



Killean  
Primary School

The school crest is a shield-shaped emblem. At the top is a cross. Below it, a banner reads "Killean P.S.". In the center is a stylized letter 'S'. At the bottom, another banner reads "Donum Fidei".

*Dear Parent ! Guardian*

The purpose of this prospectus is to provide you with some information about Killean Primary School.

The school is under the direction of a Board of Governors, the Principal, Mrs Louise Campbell, a Vice-Principal and three members of staff, supported by a Principal Release teacher (2 days per week), five classroom assistants, one school secretary and a caretaker. The kitchen is staffed by one cook and an assistant. All meals are prepared on the premises.

The school is situated in Upper Killeavy Parish. It consists of the main building with an entrance hall and wide corridor, three classrooms, an ICT area, a hall for dining and PE, two learning support areas, cloakrooms and storage space. There is also a mobile unit which has two classrooms and additional bathroom facilities.

The aim of Killean Primary School is to foster a happy and pleasant working environment so that the child's all round development and education may progress favourably.

Close communication between the home and the school is vital in building up this ideal environment. Therefore your co-operation in this respect is much appreciated.

Mrs L. Campbell  
Principal

#### *Mission Statement*

*In this school we wish to help each individual realise their full potential, and strive to follow the examples of Christ.*



29 Killean School Road, NEWRY, Co. Down, BT35 8RX

TELEPHONE  
02830848522

PRINCIPAL  
Mrs. L. Campbell B.Ed., M.Ed., P.Q.H.

CHAIRPERSON OF THE BOARD OF GOVERNORS  
Mrs. Veronica Kearney

SCHOOL MANAGEMENT TYPE  
Maintained

*We In Killean P.S. aim to:*

- Create an atmosphere in which everyone can work together to achieve a harmonious learning environment.
- Recognise everyone's talents and abilities and to promote the development of each individual's full potential
- Provide a broad and balanced curriculum, in accordance with the requirements of the Northern Ireland Common Curriculum, and promote more independent learning
- Encourage and reward positive behaviour in a way which will enhance the self-esteem of all.
- Promote Christian values and prepare children for the world beyond school
- Ensure that all members of our school community feel valued for their contribution.

### Admissions

If the school's enrolment and admission numbers have not been reached the school will enrol all the children whose parents wish them to attend. If in any year these numbers are exceeded the Governors will use the admissions criteria in deciding which pupils should be admitted both at the initial enrolment stage (P1) and any transfer from another school.

### Visiting the School

As a parent you are our partner in the education of your child, as such regular contact is important. Therefore, parents of prospective primary one children will be invited to meet their child's teacher and view the classroom in May or June.

#### **Entrants who have previously attended another school:**

1. an interview will be arranged with the Principal
2. parents will be welcome to view the school premises
3. a meeting can be arranged with prospective teachers of the child or children.

#### **After enrolment visiting is organised in the following way:**

- a. Parent teacher interviews will take place in the first term for P2 to P7 pupils. Reception and P1 will be held in February.
- b. Parents of children who will be transferring to secondary education will be invited to an interview for completion of the transfer report form.
- c. Annual reports will be issued in term 3 and parents are welcome to discuss and review these if they wish.
- d. Parents are invited to the school for various events throughout the school year.

Parents are of course welcome at any time to discuss matters concerning their child.

To avoid disruption of classroom work the following procedures should be followed:

1. Emergency - Parents may approach the principal to arrange suitable time for a discussion.
2. Non-emergency - Parents may contact the principal who will arrange an interview with the class teacher at a mutually convenient time as soon as possible after having received the request.

### Access to the Curriculum

In Killean Primary school all pupils have equal access to the curriculum. The school will consider the needs of less able and gifted children when allocating resources.

Where possible, every effort will be made to provide maximum access to the curriculum to children who are physically disabled and the school accepts its responsibility to attempt to develop the full potential of those children who are disabled.

Teaching time will be shared among the following subject areas: -

**Mathematics**

**Language & Literacy**

**World Around Us**

**PDMU / Religion**

**The Arts**

Valuable cross curricular work is achieved through structured play in the Foundation Stage.

Timetables, programmes of study and school policies will be available, for inspection, from the school and on our school website: [www.killeanps.com](http://www.killeanps.com).

The school is equipped with the classroom 2000 computer system and staff have specialised training in the teaching methods associated with it. We recognise the importance of each child developing a high level of skill in the area of ICT, equipping them for life in a technology rich world. The school also takes every opportunity to foster self respect and awareness of potential dangers especially in relation to the misuse of drugs and other harmful substances.

We in Killean are committed to the provision of quality education. To this end our school curriculum and its delivery are kept constantly under review.



### Religious Education

Religious education will be available to all children and will be based on the Alive O series, in accordance with the wishes of the Council for Catholic Maintained Schools. All the staff and priests of the parish (Upper Killeavey) work in full co-operation and harmony especially the school chaplain. This is particularly evident for special occasions when extended preparation is needed e.g. First Holy Communion and Confirmation, Penitential Services and Prayer Services, and School Masses. However it is intended that the Catholic ethos and message will permeate all aspects of the school's life and activity.



### Arrangements For Children With Special Educational Needs

Some of the children attending the school will have Special Educational needs. 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.

The school's Special Needs Policy takes account of the requirements of the Special Needs Code of Practice.

In the case of a child with any type of special need, we believe it is essential that teachers and parents work closely together in order to provide the best possible education for the child.

### Complaints Re: Curriculum

When a parent has concerns about the curriculum provision these concerns may be expressed as follows:

Stage 1	Contact class teacher after obtaining Principal's consent
Stage 2	Contact Principal
Stage 3	Contact Chairperson of the Board of Governors
Stage 4	Request that the matter be considered by the S.E.L.B. complaints tribunal. Serious complaints should be specifically detailed in writing and given to the Principal or the Secretary of the Board of Governors to enable the matter to be examined and a reply to be made.

### Promoting Positive Behaviour

The school operates a policy for the promotion of positive behaviour. The emphasis of this policy is on rewarding good behaviour. The children, through negotiation, set the rules within each class. If the rules are broken then a series of sanctions is applied. Before behaviour becomes a problem, parents will be informed and their help sought.

### Homework

Killean Primary School sees a value in children engaging in homework as a means of revising work done or as a further extension of work, in discovering information unavailable in school, in involving parents in their children's studies and in the development of good work habits. It is a good form of work discipline. Against this must be balanced each child's need for recreation and the development of private interests and hobbies. It is our policy to set homework on four nights per week, Monday to Thursday. Key Stage 1 children should do up to 30 minutes while Key Stage 2 children should do up to one hour. Sometimes weekend homework may be given.



### Pastoral Care

The curriculum is seen as a whole curriculum which includes pastoral care for pupils. Along with the other policies we have a specific Policy for Child Protection. Mrs Lambe is our designated teacher and Mrs Gollogly is the deputy.

In line with the policy of maximising the potential of each pupil the school 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. Due to the nature of primary education it will be the responsibility of each class teacher to look after the pastoral needs of children in his/her class.

Class teachers will attempt to resolve the worries of new pupils and to relieve their anxieties.

Teachers will be grateful for information about any difficult home circumstances which may be causing anxiety.

When a child is sick or injured the school will, in the first case, attempt to contact the child's home to ask a parent to come to school. If this is not possible the child will be brought to hospital. In less severe cases it would be appreciated if parents would nominate an emergency contact. In all cases it will be the school policy to act in the best interests of the child.

### Organisation of Classes

In a school this size it is necessary that some children are taught in composite classes.

Our classes are:

- Primary One & Primary Two
- Primary Two & Primary Three
- Primary Four & Primary Five
- Primary Five & Primary Six
- Primary Seven

Where a year group is split between two classes, the children are separated according to their date of birth. Children remain with their class teachers for the core subjects but for the creative and expressive, and environment and society, teachers rotate.

### Holiday Arrangements

The school will be closed for the months of July and August and all statutory holidays. Information about other holidays i.e. Christmas, Easter, mid-term breaks and other holidays will be sent to parents in September and will be made available on the school website at [www.killeanps.com](http://www.killeanps.com). In the event of an emergency closure every attempt will be made to notify parents to enable them to make alternative satisfactory arrangements.

### Charging & Remissions Policy

Education in Killean Primary School is provided free of charge for all lessons and activities connected with the child's entitlement under the Education Reform Order. The school will, as it has done in the past, appeal to parents from time to time for voluntary donations but it is stressed that no child will be disadvantaged if parents choose not to make a contribution.

## The School Day in Killean Primary School

### Further Information

The Board of Governors of Killean P.S. realises that the information given in this prospectus is limited and parents are welcome to make arrangements with the Principal to visit the school for more information. The Southern Education and Library Boards General Information Booklet for the school year is available (on request only) from the school.

### Pastoral Care In School Child Protection

**If you have a worry or concern:**

**I have a worry 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 for child protection Mrs Lambe / Mrs Gollongly

**If I am still concerned...**

I can talk to the Principal Mrs L. Campbell

**If I am still concerned...**

I can talk / write to the Chairperson of the Board of Governors Mrs V. Kearney

At any time I can talk to the social worker for South Armagh Mrs B Campbell at Newry 028 3026 2357



1. School begins at 9:00am all pupils should be in their classroom before that time.
2. Reception children go home at 12.00 noon or they can stay for lunch/dinner and go home at 12.20 pm. Primary one and primary two go home at 1.40pm each day.
3. Primary 3 pupils go home on Monday, Tuesday and Wednesday at 1.40pm. Primary 3 pupils go home on Thursday and Friday at 3.00pm.
4. Primary 4, 5, 6 and 7 go home at 3:00pm each day.
5. If any pupil is absent from school, a written note, signed by a parent, must be sent to school. Naturally, if the parent contacts the teacher in person, or by telephone, that is sufficient. The same kind of communication is necessary if a pupil is unable to take part in lessons.
6. We ask all pupils to wear some kind of soft-soled footwear to school. Preferably those which are suitable for P.E.
7. Our school uniform is as follows:

i. Trousers or pinafore	Navy Blue
ii. Shirt or blouse	Light Blue
iii. Jumper or Cardigan	Royal Blue
iv. Tie	Navy Blue/Light Blue
8. For P.E. and swimming, parents may wish to purchase a tracksuit with the school colours.
9. We would appeal that each item of this uniform should have the pupil's name on it.
10. Each class has its own entrance at which children should be dropped off and collected. Parents collecting their children should wait at the relevant entrance for the children to come out. At pick up time the school grounds are very congested and as such caution is advised at all times .

