Windsor Hill Primary School Prospectus









WINDSOR HILL PRIMARY SCHOOL





Windsor Hill Primary School – At a Glance





Windsor Hill Primary School is actively involved in a number of initiatives which provide opportunities to engage with the local and wider community through a variety of competitions, events, cross border and cross community links.



The pupils of Windsor Hill Primary School, regardless of background or ability, will be motivated, supported and sufficiently challenged to enable each one to achieve his/her maximum potential in personal, social, intellectual, moral, spiritual and physical development.

Windsor Hill has had a long tradition of excellence in creative activities, music and sport.







Find us on the web at: www.windsorhillps.co.uk



‘Care, Courtesy and Consideration’

By free communication between the home and school we can build an open and harmonious relationship that will both support and encourage our pupils throughout their early years education.







At all times the school will endeavour to act in the best interests of the child.

At the heart of the curriculum lies the explicit emphasis on the development of skills and capabilities which will enable children to become lifelong learners and effective contributors to society.









Pastoral care is central to the ethos of our school.









Dear Parent/Guardian



Thank you for your interest in Windsor Hill Primary School. May I take this opportunity of welcoming you and your child to Windsor Hill Primary School.

This prospectus has been designed to give you the information about our school which we trust will help your child settle into the life of our school. A brochure such as this can only attempt to indicate a little of what happens within the school and for this reason we are always delighted to welcome visitors so that they may see the school for themselves.

With this in mind, feel free to contact the principal to arrange a visit if you have not yet had the opportunity to see what Windsor Hill Primary School has to offer your child. The children of Windsor Hill Primary School know that they come to a happy school where academic standards are high and where discipline, hard work and learning go hand in hand with providing a safe, secure and inclusive learning environment where everyone is encouraged to show "Care, Courtesy and Consideration".

It is only by this free communication between the home and school that we can build an open and harmonious relationship that will both support and encourage our pupils throughout their early years' education.

Yours faithfully,

Miss I. McKane
Principal





‘Care, Courtesy and Consideration’







School Vision

To provide a nurturing and stimulating learning environment where every child is valued and supported to become confident, successful learners encouraged to achieve their best. Central to this vision are the Christian values embedded in the school ethos and positive relationships that exist between school, home and community.

School Ethos

Our school ethos in Windsor Hill is very much centred around providing a safe, caring and inclusive environment in partnership with children, families and colleagues in education, health and social care, to equip our pupils with the skills they need to create resilient, lifelong learners.

Mission Statement

That all the pupils of Windsor Hill Primary School, regardless of background or ability, will be motivated, supported and sufficiently challenged to enable each one to achieve his/her maximum potential in personal, social, intellectual, moral, spiritual and physical development.

Values

The values we seek to instil include:

- Honesty
- Good Manners
- Social Competence
- Personal Responsibility
- Tolerance
- Compromise
- Cooperation
- Resourcefulness
- Resilience
- Good Citizenship
- Concern for the Less Fortunate
- Confidence
- Adaptability
- Application to Work
- A Desire to Learn
- Healthy Lifestyle
- Independence
- Positive Self Worth









Organisation of Classes

It is the policy of the Board of Governors that, as far as possible, children should be taught in single year group classes. However, staffing and financial considerations, together with DENI regulations on class sizes, may make it necessary to establish composite classes (e.g. a P4/P5). Where this is the case every effort will be made to ensure such classes are manageable with regard to ability range and size.

Primary school children usually succeed best with one class teacher who takes the children for all curricular subjects. However, the particular skills of teachers will be used in afternoon classes for Year 4 up, when teachers may adopt a semi-specialist role in certain subjects



Pastoral Care

Pastoral care is central to the ethos of our school. In school staff aim to create a sympathetic, caring, orderly environment. Since pastoral care permeates every aspect of school life, the staff of the school are committed to providing a warm and caring environment. At all times the school will endeavour to act in the best interests of the child.

In line with the policy of maximising the potential of each pupil, the school community recognises that it has a responsibility to do everything possible to care for each pupil's physical and emotional well-being. The school will endeavour to provide a comfortable and safe environment for learning. The support of the parents is an important element of this.

Please note that on the grounds of safety, health and hygiene;

- No jewellery, other than watches, is permitted. This includes the wearing of earrings.
- All pupils with long hair should have it tied back and, preferably, secured up.

It is expected that all parents will comply with these requests.

Healthy Eating

The school operates a "Healthy Breaks" Policy whereby the pupils are asked to have milk or fruit only break at 10.30 a.m. This is aimed at reducing the number of sugar attacks on teeth during the day and developing healthier snacking practices.

Pastoral Needs

Due to the nature of primary education, it will be the responsibility of each class teacher to look after the pastoral needs of the children in his/her class. A confidential parental form for social and medical information is completed and updated annually.

Class teachers are committed to addressing the worries of new pupils and to relieve their anxieties should they arise. They will also be grateful for information about any difficult home circumstances that may be causing temporary distress or anxiety.

Injuries/Illness

The teacher responsible for First Aid will normally check out more significant injuries and record them.

When a child is sick or injured, the school will, in the first case, attempt to contact the parents to bring the child home.

- It is essential that the school is kept advised of current contact numbers.
- If no one can be contacted, and it is regarded as an emergency, then a doctor and/or ambulance will be called.

The Pupil Voice and Pupil Participation

Windsor Hill has an active Eco/School Council working in school which provides opportunities for our pupils to share in decision making and responsibilities in school. (Members are elected annually from our P4 – P7 classes and meet regularly after school.) A prefect system operates whereby all Year 7 pupils are given additional responsibilities and opportunities to develop, in a practical way, our values and in so doing support the staff with daily school routines and encourage and help the younger pupils at play both in our mainstream classes and our specialist provision classes.









School Uniform



There is a school uniform and the preferred manner of dress is as follows:

Boys

- Blue shirt
- Navy blue pullover
- Grey trousers
- Indoor shoes
- School tie
- Reversible school coat (optional)

Girls

- Blue blouse
- Navy blue pullover/ cardigan
- Navy blue pinafore/skirt
- Indoor shoes
- School tie
- Blue and white school cotton dress (Summer term only)
- Reversible school coat (optional)

A navy tracksuit and blue polo shirt are also available for pupils. These are only an alternative to the proper school uniform on set P.E. or swimming days (Swimming is for Years 5-7). They may also be worn for extra curricular sporting activities.

PE Uniform

It is school policy that all children should wear the proper school uniform as it gives them a sense of identity with the school. Jeans and other tracksuit bottoms are not permitted.

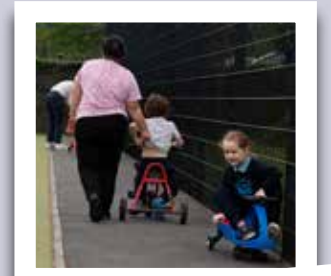
All other uniform clothing can be obtained at a reasonable price from local stores:

- Saints and Scholars, 23 Mill Street, Newry
- McEvoys, Monaghan Street, Newry





It is very important that all items of clothing and footwear are properly named.











The school hours are as follows:









Year 1-Year 3 **9.00am-1.50pm**
Prompt collection is greatly appreciated.

Year 4-Year 7 **9.00am-3.00pm**

The school doors will be open to receive pupils from:
8.45am

Breakfast Club

Breakfast Club is available at a nominal cost daily from **8.00am**
The daily menu consists of: fruit juice/ milk and toast / pancake.

Unless coming to Breakfast Club, pupils should not be on school premises before the doors open Prior to 8.45am, responsibility for the safety of your child(ren) rests with the parent/guardian.

Children should not be taken out of school at any time other than the child's normal end of school time without a valid reason such as medical appointment and written parental request. (Safeguarding Policy)

An early leaving form is available from the office and class teachers to facilitate requests.

Break: 10.30am-10.45am

Windsor Hill actively encourages pupils to eat healthy and exercise regularly. Children are encouraged to bring a healthy break of fruit. Portions of fruit can be purchased from the school kitchen each break time. Filtered water is also available for the children throughout the day. In recent years, through Extended Schools, we have been able to provide 'Fruitful Fridays' when fruit is available for all our pupils free of charge.

We look forward to your continued support with our Healthy Breaks Policy.

Lunch 12.15pm-1.00pm

Pupils may bring a packed lunch to school which they eat in their classroom or they may have a school meal served in the Dining Hall. Our excellent kitchen staff provide a set dinner for pupils with a choice of main meal and a convenience dessert. The monthly menu is sent out so that parents know what will be served in advance of choosing a meal.

Holiday Arrangements

The current holiday list is available from the school office.

In the event of an emergency closure, using text messages, the school website / app and social media every attempt will be made to notify parents as soon as possible to enable them to make alternative arrangements.

Term Time Holidays

Regular attendance at school has a very important role to play in ensuring sound learning and progress. If parents choose to take their child/children on holiday during term time, regrettably, school staff will not provide work packages to cover the period of absence. The responsibility rests with the parent to assist their child in catching up with missed work upon their return. It is important to note, however, that much of the most effective learning occurs through oral and activity based teaching and cannot be 'caught up' via extra written work. Absence due to a holiday will normally be recorded as unauthorised.

The School Curriculum







Curriculum Policy Statement

It is the policy of the Board of Governors of Windsor Hill Primary School that all the pupils will receive their full entitlement under the Northern Ireland Curriculum and that the school will go beyond that entitlement in areas where there are particular abilities among the staff.

The curriculum will be balanced and broadly based to promote the spiritual, moral, cultural, intellectual and physical development of each pupil. Emphasis will be placed on the range of skills necessary to enable pupils to achieve their potential and to make informed and responsible choices and decisions in their lives.

The acquisition of skills and knowledge will be placed in the context of the development of positive attitudes to learning and the development of sound moral values based on the Christian religion.

All pupils are equally valued and no pupil will be debarred from any part of the curriculum on the grounds of sex, race or creed.

Curriculum Delivery

The primary curriculum is divided into three stages:

Foundation Stage Primary 1 and 2
Key Stage 1 Primary 3 and 4
Key Stage 2 Primary 5, 6 & 7

Each child is given the opportunity to access the full range of the curriculum and our experienced staff ensures that specialised subjects are fully covered.

The NI curriculum combines the various subjects into six interconnected learning areas:

1. **Language and Literacy** (including Talking and Listening, Reading and Writing);
2. **Mathematics and Numeracy** (focusing on the development of mathematical concepts and numeracy across the curriculum);
3. **The Arts** (including Art and 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 development, social skills, learning to learn, health, relationships and sexuality education and mutual understanding in the local and global community); Windsor Hill is a Paths Model School and with the exception of RSE Education, which is facilitated in KS2 by 'Love for Life', our PDMU curriculum is taught through our Paths Schemes.
6. **Physical Education** (focusing on the development of knowledge, skills and understanding through play and a range of physical activities).

It is recognised that all areas of study have a major role to play in developing numeracy and literacy skills and these skills will be the focus across the whole curriculum.

ICT is incorporated into all of the learning areas. In ICT, the skills necessary to access, process and present information are systematically developed and utilised as appropriate.

Windsor Hill is extremely well resources for the teaching of the Cross Curricular Skill of Using ICT through the provision of an ICT suit and managed iPad. Interactive Whiteboards are a valuable tool in every classroom. Creative digital media work is a feather of KS2 project work, including programmes with the music service such as 'Garageband'.

At the heart of the curriculum lies the explicit emphasis on the development of skills and capabilities which will enable children to become lifelong learners and effective contributors to society.

The School Curriculum



Religious Education

Non-denominational religious education, based on the Christian faith, will be available to all children in accordance with statutory regulations. Parents may remove their children from these classes on the grounds of conscience and the school will endeavour to make alternative arrangements for them.

Collective worship will take place on a regular basis in school assemblies. Local ministers are invited weekly to lead assemblies and the children also have opportunities to contribute to assembly during the year.

It is the intention of the Board of Governors that these aspects of the curriculum will be maintained and, where possible, expanded.











PDMU

Our Personal Development and Mutual Understanding curriculum is taught primarily through our PATHS Programme in school. (Promoting Alternative Thinking Strategies – from Barnardo's). We embarked on this programme in August 2019 and were awarded Model School Status for this programme in 2024, in recognition of outstanding way in which this aspect of the curriculum is taught and how positive relations and interactions, at all levels within school and promoted. Pupil and Child of the Day promotes positive relation and builds children's self esteem is very popular with all our pupils. The Monthly 'Caught being Kind' awards and playground pals are also other positive contributing factors to an inclusive, encouraging and affirming culture in school.

In recent years, in line with our RSE Policy positive relationships are actively encouraged at all levels in school and with input from 'Love for Life' supporting our older children's understanding of growing up and maturing.

Shared Education

Cross community links will be established with local Maintained schools to allow for collaboration in both formal and informal curriculum pursuits primarily through the Education Authority Shared Education

The subject co-ordinators in the school are responsible for ensuring that the detailed programmes of study provide for their areas of responsibility have appropriate progression in skills and content.

The school curriculum is seen as being in need of constant revision and in consultation with tall stakeholders including our the Board of Governors, plan and prioritise improvements in our school development plan. We aim to ensure that the opportunities and learning experiences provided are relevant and take into account educational developments.



Assessment and Reporting to Parents











Pupils are continually monitored to assess their progress and celebrate achievement. Assessment is an integral part of planning, learning and teaching in our school. The teachers use various forms of assessment including teacher observation, marking written tests and assessment tasks. Pupils receive clear feedback on the quality of their work and assessment is used to inform future teaching and learning.

We encourage pupils to become involved in their own learning through 'Assessment for Learning'.

Strategies are being used in all classes. Teachers share 'learning intentions' and pupils can contribute to the identification of 'success criteria' and are encouraged to evaluate their work and that of others in teacher directed self and peer assessment.

As a minimum parents will be informed of their child's progress by;

- A parent teacher interview in term 1
- A parent teacher interview in term 2
- An end of year written report

Further meetings may also be arranged at other times throughout the year by the school or by parents, as deemed desirable or necessary. In addition, parents of pupils with special educational needs will be invited to review progress, at least twice a year, with their class teacher and input from their learning support teachers to keep them informed of individual targets.

The school is fully committed to promoting parental partnership in the education process and keeping parents informed. Various programmes are run to bring parents on board in the educational process and these are continually reviewed and changes made, as appropriate. In addition a regular newsletter on school activities is produced to keep parents informed.

Homework

Windsor Hill Primary School sees a value in children engaging in home study as a means of revising work done, in discovering information available through home sources, in involving parents in their children's studies and in the development of good work habits. Against this must be balanced each child's need for recreation and the development of private interests and hobbies. Hence, in the Foundation Stage and Key Stage 1 classes, the expected amount of home study should not exceed 30 minutes, and, in Key Stage 2 classes, one hour. This is a general guide only, and there may be times or special circumstances when these times are extended or reduced.

To ensure regularity it is school policy that homework will be set each night from Monday to Thursday, though this may be altered to accommodate special occasions, examination periods or vacations. A more detailed home study policy is available.









Community Links

Windsor Hill Primary School seeks opportunities to interact with the local and wider community through a variety of projects as well as competitions and events including those organised by local businesses, and the council. We have a long established Shared Education link with St Patrick's Primary School, enabling collaboration in both formal and informal curriculum pursuits which enrich the experiences and opportunities for our pupils, including a joint Shared Education Choir.

Musical Opportunities

Mr Benson and Mr Bothwell, from the Education Authority Music service provides brass and woodwind tuition for a number of Key Stage 2 pupils. Some of these pupils also practice and perform with the Southern Area School Orchestra.

A variety of musical opportunities are provided for our pupils in Windsor Hill. Class music allows the children to work creatively with sound, compose, sing, perform and listen and respond to music. All pupils from P4 have the opportunity to learn to play the recorder. Our school choir of P5 – P7 pupils who perform at school and community events during the year.



Educational Visits

Throughout the year a variety of educational visits are organised for the children to enhance and extend pupils' classroom topics and activities. Venus for these visits have included Gosford Forest Park, Armagh Planetarium, The Palace Stables, Castlewellan Forest, Newry and Mourne Museum, The Library and W5 to name a few. The P7s enjoy their annual residential trip to Shannagh-more Outdoor Education Centre where they enjoy an action packed programme which includes archery, bouldering, adventure walks and canoeing to name a few.





Extra Curricular Activities







Windsor Hill Primary School considers that the extra-curricular activities on offer add a very valuable dimension to the education of the children.

These activities have recently included:

- Football
- Hockey
- Netball
- Healthy Kidz – providing a range of physical activities
- School Choir
- Cycling Proficiency
- Good News Club
- Eco Club
- 2 – 3 Club -Play, art craft and games. (P1-P3)

Some sporting activities, art, etc. is available for the younger pupils from 2pm – 3pm but the majority are available to pupils P4 – P7

A daily 2- 3 Club provides opportunities for our younger pupils to engage in art / craft play activities as well as Football with coach Fiona.

Breakfast Club - School is open daily from 8:00am. Breakfast Club is held in the assembly hall where pupils can have toast, milk and juice and are supervised until school starts at 8:45am.

Learning Support - Children with Special Educational Needs

In September 2022 we opened out first SPIMS EY class, we now have two classes for pupils with Significant Special Educational Needs. To date the pupils in our units have, in the main, transferred to Rathore School to continue their education after P2. Each SPIMS class has a staff team of a teacher and two full time classroom assistants. These pupils are also supported by AHP from the Southern Trust – OT and Speech therapists regularly review and support programmes for the pupils in these specialist classes,

Some of the children attending the school will have special educational needs. These may arise from the child's physical incapacity or his/her learning abilities. As it is the intention of the school to maximise the potential of each of the pupils the school will endeavour, within its resources, to meet these needs. This may involve differentiated work and/or additional help within the classroom or extra support in a small group setting from our literacy or numeracy learning support teachers or Peripatetic teacher outside the classroom. Programmes from OT, RISE or other health or Education Authority teams may also support pupils, depending on their needs.

A number of experienced staff also provide 'Reading Partnership' Booster programmes, working on an intensive one to one reading support programme work with Key Stage 1 pupils to provide a proven support to build children's confidence, fluency and understanding in reading. Our part time literacy and numeracy learning support teachers work with pupils in smaller groups which focus on consolidating important reading, spelling and counting foundational skills.

If, despite this assistance, a child is still unable to cope sufficiently, a statement of the child's needs may be issued by the Education Authority and the Board will aim to meet these, either through extra classroom assistance in Windsor Hill, or by a placement in another appropriate school setting.

The process of 'Statementing' within the 3-stage Code of Practice is a lengthy one and involves close co-operation among the teachers, school medical authorities, educational psychologists and the parents. The Education Authority Special Needs Team will make the final decision about the appropriate form of education, following full discussion with the school Principal, SENCO, the Learning Support teachers, class teacher, parents and other relevant bodies.



Board of Governors 2024-2028

Chairman	Rev. B. Colvin
Transferor Representatives	Rev. B. Colvin Canon S. McDonald Mrs E. Milne Mr. A Holmes
Education Authority Representatives	Mr. D. Taylor Ms. A McKelvey
Parent Representatives	Mrs. K. Gordon Mrs. L. Kearney
Teacher Representative	Ms. R. Nesbitt
Secretary	**Miss. I. McKane** *(Principal & non voting member)*



Main Responsibilities of the Board of Governors

The Board of Governors is ultimately responsible for the overall management of the school. It is required to meet a minimum of three times during the year. Some of its duties include:

1. The oversight of the curriculum.
2. The control of the budget.
3. The provision of information to parents.
4. The selection of staff.
5. The maintenance of the premises (shared responsibility with EA).
6. The Admissions Policy.
7. Fostering links with the community and pursuing the objectives of mutual understanding.

Staffing

Principal:	Miss I. McKane
Vice-Principal:	Mrs C. McKee
Foundation Stage:	Ms N. McKeown Mrs L. Jennett / Mrs R. Davidson Ms Z. Quinn (SPIMEY) Mrs L. Crossley (SPIMEY)
Key Stage 1:	Mrs L. Chapman / Mrs R. Davidson Mrs L. Magill / Mrs E. Morton
Key Stage 2:	Ms R. Nesbitt Mrs C. McKee Mrs O. Kerrigan
Learning Support (Part-time):	Mrs R. Davidson Mrs E. Morton
School Secretary:	Mrs S. Whiteside
School Caretaker:	Mr S. Henry
School Cleaners:	Miss N. O'Connor Mrs K. Bradley
Classroom Assistants:	Miss N. O'Connor Mrs C. Wilson Mrs L. Harris Mrs R. Henning Mrs M. Woods Ms A. Truesdale
SEN Classroom Assistants:	Mrs A. Mallon Mrs K. Bradley Ms G. Malone Ms R. McParland (SPIMSEY) Mrs J. Harkness (SPIMSEY) Mrs B. Osborne (SPIMSEY) Ms S. Ruddy (SPIMSEY)
Supervisory Assistants:	Miss N. O'Connor Mrs C. Wilson Mrs L. Harris Mrs R. Henning Ms A. Truesdale
School Crossing Patrol:	Mrs R. Henning



Visiting the School

It is the aim of Windsor Hill Primary School to involve parents in the education of their children and to inform them as fully as possible about their children's progress.
The arrangements for consultation are as follows: -

Entrants to Year 1:
All parents of prospective Year1 children will be invited, together with their children, to the school to meet their child's teacher and view the classroom in June. A meeting, for parents only, will also be arranged prior to this to impart essential information and answer any queries.

Entrants who have previously attended another school:
An interview will be arranged with the Principal. Parents will be welcome to view the school premises and a meeting can be arranged with the child's prospective teacher.

After Enrolment:
Parents will be invited to come to the school on an appointment basis to meet their child's teacher. This usually occurs in October/November with additional meetings arranged, as deemed necessary, to ensure parents are kept fully informed.

Parents will be invited to school to participate in such activities as special assemblies, carol services, concerts, and sports events.

Parental Request:
Parents are very welcome to come to school to discuss their child's progress. To avoid disruption of classroom work the following procedure should be followed.

Emergency - Parents should approach the school secretary who will arrange an urgent appointment with either the Principal or Vice-Principal.

Non-Emergency - Parents should approach the school secretary who will arrange an interview with the class teacher at a mutually convenient time, within two days of the request having been received.

Pupil Absence:
On the morning of your child's absence you can call school and report an absence by leaving a message on the telephone but for administration purposes reasons given in person or by telephone should be followed up with a written explanation, otherwise they will be recorded as unauthorised. An absence form is available to all parents to assist with this.

Child Protection / Safeguarding Policy

In the writing and implementation of the child protection policy for Windsor Hill P.S the central issue at all times is the protection of the child.

The designated teacher with responsibility for child protection is the Vice Principal and the Principal is the deputy designated teacher.

In the event of any employee of the school having suspicion that a particular child may have in any manner been the subject of abuse, they must immediately report their suspicions to this designated person.

If following further discreet and informal enquiries, it is deemed further action needs to be taken, the designated person shall advise the Chairman of the Board of Governors and the EA Officer responsible for Child Protection, and inform the appropriate member of the local Health and Social Services who will then conduct all further enquires.

If the complaint is against the Vice Principal, as Designated Teacher, then the matter should be reported to the deputy Designated Teacher, the Principal who will then report directly to the Chairman of the Board of Governors.

If a parent wishes to express any concern over a child's safety the following procedure should be followed.

How a Parent can Make a Complaint

If a parent has a potential child protection concern:

I have a concern about my/a child's safety.

↓

I can talk to the class teacher.

↓

If I am still concerned, I can talk to the Designated Teacher – Mr P Morrow
OR Deputy Designated Teacher for Child Protection – Miss I McKane

↓

If I am still concerned, I can talk/write to the Chair of Board of Governors- Rev Brian Colvin

↓

If I am still concerned I can contact the NI Public Services Ombudsman
Tel: 0800 343 424

At any time, I can talk to the local Children's Services Gateway Team
028 37567100 or the PSNI Central Referral Unit at 028 9025 9299

Remember, if child abuse is suspected the school has a legal duty to report it to the investigative authorities i.e. Social Services/Police/EA Officer for Child Protection.

The child's welfare must always be paramount; this overrides all other considerations.

Positive Behaviour Policy





Our Positive Behaviour Policy aims to cultivate in pupils an acceptance and recognition of responsibility for their own decisions, their actions and their consequences. Good discipline creates the conditions for effective learning and helps to develop in children responsible attitudes and core values for life.

A positive learning environment is best achieved in the framework of a relaxed pleasant atmosphere, where enthusiasm and industry dominate, and in which pupils are able to give of their best, both in the classroom and through extra curricular activities.

Our aim is to create the conditions for an orderly community in which:

- Effective learning can take place;
- Self discipline, self esteem and good personal relationships can be developed;
- There is mutual respect among all members and a proper regard for authority;
- The safety and well-being of all its pupils is central:

We support the view that while every child has the right to be educated, no child has the right to be educated at the expense of others. All pupils have the right to feel safe.

Through our PATHS programme, we aim to encourage positive relationships amongst all our pupils, and work to actively encourage this through various rewards and incentives. A graded set of sanctions, as consequences for poor or disruptive behaviour, co-exist alongside a positive discipline policy. A reward system of Class Dojo, best class work certificates and 'Caught being Kind' operates to encourage all pupils. In addition, there are group and/or individual reward systems in place in each classroom, which incorporates targets and provide incentives for good pupil behaviour and achievement. A range of positive behaviour management strategies is also used throughout the school.

Parental acceptance of the school's expectations and active co-operation with the staff is essential if an acceptable standard of discipline is to be achieved. Although parents are not in school with the children, their influence is still greater than that of a class teacher.

Parents have a duty to ensure that their children do not cause injury or damage to others or to any property and they, therefore, have an obligation to promote the general policy and rules of discipline as set down by the school.

In addition, the co-operation of all parents of pupils is sought in relation to:

- Maintaining high standards of pupil attendance,
- Punctuality,
- Pupil personal appearance and hygiene,
- Adherence to school uniform,
- Health and safety issues,
- Caring for learning materials, particularly those which belong to the school and which may be sent home,
- Supervision of homework.

Parental acceptance of, and support for, the school discipline policy is a prerequisite for enrolment in Windsor Hill Primary School.

School Rules for Pupils

Our Listening Rules
We stop, look and listen when our teacher talks to us.
We listen to each other.
We put up our hand if we want to speak.

Our Learning Rules
We come prepared for work.
We always try our best.

Our Caring Rules
We are kind to each other.
We show good manners to each other.
We care for our school.

Our Movement Rules
We always walk quietly.
We walk on the left in single file.
We do not leave school on our own.

Our Playground Rules
We stop when the bell goes.
We walk to our line and stand quietly.
We play safely and do not annoy others.
We obey our supervisors.

These are simple rules, which we feel all pupils can understand. When followed, these will help create the caring and safe learning environment to which we aspire.

‘A Caring, Orderly Environment’

Admissions

Year	Applications P1	Admissions P1
2024/2025	17	17
2025/2026	20	20

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the application or provided directly to the school. Parents/Guardians should therefore ensure that all information pertaining to their child and relevant to the school’s admissions criteria is stated on the application or provided directly to the first preference school. Examples of such information include whether the child has brothers/sisters attending the school, or is the eldest child in the family.





Compulsory School Age

Any child who reaches their 4th Birthday on or before 1st July 2025 is of Compulsory School Age. Under the School Age (NI) Act which became law in Northern Ireland in April 2022, ‘compulsory school age’ also includes those children who deferred commencing Primary 1 in September 2024 as defined by the new School Age (NI) Act (both groups to be treated equally).

Priority will be given to children resident in Northern Ireland at the time of their proposed admission to the school before those who are not so resident.

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

1. Children whose application nominated Windsor Hill Primary School as their first preference school.
2. Children who will have brothers or sisters (half-brothers/sisters, step brothers/sisters, including those fostered or adopted) in attendance during the 2024/2025 school year.
3. Children whose brothers and sisters (half-brothers/sisters, step brothers/sisters, including those fostered or adopted) previously attended the school.
4. Children for whom the school is the Controlled primary school nearest to their home measured using Google Maps UK Walking Distance
5. Preference will be given to children with exceptional circumstances, (medical, social or other problems) that necessitate admission to Windsor Hill Primary School rather than any other primary school. The circumstances **must be made known to the school at the time of application**, should be personal to the child and must be supported by independent and appropriate documentation, providing evidence of the circumstances being described as being exceptional.
6. The remaining places will be allocated on the basis of the proximity of the child’s *home to school, by shortest walking distance as measured using Google Maps UK Walking Distance, priority being given to those living nearest to the school. If the final places to be allocated have identical measurements as identified by Google Maps UK, selection will be in the basis of alphabetical order of surname, then forename, then middle name.

Criterion 6 will also be used to discriminate within any oversubscribed criterion.

Complaints

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

Stage 1. Contact class teacher by appointment through the school secretary.

Stage 2. If not satisfied, arrange an appointment with the Vice-Principal or Principal.

Stage 3. If the issue remains unresolved, contact, in writing, the Chairman of the Board of Governors.

Stage 4. Request that the matter be considered by the Education Authority Complaints Tribunal.

In the vast majority of cases the problem will be resolved at Stages One or Two.
In the case of serious queries, problems or complaints, the concerns should be specifically detailed in writing and given to the Principal or to the Chairperson of the Board of Governors, to enable the matter to be properly examined and a reply to be made. (Stage 3 and above)

Complaints about non-curricular matters should also follow the same staged procedures.

Charging and Remissions Policy

Education in Windsor Hill Primary School is provided free of charge for all lessons and activities connected with the child's entitlement under the Education Reform Order. The only occasion on which payment may be required is for board and lodgings on an overnight trip or a residential.

The school will, as it has done in the past, appeal to parents from time to time for voluntary donations but no child will be disadvantaged in respect of the set curriculum if parents choose not to make a contribution.

The school may take part in 'optional extras' that are not connected with the school's formal curriculum such as visits to the theatre or residential trips involving overnight stays. Charges will be made for these but it is again stressed that failure to participate in these will not affect a child's performance at school. Written parental consent will be required before a child participates in school trips.

Board of Governors Resources Fund

A small voluntary donation is requested annually from each family to go towards a school Resources Fund. This is to help the school meet the rising costs of providing quality education for the pupils of Windsor Hill Primary School.

Mid-Academic Year Changes

If a need becomes identified to change the above information due to unforeseen circumstances during the school year parents will be informed in writing regarding the nature of such changes.

Further Information

The Board of Governors of Windsor Hill Primary School realises that the information given in this prospectus is limited and parents are very welcome to make arrangements with the principal, to visit the school to discuss our plans for meeting your needs regarding your child's education.

Requests for copies of detailed school policies on such matters as Anti-bullying, Pastoral Care, Discipline, Positive Behaviour, Child Protection, Special Educational Needs, Health and Safety, the various curricular areas.

The Governors, Principal and staff all strive to work with you to make your child's time at Windsor Hill Primary School a happy, successful and rewarding experience.

Online Presence

We have a Facebook page on to which we add pictures of events and achievements to give a flavour of the life of our school. This is also fed into our recently updated school website. The address is **www.windsorhillps.co.uk**. On the site you will find a wide variety of school information, policies, photos, news, etc. We encourage parents to use this facility to keep up to date with school events.

















WINDSOR HILL PRIMARY SCHOOL

www.windsorhillps.co.uk

5 Church Avenue,
Newry BT34 1DY
Tel: 028 3026 4047
Email: imckane521@c2kni.net

Principal: Miss I. McKane
Chairman of the Board of Governors: Rev. B. Colvin

InHouse Publications t.028 3835 5060