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Welcome to Friends' School, Lisburn

Friends' School is co-educational and inter-denominational. Pupils range from 3 - 18 years.

In September 1996 the Preparatory Department, a long established and important part of Friends' School, moved into a purpose-built building within the grounds of the Grammar School. The Preparatory Department retains the name of Prospect House.

In 2011 a Pre-Prep Department opened. The Pre-Prep runs each day in the Meeting House which adjoins the Preparatory Department building. Pre-Prep pupils have full use of the excellent facilities on the Friends' School Campus.

In the Pre-Prep Department we aim to provide a safe, happy and caring environment for the children in our care. We strive to provide a stimulating educational environment which recognises each child's individuality and promotes each child's social, emotional, physical and intellectual development.

Mission Statement

Friends' School seeks to provide:

An environment in which pupils, staff and parents are committed to the idea of excellence within a caring, supportive community.

Values

The School owes its continuity and stability to its foundation under the initiative of the Religious Society of Friends. The present aims are in sympathy with the general principles of the society which: -

- a. value individuals as of equal standing before God;
- b. accept the indivisibility of the sacred and secular aspects of life;
- c. encourage the development of a sense of social awareness through service.

Aims

To fulfil the Mission Statement the following aims have been established:

- To enable all pupils to develop their academic potential and interests to the fullest extent
- To provide a broad and balanced curriculum relevant to the needs of our pupils
- To foster the self-esteem of pupils and staff
- To encourage the moral and spiritual development of our pupils
- To establish a partnership between the School, the parents and the local community
- To prepare pupils for adult life.

Starting Pre-Prep

Application forms for the Pre-Prep may be requested at any stage from the Preparatory Department. Application forms will be acknowledged and all names placed on a waiting list until the appropriate date when criteria will be applied. Offers will then be made in accordance with the admission criteria set out on page 7. A non-refundable deposit will be required to retain a place in the Pre-Prep.

The Pre-Prep Department of Friends' School provides a seamless transition on the one campus from pre-school to P1. Priority will be given to children in their last year before beginning school, but children will be accepted from the age of two years and 9 months, remaining for their final pre-school/nursery year.

NB: The age of starting the Pre-Prep for those not in final pre-school year:

- Children whose 3rd birthday is between September and December may begin at the start of the Autumn term
- Children whose 3rd birthday is between January and March may begin at the start of the Spring term
- Children whose birthday is between April and June may begin at the start of the Summer term.

Admissions Criteria

Decisions concerning admissions into Pre-Prep are taken by the Chairman of the Board of Governors, the Principal and the Head of the Preparatory Department.

Parents who wish their child to enter Friends' School Pre-Prep Department should send in an application form to the Preparatory Department Office, 6 Magheralave Road, Lisburn BT28 3BT, before the child reaches pre-school age. The child's name will then be placed on a waiting list. Decisions regarding entry to Pre-Prep are communicated to parents in the **January** prior to the September of admission.

Morning Session

The morning session is for children in their final pre-school year attending for 5 days per week.

Should entry to Pre-Prep Morning Session be oversubscribed, children who have reached pre-school age and who are on the waiting list on **13th January** prior to the September of admission, will be admitted in Pre-Prep according to the criteria in the order set down:

- a. Applicants whose parent or guardian is a Member or Attender of the Religious Society of Friends.
- b. Applicants who have a brother or sister enrolled, or formerly enrolled, at Friends' School, Lisburn. This includes applicants who have a twin or triplet, sibling already admitted.
- c. Applicants who are attending or are enrolled to attend the Afternoon Session at Friends' School Pre-Prep Department in the year prior to their final pre-school year.
- d. Applicants who have a parent or guardian who is a full time member of staff at Friends' School, Lisburn.
- e. Applicants whose parent or guardian is a past pupil of Friends' School, Lisburn
- f. Applicants who are the eldest, elder or only child in the family
- g. Applicants to whom a - f above do not apply.

Afternoon Session

The Afternoon session is for children in their pre Pre-Prep year. Children are eligible to attend from the age of 2 years and 9 months.

Should entry to Pre-Prep Afternoon Session be oversubscribed, children who are on the waiting list on **13th January** prior to the September in the academic year of admission, will be admitted in Pre-Prep according to the following criteria in the order set down:

- a. Applicants whose parent or guardian is a Member or Attender of the Religious Society of Friends.
- b. Applicants who have a brother or sister enrolled, or formerly enrolled, at Friends' School, Lisburn. This includes applicants who have a twin or triplet, sibling already admitted.
- c. Applicants who are enrolled to attend the Morning Session at Friends' School Pre-Prep Department in their final school year.
- d. Applicants who have a parent or guardian who is a full time member of staff at Friends' School, Lisburn.
- e. Applicants whose parent or guardian is a past pupil of Friends' School, Lisburn
- f. Applicants who are the eldest, elder or only child in the family
- g. Applicants to whom a - f above do not apply.

If, following the application of the above criteria in order, there comes a point where there are more applicants who meet a particular criterion than there are places available, the following process will be followed:

Criteria a - g will be weighted by point score i.e. 7 points for Criterion a to 1 point for Criterion g. At the criterion where P1 is oversubscribed, the weighting attached to the subsequent criteria met by each applicant will be taken into account.

For example:

Pre-Prep is oversubscribed under Criterion e: 'Applicants whose parent or guardian is a past pupil of Friends' School, Lisburn'.

Pupil A is also an eldest child, so Criterion f applies: (2 points)

Pupil B is not an eldest child, so Criterion g applies: (1 point).

Therefore Pupil A is admitted.

(Should there be more than one child on the same points weighting at this stage, the decision as to which pupil should be admitted will be on the basis of computerized random selection).

Curriculum

The Pre-Prep follows the curriculum guidance for Pre-School education which is set out under six headings:

- Language and Literacy Development
- Early Mathematical Experiences
- The Arts
- Personal Social and Emotional Development
- Physical Development and Movement
- The World Around us

Children will have the opportunity to:

- Explore the immediate environment
- Handle and use various materials
- Appreciate the value of books
- Acquire communication skills
- Gain enjoyment from the company of other children
- Begin to solve problems

Children will have access to:

- Water
- Wet and dry sand
- Paint
- Modelling dough / clay
- Book corner
- Role play area
- Jigsaws and games
- Construction toys
- Small world play
- Stories, rhymes, musical activities
- Outdoor play.

Activities vary from day to day. Children will have the opportunity to celebrate special events, cook / bake, welcome visitors, go on walks within the campus and local area. Pupils will regularly be taken to the play park facility at Wallace Park.

Children with Special Educational Needs

Special provision is made in the nursery for children with Special Educational Needs. Individual learning programmes are devised to meet their particular needs. However, where possible these children follow the same routines and have access to the same materials, toys and experiences as the other children. Care is taken to ensure that children with Special Educational Needs are socially integrated. Close liaison is maintained with parent educational psychologists and other professionals as appropriate.

Session Times

The Pre-Prep follows the same holidays, half days, exceptional closure days as the Prep Department.

(a) Morning Session Organisation

The morning session operates from 9am - 12 noon five days per week. Pupils may attend Breakfast Club from 8am. Pupils with siblings attending the Prep or Grammar may be left at the Pre-Prep from 8.30am. From 8.30-9am these pupils will be involved in free play activities.

Pre-Prep pupils arriving at 9am should be taken directly to the Pre-Prep. Parents may park in the upper playground so as they may accompany children to the Pre-Prep.

Pre-Prep pupils should be collected from the Pre-Prep at 12 noon. Parents may, once again, park in the upper playground. Cars, however, must be removed by 12.15pm when this playground will be used by Prep pupils.

See Wraparound Care section.

(b) Afternoon Session Organisation

The afternoon session operates from 1.15 to 3.15pm four days per week (Monday - Thursday). Pre-Prep pupils arriving at 1.15pm should be taken directly to the Pre-Prep. Parents may park in the upper playground so as they may accompany children to the Pre-Prep. Pre-Prep pupils may be collected from the Pre-Prep between 3 - 3.15pm. Parents may, once again, park in the upper playground. Cars, however, should not be in the playground before 3pm as at times the playground may be in use until the end of school. Parents should also be aware of the Prep pupils leaving the Prep Department who must be able to cross the entrance to this playground in safety. Pupils have right of way at all times.

See Wraparound Care Section.

Snack Routines

Snack Time

In the Pre-Prep we provide a range of mid morning/afternoon snacks and a choice of milk or water to drink. The children will serve themselves and there will be an adult to assist them. Occasionally the children will prepare a break related to a topic. Please do not send any additional snacks. If your child has any special dietary requirements, please inform the Pre-Prep staff.

Settling Into Pre-Prep

In order for staff and children to build up a good relationship, the duration of the sessions will be shorter during the first few days. Pupils in the morning session will attend from 10 - 11.30am and 1.30 - 2.30pm for those attending the afternoon session.

As this may be the first time that your child has been away from home and familiar faces, it is important that he/she feels happy and secure in the new surroundings. It is essential therefore, that a parent or carer can stay with the child as long as it is necessary for them to feel secure. Each child is different, so the settling in period can vary considerably.

After holiday periods, an illness or a change in family circumstances, a child can become unsettled. Always be prepared to stay if the child needs you. You are most welcome.

Wraparound Care

As the Pre-Prep is registered for preschool sessional care, it is not possible to offer pre-school age children care for more than a continuous period of **four hours** in any one day. Therefore, a child attending the morning session of the Pre-Prep from 9am - 12 noon may attend the Breakfast Club from 8am and leave at 12 noon or attend the morning session from 9am - 12 noon and then attend After School Club until 1pm, but no longer.

The afternoon session from 1.15pm to 3.15pm, for children in their pre pre-prep year, likewise cannot cover a total of more than four hours. Therefore a child arriving at 12 noon may stay until 4pm, but no longer or a child arriving at 1.15pm may remain until 5.15pm, but no longer.

The cost of After School care is £3 per 30 minutes or part thereof. Monthly bills are paid in arrears. The Wraparound Care Manager forwards bills to parents.

Prep Breakfast Club

A Breakfast Club runs from 8 - 8.30am each morning. Children are provided with orange juice, cereal and toast. The cost is £2. Pupils are supervised in the Prep Department.

Mrs Mairs, Wraparound Care Manager, may be contacted throughout the day on 07516108075.

Parental Involvement

Parents are always welcome in the Pre-Prep. We view parents and staff as partners in the development of each child. Not only does your child need to be happy about staying with us but we believe parents also need to feel confident.

You will receive a newsletter each month. This will contain information on topics being covered, dates to remember, visitors to the Pre-Prep and items to be brought in to support topic work. Notices will also be displayed on the Pre-Prep noticeboard.

Parental involvement on trips is greatly appreciated. If you are unable to attend with your child we welcome support from grandparents or childminders! If you can contribute in any way to topic work we would greatly appreciate it!

Parents will be invited to a Parent Information Evening in September each year. This gives you an opportunity to meet Pre-prep staff and the Preparatory Department's Foundation Stage Co-ordinator and to hear about procedures and routines in the Pre-Prep.

In November you will attend an individual meeting with the Pre-Prep staff to discuss your child. You are free to organise a meeting at any other time should the need arise.

In the month of June pupils due to move to P1, will receive a 'transition report'. This will be passed, with your consent, to your child's P1 teacher. Those pupils remaining with us for their pre-school year will also receive a progress report.

At any stage, please let us know if there is a change of circumstances within the family no matter how small e.g.

- Your child had any form of medicine before coming to Pre Prep in the morning.
- Your child has been unwell that morning or previous night.
- Your child has been in contact with any infectious illnesses.
- You have any concerns about your child in Pre-Prep
- Your home address or phone number has changed
- Any of the emergency contact numbers have changed
- You are going on holiday or your child will be absent for any reason.

Pastoral Care

Positive Behaviour

Friends' School Pre-Prep operates a system of positive behaviour. This strategy aims to focus on 'good' behaviour instead of dwelling on the negative. Children will be rewarded for displaying positive behaviour. We have a set of golden rules which the children will be introduced to in term one. It is important that boundaries are also set at home to avoid confusion and frustration.

Our Pre-Prep Golden Rules

- ✓ We play together

- ✓ We try to be friends with everyone

- ✓ We share with others

- ✓ We walk when we are indoors

- ✓ We take care of the toys

- ✓ We tidy up when we have finished

- ✓ We are always polite

Child Protection

We have a responsibility towards the children in our care and each child has a fundamental right to be protected from harm.

Your first point of contact about a child protection issue in the Pre-Prep is the Pre-Prep Leader, Sandra Carey. In the Prep Department, Mrs Alison Johnston is the Designated Teacher (DT) for Child Protection and Mrs Cathy Aughey is the Deputy Designated Teacher (DDT). Together the Pre-Prep Leader, DT and DDT work together as the safeguarding team. They will do whatever is reasonable to safeguard the welfare of the Pre-Prep pupils. Advice may be sought from Miss Linda Heggarty, VP Pastoral, in the Grammar School.

Please make Pre-Prep staff aware who will be collecting your child each day. Children will not be handed over to an unknown adult.

Health and Safety

You will be asked to complete a form giving a brief outline of your child's medical history so that we are aware of any problems such as allergies, speech or hearing problems.

Please do not send your child to the Pre-Prep if he/she is unwell as it is neither fair to your child or to the other children. Twenty four hours should elapse after illness, before your child returns to the Pre-Prep.

- If your child has been in contact with an infectious illness please let us know.
- If your child becomes ill during the morning you will be contacted. For that reason you will be asked to complete a form giving details of where parents or other relatives or friends, known to the child, may be contacted in the event of an emergency.
- If your child has taken medicine in the morning please pass this information to the teacher.
- Any accidents that occur in pre-prep will be recorded in an accident book. Pre-Prep staff will inform you of any accidents.
- In the event of a serious accident or any kind of head injury you will be contacted immediately.
- Please note that we do not administer medicines during the day with the exception of asthma drugs.
- If Pre-Prep staff have concerns during the day regarding a child's health, advice will be sought from the School Nurse. Her surgery is located in the Grammar School.

NB All pastoral care policies are in line with Prep Department Policies.

Uniform

Your child is requested to wear:

- Red Pre-Prep sweatshirt
- White Polo shirt (Regulation Prep white Polo shirt with badge optional)
- Navy tracksuit bottoms
- Trainers (Wellington boots for outdoor play).

NB In the Summer term (April to June) and Autumn term (September - October) boys may wear regulation grey school shorts and girls may wear the regulation school summer dress).

Optional

- Prep Department green coat
- Prep Department summer hat (red).

Please **NAME** all items of clothing to avoid items being lost or misplaced.

Uniform is available from McCalls, Lisburn and Warnocks, Belfast

Additional Items of Kit

- . Friends' Prep hoodie
- . Friends' Prep $\frac{1}{4}$ zip jacket

Both are available from McCalls, Lisburn.

Pre-Prep Fees

Morning Session

The Pre-Prep will be open for 190 days each school year.

5 Days per Week

Fees will be £2455 per annum. . (Direct debit fee payable - £2254)

Fees may be paid by direct debit over 10 months (September - June inclusive).

4 Days per Week

Fees - £1965 per annum. (Direct debit fee payable - £1768)

Fees may be paid by direct debit over 10 months (September - June inclusive).

3 Days per Week

Fees - £1473 per annum. (Direct debit fee payable - £1326)

Fees may be paid by direct debit over 10 months (September - June inclusive).

Child care vouchers are available.

Fees are reviewed annually by the Board of Governors.

Pre-Prep Fees

Afternoon Session

Pre-Prep afternoon session is available Monday - Thursday.

4 Days per Week

Fee - £1344 per annum (Direct debit fee payable - £1209)

Fees may be paid by direct debit over 10 months (September - June inclusive).

Subject to Admissions Criteria and overall maximum roll, where there are places available some pupils may attend on:

3 days per week

Fee - £1006 per annum (Direct debit fee payable - £905)

Fees may be paid by direct debit over 10 months (September - June inclusive).

2 days per week

Fee - £683 per annum (Direct debit fee payable - £621)

Fees may be paid by direct debit over 10 months (September - June inclusive).

Child care vouchers are available.

Fees are reviewed annually by the Board of Governors.

Staff details

Principal	Stephen RT Moore MA (Oxon)
Head of Preparatory Dept	Cathy A Aughey B.Ed (Hons)
Pre-Prep Leader	Sandra Carey B.A. (Hons)
Pre-Prep Assistant	Tracey Gowdy CACHE Advanced Diploma
Bursar	Thomas G Hendry B.A.
Prep Department Secretary	Kathy Robinson / Elaine Davis
Wraparound Care Manager	Sarah Law (Maternity Cover)
	Contact: 07516108075

Contact Details:

Friends' School Pre-Prep

6 Magheralave Road

Lisburn

BT28 3BH

Preparatory Department Direct Line: 02892 669198

E-mail: scarey755@c2kni.net

tgowdy790@c2kni.net

Pre-Prep Mobile: 07955001611

Website: www.friendsprep.org.uk

Parents wishing to speak with Pre-Prep staff should arrange this meeting directly with the Pre-Prep leader. All forms, money etc. should be given directly to Pre-Prep staff.