

Howard Primary School



Prospectus
2016-2017

General Info



Howard Primary School

2 Main Road, Moygashel

Dungannon BT71 7QR

Tel: 8772 2722

www.howardps.co.uk

Principal

Mrs P.L.McWilliams B'Ed., D.A.S.E.

General Information

Tel: 028 8772 2722

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Principal: Mrs P.L.McWilliams B'Ed, D.A.S.E.

Vice Principal: Mr P. McIlwaine B'Ed PQH (NI)

Chair of Board of Governors:

Rev. A. Thompson

School Board of Governors Membership 2014- 2018

Board Representatives:

Rev. A. Forster

Mr D. Cuddy

Transferors' Representatives:

Dr. G. Walsh

Mrs S. McKee

Mrs J. Dobson

Rev A. Thompson

Parents' Representative:

Mrs F. Cole

Mr I. Needham

Teachers' Representative:

Mrs J. Hardy

Secretary:

Mrs P. McWilliams



Welcome



Dear Parent/Guardian

Thank you for showing an interest in Howard Primary School.

Whether you already have a child at Howard, or this is your first step on the primary school journey, you are equally welcome. It is difficult to capture all the dimensions of our school life in a booklet, but I hope, as you read through the pages, that you will glean something of what we are trying to achieve.

At Howard Primary School we aim to provide a caring, vibrant and stimulating environment in which each child feels safe and valued. We regard learning as a lifelong process. Through teaching and pastoral care of the highest quality, we foster the skills and abilities of every child, so that they can become confident, independent learners. Through this focus, and the delivery of a broad, balanced curriculum, we aim to lay the necessary foundations to enable every child to reach his/her full potential during his/her time with us and to become productive, conscientious members of society in the future.

In Howard we have always considered that the education of children is a partnership between school and home so it is important that mutual understanding and trust should be the basis of our shared responsibility for your child.

If, having read our prospectus, you would like to see how our school operates on a daily basis we would be delighted to show you around.

Looking forward to meeting you

P. L. McWilliams

PRINCIPAL



Mission Statement



Howard Primary School is a vibrant, happy place, where the children's needs come first. Howard provides a safe and motivating environment where every pupil is valued and supported to become confident individuals, challenged and successful learners. We are proud of what our pupils achieve and believe that their years in Howard provide a firm foundation on which to build their future hopes and dreams.

General Aims

To achieve this we encourage children:

- To feel happy and secure and to learn to trust and develop attitudes to life in a caring atmosphere.
- To develop an understanding of Christian and moral values as well as respect for other cultures.
- To develop lively, enquiring and creative minds.
- To question, discuss and be enthusiastic about work and play.
- To acquire knowledge and to develop the concepts and skills to enable them to reach their full potential.
- To follow a broad and balanced curriculum.
- To move towards independence, self motivation and self discipline within a firm, yet caring, school ethos.
- To learn to live and work with other people, and to care for them and the environment.
- To develop a positive self image and an awareness of the equal worth of individuals.
- To take a full and active role in the community, both within school and during their leisure time.

Admissions Criteria

Enrolment number - 319

Admission Number - 46

Actual Enrolment in September 2016 - 298

- 1 Children of compulsory school age
- 2 Children who will have brothers or sisters (half brothers/sisters, step brothers/sisters, including those fostered or adopted) in attendance at Howard Primary School or Howard Nursery Unit during the 2017/2018 school year.
- 3 Children who are the eldest child.
- 4 Children of permanent employees of the Howard Primary School.
- 5 Children who attended Howard Nursery Unit.
- 6 Children whose brothers and sisters (half brothers/sisters, step brothers/sisters, including those fostered or adopted) have previously attended the school.

- 7 Children with exceptional circumstances (social, medical or security) The exceptional circumstances should be made known at the time of the application. Any application considered under this criterion must be clearly identified using the term "exceptional circumstances". It must provide names and addresses of statutory bodies from whom the Board of Governors reserve the right to seek information of the existence of the exceptional circumstances.
- 8 Children for whom the school is the controlled primary school nearest to their home as measured by walking distance. ("Home" is the child's permanent place of residence. It is not the child-minder's or a relative's address.) Walking distance from the home is measured on Google Maps UK.
- 9 The remaining places will be allocated on the basis of the initial letter of their surname (as entered on the Birth Certificate) in the order set out below:

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

The Order was determined by a randomised selection of the letters of the alphabet. In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames, the alphabetical order of the initials of the forenames will be used.

Arrangements For Admission

During the summer term 2017 children to be admitted to P1 in September 2017 will be invited to come to the school with their parents to meet the teacher and to be provided with additional information.

Admission Of Pupils P2-P7

Request for places in P2 - P7 classes will be considered provided the maximum enrolment number has not been reached and that:

- Enrolments will not exceed a maximum of 30 pupils in any Foundation Stage or Key Stage 1 class.
- Such admissions do not prejudice the efficient use of school resources.

The Board of Governors will apply the criteria as employed for admissions to year 1 to identify which children should be admitted to years 2-7.



Our School Today

Howard Primary School was opened in 1996 and remains one of the most modern educational facilities in the Dungannon Area. Howard Primary School has an excellent reputation and offers all pupils a high quality education, by setting high standards and high pupil expectations. The school is light and spacious and the classrooms are grouped together in self contained units so that children, especially the very young, feel safe and secure in familiar surroundings.

Our Indoor facilities:

- Each classroom is carpeted and has its own toilet and cloakroom area.
- Each classroom enjoys direct access to the playground.
- Resource areas outside each group of classrooms which can be used for play, library time, computer work and independent research.
- A large assembly hall/dining hall with P.E. apparatus, mobile staging, sound system, stage lights and curtains, data projector and screen.
- Computers in every classroom and a bank of additional computers and ipads.
- Computer suite and sets of ipads.
- Interactive whiteboard in every classroom.
- Reference libraries, with additional libraries in each classroom.

And outside...

- A Foundation Stage playground (P1 and P2) with games, markings, picnic table and outdoor toys.
- A large enclosed tarmac playground with games and markings.
- A large selection of outdoor toys and games, encouraging independent play.
- A reading garden to facilitate quiet activities.
- An organic vegetable garden where children cultivate their own plants and vegetables.
- A garden area with a variety of fruit producing trees.
- An enclosed wild wooded area where children observe seasonal change, mini beasts, hedgehogs and bird life.
- Several picnic tables for children to play table top games.
- A large covered play area.
- Trim Trail
- A MUGA pitch



Teaching and Learning



Children are bursting with curiosity and really enjoy finding out about new things. In school all children follow the Northern Ireland Curriculum. The curriculum encourages children to think for themselves, to solve problems in a practical way and generally to become more independent. It is also hoped that children will see their learning in a connected way instead of different, discrete subjects.

Stages of the Primary Curriculum

The Foundation Stage Years 1 & 2

Key Stage 1 Years 3 & 4

Key Stage 2 Years 5,6 & 7

Howard Primary School has eleven classes. To reduce class size and comply with Department of Education regulations year groups may be combined. This tradition in Howard ensures high quality teaching and learning and the best possible opportunity for your child to achieve his/her potential.

Structure of the Curriculum

The Areas of Learning:

- 1 Language and Literacy (including Talking and Listening, Reading and Writing)
- 2 Maths and Numeracy (focusing on the development of mathematical concepts and numeracy across the curriculum)
- 3 The Arts (including Art & 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 (focusing on emotional, social skills, learning to learn, health, relationships and mutual understanding in the local and global community)
- 6 Physical Education
- 7 Religious Education

Whole Curriculum Skills And Capabilities

At the heart of our curriculum lies an emphasis on the development of core skills and capabilities for lifelong learning as well as the shaping of good citizens.

LITERACY, NUMERACY and USING ICT are developed through all areas of learning as are the children's thinking skills and personal capabilities.



N.I. Curriculum



Language And Literacy

Language and Literacy is seen as central to the curriculum in school. Throughout the school, emphasis is placed on developing the pupils' oral skills with opportunities provided to discuss, explain, debate and make formal presentations. Eco Club and School Council serve to extend that experience as pupils get older. A comprehensive reading programme which embraces a number of commercial schemes, big books, novels as well as computer activities ensures the skills and techniques are thoroughly taught with the aim of developing independent reading habits. A reading rich environment ensures children develop a love for reading, the school library, class libraries; author visits, etc. contribute to achieving this aim.

We have introduced accelerated reading to challenge and motivate our pupils.

Howard also operates a computer based programme known as Lexia. This supports the development of reading skills.

Written skills are given a high priority with the development of a clear handwriting style, well punctuated work and creative and relevant content all being important objectives. All children have the opportunity to write for a variety of audiences.



Mathematics & Numeracy

Throughout their time at Howard, children engage in a wide range of purposeful activities which involve them in different modes of mathematical learning, including playing, exploring and investigating, doing and observing, talking and listening, asking questions, reflecting, drafting, reading and recording.

Our Mathematics programme is based on lines of progression in Number, Shape and Space, Data Handling, Measures and Processes. At all ages the children are encouraged to develop an investigative approach to problem solving. We also place a great importance on the development of mental maths skills for our children. Mental maths concepts and activities are built into daily maths lessons.



N.I. Curriculum

World Around Us

The pupils are provided with opportunities to explore the world around them within the areas of Geography, History, Science and Technology. The school has developed a topic/themed approach to these subjects so that relevant connections are made with other areas of learning.

Through planning, designing, observation, recording and evaluating, children develop their knowledge and skills. Children will have the opportunity to learn both inside and outside the classroom. This learning may also take place in specific venues e.g. farms or museums, or in our own Outdoor Classroom.

Religious Education

Non denominational religious education will be available to all children. This programme follows the core curriculum as set out by the Department of Education for Northern Ireland. Parents may remove their children from these classes on the grounds of conscience and school will make alternative provision for them. Collective worship in the form of School Assembly takes place on Wednesday, Thursday and Friday mornings. These assemblies involve class and teacher participation as well as visits from local charities, missionary organizations and visits from local ministers. The annual R.E. Inspection visit takes place in the Summer Term.

ICT

Howard places a great emphasis on the acquisition of ICT skills. ICT is used throughout all subjects of the curriculum. Pupils are provided with the opportunities to explore, express, exchange, evaluate and exhibit.

It is essential that our children are ICT literate; accordingly we have invested financially in ensuring modern technology and software programmes are available to all our pupils. In all year groups teachers teach using integrated technology and pupils are required to complete ICT competency tasks. Pupils in Primaries Four and Seven will be awarded an end of keystage level for ICT. The school has invested in ipad training for teachers and have 45 ipads and apple T.V. In addition to this we use digital cameras, microphones, headphones, "talking tins" and beebots.



Music/Drama/Art

Our school has a strong musical and drama tradition with our school choir always in demand to sing at festivals, community events and other special occasions. Strings, woodwind, brass and percussion tuition are available from the EA music service. We also provide piano and guitar tutoring.

Children from Yr 1 - 7 have the opportunity to perform throughout the year to the whole school when they take class assemblies. In addition Yr 1 - 7 pupils perform at events over Christmas for parents and friends. Opportunities are also provided for children through school productions, special concerts, carol services and extended school drama clubs. Art techniques are explored through various media and work is displayed proudly around the school.

Activities and Clubs



Physical Education /Sport

The primary years are important in developing physical skills and positive attitudes to physical activity and general health and well being. At Howard Primary children experience a wide range of activities which development skills, and ensure fun, enjoyment and achievement. These activities include athletics, dance, gymnastics, games, swimming and extra-curricular activities

Swimming lessons begin in primary three. We strongly encourage every child to participate.

In addition to our comprehensive P.E programme we are also involved in the IFA coaching programme. This develops fundamental skills that are important for all sports.



Extra Curricular Activities

At Howard Primary School we have a wide range of extra-curricular activities. We believe that these activities offer an added dimension to the education of our children Activities Include Rugby, Football, Hockey, Netball, Tennis, Cookery, Gardening, Art & Craft, ICT, Fun & Fitness, French, Choir, Good News Club etc. These activities are available to primary five to primary seven pupils with primary four pupils also involved in some.

Educational Visits and Trips

An extensive range of school trips are available for all pupils throughout their time at Howard. School trips are linked to class topics. Recently children have visited the Ulster Folk and Transport Museum, The Argory, Palace Stables, the museum, Ranfurly House, the local park and the Linen Green. In addition visiting artists and groups come into school to provide interest days eg Robotics Day, Art Projects, Fitness Days, etc.

A residential trip for primary six pupils to Shannaghmore Outdoor Education Centre also takes place and primary seven pupils have the opportunity to travel to major UK cities eg Edinburgh, York, etc.



Eco Council

Our Eco Council is made up of pupils from primary four to primary seven under the supervision of our Eco Co ordinator Miss Sweeney. The council meets regularly and is concerned about issues such as water, energy, recycling, litter, healthy living, transport, bio diversity, the school grounds and the environment.

School Council

At Howard we are a listening school and value the ideas and input of our pupils. Pupils from primary four to primary seven have the opportunity to become members of our school council. The council meets to discuss issues that affect them at school and agree on actions which would help ensure the happiness of pupils and success of the school.



Assessment



At Howard Primary School each child's progress will be monitored continuously throughout the year. Progress is monitored on a daily basis, which provides the class teacher with information to plan for the needs of the children within her class. We use a range of assessment tools such as class tests, teacher observations, standardised tests, statutory assessments in communication, using mathematics and using ICT. It is our primary objective to continue to raise standards, with the main focus on high quality teaching and learning.

Parents will be informed of their children's progress by:

- An annual written report on each child's progress.
- Parent Teacher Interviews at which parents and the class teacher will have the opportunity to discuss the pupil's progress.
- Parents are encouraged to speak with their child's teacher, throughout the year, if they have any concerns.

Queries Regarding the Curriculum

If parents consider that the curriculum provision is not satisfactory, they can express their concern in the following stages:

- **Stage 1** Contact class teacher with Principal's consent
- **Stage 2** Contact Principal/Vice Principal
- **Stage 3** Contact Chairman of the Board of Governors (in writing)
- **Stage 4** Contact the Education Authority (in writing) to request that the EA Complaints Tribunal for curriculum matters, consider the complaint.



Special Educational Needs



Each child is important to us at Howard Primary and we recognise that each child has individual abilities and needs. As a school we wish to maximise each pupil's potential within our resources.

Teachers continually monitor progress and if they find a child is experiencing difficulties, they will inform parents about their concerns and they will refer the child to the Principal and Mr McIlwaine, the teacher responsible for Special Educational Needs (SENCo). The child's needs will be assessed and support will be provided if necessary. An Individual Educational Plan (IEP) will be written and progress closely monitored and reviewed.



In school we endeavour to provide as much additional support as possible. We have four classroom assistants trained in reading partnership. We also have classroom assistants trained in maths partnership. Teachers in P4- P7 have small group withdrawal time to support pupils with new concepts or persistent problems.

If little progress has been made as a result of internal school support, the SENCo in consultation with parents will refer the child to the EA Educational Psychologist.



Pastoral Care and Child Protection

In our recent inspection report (May 2011) the Pastoral Care in Howard Primary School was graded as outstanding and the behaviour of the pupils noted as exemplary.

At Howard Primary we aim to provide a happy caring safe, and supportive environment, where each child is valued for his or her unique talents and abilities and where each child can learn and develop to his/her full potential. Each class teacher will look after the pastoral needs of their 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 about any difficult home circumstances which may cause anxiety or stress. Pastoral Care permeates all aspects of school life. This ensures that pupils experience a

caring secure school ethos together with effective working relationships at all levels.

It is important that school has up to date contact information. Please inform us immediately of changes in addresses, telephone numbers and carers' names to ensure that we can care for your child effectively.

In line with all schools in Northern Ireland we have procedures in place to safeguard the pupils and to act upon any concerns we may have. All child protection concerns and referrals are handled sensitively, professionally and in ways which support the needs of the child.

All staff in the school are Access NI checked and have child protection training.

The Staff and Governors responsible for Child Protection

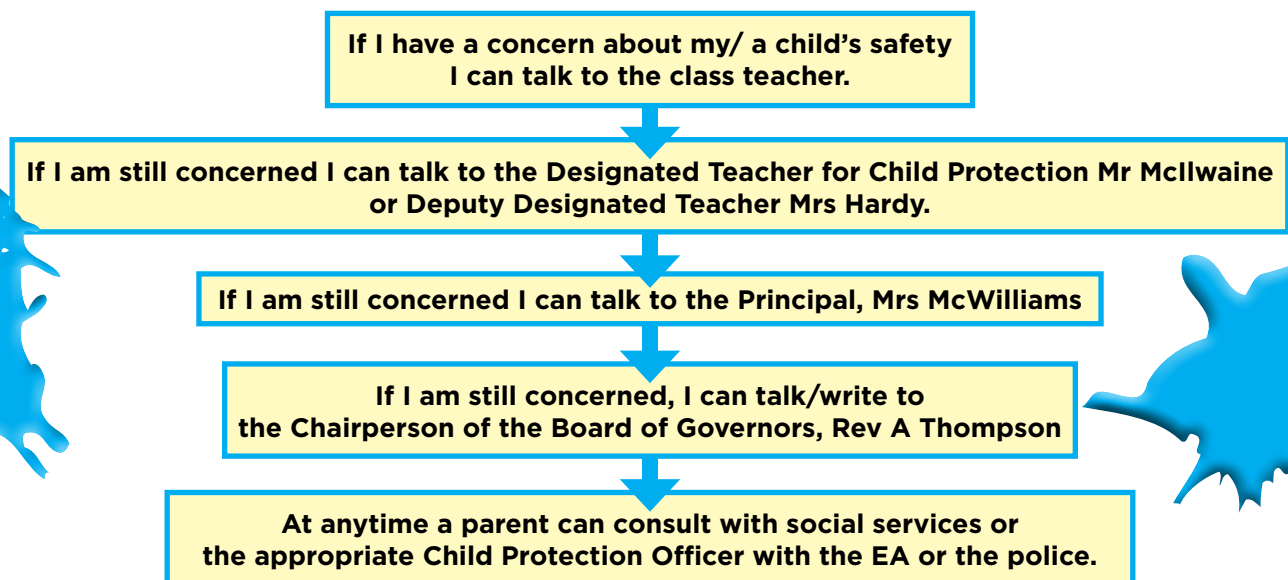
The Principal: Mrs P.L. McWilliams

The Designated Teacher for Child Protection: Mr P. McIlwaine

The Deputy Designated Teacher for Child Protection: Mrs J. Hardy

Designated Governor for Child Protection: Mrs J. Dobson

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



Positive Behaviour

An atmosphere conducive to learning can only take place where there is good discipline. We adopt a positive approach to discipline and reward children for good progress, effort, honesty and appropriate social behaviour. This will also help to promote self esteem and confidence. It is essential that children behave in a responsible manner, showing consideration, courtesy and respect for all people at all times. Parental support and co operation is most

important in maintaining such a high standard.

Each classroom will have a set of rules and sanctions which have been discussed and agreed by the children at the start of the year.

A reward system is in place throughout the school. One pupil from each class is awarded Star Pupil in collective worship on Friday mornings.

The School Day

School doors open at 8.35am

Children should not arrive at school before 8.35am as staff are not available to supervise them.
(Primary one – Primary three pupils should be left at their classroom door)

Class Times

8.45am - Lessons begin for all classes.

10.30am - 10.45am - Break time

Lunch Arrangements

Years 1- 4 - 12 noon- 12.45pm

Years 5-7 - 12.30pm- 1.15pm

End of School

Year 1 & 2 - Monday - Friday 1.45pm
(collect at classroom door)

Year 3 - Monday - Wednesday 1.45pm
(collect at classroom door)
Thursday & Friday 2.45pm
(collect at classroom door)

Years 4 -7 Monday - Friday 2.45pm
(collect at classroom door)

Morning Club

Our morning club operates from 8.00am each day. Children enjoy games, puzzles, listening to music, reading etc . A small charge of 50p/day is made for this facility.

After School Provision

Howard's Activity Club

P1-P3 Activity Club which operates from 1.45pm-2.45pm daily.

Howard's Den

This operates from 2.45pm-4.45pm each day. Both clubs are operated by fully qualified staff.



Healthy Break

Howard Primary School is a health promoting school and encourages children to bring a healthy mid morning snack to school (P5-P7). Snack may also be purchased from our school canteen at 30p per item.

The school provides healthy break and milk for the children in primary one-primary four. Parents are asked to contribute £2.00 per week towards the cost of these breaks.

Packed Lunches

Children eat their packed lunch in the assembly hall. Lunch should be packed in a named lunch box and left in the cloak room until required.

School Dinners

We have an excellent school meals kitchen, with meals of an exceptionally high standard. A menu of school meals for the month ahead is given to each family and is also available on the school website. Parents will be notified of school meals prices at the beginning of term. The exact dinner money should be placed in a labelled envelope and given to the class teacher on Monday mornings.



Charging and Remissions Policy

Education at Howard Primary School is provided free of charge for all lessons and activities connected with the child's entitlement to the school's formal curriculum. The school will 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 will charge for optional extras, which are not connected with the school's formal curriculum such as day trips or annual residential trips.

Charges will be made for these but it is stressed that failure to participate will not affect a child's performance at school. Written parental consent will be required before a child participates in school trips.

The school will also charge for individual tuition/sports coaching levied by music tutors or sports coaches.

A contribution will also be requested towards swimming and transport.

Homework

Homework is an important part of each child's education. All parents are asked to check that homework is completed conscientiously and signed. To ensure regularity homework will be set each night from Monday – Thursday, though this may be relaxed for special occasions.

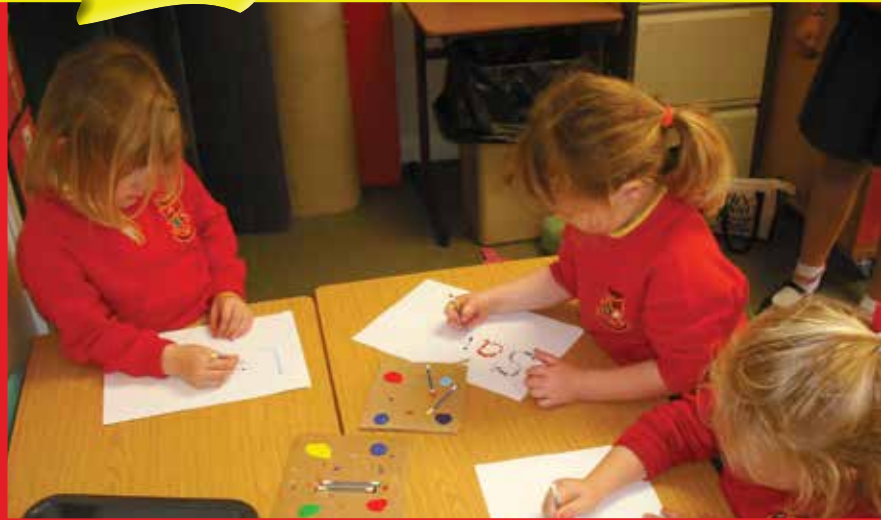
Parents

The staff and Governors of Howard Primary School regard learning as a partnership between school and home. We encourage parents to become involved in their child's education and in the life and the work of the school. We adopt an open door policy which means parents are welcome to talk with teachers and the Principal at a time that is suitable to everyone.

PTA

We have an active PTA group who work throughout the year to organise events and raise valuable funds for our pupils and school.





School uniform contributes much to the ethos of the school and the school is grateful for the support given by parents in this matter.

Uniform is available from

Paul's Shop, Linen Green , Moygashel
Horrace McMullan, 21 Scotch Street, Dungannon
George Cuddy, 7-9 Market Street, Dungannon OYS

All pupils:

Red school logo sweatshirt
 Yellow school logo polo shirt
 Optional red school logo rain jacket/fleece.

Boys: Black/ grey trousers

Girls: Grey pinafore /skirt
 (A red and white checked dress may be worn in the summer term)

Senior Choir: White shirt, tie, grey trousers/ skirt, black shoes.

Y1 & 2 - for PE

Children will require black shorts and black gym shoes. The children will change shoes and put on shorts. All clothing should be labelled with your child's name.

Y3 - Y7 - for PE

All children will require white t-shirts, black shorts and black gym shoes. All children are expected to change for PE. All clothing should be labelled with your child's name.



Jewellery

For health and safety reasons children should not wear jewellery, other than a watch.

Website

www.howardps.co.uk

Please check our school website for up to date information.

The information in this booklet is correct at the time of publication. However, it cannot be assumed that changes will not occur during the course of this year or in subsequent years.

- Some Inspection Quotes ETI May 2011, which may be useful.
- The quality of pastoral care is outstanding
- Pupil behaviour is exemplary
- The children are well motivated and have a positive attitude to their learning
- There is a wide range of after school activities
- Information Technology is well integrated throughout the curriculum.



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