

Contents

Welcome	2
Location	3
General Information	4
How to Contact the School	5
Foundation and History of the School	6
Mission Statement, Values and Aims	8
Staff Organisation	9
NI Revised Curriculum	12
Extra Curricular Activities	17
Admissions Criteria	21
Induction Procedure for Prep One	24
Parental Involvement, PTA	25
School Organisation	28
Uniform List	38
Pastoral Care	43
Child Protection Policy	45
Positive Behaviour Policy	47
Anti-Bullying Policy	49
Homework Policy	51
School Rules	53
School Fees	55 - 57
School Holidays	58
Conclusion	59

Principal
Stephen RT Moore MA (Oxon)
Bursar
Thomas G Hendry BA



Telephone
(028) 9266 2156
Fax
(028) 9267 2134
E-mail:
office@friends.lisburn.ni.sch.uk

FRIENDS' SCHOOL LISBURN

CO. ANTRIM BT28 3BH

September 2016

Dear Parent,

As you read through this booklet, I hope that you find it informative and that you will become aware of the atmosphere we aim to achieve within the Preparatory Department.

We wish our pupils to be educated in a secure, happy and caring environment based on the principles of the Religious Society of Friends from which the school has its foundation. Our aim is to provide the opportunities for each child to develop his/her inherent potential academically, socially and personally.

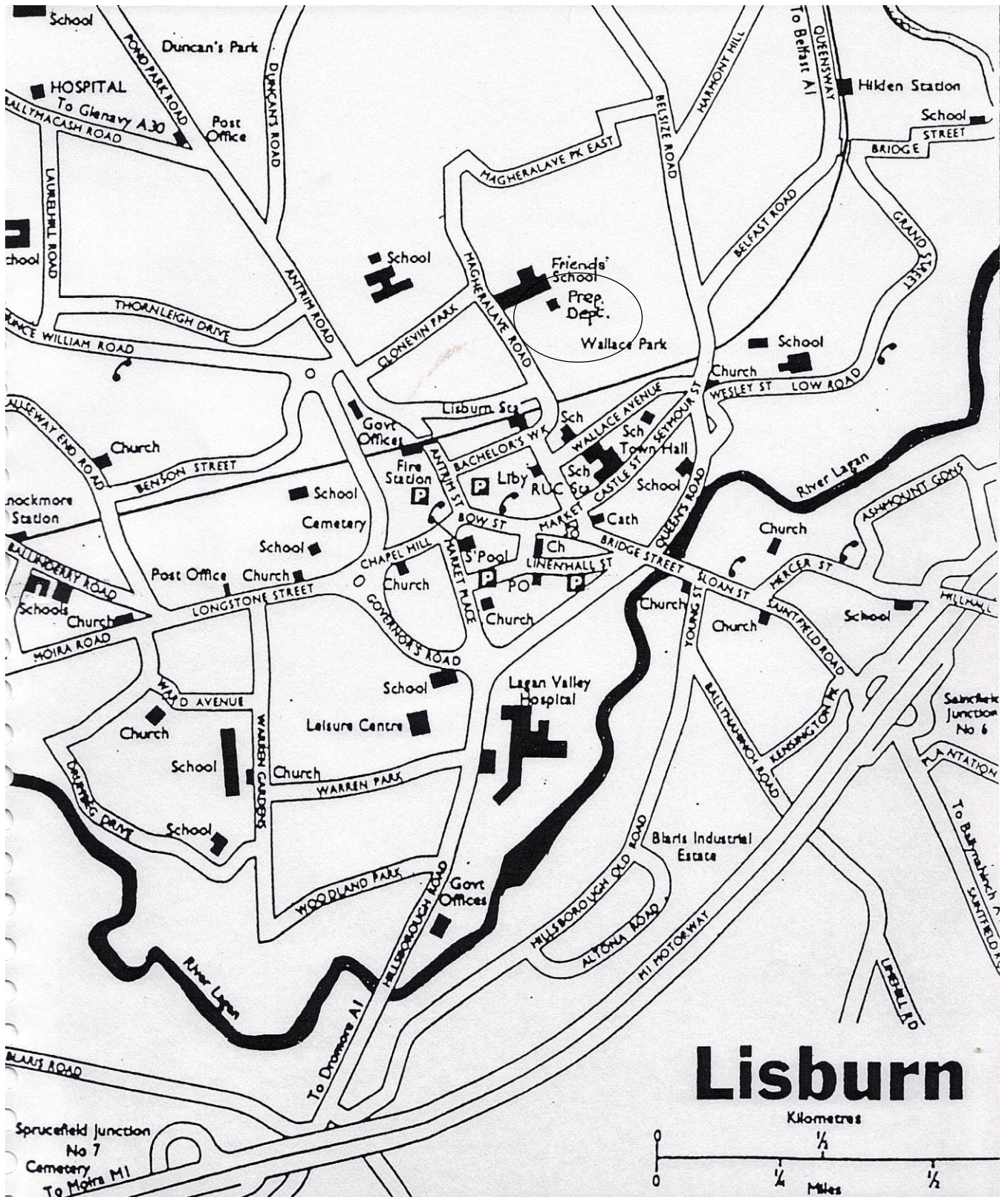
We appreciate and encourage the support which parents give to the children and the staff in the Prep Department. We realise that the education of a child involves a partnership between home and school. We know, therefore, that you will be sharing in this educational process with us, as we endeavour to make your child's time in Friends' School Preparatory Department a rewarding and enjoyable experience.

If you wish to know more about our school, you are most welcome to arrange a time to visit us.

Yours sincerely,

Cathy A Aughey
Head of the Preparatory Department

Location



General Information

Name: Friends' School Preparatory Department
'Prospect House'

Address: 6 Magheralave Road
LISBURN
BT28 3BH

Telephone: (028) 9266 9198 (Direct Line)
(028) 9266 2156 (Ext 242)

Fax: (028) 9267 2134

Principal: Stephen RT Moore MA (Oxon)

Head of Preparatory Department: Cathy A Aughey B.Ed (Hons)

Bursar: Thomas G Hendry B.A.

Preparatory Department Secretary (Jobshare) Kathy Robinson / Elaine Davis

Pre-Prep Leader Sandra Carey B.A. (Hons)

Wraparound Care Manager Claire Mairs
Sarah Law (Maternity Cover)

The Preparatory Department is a long-established and integral part of Friends' School. It is co-educational and interdenominational. The age of the pupils range from 4 years to 11 years. Pupils from 2 years 9 months may join the Pre-Prep Department.

For almost fifty years the Preparatory Department resided in Prospect House, situated within the grounds of the Grammar School. In September 1996 the Preparatory Department moved into a new purpose-built building which again is within the grounds of the Grammar School and retains the name of Prospect House.

How to Contact the Preparatory Department

Prep Office	028 9266 9198
Pre-Prep. Dept.	07955001611
After School Club	07516108075
Email	krobinson973@c2kni.net
Website	www.friendsprep.org.uk

Mrs Kathy Robinson / Mrs Elaine Davis, the Preparatory Department Secretary Jobshares, will be available to answer calls from 8.30am until 2.30pm. Please note there is no answer machine. If Mrs Robinson/Mrs Davis is out of the office and you need to leave an urgent message, please email krobinson973@c2kni.net.

After 2.30pm the Direct Line is still in use. After class contact hours the phone will be answered by the Head of Department or other teachers, **when available.**

Please note that the General Office at the Grammar School is open from 8.45am until 4.45pm daily.

The Wraparound Care Manager may be contacted on the After School Club mobile on: 07516108075 or email cmairs700@c2kni.net.

All calls relating to Breakfast Club, After School Club, Summer/Easter Schemes and Education Week should be directed to Sarah Law, Acting Wraparound Care Manager on 07516108075 or cmairs700@c2kni.net. This mobile is checked regularly throughout the school day.

Foundation and History of the School

A wealthy Quaker linen merchant, John Hancock, left £1000 in 1764 for the purchase of land in or around Lisburn on which to build a school. Twenty acres were purchased at Prospect Hill from the Earl of Hertford. In 1774 the first Headmaster, John Gough, took up his post. The school became known as the Ulster Provincial School, and became the responsibility of the Ulster Quarterly Meeting, the body representing the Religious Society of Friends in Ulster. Today the Board of Governors is composed of ten representatives of Ulster Friends, four nominees of the Department of Education, two elected Parent Governors and two elected Teacher Governors.

By 1900 the school had become a recognised feature of Lisburn life, enrolling non-Quakers as well as Quakers and serving the needs of the general community of Lisburn and district. Under John M. Douglas (1929-52) Friends' emerged as one of the leading grammar schools in Northern Ireland.

The school has continued to expand under recent principals. In 1965 the present Dining Hall, Gymnasium and Old West Wing were completed. The semi-circular Assembly Hall was completed in 1967 followed by the building of Harding House. The West Wing Extension was completed in 1990 and the Middle School Extension, completed at the same time, contains a new Library Complex, Lecture Theatre, Sixth Form Common Room, Careers Suite and study areas for Sixth Formers. The Technology building was opened in September 1992.

It was vital that the school should have all the facilities required to enable it to meet with confidence the challenge of the new Millennium. To that end in 1994 the Board of Governors embarked upon a Development Campaign.

This financed the building of the purpose-built Preparatory Department. The new Preparatory Department was completed by September 1996. The building was officially opened by Theo. J. Snoddy on 12 March 1997.

The Sports Complex was completed for the start of the Autumn Term 2000 and officially opened by Daniel H. Sinton on 5 October 2000.

Ongoing developments have been the extensive refurbishment of the Science Laboratories and the provision of a Computer Suite giving all pupils access to the latest Information Technology.

Friends' has changed dramatically in the last century. Indeed its first Headmaster, John Gough, would find it difficult to recognise the school which he knew at the end of the eighteenth century, and yet the link with those days has not been forgotten. The Quaker ethos of care for the individual and development of inherent potential still underpins the general philosophy of the school and through tolerance and understanding helps to cater for the different traditions within the local community.

Mission Statement, Values and Aims

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:

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

Staff Organisation

Board of Governors

Appointed by Religious Society of Friends as at April 2016

W Kenneth Brown, Ainda D Andress, Margrit Grey (Chairman), Peter G Lawson, Latifa McCullagh, Aidan D Pearson, Daniel H Sinton, John Campton, Natalie Le Seilleur, William H Sinton.

Nominated by Department of Education

Moira Alexander, Jude Helliker, Alan Woodside, Ann Armstrong

Elected by Parents

Marcella Campbell
Heather Taylor

Elected by Teaching Staff

Eva Spiers
Aaron Chestnut

Co-opted: Noel Quinn, Karen Brown

Principal

Stephen Moore

Secretary to Board of Governors

Tom Hendry

* * * * *

Preparatory Department Teaching Staff

Head of Department	Cathy A Aughey
Extra Curricular Activities Co-ordinator	Alison Johnston
Foundation and Events Co-ordinator	Clare Monteith
Assessment/Teaching & Learning Co-ordinator	Jacqueline Montgomery Kocaturk
Designated Teacher for Child Protection	Alison Johnston
Deputy Designated Teacher for Child Protection	Cathy Aughey
Prep 1 Class Teacher	Clare Monteith
Prep 2 Class Teacher	Rosanna Smyth
Prep 3 Class Teacher	Ruth Connolly
Prep 4 Class Teacher	Cathy A Aughey
Principal Release Teacher	Alyson Johns
Prep 5 Class Teacher	Alison Johnston
Prep 6 Class Teacher (Jobshare)	Leigh Lunn / Serena Gordon
Prep 7 Class Teacher	Jacqueline Montgomery Kocaturk

Pre-Prep Staff

Pre-Prep Leader	Sandra Carey
Pre-Prep Assistant	Tracey Gowdy

Part Time Teaching Staff

Learning Support Teacher

Anne Totten

The Head of Department, assisted by the Foundation Stage, Teaching and Learning Co-ordinators and subject co-ordinators will monitor, evaluate and develop the whole school curriculum.

Class teachers are responsible for teaching the pupils in their class, assessing their progress and liaising with the Head of Department, Learning Support Teacher and parents on academic achievement, pastoral needs and behavioural matters.

Non-Teaching Staff

Secretary

Kathy Robinson / Elaine Davis

Wraparound Care Manager
(incorporating After School Club,
Breakfast Club and Schemes)

Claire Mairs
Sarah Law (Maternity Cover)

Classroom Assistants

Cathy Flack (P1)
Caroline Campbell (SEN)
Lorraine Smyth (SEN)
Margaret Irvine (SEN)
Judith Anderson (P3)
Cathy Stevens (P2)

Breakfast Club Supervisor

Cathy Stevens

After School Club Assistants

Jocelyn Robinson
Cathy Stevens
Danielle Norwood

School Nurse

Marcella Higgins

Classroom Assistants

A Classroom Assistant works within the P1 classroom each year. Her duties are curriculum-based, pastoral and organisational.

There are other Classroom Assistants working throughout the school. Some of these Classroom Assistants are assigned to individual pupils.

Secretary

The Secretary's duties are mainly administrative and organisational, liaising with the Bursar and the staff in the General Office. She works closely with the Head of Department and is of assistance to the class teachers. The secretary is also a line of communication between the parents and the school. She helps to ensure that the security rules of the building are carried out during teaching hours.

The Secretary, the Classroom Assistants, and the Supervisory Assistants greatly facilitate the smooth running of the school.

Northern Ireland Revised Curriculum

The Areas of Learning

1. Language and Literacy
2. Mathematics and Numeracy
3. The Arts (Art, Music, drama)
4. Personal Development and Mutual Understanding
5. Physical Education
6. The World Around us (Science, History, Geography)
7. Religious Education

Cross curricular skills to be integrated into the Areas of Learning

- Communication
- Using Mathematics
- Using ICT

Thinking skills and personal capabilities to be developed

- managing information
- working with others
- being creative
- thinking, problem solving and decision making
- self management

Stages of the Primary Curriculum

- Foundation Stage includes Pre-School, Year 1 and Year 2
- Key Stage One -Year 3 and Year 4
- Key Stage Two- Years 5, 6 and 7.

Foundation Stage

The Foundation Stage builds upon the valuable work undertaken at Pre-School/Pre-prep. During this stage, teachers are able to teach at a pace which is developmentally appropriate for very young children. There is an increased emphasis on play-based learning and personal, social and emotional development.

Key Stages 1 and 2

Key Stage 1 covers years 3 and 4 whilst Key Stage 2 remains Years 5-7. Pupils are encouraged to make connections in their learning and see the relevance in what they are studying. There is an increased emphasis on Personal Development and Mutual Understanding (P.D. & M.U.) across the Curriculum. P.D.&M.U. is introduced as a distinct Learning Area. Skills and capabilities are developed through all the Learning Areas listed above.

Differentiation

Effective teaching is achieved by matching the level of work to the individual ability of each pupil so that he/she may reach his/her own inherent academic potential.

Children are taught using a variety of styles - whole class; small group - mixed ability or differentiated by ability; individual teaching.

The chosen style will be appropriately matched to the task being undertaken by the pupil.

Special Educational Needs

Learning Support Teacher :- Mrs Anne Totten.

The Special Educational Needs (SEN) policy in the Preparatory Department has due regard for the School's Mission Statement and for the DENI Code of Practice for the Identification and Assessment of Special Educational Needs. We seek to meet the needs of each child.

The policy accepts that there is a wide variety of difficulties which may lead to special educational needs. In the Preparatory Department special educational needs usually concern the following:

- General/Specific Learning Difficulties
- Emotional and Behavioural Difficulties
- Medical/Physical Difficulties

The Class Teachers continuously monitor and assess their pupils. If a child is identified as having a learning difficulty or a behavioural or an emotional problem this will be reported by the class teacher to the Learning Support Teacher and the parents will be informed. The Code of Practice will be implemented and an Individual Educational Plan prepared. Additional help and support may be required within the classroom and at home.

Where necessary, assessment and advice will be sought from the Educational Psychology Service provided by the South Eastern Education and Library Board and from the school's Clinical Medical Officer. We seek to work closely with parents at all times in the best interests of their child.

The Learning Support teacher works with individuals and small groups of pupils. She prepares Individual Education Plans along with the child's class teacher.

Short term special educational needs due to illness will be organised in consultation with the child's parents, the Clinical Medical Officer and the child's GP.

Parents requiring further information about the SEN Policy may arrange to meet with the Head of the Department.

Assessment

At the end of Key Stage One (during P4) and at the end of Key Stage Two (during P7) assessment of literacy, numeracy and ICT attainment will be recorded.

Reporting to Parents

Each child's progress is monitored continuously throughout the year.

In September parents receive a plan detailing Parent/Teacher contact and the monitoring of each child's progress. Parents are invited to a Parent Information Evening during early September when information is given regarding the curriculum and classroom organisation for P1-P6.

P7 Parent/Teacher interviews take place in October regarding progress towards the Transfer procedure.

In November progress interviews take place with P1-P6 parents.

The end of year Annual Report for each pupil is distributed at the beginning of June. Parents have the opportunity to attend a further Parent/Teacher interview to discuss progress and the Annual Report.

Assessment for Learning within the Revised Curriculum

Pupils are encouraged to become more actively involved in their own learning process. Assessment is a key part of the on going learning process rather than an end product. Hence the title **Assessment for Learning** as opposed to **Assessment of Learning**.

How do teachers assess children?

A varied range of assessment techniques is used as an integral part of the learning and teaching process, not just at the end of a lesson or topic. Teachers select techniques that best suit the nature of the work being assessed and the purpose of the assessment at the particular time for example:

- Observation
- Class discussion
- Oral, written, visual presentations or physical demonstrations
- Independent or group tasks
- Project work
- Homework
- Diagnostic and/or standardised tests

Evidence from these activities helps teachers:

- Identify strengths and areas for improvement
- Plan the next stage of learning
- Make summative judgements at a particular point in time, for example, at the end of a topic, unit of work or the end of each year.

We wish parents to know that if they have concerns at **any** time, they should please contact the Secretary who will liaise with the Head of the Department or the Class Teacher to arrange a convenient time to meet to discuss their child's progress.

Extra-Curricular Activities

Extra curricular Activities Co-ordinator :- Mrs Alison Johnston.

The majority of activities for P3-P7 run from 3pm - 4pm. Parents receive an overview regarding Extra Curricular activities at the beginning of each new school year. **Whilst the majority of activities are led by teaching staff, there will be an additional charge for some activities if professional coaching is involved.**

Sport

A number of sporting activities are provided for the children.

Hockey

Hockey clubs for P4-P7 pupils take place throughout the year. In addition to this hockey teams, both boys and girls, are coached on the School's Astroturf Pitches during the Autumn and Spring terms. Coaching is provided by a professional coach along with Mrs Johnston and Mrs Monteith.

These teams enter the Lisburn Schools' Hockey Leagues and Annual Tournaments. Over the years our pupils have enjoyed much success in these competitions, both regularly qualifying to represent the Lisburn Area in the Northern Ireland Mini-Hockey Finals. In 2016 the girls' team won the McCloy Cup (NI Mini Hockey Finals) for the first time in the Prep's history.

Badminton

From December to March badminton coaching, led by a Badminton Union of Ireland coach, takes place after school in the School's Sports Hall for P5-P7 pupils. The Badminton Teams, both boys and girls, have taken part most successfully in the Ulster Schools' Badminton Associations Competitions. Mrs Smyth organises and coaches our badminton teams along with a professional badminton coach.

Touch Rugby and Mini Rugby

Touch Rugby coaching is available for P4 and P5 pupils.

Mini Rugby coaching is available for boys and girls in P6 and P7. Sessions take place during the Spring term on the School's Rugby Pitches. A Mini Rugby team is entered in the West Down Mini Rugby Qualifier each year and at various invitational tournaments throughout the season.

Touch and Mini Rugby clubs are led by a professional coach assisted by IRFU qualified coaches.

Cricket / Golf / Football

These clubs, when running, are led by professional coaches.

Swimming

During the school year, P4-P7 pupils are given swimming lessons as part of their PE programme. Inter House Class Galas are held during the Spring Term and we also participate each year in the Lisburn Primary Schools' Swim Meet. Top swimmers from the Prep are also entered in the Ulster and Irish Minor Schools' Swimming Championships annually.

Cycling Proficiency

A Cycling Proficiency Course is available for P7 pupils during the Spring and Summer Terms. This is led by Mrs Montgomery.

Music

The Prep School Choir (P4-P7 pupils), practises weekly during the Autumn / Spring terms. At times they join with the Drama Club for the Prep performance of a musical play or concert. The Choir performs at concerts / events. Professional singing teacher, Mr Ashley Fulton, trains the Prep Department Choir.

Music Club

A Music Club takes place for P5-P7 pupils in the Summer term. This activity is led by Mrs Connolly with the assistance of music specialists.

Drama

The **Junior Drama Club** is for P3 and P4 pupils. A separate club takes place for each of these classes. Children are involved in workshops which include:-

- games
- improvisations and script exercises
- confidence building
- creativity
- social skills

The clubs are run by Mrs Johns.

A **Senior Drama Club** for P5-P7 pupils meets during the Autumn and Spring terms, working towards the performance of a musical play or concert. These events are greatly enjoyed by an audience of parents and friends. The Senior Drama Club is led by Mrs Connolly and Mrs Aughey.

Musical Theatre Dance

This activity runs twice each year. P5-P7 pupils may join the Dance Club in the Autumn term whilst P3 and P4 pupils enjoy their Dance Club in the Summer term. Pupils will have the opportunity to learn and perform dances. They will be taught by professional choreographer, Gillian Jones.

Art

An Art Club takes place in the Autumn Term for P5-P7 pupils.

Languages

French Clubs take place for P3 and P4 pupils. At times pupils have the opportunity to join a Spanish Club. These clubs are run by Mrs Montgomery and Miss Gordon. Parents who speak additional languages often visit school to work with pupils.

In 2015-2016 **Eco Club** and **Bricks4Kids** were introduced and proved to be extremely popular.

Gymnastics

At various times throughout the year each class visits SALTO Gymnastics Centre for a six or seven week course.

Private Music Lessons

Private music lessons are available for individual pupils (P3-P7) during the school day. Miss Rosemary Aiken teaches piano. For further information contact Mrs Aughey.

Sports Days

We have our Annual Sports Days in May (P5-P7) and in June (P1-P4) to which parents are cordially invited. The Sports Days are organised by Mrs Monteith and Mrs Montgomery.

Educational Visits and Visitors to School

Each class has a number of educational visits throughout the school year, covering a variety of curriculum areas.

In addition, P6 and P7 each have a residential trip during the Summer term. At present, P6 visit Greenhill and P7 go to the Share Centre, Enniskillen annually.

Our school trips are organised conscientiously. Guidelines and regulations set out by the Department of Education and Friends' School are strictly followed.

Visitors are invited into school to speak to the children during Morning Assembly or during class time, on appropriate occasions.

Admissions

Criteria for Admission

Prep 1 Intake

Decisions concerning admissions into P1 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 P1 in the Preparatory Department should send in an application form to the Preparatory Department Office, Magheralave Road, Lisburn BT28 3BH, before the child reaches school age. The child's name will then be placed on a waiting list. Decisions regarding entry to P1 are communicated to parents in the September prior to the September of admission.

Should entry to P1 be oversubscribed, children who reach the compulsory school age (i.e. 4 years of age on or before 1 July of any school year) and who are on the waiting list on 15th September prior to the September of admission, will be admitted in P1 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 attending the Morning Session at Friends' School Pre-Prep Department in 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 pupils 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:

P1 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 random computerised selection).

Prep 2 - Prep 7 Intake

Parents who wish their child to enter the Preparatory Department in Year 2 to Year 7 should complete an application form. Application forms are available from the Preparatory Department Office or on line by visiting the Friends' School website www.friendsprep.org.uk.

The parents and the child will be invited to an interview and given an opportunity to view the school. A place may be offered, subject to the interview and the availability of a place in the appropriate year group.

Criteria as above will apply when referring to a waiting list.

Pre-Prep Intake

Application forms for the Pre-Prep may be requested at any stage from the Preparatory Department. Offers will be made in accordance with the admissions criteria set out in the Pre-Prep Prospectus.

Offers will be made in January prior to entry. 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. Children in their last year before beginning school, may attend the morning session (9am - 12 noon). Children from the age of two years and 9 months may attend the afternoon session (1.15pm - 3.15pm).

Further information is in the Pre-Prep Prospectus which is available on the school website under the School Information section or a hard copy may be requested from the Prep Office.

Induction Procedure for Prep 1

Offers for entry into Prep 1 will be made during the preceding September. When it is confirmed that a child will enter Prep 1, the school will make contact with the parents through invitations to school events and by sending out various Preparatory Department publications.

In the Summer term the Principal, Head of Department and Foundation Stage hold an Induction Meeting for the parents and children of our new Prep 1 class. Following a brief welcome parents and children move to the P1 classroom to meet with Mrs Monteith, our Foundation Stage co-ordinator and P1 class teacher, along with the P1 classroom assistant. Once children settle, parents may enjoy an informal chat with the Principal, Mr Moore, and Mrs Aughey. Children will then join their parents for light refreshments.

Prior to the meeting parents are provided with a booklet entitled 'Starting School' which gives helpful advice on preparing children for school. At the Induction Meeting there will be the opportunity for parents to ask questions in an informal setting. It is important to us that parents and teachers work closely together to ensure that the children feel happy and secure about coming to school.

Details about the organisation of the P1 classroom and pupils' progress are given early in the Autumn Term at our Parents' Information Evening.

At the beginning of the new school year the P1 class is divided into two groups. Each group attends school for a short period on day one. This enables each child to settle more easily into routines of school life and also allows the teacher and classroom assistant time to get to know each child. Further details are available in the Starting School Booklet which is distributed prior to the P1 Induction Meeting.

Should you have any concerns during the year, the Prep 1 Class Teacher will always be happy to discuss these with you.

We wish our Prep 1 pupils happiness and success as they begin their education at Friends' School, Lisburn.

Parental Involvement

Parents and School

It is important that parents and teachers work together in the best interest of the child. We very much appreciate the encouragement and support that parents give to their children in the Preparatory Department.

Parents are invited to meetings with class teachers to discuss their children's progress. Early in the Autumn term parents will be invited to a Parent Information Evening to meet with the class teachers. Pupils' progress is discussed with parents annually in November and again in June, following the issue of the End of Year Progress Report.

However, parents may, **at any time during the school year**, make appointments through the Secretary to meet with Class Teachers or the Head of Department, if they have any concerns, either educational or pastoral. In addition, there are many cases of daily contact, whenever necessary, between parents and teachers.

As part of the preparation for the Transfer Procedure, the parents of P6 pupils will attend an information meeting with the Principal, Head of Department, P6 class teacher and the P7 teacher. This usually takes place in the Spring term. This is followed by an individual pupil progress meeting with the P6 teacher.

The following October these parents meet with the P7 teacher for individual interviews to discuss their child's progress. In February P7 parents will again be invited for interview with the Principal, Head of Department and P7 teacher to discuss the completion of their child's Transfer Report Form.

Parents are cordially invited to our Christmas Nativity Play, Sports Days, Drama Performances and Social Events.

When we organise educational outings for our classes, we ask parents to accompany us, in order to help with the supervision of the children. Every year P6 and P7 have residential class trips. For this we require parents to volunteer to be group leaders to assist teachers with the organisation and supervision of the pupils during this time away from home.

We use the expertise of parents to enhance the curriculum. Parental help is used as we prepare for our Drama Club performances and for sporting events / coaching. Teachers and pupils greatly benefit from the support and co-operation we receive from parents on these occasions.

In accordance with Department of Education guidelines regarding Child Protection, parents who help on trips or in any other way in school will be asked to permit a Police Check.

Parent Teacher Association

Aim:- To encourage co-operation between parents and teachers and to work for the good of the school.

There is a very active Parent Teacher Association in Friends' School. This forms an important link between parent and teacher and between one parent and another.

Many activities are held during the year so that vital funds can be raised to purchase equipment for the Grammar School and the Preparatory Department.

The PTA programme for the year includes social events which are very enjoyable. All those who attend are made to feel very welcome and there is the added satisfaction of knowing that the school will benefit financially.

In recent years, the PTA has provided playing kits for Prep hockey teams, including the purchase of goalie kits. New sound equipment in the Grammar School Hall was purchased on request by the Prep Department. From 2016, the PTA will be funding Active Learning Days for Prep pupils.

We thank the PTA for its continued support.

The PTA Committee: -

President	Stephen Moore (S)
Chairperson	Sharon Watson (P)
Secretary	Susan Skates (P)
Treasurer	Mary Hall (P)
	Cathy Aughey (S)
	Sharon Bridge (P)
	Fiona Brogan-Quinn (P)
	Marcella Campbell (P)
	Ruth Connolly (S)
	Bernie Drayne (P)
	Stefania Faraone (P)
	Tom Hendry (S)
	Barry Mageean (P)
	Deidre McCausland (P)
	Ivor Monaghan (S)
	Judith Rowan (P)
	Eva Spiers (S)
	Stephen Thompson (S)

(S) = Staff

(P) = Parent

School Organisation

School Times

School begins at **8.45am** each morning when the school bell will ring.

In the interest of your child's safety, please note that there will be no supervision in the school playground before 8.30am.

As pupils arrive at school, they assemble in the designated area for their class in the playground. When the bell rings at 8.45am P1 to P4 children line up with their class while pupils in P5-P7 line up in their Houses - Aughrim, Collin, Croob and Divis. As part of our Positive Behaviour Policy, behaviour points will be awarded.

During inclement weather, pupils will be permitted to go into their classrooms before 8.45am.

Assembly - Friday.

Morning Break is from 10.30am until 10.45am for all pupils.

Lunch time is from 11.45am until 12.45pm. All pupils will go to the school dining hall for their dinner and then have time for outdoor play (except for P1 pupils during September when their school day will finish at 12.00 noon and they will not have dinner in school).

The afternoon session is:

12.45pm - 2.00pm for P1-P2.

12.45pm - 2.00pm for P3 (Autumn term)

12.45pm - 3.00pm for P3 (Spring and Summer terms)

12.45pm - 3.00pm for P4-P7

Pre-Prep

9am - 12 noon and 1.15pm - 3.15pm

Pupils with older siblings may be left at the Pre-Prep from 8.30am.

Wraparound Care

Breakfast Club

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

After School Club

After School Club runs each day from 12 noon - 6pm. Mrs Sarah Law, Acting Wraparound Care Manager, runs the club. She is assisted each day by supervisors.

After School Club runs from 12 noon in the Upstairs Resource Area for all Pre-Prep pupils remaining until 1pm and also P1 pupils who may attend After School Club from 12 noon for the month of September. At 2pm children have refreshments and are then involved in art/craft activities, book based work, modelling using play dough, educational games, computer work and outdoor activities. Homework activities may be started during this time at your request.

The cost of this after school care is £3 per 30 minutes or part thereof. Monthly bills are paid in arrears. The Wrap Around Care Manager forwards bills to parents.

After School Club may be used on a regular or less regular basis.

Arrangements should be made by contacting Mrs Law on 07516108075 or sending a note to your class teacher.

At the end of the 3pm session children are brought to the school gate by a supervisor. Parents collecting children after 3.30pm are permitted to drive into the school grounds to collect their child.

Summer Scheme runs for two weeks and Education Week runs for one week during the summer holidays. An Easter Sport for All Week also takes place. Mrs Law is in charge of these schemes.

School Lunches

Every child has the option of having a school meal at lunch time each day. Menus are sent home every four weeks allowing the parent and child to discuss meals and to choose their menu for the week. We regard lunch as an important part of the day as it is a social event and reinforces the family atmosphere we wish to promote in school. Therefore a teacher is always on duty in the Dining Hall with the children.

There are 3 different options regarding school dinners:

1. School dinners every day of the week (the cost for this will be included with school fees)
 2. A choice of school dinner and packed lunch made by home (a cheque for the total amount of dinners for the four weeks should be sent to school)
 3. Packed lunch every day of the week.
- The price of a school meal is £2.40 per day.

Health and Safety of Pupils

A 'Drop Off and Pick Up' system operates within the school grounds. The aim of this system is to enhance and improve pupil safety and facilitate the movement of cars through the school grounds. We also wish to minimise traffic throughout the school day as pupils are moving to and from various activities in different parts of the school.

Drop-Off and Pick Up Zone

The system works as follows:-

- Cars drive round the one way system in **one** stream.
- Cars **ONLY** stop in the designated Drop Off Zone (past the school building, on the left hand side by the hedge).

The Drop Off Zone accommodates a maximum of 6 cars at a time. Cars fill the Drop Off Zone from the first space (nearest to the KS1 playground) and pupils exit the car onto the footpath side only. It is imperative that pupils leave the car as **quickly and safely** as possible.

- Once the first car has left, the second car follows and so on, in order. Cars should pull right up to the next available space to allow 6 cars to wait in the Drop Off Zone.
- There must be **no overtaking in the school grounds**.

****Cars not in the Drop Off Zone must wait until the Drop Off Zone becomes available for the next group of 6 vehicles.****

P7 pupils and School Council members work as Junior Road Safety Monitors at all Drop Off and Pick Up times to guide cars and pupils around the new system. Playground Buddies are also available to walk P1 and P2 pupils from their cars.

Parking

- Parking in the school grounds must be kept to a minimum during school hours (8am - 6pm).
- Parking **within** the school grounds **must be reserved for staff and visitors** to school.
- Those drivers who wish to **park and enter** the school building, **must first drive into the Drop Off Zone, wait** until the group leaves in order, then follow the traffic and indicate to **enter and park** in the KS1 playground.

- If you need to call into school for any reason throughout the day, please adhere to the KS1 car parking times below, otherwise, please park outside the school grounds.

Parking is **ONLY** available in the KS1 playground between:-

8.15am - 9.15am	(Pre Prep – P7)
11.55am – 12.10pm	(Pre Prep)
1.10pm – 1.20pm	(Afternoon Pre Prep Session)
1.55pm – 2.10pm	(P1 and P2 / P3 Autumn Term)
2.55pm – 3.10pm	(P3 – P7)
3.10pm – 3.20pm	(Afternoon Pre Prep Session)

To ensure children's safety, there must be **no play** during the times when the KS1 playground is being used as a car park. Children must get into the vehicle without delay and leave the school premises.

PROTOCOLS TO FOLLOW

During the morning Drop Off, pupils and drivers must follow the protocols listed below:-

Breakfast Club

- If your child attends Breakfast Club, please follow our Drive Through System as normal and drop your child in the Drop Off Zone from 8am onwards.
- If you wish to walk your child into the school building, please park in the Key Stage One playground.

Pupils...

- Must remove bags quickly from the car and **where possible**, have all belongings quickly to hand, **on arrival** in the Drop Off Zone
- Must exit the car **safely and quickly** at the Drop Off Zone **ONLY**
- Must exit the car on the **footpath side**
- Must walk in single file to the playground (**no bags to be dropped off in school**)

Drivers...

- Must travel **no more than 5mph** on entering school grounds
- Must **follow in one stream** around the road system
- Must **not overtake** within the school grounds
- Must **leave Drop Off Zone in order**
- Park in KS1 playground, **if parking is necessary**

- **Must not park** in staff parking or on the footpath **at any time**
- School starts at **8.45am**.

Playground Buddies will be available for P1 and P2 pupils until 8.55am to assist pupils to their classroom. Should you arrive after this time, please drop your child as normal in the Drop Off Zone, unless you would prefer to accompany them on the path, in which case, you should park in the Key Stage One Playground.

During the afternoon Pick Up, pupils and drivers must follow the protocols listed below:-

- **Only** drivers with a **permit or Pre Prep parents/carers**, may drive into school at Pick Up times
- Cars should enter the school grounds no more than **five minutes** before Pick Up time (i.e. 1.55pm for 2pm Pick Up or 2.55pm for 3pm Pick Up)
- Pupils must only be picked up from the school gate or from the Pick Up Zone if a permit is held. **There should be no collections from the pupil entrance.**
- Drivers and additional children must stay in the car in the Pick Up line. When you reach the Pick Up Zone, drivers should get out of the car to help teachers and pupils quickly identify each carer.
- After any pick up time, parents and pupils **must leave the school premises promptly** and return, if necessary, at the designated time for any later pickups.
- Please Note -
Driving through our Afternoon Pick Up Zone (Permit Holders Only) may incur a short waiting time as there is a large number of pupils exiting the building. All Pick Up pupils will wait in the waiting area until the footpath is clear for safety of all pupils.
- During P7 Cycling Proficiency (Summer Term), any cars carrying bikes into school during morning Pick Up should follow the Drop Off Zone and park in the KS1 Playground to remove the bike.
- Any Permit Holders collecting a bike during Afternoon Pick Up should follow the Drive Through System and park in the KS1 Playground to pick up the bike.
- All other P7's will walk their bike to the gate for collection.

****Please make other carers aware of how the Drop Off and Pick Up system works.**

After School Club

- If you are picking up your child from After School Club between 12noon and 3.30pm, **please park outside school grounds, unless you are a permit holder.**
- If you are picking your child up from 3.30pm-4.30pm, please follow our Drive Through system and park in the Key Stage One Playground.
- If you are picking up your child after 4.30pm, ASC carers are able to stop in the Pick Up Zone (please ensure you drive to the end of the Pick Up Zone/next available space), exit car to collect any children and return as quickly as possible to leave the school grounds.

Afternoon Pick Up Permits

(Must be displayed in car window at all times)

- May drive into school at afternoon Pick Up times
2pm / 3pm / Extra-curricular Pick up
- Application for a permit must be in writing and sent directly to Mrs Aughey

Criteria

- Disabled badge holder - must be displayed in car window beside Permit
- Child under the age of 2yrs as passenger in car
- Registered Day care providers with other children already in the car

A permit may be issued in **exceptional circumstances** following receipt of a written request being sent to the Prep Department Office and addressed to Mrs Aughey.

All decisions regarding permits will be solely at the discretion of the Principal and the School Bursar.

Asthma Inhalers / Medication

All pupils using an inhaler for asthma should leave this in their classroom with the class teacher. Parental authorisation will be required for pupils who need inhalers in school. Written authorisation should also be provided should a pupil need medication during the school day.

Nut Allergy Information

On the Friends' School Campus there are pupils who have severe allergy to nuts. **Contact with nuts could cause a severe reaction.**

Consequently we would ask all parents to choose nut-free food when sending snacks into school. Pupils may eat snacks during morning break and a 'healthy snack' in the afternoon. We have provided a list of foods below which, we have been assured, do not contain nuts or nut traces. We very much appreciate your support and consideration to this matter.

fruit	plain cheese
vegetables	Dairylea Dunkers
chicken	Philadelphia Handisnacks
ham	yoghurts (no nuts)
tuna	petits filous
jam	peperami
plain bread (white & brown)	Foxs Party Rings
McVities Rich Tea	McVities Mini Cheddars
McVities Digestive (Plain & choc)	Sainsbury R'berry Jam Tarts
McVities Tuc	Kallo Rice Cakes
Jacobs Cream Crackers Original	Deans All Butter Shortbread
Dairylea Lunchables Stackems (turkey, ham, chicken, ham & cheese)	Ambrosia Custard
	Ambrosia Splat
Dairylea Twisters (tikka, soured cream & chives and garlic & herb)	toffee/strawberry)
	Mullerice
	(vanilla,apple,caramel,s'berry)
Crisps	Fruit Winders
Hula Hoops	Club Orange Biscuits
Walkers	Club Mint Biscuits
Tayto	Kit Kat
Smyths	Penguin
Tesco Select	Nestle Drifter
M & S	Nestle Breakaway

Golden Wonder
Skips
Wotsits
Quavers
Pringles

Kelloggs Special K Bar
Kelloggs Peach & Apricot Bar
Kelloggs Fruit 'n Fibre Bar
Kelloggs Frosties Cereal Bar
Nutrigrain Strawberry/Apple

Information from School to Home

We often send information home to parents via the school bag/book bag. Parents are asked to check school bags/book bags on a regular basis.

Notes to School

Parents are required to send a note to the Class Teacher when:

1. a pupil has been absent from school;
2. homework has not been completed.

Holidays during Term Time

Parents are reminded that the school cannot give permission for pupils to go on holiday during term time as each pupil is legally required to be in attendance at school for 190 days each school year (absences due to illness excepted). Holidays during term time have to be regarded as unauthorised absences. Notice of unauthorised absence should be sent to the Head of Department who will inform the class teacher.

Medical and Dental Appointments

Parents are asked not to arrange medical and dental appointments during school hours. However, we appreciate that this is not always possible when arranging urgent appointments and hospital appointments. If pupils have reason to go out of school, parents should inform class teachers in writing in advance, if possible.

Looking after our School Environment

We ask our pupils to change into their indoor shoes when they visit the Meeting House. Pupils are to respect their surroundings, inside and outside, by disposing of litter in the proper places. Pupils are not permitted to have chewing gum in school, either inside the building or outside in the playground. **The Preparatory Department is a Chewing Gum Free Zone!**

Preparatory Department Uniform List

The Official School Outfitters for uniform, PE and sports items are:

**McCalls of Lisburn, Market Street, Lisburn
Warnocks, 791-793 Lisburn Road, Belfast**

All items of clothing and equipment must be clearly and permanently marked. The School will not take responsibility for property lost in school. Name tapes may be ordered through retail outlets.

School bags should be sturdy and practical so that books are kept in good condition. School bags should be clearly and permanently named.

Please note that any item of School uniform or PE clothing which contains either the School badge or the words "Friends' School Lisburn" may only be bought from the Official School Outfitter.

Preparatory Department Uniform List Winter

Girls

Green Blazer with School Badge

School Tie

Green Tunic (pinafore style)

White shirt

School Pullover

Regulation Knee-length Socks
or Green Tights

Regulation Plain Black Shoes
(heel height under 3cm)

Green School Coat

Wellington boots (P1 & P2)

Green school hat, green fleece scarf
& green fleece gloves

Boys

Green Blazer with School Badge

School Tie

Grey Shirt

School Pullover

P1-P4: Mid-grey shorts

P5-P7: Mid-grey trousers/shorts
(optional in summer term)

Grey Socks

Plain Black Shoes

Green School Coat

Wellington boots (P1 & P2)

Green school hat, green fleece scarf

and green fleece gloves

Summer

As above except:

Girls

Red striped cotton dress
(P1-P4)
Open necked Green striped short
sleeved shirt (P5-P7)
White Knee-length or Ankle Socks
Regulation school shoes
Green 'mac in a sac'
Red FSL baseball cap

Boys

White Polo Shirt with Badge
Regulation school shoes
Grey Knee length socks
Green 'mac in a sac'
Red FSL baseball cap

Children may wear Summer uniform from the beginning of the Summer term until the Halloween break.

- NB:
- . P4 girls who have outgrown the summer dress may wear the KS2 summer uniform.
 - . KS2 girls who have outgrown the tunic may wear the green regulation Grammar school skirt.

PE and Sports Equipment

Equipment may be purchased from McCalls or Warnocks unless where otherwise stated.

Girls

P1-P3

White Shorts
White Polo Shirt with Badge
White or Black slip-on Gym Shoes
Green 'mac in a sac'
Green Canterbury bottoms
Prep hoody

Optional Items

Prep red $\frac{1}{4}$ zip Jacket

Boys

P1 - P3

White Shorts
White/Red Polo Shirt with Badge
White or Black slip-on Gym Shoes
Green 'mac in a sac'
Green Canterbury bottoms
Prep hoody

Optional Items

Prep red $\frac{1}{4}$ zip Jacket

PE and Sports Equipment

Girls

P4-P7

Training Shoes (outdoor use)
White Shorts (P4)
Green school shorts (P5-P7)
White Polo Shirt with Badge
White sports socks
FSL Green school hockey socks
School Swimsuit and White Cap
Green Canterbury bottoms
Prep red Hoody
Prep red $\frac{1}{4}$ zip Jacket
Base Layer
Hockey stick
Mouth guard
Shin guards

Optional Items

FSL White Base Layer

Boys

P4-P7

Training Shoes (outdoor use)
White Shorts
Red Polo Shirt with Badge
White sports socks
FSL Red school hockey socks
School trunks
Green Canterbury tracksuit bottoms
Prep red Hoody
Prep red $\frac{1}{4}$ zip Jacket
Base Layer
Hockey stick
Mouth guard
Shin guards

Optional Items

FSL White Base Layer

On the grounds of Health and Safety we request that our pupils **do not** wear jewellery during PE and extra curricular sports. Also girls (depending on hairstyle) must have their hair tied back during PE for safety reasons. Long hair must be tied back when attending Salto. We thank you for your support in this matter.

Appearance Code for Girls

- . The summer blouse (P5 - P7) or school dress (P1 - P4) should be worn from the start of the summer term through to Hallowe'en.
- . Footwear - shoes should be plain, black leather. They should be flat-heeled and in traditional school style.
- . The only items of jewellery permitted are:
 - One watch
 - One pair of small stud ear rings (gold or silver)
- . No nail polish or make up is permitted
- . Hair styles should be neat and tidy. The only hair accessories worn must be plain and dark or in keeping with the school colours.

Appearance Code for Boys

- . Regulation white polo shirt with school badge should be worn from the start of the summer through to Hallowe'en.
- . Grey shirt with tie should be worn from Hallowe'en to the end of the spring term. Shirt should be tucked in, the top button fastened and ties worn neatly.
- . Footwear - shoes should be plain and black leather
- . The only item of jewellery permitted is a watch
- . Hair should be above the collar.

Appearance Code for PE

- . The correct PE kit should be worn in all PE classes and for the appropriate extra-curricular activities.
- . All jewellery must be removed for PE.
- . Long hair (girls) must be tied back for PE including Salto / Sporting extra-curricular activities.
- . A mouth guard is compulsory for hockey, mini and tag rugby.

NB

Mouth guards must be correctly fitted so that they do not drop down when the mouth is opened, otherwise they become a choking hazard.

Pupils are required to wear the school uniform correctly throughout the school day and when representing the school. All items of uniform should be clearly named. Flexibility will be shown during periods of extreme inclement weather and parents will be advised accordingly.

Pre-Prep Uniform

- 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 and Prep Department summer hat (red)
Please name all items of clothing to avoid items being lost or misplaced.

Reviewed April 2016

Pastoral Care Policy

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. The Pastoral Care Policy of Friends' School is in sympathy with the principles of the Religious Society of Friends, which values individuals as of equal standing before God.

The aims of the Pastoral Care policy are:

- To see the members of the school community as individuals of equal worth
- To encourage pupils and staff to see Friends' School as a community to which each individual can make a unique and valued contribution
- To create a caring, secure and supportive atmosphere for all members of the community
- To support the academic, social and personal well-being and development of pupils

The aims of the Pastoral Care Policy are promoted by all members of staff and through the School community:

- Pupils have 'open access' to all staff
- In the Preparatory Department it is the responsibility of each class teacher to look after the pastoral needs of the children in his/her class. Class teachers will attempt to resolve the worries of pupils and to relieve their anxieties.
- The class teacher seeks to foster self esteem in pupils, to promote a sense of self-motivation and achievement and to allow pupils to explore their own attitudes and values within a supportive, non-threatening atmosphere.
- If a major difficulty presents itself, the Head of Department should be consulted and arrangements will be made to make contact with the child's parents. The designated teacher for Pastoral Care in the Preparatory Department is Mrs Johnston and in her absence Mrs Aughey. The Designated Teacher will liaise with other teachers when appropriate.

- Beyond the classroom, the aims of the Pastoral Care policy are developed by staff in the provision of extra-curricular activities, both sporting and non-sporting, and in a variety of educational visits and residential trips (P6 and P7).
- In the event of sickness or accident the advice of the School Nurse will be sought and the parent contacted. If it is not possible to contact a parent and further medical assistance is required, the child will be taken to hospital by the School Nurse or by ambulance.
- No medicines will be administered to pupils by class teachers or by the school nurse. However, if a pupil is on a course of medication parents must advise the class teacher in writing if a dosage has to be taken during school hours.
- Morning Assemblies are intended to address personal, social and moral issues within a broadly Christian framework.
- The Circle Time and the Kidscape Programme used during Activity Afternoon are designed to promote personal and social development in keeping with the aims of the Pastoral Care Policy.
- The achievements of individuals and groups of pupils, inside and outside School, are given appropriate recognition.
- Pupils are encouraged to show care and consideration towards each other. House Captains, Librarians and Playground buddies have particular responsibilities.
- The School works in partnership with parents. Parents are encouraged to contact the School at any time. Parents' Evenings are held each year in September for all classes. Progress interviews take place at the end of the Autumn term and parents are offered an interview following receipt of the End of Year School Report.
- Parents are invited to contribute to the life of the School through the PTA and by their representation on the Board of Governors. The expertise of parents is also welcomed in areas such as sport, drama and music. Parents assist with educational visits and are leaders on residential trips.
- In order to provide support to all pupils, the School has access to appropriate specialist external agencies through the South Eastern Education and Library Board and the Down and Lisburn Trust.
- Friends' School is a member of NAPCE

Child Protection Policy

Child Protection is a natural part of pastoral care. The Child Protection Policy for the Preparatory Department is in line with the Child Protection Policy for Friends' School. Parents, wishing to read the complete Child Protection Policy, are most welcome to do so. The policy is summarised below.

Background

- The Preparatory Department, as an integral part of Friends' School, will adhere to the Policy and Procedures set down in the Child Protection Policy for Friends' School.
- This policy takes into account the ethos of the whole school, the rights of children under the Children (NI) Order 1995 and the guidance contained in the DE publication 'Pastoral Care in Schools: Child Protection.'

Responsibilities

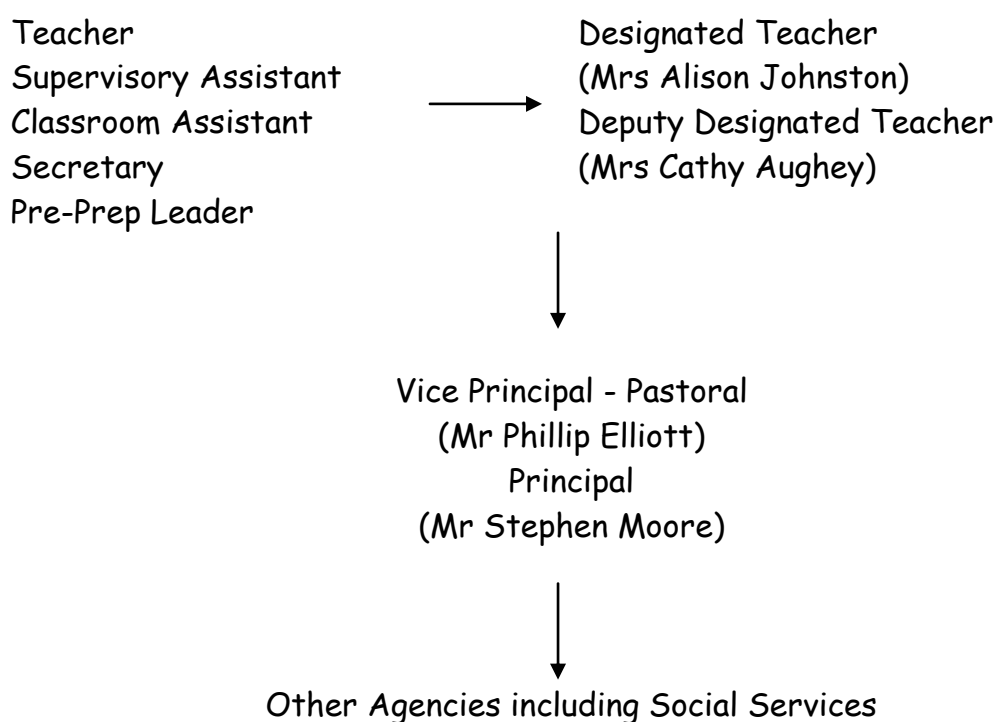
- In the Preparatory Department, Mrs Alison Johnston is the Designated Teacher and Mrs Cathy Aughey is the Deputy Designated Teacher.
- The Designated Teacher, Mrs Johnston should be informed of any concerns and her responsibilities will be as follows:-
 - implementing all appropriate procedures, including the immediate safeguarding of a child at risk
 - liaising with the appropriate class teacher
 - informing and conferring with the Head of Department/Principal and Vice-Principal (Pastoral)
 - contacting parents
 - liaising with outside agencies, including the Clinical Medical Officer and Social Services
 - collating details of all reports and concerns
 - reviewing the Child Protection Policy and procedures annually
 - disseminating information.

- In the absence of the Designated Teacher, the Deputy Designated Teacher assumes responsibility and consults with the appropriate class teacher.
- All teaching staff and non-teaching staff have a duty to:-
 - be alert to the signs of actual or suspected abuse or neglect
 - report concerns to the Designated Teacher (or Deputy)
 - be aware of the contents of the booklet 'Pastoral Care in Schools: Child Protection' referring to this whenever necessary.

Procedures

Please refer to the flow chart which shows the sequence for disseminating information should there be a child protection issue.

Procedure Re A Child Protection Issue



Positive Behaviour Policy

Rationale

The Positive Behaviour Policy supports the Pastoral Care, Anti-Bullying and Behaviour policies in that it seeks to promote self-discipline and self-respect. We wish to promote mutual respect throughout the Preparatory Department. This concerns the pupils, teaching and support staff and parents.

Good behaviour is an essential ingredient for the smooth running of the school. The positive aspects of discipline are encouraged and the co-operation of parents is expected in maintaining high standards of behaviour, punctuality and personal appearance.

By praising children and acknowledging their positive actions and attitudes we hope to convey to children that we value and respect them.

Aims

- To develop in pupils a sense of self-discipline and an acceptance of responsibility for their own actions
- To create an orderly environment in which effective learning can take place
- To encourage self respect and respect for others. Our expectations are that: pupils respect each other and all staff; teachers respect their pupils; parents and teachers give each other mutual respect
- To develop in pupils an appreciation of their school surroundings and a respect for property.

We wish all who learn and work in our school to do so in a safe, secure and caring environment.

Organisation

Class teachers are responsible for the behaviour of their own class. They may use a variety of strategies to reward and encourage good behaviour and to deal with unacceptable behaviour.

(Refer also to Behaviour Policy and Anti-Bullying Policy)

Strategies in use in the classroom to promote positive behaviour

- Pupil of the Week
- Star Chart
- Tables Chart
- Traffic Lights
- Golden time
- Sticker books/sheets or book marks
- Special chart
- House points

Strategies in use throughout the school to promote positive behaviour

- House System(KS2)—including House of the Week / Behaviour Plate awarded on Sports Day
- Class of the Week (KS1)
- Golden Book / Behaviour Book
- Class Golden Time
- Head Teacher award stickers
- Playground / lunchtime award stickers
- Playground Buddy system(P7)
- House Captain/vice captain system(P7)
- Other roles of responsibility e.g.-librarians / dinner servers

Anti-Bullying Policy

Introduction

Friends' School is well known for its caring and welcoming environment. We are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

We are a "telling" school. This means that *anyone* who knows that bullying is happening is expected to tell staff.

Definition

Bullying is the wilful, conscious desire to hurt, threaten, or frighten someone else. Bullying results in pain and distress to the victim.

Bully can be

- Emotional
- Physical
- Verbal

Bullying hurts. No one deserves to be a victim of bullying. Everyone has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving. As a school we take bullying seriously.

Bullying will not be tolerated.

Procedures in place for preventing bullying

In the Preparatory Department we use methods recommended by KIDSCAPE in order to prevent bullying and to change inappropriate behaviour. These include:

- Discussion of school rules
- School rules on display
- School rules included in the Prospectus/Handbook so as parents may discuss rules with their children
- Writing of class rules
- Agreeing to rules e.g. signing of a "behaviour contract"
- Inclusion of stories on bullying, inappropriate behaviour, caring for others etc in our assembly programme
- Circle Time activities which involve discussion on bullying, friendship, caring and tolerance of others etc
- PD&MU teaching activities
- Organised playground games
- Use of playground buddies to organise games and to play with Foundation stage / KS1 classes at break and lunch
- All teachers and supervisory assistants are informed immediately of any concerns. Supervisory assistants give feedback to each class teacher on playground incidents
- Each year the children are made aware of the Designated and Deputy Designated Teachers for Child Protection

Full Anti-Bullying Policy available on request.

Homework Policy

Rationale

In Friends' Prep homework is regarded as an integral part of the learning experience and is a natural extension of the work being done in the classroom. It serves to develop a child's sense of responsibility and to indicate to both school and home the level of secure understanding.

Aims and Purposes

- ✓ To reinforce and to consolidate work undertaken in class
- ✓ To collect data, information or material for future class work
- ✓ To familiarise parents with the nature of class work
- ✓ To enable parents to monitor progress made during the year.

Parents will not be asked to tackle new or unfamiliar written work as homework but may be required to research new or unfamiliar information for a new topic.

The Role of Parents

We believe that homework informs parents about what is happening in school and gives them an indication of the level at which their child is performing. The school greatly appreciates the support and interest that parents give. It is a major factor in the success of homework as a learning experience.

To ensure that homework is seen as an important part of the child's education, all parents are requested to check and to sign all written homework. This does not mean that the teacher expects the work to be corrected. Signing is seen as the indication that the parent is happy with their child's effort. The homework diary and reading record book should also be checked daily.

Homework should be completed in pencil. Examples of homework layout for P4-P7 are given to parents at the beginning of each school year.

Parents are requested to inform the teacher of any difficulties which the child may be experiencing in the completion of homework e.g. taking too long to complete a written exercise. Parents are not expected to teach their child how to do work as methods may vary and lead to confusion.

Members of staff will work in partnership with parents and children to address any difficulty relating to the completion of homework on time or to a satisfactory standard.

Parents are asked to back exercise books and textbooks for protection and to return them to school in good condition.

Weekends

Only in exceptional circumstances will homework be given at the weekend.

Holidays

Revision work may be sent home over a school holiday period. This is optional. It is prepared by teachers to assist those parents wishing to revise and reinforce areas of work with their child.

Homework will not be set for unauthorised absences from school. Teachers may, however, retain copies of work that pupils have missed to be completed at home following their return to school.

Full policy available on request.

School Rules

We have some simple school rules which are easy to understand and we expect children to keep them.

Caring

"We care for ourselves and others"
therefore:

- We share with our friends
- We are kind to each other
- We respect each other's property
- We care for everything in our school
- and outside in our school grounds

Learning

"We try our best"
therefore:

- We come to school ready for work
- We start our work quickly and always try to finish
- We listen to instructions
- We keep busy
- We ask for help when we need it

Talking and Listening

"We listen to each other"
therefore:

- When teacher speaks we **Stop, Look, Listen**
- We listen to each other
- When we want to speak we put our hand up and wait
- Work talk is soft talk
- We are polite and listen to visitors who come to our school

Safety and Movement

"We want a safe school"

therefore:

- We always walk quietly and carefully
- We look where we are going in the corridors and classrooms, moving about slowly
- We sit safely in our seats
- We ask our teacher when we need to leave our seats
- We handle all equipment carefully
- We use the toilet properly
- We need special permission to leave school

Playground

"When we are playing and having fun we think of others"

therefore:

- Be happy, play safely and sensibly
- We let others join in our games
- We are careful not to hurt or injure each other - but if we accidentally do so we apologise
- We **walk** to our lines and stand quietly
- We **walk** in line to our rooms

Dinner

- We have good table manners
- We sit at the table
- We use a knife, fork and spoon to eat
- We always say **please** and **thank you**
- We are courteous and polite to our dinner time helpers
- We listen to and obey instructions in the dining hall

School Fees 2016 - 2017

Preparatory Department

Tuition Fee	P1 - P7	£3010 per annum
Capital Fee		£70 per annum
Voluntary Contribution		£90 per annum

The above fees will come into effect in August 2016 and will be payable in three instalments.

Note:

1. All accounts are due on the first day of term. A surcharge of 2% may be levied on accounts unpaid fourteen days after the start of term. A further 2% surcharge may be levied thereafter at monthly intervals.
2. **One term's notice in writing must be given to the Head of Department prior of the removal of a pupil, or a half term's fees paid in lieu thereof.**
3. Accounts may be paid by direct debit over the 10 months of the school year. Forms are available from the Prep Office.
4. *Governors review fee levels annually.*

Pre-Prep Fees

Morning Session

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

5 Days per Week

Fees - £2455 per annum

This is reduced to £2254 if fees are paid wholly by Direct Debit over 10 months (September - June inclusive).

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

4 Days per Week

Fees - £1965 per annum

This is reduced to £1768 if fees are paid wholly by Direct Debit over 10 months (September - June inclusive)

3 days per week

Fees - £1473 per annum

This is reduced to £1326 if fees are paid wholly by Direct Debit over 10 months (September - June inclusive)

Child care vouchers may be used.

Fees are reviewed annually by the Board of Governors.

Pre-Prep Fees

Afternoon Session

Pre-Prep afternoon session is available Monday - Thursday.

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

Pupils may attend:

4 days per week

Fee - £1344 per annum

This is reduced to £1209 if fees are paid wholly 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

This is reduced to £905 if fees are paid wholly by Direct Debit over 10 months (September - June inclusive).

2 days per week

Fee - £683 per annum

This is reduced to £621 if fees are paid wholly by Direct Debit over 10 months (September - June inclusive).

Child care vouchers may be used.

Fees are reviewed annually by the Board of Governors.

Term Dates and Holidays 2016 - 2017

AUTUMN - 2016

Term starts	Tuesday 30 August
Half Term	Monday 31 October - Friday 4 November
Term ends	Tuesday 20 December

SPRING - 2017

Term starts	Wednesday 4 January
Half Term	Monday 13 - Friday 17 February
Term ends	Friday 7 April

SUMMER - 2017

Term starts	Monday 24 April
Half Term	Monday 1 May
Term ends	Friday 30 June

Exceptional Closure Days

Thursday 25 August 2016
Wednesday 4 January 2017
Thursday 16 March 2017
Friday 17 March 2017
Monday 29 May 2017

Conclusion

The information contained in this Prospectus is correct at the time of printing. Parents will be informed should any significant changes to the information occur.

We have tried to cover as many areas as possible but should you require any further information, please do not hesitate to contact us.