

# Eglinton Primary School

22 Woodvale Road, Eglinton, Co. Londonderry, BT47 3AH

Telephone 02871 810510  
Fax 02871 812297  
Email: [info@eglinton.londonderry.ni.sch.uk](mailto:info@eglinton.londonderry.ni.sch.uk)  
Website: <http://www.eglintonps.co.uk>  
Principal: Mrs E McGuinness

*Dear Parent*

*Welcome to Eglinton Primary School. On behalf of the Staff and the Board of Governors, I would like to extend to you and your child a very warm welcome to our school. In this prospectus you will find information about the life of the school – a summary of the schools' activities, daily routine, curriculum and ethos.*

*Our aim is to provide a happy, stimulating, safe and secure learning environment for every child. If your child is to join us for the first time, we look forward to a happy and successful partnership over the coming years. If you already have a child here, we are pleased to renew the links between us.*

*Should you require any further information, please contact the school.*

*We recommend this prospectus to you for your consideration.*

*Yours sincerely*

*E McGuinness  
Principal*

## Board of Governors

---

Nominated by the Transferors	Canon Paul Hoey Rev L Blair Mrs K Bradley Mr R Thompson
Nominated by the Western Education and Library Board	Mrs R Hill
Elected by Parents	Mr G Smith Mr P Higgins
Elected by Staff	Ms Julie Crooks
Principal (Non-Voting)	Mrs E McGuinness
Chairperson	Canon Paul Hoey
Vice-Chairperson	Mrs R Hill

\*\* The Governors will be Re Constituted in Nov 2023. Term of Office is 4 years (this term is 5 years because of currently COVID restrictions).

## School Staff

---

**Crossing Patrol** Mr L Morrow

### Teaching Staff

Year 6	Mrs A Quigley
Year 7	Mr C McGinty
Year 5	Ms J Crooks
Year 4	Mr Peter Griffiths
Year 3	Mrs E Cormie
Year 2	Miss N McCool
Year 1	Mrs J MacKenzie
Nursery	Mrs E Leonard

**Clerical Officer** Mrs G Wilson

**Caretaker** Mrs E Thompson

**Cleaners** Mrs J McElwee

## Classroom Assistants

Foundation Stage	Mrs L Hughes Mrs A Campbell
Key Stage 1	Mrs J Smith
Special Needs	Miss K Logue Mrs R McElreavey Miss M Cooke Miss R McCorkell Mrs C Frazer Mrs S Gamble Miss C Tracey Mrs Smith
Nursery Assistant	Mrs M Nicholl
Special Needs	Miss C Tracey

## Kitchen Staff

Mrs P Mullan  
Mrs J McKinney  
Mrs L Doherty  
Ms H O’Kane

## Our School

Our school is situated in the heart of Eglinton village and has been on the present site since 1954.

Here children are valued and nurtured allowing them to grow to develop their full potential, preparing them with life-skills, whilst instilling in them a life-long love of learning.

At Eglinton we strive to provide quality learning and teaching, always taking into account the individual needs of each child.

We moved into our new ‘state-of-the-art’ building in May 2015 which has provided staff and children with a vibrant, well-resourced learning environment.

## School Information

<b>Type of School</b>	<b>Primary Controlled Co-Educational</b>
<b>Number On Roll:</b> (1 September 2019)	178

<b>Age Range</b>	4 - 11
<b>Admissions Number</b>	30
<b>Enrolment Number</b>	232

<b>Principal</b> Mrs Emma McGuinness	<b>Chairperson of Board of Governors</b> Canon P Hoey
<b>Vice Principal</b> Miss Julie Crooks	<b>Clerical Assistant</b> Mrs Gillian Wilson

## **Nursery Information**

---

Eglinton Community Nursery was officially opened in June 2003 and is situated in the school grounds, accommodating 26 children (part-time) in their pre-school year.

The aim of the Nursery is to provide pre-school education in a stimulating and caring environment for pupils from all cultures and religious backgrounds. Further information is available in the Nursery prospectus.

## Mission Statement



In our school we foster an inclusive community that encourages motivation, builds self-esteem, respect for each other and a love of learning: where the development of the whole person is promoted within a positive, safe environment.

## Aims of the School

---

- To develop effective skills in communication enabling pupils to become proficient in reading, writing, talking and listening.
- To help children to think mathematically and develop problem solving skills.
- To provide and maintain a happy, stimulating and safe environment where there is mutual trust and respect between all members of the school community.
- To cater for the needs and ability of all children promoting spiritual, moral and cultural development of each child.
- To encourage each child to acquire knowledge, skills and practical abilities and to use them to develop their potential and experience success.
- To help the children to develop as self-confident and independent individuals in preparation for adult life.
- To create and maintain positive links with Parents, Board of Governors and the local community facilitating an active learning partnership for the children.
- To develop respect for self, and for the attitudes, beliefs, efforts and possessions of others.

## Admission Arrangements

In keeping with Education Authority admission arrangements, our current policy is to admit into the Year 1 class those children who have reached compulsory school age (i.e. those children whose 4th birthday falls on or before 1 July).

Parents sending their children to our school are invited to make a prior visit, to see the school in action and to talk to the Principal and teachers. The admission arrangements as set out below will be used.

### Admissions Criteria – Year 1

---

*Please note that Nursery and Primary applications will be online from 9<sup>th</sup> January 2024.*

*Visit the [www.eani.org.uk](http://www.eani.org.uk) for more details.*

### ADMISSIONS CRITERIA – YEARS 2-7

The Board of Governors of Eglinton Primary School has determined that pupils will be considered for enrolment in Years 2-7 provided that:

- 1 The school would not exceed its enrolment number; or
- 2 In the opinion of the Board of Governors their admission would not prejudice the efficient use of the school's resources.

If, at the time of consideration of the application, there are more eligible applicants than places available then the Admissions Criteria for entry to Year 1 of pupils of compulsory age will be applied.

### Number of Applications and Admissions in Previous Years

---

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
No of Applicants	21	19	30	27	27	32	25
No of Admissions	21	19	30	27	27	31	25



## **ETI Follow Up Inspection - June 2012**

---

The Education and Training Inspectorate (ETI) carried out two interim follow-up visits and a follow-up inspection in June 2012.

The action plans produced by the school in response to the inspection findings were of a very good quality. The school's development plan has been adjusted in light of the inspection findings.

The following are the most important improvements since the focused inspection:

- there is clear and coherent planning for the development of literacy and numeracy throughout the school which is ensuring more challenging writing, mental mathematics and problem-solving activities to raise further the children's levels of attainment in literacy and numeracy;
- the literacy and numeracy co-ordinators have provided very effective leadership by promoting and implementing strategies to monitor and evaluate rigorously the developments in their areas of learning and to inform directly the school development planning process;
- the teachers make effective use of all the available data to identify potential under-achievement and to set appropriate targets for individual children which has resulted in good progress being made by the majority of the children targeted for support;
- the quality of teaching in most of lessons observed during the follow-up process was good and very good in equal measure;
- the teachers use a wider range of strategies to provide the children with a range of real and meaningful contexts for learning with a sharper focus on matching the activities more closely to the children's abilities;
- the co-ordinators provide useful workshops and curriculum information booklets for the parents to enable them to support their children's learning;
- the vice-principal has become more fully involved in the strategic leadership of the school; and
- there is a collegial and reflective approach to school improvement by the staff since the inspection, under the very effective leadership of the Principal.

## Conclusion

In the areas inspected, the quality of education provided by this school is now **very good**. The school is meeting very effectively the educational and pastoral needs of the learners; and has demonstrated its capacity for sustained self- improvement.

## Sustaining improvement Inspection

The school had a sustaining improvement inspection in January 2015 which required the school to demonstrate that it is effecting improvement, improving provision and sustaining or raising standards through effective self-evaluation and development set within the context of our school development plan.

## Key findings

There is evidence of continuing progress being made in the key priorities set out in the school development plan. Principally, these include: improvements to the range and quality of the children's writing and spelling; increased opportunities for the children to develop mental mathematics and problem solving skills; a more consistent approach to the teaching of reading; the evolving competence of the staff, children and governors in using a range of information and communication technology (ICT) applications; and, the effectiveness of the individual education plans to support the children identified with additional learning needs. The quality of the teaching observed on the day of the inspection was good and very good and reflected priorities in the school development plan.

The school improvement process is effective and well-managed. A culture of self-evaluation is clearly evident and is informed by appropriate consultation with all stakeholders and supported by the very effective strategic leadership of the governors. The teachers are making steady progress in implementing the actions identified in the current school development plan. The co-ordinators are monitoring and evaluating closely and effectively the quality of the provision in their areas and are able to demonstrate how their actions are impacting positively on aspects of the provision.

## GENERAL INFORMATION

## School Uniform

---

The school uniform is both attractive and practical. Wearing this uniform gives your child a sense of belonging to the school community and helps promote a very positive image of our school; therefore, the wearing of school uniform is actively encouraged. Children are discouraged from wearing jewellery but if worn, must be removed before taking part in PE. For safety reasons, if children have their ears pierced, they should wear studs only.

### Boys

Grey trousers  
 White shirt and tie, or white polo shirt/shirt and tie  
 Green sweat shirt with school crest  
 Black shoes

### Girls

Grey skirt/pinafore/trousers  
 White blouse and tie or white polo shirt/shirt and tie  
 Green sweat shirt or green cardigan with school crest  
 White/Grey socks, Red/Green/Grey Tights  
 Black shoes  
 Red/green gingham dress (Summer term only)

### Choir

Boys – Long sleeved white shirt and tie  
 Grey trousers  
 Girls – Long sleeved white blouse and tie  
 Grey skirt, white knee length socks.

School ties may be purchased from Select Kidz.

Green sweatshirts with school crest may be purchased from:

Select Kidz Spencer Road, Londonderry

John Paul Fashions 57 Market Street, Limavady

## PE Kit

---

Children are expected to have suitable clothing for PE and Games.

All children should have a pair of shorts, a T shirt and pair of black plimsolls for PE lessons.

Year 4-7 children will need a swimming costume, a towel and a swimming hat, if appropriate.

Children who participate in after school sporting activity will require suitable clothing and footwear.

## **Names on Clothing**

---

We strongly recommend that uniform is clearly labelled with your child's name. Name tags should be of the 'sew on' or 'iron on' variety as 'Biro' names on labels tend to fade with washing. This is very helpful to both child and teacher!

## **Year 1 Induction Programme**

---

Parents and children are invited to come into school in the Summer Term. During this time your child will have the opportunity to become familiar with their 'new classroom' and of course to meet their new teacher. Parents gain insight into the classroom routines and have an overview of the opportunities for learning in the Foundation Stage.

A child's education begins in the home and is continued as a partnership between home and school.

## **The School Day**

---

Breakfast Club opens at 8.00am. Children can enjoy a supervised healthy breakfast before school begins.

The school day begins at 9.00 a.m. Children should be in their classrooms before this time to allow them to 'get ready' for the day ahead.

<b>Lunch break</b>	Years 1 –4:	12.00 - 12.45 p.m.
	Years 5 – 7:	12.30 - 1.15 p.m.

All the children have a supervised, mid-morning break for 10 minutes from 10.30 - 10.40 a.m.

The Year 1 and Year 2 classes finish their school day at 2.00 p.m. and must be collected at the door outside their classrooms.

Year 3 – Year 7 classes finish their school day at 3.00 p.m.; however, children may be slightly delayed leaving the classroom when there are clearing up tasks to complete.

In November 2018 we have introduced our afterschool SPARK club where children are supervised in school until 4:00pm (Mon-Thurs). This incurs a small hourly charge.

## Car Parking

---

Older children arriving to School in the morning can be left off in the 'Drop Off' Zone and make their way into School via the playground doors. Parents may park in the designated spaces around the Roundabout – specially to leave younger children to the door.

Please do not park in the Bus Lay-by.

There are four spaces for people who have limited mobility – two in front of the Main School and two in front of the Nursery.

In the afternoon, the Car Park areas can be busy places. The safety and wellbeing of the pupils is our paramount concern.

Please ensure children are supervised in the car park area at all times.

## Secure Access

---

In the morning, the 'Side Door' will be open for the children coming into breakfast club, from 8.00am onwards.

The playground classroom doors will open at 8.45am.

Children arriving in school after 9.00am will need to come to the Main Entrance Door as all other doors will then be inaccessible.

In the afternoon, Year 1 and 2 children should be collected by an adult at the Open Area outside their classrooms. School must be informed of any change in arrangements for Pick up.

Year 3-7 children will leave school via the 'Side gates' and can be met in the Open area in front of it. Children are reminded regularly to come back into school to find an adult in the event of a late Pick up.



## Attendance

---

It is a statutory requirement that all children should attend school for 185 days unless they are ill. If your child misses school through illness or for any other reason, an explanatory note should be sent to school upon return, as all reasons for absence must be recorded within the computerised attendance system. School actively monitors attendance and the Principal meets regularly with the Education Welfare Officer, Sharon Thompson. Attendance statistics are collected annually by the Department of Education. Daily absences can be reported through the school website 'Report Absence' tab.

Parents should try to arrange all non-urgent medical/dental appointments for outside school hours wherever possible as these appointments are now statistically recorded by the Department of Education as an absence. If you require your child out of school early, a note must be sent to the child's class teacher. Children should be collected from and returned to the school office where the appropriate register may be completed.

No child will be permitted to leave school unaccompanied.

Advance notification of holiday dates is provided, and parents are encouraged to arrange family holidays to coincide with these dates. The Department of Education have clear guidelines stipulating that holiday during school term are recorded as unauthorised absence with the exception of special circumstances as outlined in DE attendance circular.

## School Meals

---

School meals are cooked on the premises and served in the Dining Hall. A four-week menu is issued to each child and parents are encouraged to discuss menu options with them. Children in Year 1 and 2 should bring a note indicating their menu choice in a named purse/wallet containing the correct money.

Dinner can be paid for in advance weekly/monthly or may be paid on a daily basis (before 12 midnight the day before). We have a school Money app to make all payments

Children bringing packed lunch also eat in the Dining Hall. A suitable lunch box and drinks container should be provided. For safety reasons, please do not send plastic bags or glass bottles. Children have the option to alternate from packed lunch to school meals as desired.

Details and application forms for Free School Meals and Uniform grant are available from Education Authority website, [www.eani.org.uk](http://www.eani.org.uk)

## **Healthy Breaks**

---

School has a Healthy Breaks policy in keeping with our responsibility of promoting a healthy lifestyle programme. Children are encouraged to bring a healthier option of a piece of fruit or vegetable and to drink milk/water during the morning break. Pupils are also encouraged to drink water throughout the day in the classroom.

Please note fizzy drinks are not permitted at break or lunch time.



## THE CURRICULUM

The Northern Ireland Curriculum:

- Foundation Stage                      Years 1 and 2
- Key Stage 1                              Years 3 and 4
- Key Stage 2                              Years 5, 6 and 7

The curriculum for the three stages is set out in six Areas of Learning:

- Language and Literacy
- Mathematics and Numeracy
- The Arts
- The World Around Us
- Personal Development and Mutual Understanding (PDMU)
- Physical Education

An additional area of learning, although not statutory, is:

- Religious Education

Infused in these areas of learning are Cross Curricular Skills and Capabilities:

- Communication
- Using Mathematics
- Using ICT
  
- Thinking Skills and Personal Capabilities
  - Managing Information
  - Being Creative
  - Working with Others
  - Self Management
  - Thinking, Problem Solving and Decision Making

## Learning Support

---

Care is taken at all times to match the curricular provision for all children to their particular stage of development and take account of any difficulties or special talents shown. Staff will liaise with the SENCo (Special Educational Needs Coordinator) when specific needs are identified. Where provision beyond that which can be given by the class teacher or additional support is required; the specialist expertise of the Education Authority's Special Education services will be employed.

The school in every instance will follow the procedures outlined in the Code of Practice. Parents will be kept informed and involved at every stage of the process.

## **Physical Education**

---

All classes have PE lessons at least twice weekly. Children are expected to participate unless they are unable to do so, on medical grounds.

Year 1, 2 and 3 children use the apparatus in the hall to develop their skills and balance.

School enjoys the expertise of several outside agency coaches and coaching programmes. Year 7 attend a fifteen-week swimming programme at Roe Valley Leisure centre. Children from Year 4 -6 can attend a six-week programme.

## **Religious Education**

---

Religious Education is an important element of the school life. Lessons are based on the core syllabus for Northern Ireland, are Bible based and of a non-denominational character. Local clergy lead assembly on a regular basis. A culture of tolerance and understanding of other religions is nurtured within the school. Parents have the right to withdraw their child from RE lessons and the act of collective worship. Anyone wishing to exercise this right should inform the Principal in writing.

## **Music**

---

Year 4 children are involved in a musical skills development programme hosted by EA Music Service.

The EA peripatetic music service provides instrumental tuition to some Year 5 to Year 7 children. The strings group make a very valuable contribution to school performances.

The school choir perform regularly at many local events.

## **Cross Community Links**

---

Eglinton Primary school has very strong links with several other primary schools through various cross-community contact links.

### **Shared Education – Signature Project Broadbridge/Eglinton Primary Schools**

Our well-established links With Braodbridge Primary School facilitate pupils and Staff from both schools working together in a range of curricular areas – The Arts, World Around Us, Literacy. The choirs from both primary schools practise together and perform as a joint choir at the annual Carol Service held at the Airport.

### **Cluster Group**

Principals and staff from a variety of local Primary Schools continue to meet to share and disseminate good practice particularly with regard to the implementation of the Northern Ireland Curriculum.

## **After School Activities**

---

Children are encouraged to become actively involved in the many opportunities for physical recreation provided by the school.

- Football
- Cricket
- Netball
- Jimnastix
- Choir
- Multi Skills
- Yoga
- Speech and Drama
- Cross Country
- Mini Professors

The school takes part in the Football league, Tag Rugby, Mini Rugby, Cricket and Kwik Cricket tournaments, Netball League, and more recently, Running events. This allows children to compete and play alongside teams from neighbouring schools. Other activities are offered as expertise and skill becomes available.

## **Pupil Welfare**

---

All staff work closely together in consultation with parents to ensure the welfare of children in the school. Parents are urged to discuss any matters of concern with staff whenever they feel this is advisable. Parents are encouraged to discuss such matters with the class teacher in the first instance. Often potential problems can be avoided if they are dealt with quickly. The Principal will be pleased to see parents to discuss any matters of concern, at any time, although it may be appropriate to make an appointment if a lengthier discussion is needed.

## **Home School Links**

---

Parents' support is essential in working with the school for their child's benefit. School fosters parental relationships in various ways such as Concerts and Plays, meetings, and other events, as well as informal contact at the beginning and end of the school day. Notices about forthcoming events are sent via the school app, text or on the school website.

Your child will have a home-school diary which may be used to support this process.

More formal contact is made in annual progress interviews with the class teacher, but parents may contact the class teacher about any matter at any time when the school is open. However, this should, as far as possible, be out of teaching time to keep class disruption to a minimum.

## **Changes in School Arrangements**

---

Changes occur from time to time in staffing and organisation of the school. When relevant, parents will be informed of these changes by newsletter.

Up to date information can be found on our school website:  
[www.eglintonps.co.uk](http://www.eglintonps.co.uk)

and "like" us at: <https://www.facebook.com/EglintonPS>

## **SCHOOL POLICIES**

Copies of all school policies and other documents are available from the

school office and are on the school website should any parent wish to view them.

## **Homework Policy**

---

We consider homework to be an excellent home-school link and a valuable discipline for the older child. Homework should be seen as an integral part of learning, consolidating or extending work which has been undertaken in school.

### **Aims**

- To encourage self-discipline and personal organisation
- To create additional time for structured learning
- To bridge the gap between home and school
- To allow parents to have direct involvement in their child's learning

The nature of homework will vary between year groups, different classes and topics to be covered.

Homework can be oral or written. Tasks set will not necessarily be of a formal pen and pencil style but may include Reading, Learning or Research. It may also include collecting materials/information, art, model building. The type and amount of homework will reflect your child's ability.

### **Time Allocation**

A guide to the time to be spent on homework is as follows:

- Year 1 - 3                    20 minutes
- Year 4                        20 – 30 minutes
- Year 5                        30 – 40 minutes
- Year 6                        45 minutes – 1 hour
- Year 7                        1 hour

Towards the end of terms and during 'busy times' in the school calendar (e.g., Christmas, School Shows) the amount of homework may be reduced or take on a different format (e.g., learning words of a song).

Occasionally several homework's will be set in advance giving pupils flexibility in their planning and helping to prepare them for second tier education. Work will not be set if parents take children out of school to go on holiday during term time.

The role of parents/carers is vital to the success of this policy. Staff value the support afforded to the children in ensuring that homework

tasks are completed and by providing a suitable workspace environment which is conducive to learning. Your child's class teacher should be informed of any difficulties experienced in completing set tasks. We would strongly urge parents and carers not to 'do' the homework for their child.

## **Positive Behaviour Policy**

---

The staff of Eglinton Primary School feel it is important to promote a caring and supportive environment to enable all members of the school community to feel secure and respected, and therefore promote good behaviour in others.

The development of personal qualities and social skills and the fostering of a socially acceptable behaviour are integral aspects of the school curriculum. Staff will endeavour to contribute effectively to establishing and maintaining a climate within the school that is characterised by good relationships and mutual respect. The adults encountered by children at our school have an important responsibility to model high standards of behaviour, both in their dealings with the children, and with each other.

As a school we aim to:

- Ensure care and consistency to all involved in school life.
- Promote, through example, honesty and courtesy.
- Create a positive climate with realistic prospects.
- Be fair and be seen to be fair.
- Treat all with respect.
- Have clear expectations and strategies to ensure these are met.

As a staff, we have spent considerable time developing a set of Golden Rules with the children. These are a short set of rules that can be easily understood by all involved throughout the various levels of the school. These rules are displayed in each classroom and are discussed with the pupils, so that they not only have a good understanding of the rules, but how they need to act and respond to uphold them. They are teaching tools that need to be constantly reinforced and highlighted.

The Golden Rules are as follows:

- Be kind
- Be a good listener
- Be safe
- Always try your best

At Eglinton Primary School if a child successfully complies with these Golden Rules, this should be acknowledged. In our school we believe the

ideal incentives towards positive behaviour are the intrinsic rewards offered by:

- Warm relationships
- Positive role models
- A stimulating curriculum

However, it is important to have a reward system in place that recognises all forms of social and academic achievement and effort. To ensure each child has the opportunity to experience success we use the following as rewards-

- Non Verbal Praise
- Verbal Praise
- Display
- Marking
- "Happy Notes"
- Monitors
- Activity time

## **Pastoral Care - Child Protection**

---

The care, welfare, and safety of the children in our school is a primary concern and responsibility of all staff. Through our Pastoral Care policy, we aim to provide a caring, positive, supportive, and safe environment for the children. We aim to help the children to:

- Feel a sense of worth and dignity
- Experience success and achievement
- Develop their learning and talents to the full
- Make reasoned, informed choices, judgements, and decisions

The purpose of our child protection policy is to protect our pupils by ensuring that everyone that works in our school, teachers and nonteaching staff, has clear guidance on the action that is required where abuse or neglect of a child is suspected. The Department of Education requires all those working in education to cooperate fully with Social Services and other agencies working to protect children. Concerns about any form of abuse will be referred. The EA Officer designated for Child Protection will be informed of any referrals.

Volunteers working in the school will undergo vetting procedures. Visitors to the school will gain access by ringing the buzzer at the main entrance and will report to the secretary's office.

In school, the Designated Teacher for Child Protection is Mr P Griffiths, Mrs E Leonard (Nursery).

Mrs Gilleece is the Deputy Designated Teacher for Child Protection.

## **Anti-Bullying Policy**

---

A school policy document has been created and made available to all parents and children. All staff are vigilant to the possibility of bullying occurring and we will take immediate steps to eliminate such behaviours.

Pupils have opportunity to discuss feelings, anxieties, and issues such as bullying during circle time. They can use the "Worries and Jokes" box (or equivalent) in their classroom or the "PMail box", to share any concerns with a member of staff.

Whole school involvement in "Anti-Bullying" week helps to raise children's awareness of this serious issue.

## **Drugs Education**

---

The school recognises the growing drug problem in our society and is committed to raising this awareness with pupils, staff and parents by offering a drugs education programme as an integral part of the curriculum.

The policy will be promoted by all members of staff and will be delivered through PDMU (Personal Development & Mutual Understanding) and Religious Education programmes. Year 6 and Year 7 children complete the Hope Northwest – 'Fit for Life' programme which teaches children about substances which can be potentially harmful and how to make informed decisions regarding their personal well-being.

## **Complaints Procedures**

---

Complaints concerning the curriculum and other matters referred to in Article 33 of the Education Reform (NI) Order 1989 shall be dealt with in accordance with Article 33 and regulations subsequently made by Department of Education.

School has a Comments and Complaints policy which clearly outlines the steps to be followed in the event of a parent having concerns about the curriculum provision. A copy of this policy is available from the school office or on the website.

## **Charging and Remissions Policy**

---

Education is provided at the school without compulsory charges to Parents and the vast majority of activities will be financed by the school with funds received from the Education Authority Western Region and fund raising activities. There are though, some valuable, educational activities which the school cannot provide without seeking some financial support from parents.

The Board of Governors of Eglinton Primary School has determined its Charging and Remissions Policy as follows:

### **A. Charging Policy**

It is the policy of Governors to charge for:

- A1. Board and lodgings on residential visits
- A2. Costs associated with the provision of individual tuition on a musical instrument whether inside or outside school hours unless it is provided as part of the syllabus for an approved public examination or to meet the requirements of Article 11 (1) (b) of the Order.
- A3. The cost, in cash or in kind, of ingredients or materials needed for practical subjects if parents have indicated in advance a wish to own the finished product.
- A4. Optional extra activities which take place wholly or mainly outside school hours and are additional to the education provided by the school for the purposes of preparing pupils for an approved public examination or for the purposes of meeting the statutory requirements imposed by Article 11 (1) (a) and (b) of the 1989 Order.

Participation in any such activities is to be on the basis of parental choice and a willingness to meet such charges as are made.

## **B. Remission Policy**

Charges will be remitted as follows:

- A1.** The charge for the board and lodging cost of a residential visit will be remitted in the case of pupils whose parents are in receipt of income support or family credit if the education provided on that visit must otherwise be provided free, that is, the activity takes place mainly or wholly in school hours and/or is provided as part of the syllabus for an approved public examination or is required to fulfil statutory duties in relation to the NI Curriculum or Religious Education.
- A2.** Voluntary Contributions  
The Board of Governors reserves the right to seek voluntary contributions from parents or others in support of any school activity or for the benefit of the school. Pupils whose parents are either unwilling or unable to make such contribution will not be treated differently. However, the school reserves the right to cancel planned activities if the voluntary contributions are insufficient to meet the costs of the planned activity.
- A3.** Breakages/Losses  
The Board of Governors reserves the right to seek to recover from parents the whole or part of the costs of breakages and losses incurred as a result of a pupil's behaviour.

### **Third Party Arrangements**

This policy statement refers only to charges, which may be made by Board of Governors and payable by the parents of the pupils concerned.

The Board of Governors has delegated the day-to-day management of its policy statement to the Principal of the school.

**Note** - The term parent(s) wherever used should be interpreted as also meaning guardian(s).

## Our School Song

---

### Together We Grow

A river flows down through the glen  
To meet the waiting sea  
The broad blue waters of the Foyle  
The shade of the oak tree  
God has made us everyone  
So special in our way  
But we have come together now  
To hear what others say

#### ***Together we grow***

*In peace and harmony  
Hold us in your loving hands  
This one school family*

Jesus taught his followers  
With parables of truth  
And from this seedling of our lives  
Will help bring forth good fruit  
Keep us on your path O Lord  
And guide us in your ways  
And put your arms around us now  
All through our tender days

#### ***Together we grow***

*In peace and harmony  
Hold us in your loving hands  
This one school family*



## School Calendar & Closures 2023-24

### 2023

#### August

Wednesday 30<sup>th</sup> - Autumn term commences

#### September

Monday 25<sup>th</sup> - School Development Day

- STAFF ONLY

#### October/November

Mon 30<sup>th</sup> – Thurs 2<sup>nd</sup> Nov - Half Term Break

Friday 3<sup>rd</sup> Nov - Staff Development Day -

STAFF ONLY

#### December

Friday 22<sup>nd</sup> - School Closes MIDDAY

### 2024

#### January

Wednesday 3<sup>rd</sup> - School Development Day

- STAFF ONLY

Thursday 4<sup>th</sup> - Spring Term Commences

#### February

Monday 12<sup>th</sup> - School Development Day

Tuesday 13<sup>th</sup> – Friday 16<sup>th</sup> - Mid Term Break

#### March

Monday 18<sup>th</sup> - St Patrick's Day

Wednesday 27<sup>th</sup> - School Closes MIDDAY

Thursday 28<sup>th</sup> Fri 29<sup>th</sup> - Easter Break

#### April

Monday 1<sup>st</sup> – Friday 5<sup>th</sup> - Easter Break

Monday 8<sup>th</sup> - Summer Term

Commences

#### May

Monday 6<sup>th</sup> - Bank Holiday

Monday 27<sup>th</sup> - Bank Holiday

Tuesday 28<sup>th</sup> – Thursday 30<sup>th</sup> - School Closed

Friday 31<sup>st</sup> - Staff Development Day -

STAFF ONLY

#### June

Friday 28<sup>th</sup> - School Closes MIDDAY