Accidents of

this nature are reported to the Western Education & Library

Board.



(Parent Teachers and Friends Association)

The aim of our association is to promote the continuous association of parents and teachers for the purpose of maintaining and improving the home/school link.

All parents will be invited to attend open meetings of this association throughout the school year and to help with fund raising events in aid of the school.

It is hoped that all pupils will benefit from the funds raised through the association.

**School Funds**



A school funds account in conjunction with Danske Bank is in operation in school. We hope parents will be willing, through the PTFA and their fund raising events, to provide funds to supplement books and equipment for the benefit of all the pupils.

**HOMEWORK**

Homework is an important part of the school’s work and we would welcome parental support and encouragement in the set tasks. We would ask parents to co-operate with the school in ensuring that homework is satisfactorily completed and that it should be regarded as an essential extension of the work done in class.

P1-P2 No formal homework but we would encourage parents to spend time each day listening to their child read and to discuss his/her reading material.

Year 1 10 – 15 mins

Year 2 15 mins – reading every night. Literacy and Numeracy games after Christmas

Year 3 15 mins reading Sept to Halloween, then to include Literacy and Numeracy on alternate nights including Spellings, all of which start from Halloween

Year 4 30 mins – Reading, Spelling and Mental Maths. Written or practical activities in English and Maths on alternate nights

Year 5 30 – 45 mins Reading, Spelling, Mental Maths, Literacy, Numeracy, Independent Reading, Research when applicable.

Year 6 45 mins – 1 hr. Reading, Literacy, Numeracy, Maths, Spellings, Mental Maths, Independent Reading, Research when applicable.

Year 7 45 mins – 1 hr Literacy, Numeracy, Mental Maths, Independent Reading, Spellings, Research when applicable.

Children are very much encouraged to take books home to read and we would encourage parents to try to find time to read with their children and to discuss their books with them. If parents need advice on the best way to tackle this, your child’s class teacher will be pleased to discuss it with you.

**SCHOOL UNIFORM**

Children are expected to wear the school uniform as set out below. It is particularly important that children wear sensible footwear, whether indoors or out. We would appreciate parents, when buying black-soled trainers or shoes, to endeavour to purchase ones that have a non-marking sole, or choose light coloured soles. The main items of uniform may be purchased from Select Kidz Schoolwear, Glendermott Road, Londonderry. At the time of publishing this document, additional suppliers of uniform are being checked out. More information on this will be supplied during the induction days in May/June 2014.

**Boys**

Royal blue sweatshirt – available at Select Kidz

worn with white polo shirt

Grey trousers

Grey socks

**Girls**

Royal blue sweatshirt – available at Select Kidz

worn with white polo shirt

Grey skirt/pinafore or grey trousers

White or grey socks or grey or royal tights

NB Fleece Jackets, Ski Hats, swim bags and school bags are also available to purchase from Select Kidz.



**PE Kit**

Children are expected to have suitable clothing for PE and Games.

All children should have a pair of shorts, a suitable T shirt and pair of black plimsolls for PE lessons.

Year 7 children will need a swimming costume, a towel and a swimming hat, if appropriate.

Children who participate in after school sporting activity will require suitable clothing and footwear.

**Names on Clothing**

Parents are strongly advised to label ALL clothing with the child’s name. Sew on name tapes may be ordered from the school office currently at a cost of £5.00 per 6 dozen (minimum order) or iron on printed labels may be purchased as follows: 40 labels for £8.00, 60 for £9.00 or 100 iron on printed labels for £10.00. These may also be ordered from the school office.

**Car Parking**

Parents are requested to park in the car park at the front of the school, below/beyond the bus bays. The internal car park is for staff cars only.

**For pupil safety, please ensure that bus parking bays are kept clear and children are supervised in the car parking area at all times.**

**School Lunch**

School meals are cooked on the premises and served in the Dining Hall. A four week menu is issued to each child and parents are encouraged to discuss menu options with them. Children in Years 1 and 2 should bring a note indicating their menu choice in a named envelope containing the correct money.

Children bringing packed lunch also eat in the Dining Hall. A suitable lunch box and drinks container should be provided. For safety reasons, please do not send plastic bags or glass bottles. Children have the option to alternate from packed lunch to school meals as desired.

Details and application forms for Free School Meals and uniform Grant are available from Schools Meals and Clothing, Western Education & Library Board, 1 Hospital Road, Omagh, BT79 0AW. Tel – 028 8241 1411

**Healthy Breaks**

School has a Healthy Breaks policy in keeping with our responsibility of promoting a healthy lifestyle programme. Children are encouraged to bring a healthier option of a piece of fruit or vegetable and to drink milk/water during the morning break. Pupils are also encouraged to drink water throughout the day in the classroom.

As part of the Foundation Stage curriculum all children are provided with a healthy snack each day at a small cost. This includes a selection of fruit, vegetables and a bread-based snack daily.

Please note fizzy drinks are not permitted at break or lunch time.

**School Milk**



Cartons of milk available to all children who wish to purchase it. Milk must be ordered a month in advance. Parents will be advised about the cost each month.

**School Savings**

Savings money is collected weekly from school by Danske Bank. If desired, money should be sent into school on a Tuesday in a sealed envelope with your child’s name and amount enclosed.

**Medical**



Children receive a visit from the School Nurse during their first year at school, and from time to time during their stay here. Parents are notified of these examinations and are requested to attend.

# CHARGING AND REMISSIONS POLICY

The Board of Governors have adopted the following Charging and Remissions Policy:-

A Charging Policy

It is the policy of the Governors to charge for:

1. board and lodgings on residential visits
2. the cost, in cash or in kind, of ingredients or materials needed for practical subjects (such as crafts and technology) where parents have indicated in advance a wish to own the finished product
3. optional extra activities which take place wholly or mainly outside school hours and are additional to the education provided by the school for purposes of preparing pupils for an approved public examination or for the purposes of meeting the statutory requirements imposed by Article (1) (a) and (b) of the 1989 Order. Participation in any such activities is to be on the basis of parental choice and a willingness to meet the charges incurred.

B Remission Policy

Charges will be remitted as follows:-

The charge for the board and lodgings cost of a residential visit will be remitted in the case of pupils whose parents are in receipt of income support or family credit if the education provided on that visit must otherwise be provided free, that is, the activity takes place mainly or wholly in school hours and/or is provided as part of the syllabus for an approved public examination or is required in order to fulfil statutory duties in relation to the NI Curriculum or religious education.

C Voluntary Contributions

The Board of Governors reserves the right to seek voluntary contributions from parents or others in support of any school activity for the benefit of the school. Pupils whose parents are either unwilling or unable to make such contribution will not be treated differently. However, the school reserves the right to cancel planned activities if the voluntary contributions are insufficient to meet the costs of the planned activity.

D Breakages/Losses



The Board of Governors reserves the right to seek to recover from parents the whole or part of the cost of breakages and losses incurred as a result of a pupil’s behaviour.

**SCHOOL POLICIES**

Policies available on the school website include:

Child Protection, Administering Medication, Positive Behaviour, Pastoral Care, Anti Bullying, School Trip, Healthy Eating, Homework, Health & Safety, Drugs and Mobile Phone.

**CHANGES IN SCHOOL ARRANGEMENTS**

Changes occur from time to time in the staffing and organisation of the school, and parents will be informed of these by newsletter. The summaries in this booklet give the present arrangements with effect from September 2014.

**EXTRA-CURRICULAR**

The school currently offers several extra-curricular opportunities: - for P4 to P7 pupils, Football on Wednesday. Music tuition is also facilitated by the Western Education & Library Board and pipes, whistles and drums through the Ulster Scots Agency.



After School Clubs (P4/P7) as follows:

Gardening Cookery

ICT Spanish

Badminton Multi-sports

Homework (P7) Art & Craft

STEM (Science, Technology, Engineering & Mathematics)

These activities are subject to change due to timetabling arrangements and personal strengths/interests of the staff.

Year 7 children complete the Cycling Proficiency test.

**SCHOOL RULES**

Children are expected to behave in a way which shows consideration for other people and their property.

We expect them to treat both other children and adults with politeness and kindness, and to have a regard for the safety of themselves and of others.

We acknowledge that certain rules are necessary for the safety of the children and the smooth running and organisation of the school.

1 Children are expected to be in school on time, ready to commence

work at 9.00 am. However, as school responsibility for children



commences at 8.40 am, they should not arrive at school before

that time.

1. On arrival at school from 8.30 am until 8.45 am children must go directly to the dining hall and from 8.45 am until 9.00 am on arrival at school, children must go directly to their own classroom via the front door.

3 Children must walk in the school building at all times, and

move around school in a quiet, orderly manner,

having regard for other classes still at work.

4 Children must not loiter unsupervised in classrooms or cloakrooms at break or

lunch time.

5 Children are expected to play in safely without causing harm or suffering to themselves

or others.

6 Children are expected to respect school property and the property

of others.

7 Children must keep the playground litter-free by using the bins provided.

8 Children are not allowed to leave the school unless accompanied by

an adult.

9 Parents should collect their children from the classroom (Foundation Stage) or front gate (Key Stage 1 and Key Stage 2) and leave by the main school gate.

**CUMBER CLAUDY PRIMARY SCHOOL**

Terms and Closings for 2014/2015

**NB: All dates inclusive**

Autumn Term - Monday 1st September – Friday 19th December

Spring Term - Monday 5th January – Friday 27th March

Summer Term - Monday 13th April to Tuesday 30th June

PROPOSED HOLIDAYS & CLOSINGS FOR 2014/2015

Autumn Term

Staff Dev Day - Wednesday 29th October & Monday 3rd November

Half-term Closing - Thursday 30th October – Friday31st October

Christmas Closing - Monday 22nd December to Friday 2nd January

Spring Term

Staff Dev Day - Friday 13th February

Half-term Closing - Monday 16th & Tuesday 17th February

Staff Dev Day - Monday 16th March

St Patrick’s Day - Tuesday 17th March

Easter Closing - Monday 30th March – Friday 10th April

Summer Term

May Day Closing - Monday 4th May

Spring Bank Holiday - Monday 25th May

Staff Dev Day - Tuesday 26th May