



# TILDARG PRIMARY SCHOOL

WHERE YOUR  
CHILD MATTERS.



*Prospectus*



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*Welcome*

TO TILDARG PRIMARY SCHOOL

WHERE YOUR CHILD  
MATTERS.



## *Dear Parent/Guardian*

Thank you for taking an interest in Tildarg Primary School. This prospectus has been designed to give you the basic information we think you need to ensure your child will enjoy his/her time at our school.



Tildarg Primary has been providing an education for children in the local area since 1823, having seen many generations of families through the doors. Today, the school is an established, welcoming environment for new generations of children. Whilst having the history, it also has to offer the best and most up-to-date facilities, technology and teaching expertise.

Children can access a range of curricular and extra-curricular activities and the school aims to provide a broad, balanced curriculum for each of our pupils, helping each child achieve their full potential. Experiences are enriched by making best use of the expertise of the staff, the ever-increasing resources in our school and elsewhere, the EA, North Eastern Region support staff, in-service training, educational visits and visitors to the school.

A small school with a big heart, we care for the whole child and ensure we have provision to promote children's

well-being through activities held in our substantial school hall and newly created sensory area. All school staff know the children individually and positive, caring relationships are made and developed throughout the school. Every child does matter at Tildarg, we are able to devote more time and care to the children, and this in turn enriches and enhances their educational experiences and learning successes.

We, the staff, governors and pupils of Tildarg Primary School welcome your child and we sincerely hope that their time in our school will be a happy one.

*Yours faithfully*

**Mrs L Moody** BSc Hons, PGCE  
Principal







*Creating a love for  
life and learning*







## Aims of the school

Throughout all our teaching in Tildarg the following aims would be uppermost in our minds:

1

To endeavour to make our school a happy, secure and stimulating environment for all our pupils through providing opportunities for success.

2

To develop each child intellectually, physically, emotionally and morally and in so doing promote responsibility, confidence, independence and self-discipline.

3

Through our Board of Governors, the Education Authority, North Eastern Region and Department of Education, to deliver the N.I. Curriculum in all its breadth and depth.

4

To promote liaison between staff and parents for the educational enhancement of all our pupils.

5

To strive for the acquisition of a considered set of moral values based on Christian principles.

6

To develop a maturity in each child which will encourage self respect and also understanding and tolerance for others whether in the immediate school environment or in the wider context of society in Northern Ireland and beyond.

7

To attempt to involve the school in the life of the community and help to involve the local community more directly in school life.

8

To equip each child with the knowledge and skills necessary to be an active and fulfilled member of today's society.





# Preparing Your Child

## YEAR 1 PUPILS



- ✓ Go to the toilet without assistance and use it properly.
- ✓ Wash and dry hands quite quickly.
- ✓ Put on coat and, if possible, fasten it.
- ✓ Arrange footwear with left foot and right foot in correct position. Put on footwear and fasten if possible.
- ✓ Recognise front of sweat-shirt from back.
- ✓ If possible make garments or sleeves which have been pulled inside out, right for putting on again.
- ✓ Clean nose properly.
- ✓ Hold pencil in preferred hand and draw or scribble.
- ✓ Recognise own name if possible. If your child cannot do this, please put some distinctive mark on clothing etc. as well as your child's name.



# Advice to parents

## YEAR 1 PUPILS

- Talk to your child about himself/herself, your family etc. and listen to what they say.
- Read your child stories and poems.
- Teach him/her nursery rhymes.
- Give your child praise when he/she uses an interesting word.
- Talk to your child about school and when possible play "Schools" with him/her to make the idea of school-life more attractive.
- Always remember that children learn from everyone with whom they come in contact, but they especially learn from you, their parents.
- Try to avoid unnecessary anxiety by being punctual when bringing and collecting your child from school.



- Don't use school as a threat to your child because of misbehaviour.
- Please do not teach your child to print using capital letters i.e. D, E, F, etc., if you wish, use lower case letters, i.e. d, e, f, using capitals only for the initial letters of their name.





# Admissions Criteria



## RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATION TO ADMISSIONS



The Board of Governors will consult with the Principal and together they will apply the admissions criteria to prospective children whose parents wish to enrol them at Tildarg Primary School. 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 form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form. Documentation submitted in support of your application should be provided directly to the school of first preference. Birth Certificates should also be provided to first preference schools.

## DUTY TO VERIFY



The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application form. If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

## WAITING LIST POLICY

The school does not operate a Waiting List Policy.

## ADMISSIONS CRITERIA TO YEAR 1

Admissions criteria to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.

1. Children of compulsory school age.
2. Children who at the date of the application have a child of the family currently enrolled at the school.
3. Children who are the eldest or only child in the family to apply to a mainstream school.
4. Children whose parent(s)/guardian(s)/ a child in the family have in the past attended the school.
5. The child whose normal place of residence is closest to the school. Distance will be calculated using Google Maps UK Measure Distance Tool. If identical measurements are identified by Google Maps UK Measure Tool, selection will be based on random alphabetical order of surname, then forename, then middle name.

## ADMISSIONS CRITERIA TO YEARS 2-7

1. Whilst oversubscribed, requests for places in P2-P7 will only be considered if a vacancy arises in the appropriate year group or a relevant class and further enrolment is not prejudicial to the efficient use of resources.
2. Consideration will be given to the number of children already in the year groups to which admission is sought.

Please fill in the details below and return to school. Thank you.



CHILD'S NAME: \_\_\_\_\_ D.O.B: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ MOBILE NO. \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

NAME OF PRE-SCHOOL: \_\_\_\_\_

NAME ANY CHILDREN, PAST OR PRESENT, WHO HAVE OR ARE CURRENTLY ATTENDING TILDARG P.S:

\_\_\_\_\_



# School Uniform

## GIRLS ▼

**Pinafore:** grey. **Skirt:** grey. **Tops:** navy blue jumper or cardigan. **Sweat-shirt:** official school (navy blue with emerald green logo). **Shirts:** polo shirt (emerald green with school logo - Summer Term, September and October only) white shirt (rest of year). **Tights:** grey/navy (grey trousers may only be worn in the playground in very cold weather).

**Socks:** white knee length. **Dress:** blue and white check.

**Tie:** official (navy blue and emerald green striped).

**Shoes:** dark, flat shoes. **Fleece:** official school fleece (navy blue & school logo). **Baseball Cap:** emerald green (with school's name).



## BOYS ▼

**Trousers:** grey flannels/black canvas trousers/grey shorts. **Pullovers:** navy blue V-necked.

**Sweatshirt:** official school (navy blue with emerald green logo). **Shirts:** polo shirt (emerald green with school logo - Summer Term, September and October only) white shirt (rest of year).

**Socks:** grey/black.

**Tie:** official (navy blue and emerald green striped).

**Shoes:** dark, flat shoes. **Fleece:** official school fleece (navy blue & school logo).

**Baseball Cap:** emerald green (with school's name).

## UNIFORM RULES

### SCHOOL POLICY ▼

Our school uniform policy is regularly reviewed by the Board of Governors of the school.

- It is the policy of the school that all pupils wear school uniform.
- All items of uniform (with the exceptions of the summer dress and the baseball cap) may be purchased from 'Sport N'Sound', Ballyclare.
- For PE, all pupils change into gym shoes/trainers (preferably without laces Years 1 & 2 only).
- **PE Uniform**  
All pupils (Years 1 – 7) change into a T-shirt (emerald green with school logo, and option of pupil initials added) and navy PE shorts during games and PE lessons. This change of clothing should be kept in a separate bag.
- Please ensure that every item of your child's uniform, PE clothing etc. is clearly labelled.

SCHOOL AND  
PE UNIFORMS  
CAN BE PURCHASED  
FROM  
SPORT 'N' SOUND,  
BALLYCLARE.





# The School Day

## MORNING ▼

**Breakfast Club runs from 8.00am to 8.45am.**

The cost of this will be advised at the beginning of the year and paid for using **ParentPay** cashless system.

## SCHOOL BEGINS ▼

**School begins at 9.00am.** Supervision from 8.45am. No child is to be in school before this time unless attending breakfast club.

## BREAK-TIME ▼

**10.30am**

## LUNCH ▼

**12.15 - 1.05pm**

## SCHOOL ENDS ▼

**2.00pm (Years 1-2) • 3.00pm (Years 3-7)**

Year 3 pupils will leave at 2.00pm on two days per week and will be advised of these days at the beginning of the school year (subject to change).

As the Foundation and KS1 teachers have teaching commitments with the older children at 2.00pm, should it not be possible for a child to be lifted at 2.00pm, they must go to the After School Club, which takes place each afternoon from 2.00-3.00pm.



## AFTERNOON ▼

After School Club is open to any of our own younger pupils whose parents cannot collect them at 2.00pm, for a small fee. Money for this should be put in an envelope, complete with information about the days the children will be attending the club and sent in on the Monday of the week concerned, where possible. "Mrs Tosh's food is delicious, wonderful!" "I love breakfast club, the food is so good" (pupil survey 2019)

A range of enjoyable activities are provided each day, such as craft and construction.



# Your Child's Attendance



## JOURNEYS TO AND FROM SCHOOL ▼

Many of our pupils travel to and from school by transport provided by the Education Authority NE Region (information on your child's eligibility for free transport may be obtained from the Principal). It must be stressed during a child's time at school that behaviour while boarding, travelling and disembarking must be exemplary. Children must immediately find a seat and remain there until their stop. They must never distract the driver's attention except in an emergency. Although behaviour of pupils travelling by school transport is not the responsibility of the school, it would be appreciated if, for safety reasons, parents would reinforce the standards of behaviour outlined above.

## LEAVING AND COLLECTING CHILDREN ▼

As the entrance / exit of the school is beside a road, parents must collect their child from the front school gate and accompany them to their cars. This also applies when leaving children at school. Children will not be permitted to walk down the road, cross the road, or cross the busy farm lane to get their lift, unless requested in writing. The lane can be busy, with large machinery using it regularly. It is important that staff know who is picking up your child, therefore notes should be given to class teachers if someone different is collecting your child from school on a particular day (only if the person is not on their pick-up list).



## PUNCTUALITY ▼

It is important that each child realises the necessity of punctuality especially at the beginning of the school day. It is understandable that, due to weather or traffic conditions, late arrival at school cannot be avoided. However, in normal circumstances, it is very important that your child's arrival and departure from school is punctual.

## ABSENCES FROM SCHOOL ▼

If your child is absent from school, an absence form explaining his/her absence should be given to the class teacher upon return.

If your child has to leave school at any time during the school day e.g. for a medical, dental appointment, etc. please notify the teacher in advance, preferably in writing.

If your child will be arriving late to school due to a medical, dental appointment etc., please notify the teacher in advance preferably in writing.





## General Information



### HOLIDAYS ▼

Parents will be notified of pupil holidays near the close of the previous academic year.

### SPECIAL NEEDS ▼



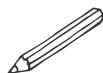
We have individual and group lessons for children who require extra support. This is carried out by our Special Educational Needs Coordinator (SENCO).

### PASTORAL CARE ▼



Parental interviews are held for each family at various times throughout the year, depending on the age of the child. However, if at anytime you wish to speak to your child's teacher or the principal about your child's progress, you are very welcome to make an appointment for an interview after school. You will appreciate that a teacher's time with her class is precious and she will be able to give you more attention and help when she is free from class responsibilities.

### ECO SCHOOL ▼



We have an Eco Committee with a representative in each class. The Committee meet to generate new ideas and raise awareness throughout the school.



### SCHOOL COUNCIL ▼

We have a successful and keen School Council who meet regularly to improve school life for each pupil. The staff listen to what the children propose and their ideas and opinions matter.



## ALSO IMPORTANT

- Dinners are delivered to the school daily. The cost of dinners will be advised at the beginning of the year.
- Payment should be made via ParentPay. A menu will be available and the pupils may choose which days they wish to take dinners.
- In the case of absence, money can be refunded.
- It cannot be too highly stressed that all items of School Uniform, PE. Kit, School-bags etc., must be clearly labelled with your child's name.

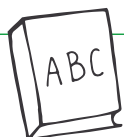
At the end of every term, valuable unclaimed property is left in school. If these items are labelled, returning them to their owners is much easier.

- Please check the EA if you think you might be entitled to free school meals/school uniform allowance or free transport.

[www.eani.org.uk/financial-help](http://www.eani.org.uk/financial-help)

These can be applied for online, but if you have any difficulties, please speak to Mrs Moody.





## School Curriculum



All pupils from Years 1-7 follow the Northern Ireland Curriculum, which includes the following areas:

### LANGUAGE AND LITERACY ▼

Including Talking and Listening, Reading and Writing; schools are also encouraged to teach additional languages.



### MATHEMATICS AND NUMERACY ▼

Focusing on the development of mathematical concepts and numeracy across the curriculum.

### THE ARTS ▼

Including Art and Design, Drama and Music.



### THE WORLD AROUND US ▼

Focusing on the development of knowledge, skills and understanding in Geography, History and Science and Technology.

### PERSONAL DEVELOPMENT AND MUTUAL UNDERSTANDING ▼

Focusing on emotional development, social skills, health, relationships, and mutual understanding in the local and global community.



### PHYSICAL EDUCATION ▼

Focusing on the development of knowledge, skills and understanding through play and a range of physical activities.

### RELIGIOUS EDUCATION ▼

Developing children's knowledge and understanding of religion through R.E lessons and whole school assemblies.





## Extra Curricular Activities

We have a varied programme of activities to meet the needs of our pupils, including:

- CHOIR (YEARS 4-7)
- HANDBELLS (YEARS 6-7)
- FOOTBALL (YEARS 4-7)
- HOCKEY (YEARS 4-7)
- TAG RUGBY (YEARS 5-7)
- CYCLING PROFICIENCY (YEAR 7)
- SWIMMING (YEARS 5-7)
- CRICKET (YEARS 5-7)
- SCHOOL RESIDENTIALS (YEARS 6-7)
- STRING, WOODWIND, BRASS, GUITAR, UKULELE AND PIANO TUITION (YEARS VARY)

Any parents who feel they might be able to contribute to the curriculum of the school, either by offering a new subject or by helping with one already established, please come along to the Principal with your ideas. You will be made most welcome.





## Homework

Homework is seen as a necessary and worthwhile extension of classroom teaching and discipline. It is integral to the ethos of the school. It encourages self-discipline and self-reliance in the children and prepares them for the home study expected at post-primary level. Homework provides various opportunities for both pupils and parents.

### HOMEWORK PROVIDES AN OPPORTUNITY FOR PUPILS TO:

- ✓ Work independently of the teacher
- ✓ Practise and consolidate what they have learned in school
- ✓ Learn number facts/tables and spellings
- ✓ Practise reading skills,
- ✓ On occasions do some simple research to foster and create interest

### IT PROVIDES AN OPPORTUNITY FOR PARENTS TO:

- ✓ Gain some idea of the type of work being covered in class
- ✓ Co-operate and work with their child
- ✓ Foster positive work habits in their child at home
- ✓ Create a partnership between teachers and parents as primary educators of their children

### PARENTS CAN HELP THEIR CHILDREN BY:

- ✓ Ensuring that a proper time is set aside for homework each evening.
- ✓ Providing a quiet atmosphere
- ✓ Insisting that all written homework is neatly and conscientiously done and signed by the parents
- ✓ Communicating with the Principal or teachers about any difficulties or problems encountered during homework completion (this will alleviate any unnecessary anxieties or stress)

Supervising any activities to be completed on the computer/internet





# Tildarg Toddlers

Our very popular Toddlers group meet in the school every Wednesday morning from 9.45am to 11.45am.

The group which is organised by one of our parents, is very popular with both adults and toddlers alike.

It is a great opportunity for pre-school children to meet, have fun, make new friends, have a snack and develop their social skills in an informal way.



Being able to share the 'minding' gives our mums, grannies or childminders a break and enables them to enjoy a chat while they look forward to being pampered with home baked delicacies specially cooked for morning coffee!

## Parent / Teacher Association

The school is extremely fortunate to have very generous parents who, through our fund-raising activities e.g. Christmas Fair, Auction, Competitions etc., have provided many items of equipment which otherwise the school could not have afforded.

These items include: iPads, laptops, interactive whiteboards, textbooks/teaching resources, staging and assistance with transport costs. Our Parent/Teacher Annual General Meeting is held at the beginning of the school year where our PTA Committee is elected. This committee will then organise a programme of fund-raising and social activities to take place throughout the year.

As we rely heavily on the support of each family in the school, I would encourage you to come along to our events, which aim to be enjoyable as well as profitable. Always remember that the people who profit most from all our efforts are your children - the pupils at our

## Community Links

Our school has always played an important role in the life of the surrounding area.

### OUR HALL IS AVAILABLE TO RENT

Our state of the art school hall can be rented per hour for a one off event, or on a weekly/ termly basis.

Please speak to Mrs Dickson for more details.

We are closely linked through participation in local events and competitions and we work together with local groups. Updates on community events can be found in the community section of our school website.

We take part in a range of community activities throughout the year and you will be kept informed of these on a regular basis.

We have a strong Parent Teachers' Association and the school has benefited tremendously from the support provided by this group of parents, as well as extended families and people in the local community.

Our school is used for various evening classes throughout the year, allowing the local community to avail of our new state of the art hall. For details on these classes please speak to the Principal or check the school website.

## Parental Links

Teachers value and need the co-operation and support of parents in all aspects of school life.

They are available at a mutually convenient time to discuss any problems that may arise.

- We send home a News Sheet regularly, as well as other notes throughout the year.
- We use the SeeSaw app.
- We put up information on our parent display board in our entrance lobby.
- We post up-to-date information and notes on our school website [www.tildargps.co.uk](http://www.tildargps.co.uk), which is kindly sponsored by local businesses. Parents can subscribe to the school calendar and download the 'Schools NI App' for updates.
- We post updates on the Tildarg PS Facebook page.
- We hold twice yearly interviews with the class teacher to discuss progress (October & February).
- For all pupils Years 1-7 an annual written report is sent to parents in June.
- To enhance our provision, we carry out a range of assessments in school. At the end of Key Stage 1 (Year 4) and Key Stage 2 (Year 7) pupils are formally assessed, as required by current education legislation. These results are reported to parents in June and sent to the Council for the Curriculum, Examinations & Assessment.
- As children progress through primary school their progress is tracked. They are able to compile samples of work and achievements gained to add to their personal Record of Achievement which is presented to them at the end of Key Stage 2 and which they take with them to their new school.





## Charges and Refunds Policy

### TUITION IN THE PLAYING OF A MUSICAL INSTRUMENT ▼

This will either be provided by a member of staff at the school (recorder, handbells), a teacher from the EA Music Services (strings, woodwind, brass), or a private tutor (guitar, ukulele, piano). Tuition provided by the EA will be charged at the beginning of the year, but can be paid in 2 instalments. Private tutors normally charge per term.

➤ These charges will **not** be refunded.

### EDUCATIONAL ACTIVITIES ▼

Charges will be made in respect of all activities which take place wholly or more than 50% outside school hours when the child's participation has been agreed in advance by the parent.

➤ The charge will include the cost of travel, entrance fees, materials, books and equipment and, where appropriate, board and lodgings, tuition fees and insurance cover. There will be no refund of these charges.

### TRANSPORT ▼

A charge will be made when a pupil makes use of transport.

➤ This charge is normally very kindly supplemented by the PTA if financial resources allow.

### PUBLIC EXAMINATION ENTRIES ▼

There will be a charge for entering any approved public examination when the school has prepared the pupil for that examination. Charges will also be made in respect of a pupil's entry for any examination for which he or she has not been prepared by the school.

➤ The school will pass on to parents any charge which may arise as a result of a parent's request to have a pupil's examination results scrutinised.

### BOARD AND LODGING ▼

Where a school activity involves pupils spending a night or nights away from home, a charge for board and lodging will be made.

➤ Where such a residential trip is considered an "Optional Extra", this charge will not be refunded.

## Child Protection Policy

In drawing up Tildarg Primary's Child Protection Policy all the staff (including ancillary, auxiliary staff and volunteers) are aware of the United Nations Convention of the Rights of the Child (1991) and their responsibilities as outlined therein:-

**"Children have the right to be protected from all forms of violence, they must be kept safe from harm and they must be given proper care by those looking after them" (Article 19).**

**"...when adults or organisations make decisions which affect children, they must always think first about what would be best for the child" (Article 3).**

We are also aware that the central thrust of the Children (NI) Order 1995 is that the welfare of the child must be the paramount consideration.

## Designated Teachers/Governor

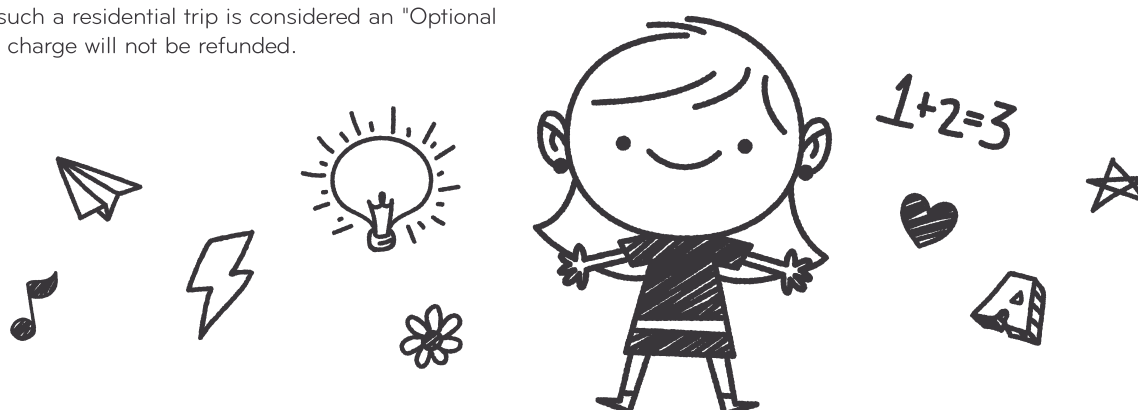
The designated teacher for Child Protection at Tildarg Primary School is Miss J. Wright and the deputy designated teacher is Mrs C. M. Clay. The designated governor is Mrs D. Hunter.

## Vetting of Staff & Volunteers

Staff may from time to time be involved in supervising pupils with the help of volunteers. When this occurs the volunteers will normally be in the company of a teacher who has already been vetted. Where it is likely that they would be left alone with pupils, an Access NI check will be sought by the Principal through the Education Authority.

### General Notes

(a) This policy will operate for the current financial year and will be subject to monitoring and review. (b) This charging and remissions policy only relates to charges which may be made by the school or by the Education Authority NE Region and does not relate to any educational activity where charges are levied by a third party. (c) No charge made in respect of individual pupils will exceed the actual cost of providing the optional extra to that pupil. Charges will not include an element of subsidy for any pupils whose parents are unable to pay the full charge. (d) The school reserves the right to cancel any activity arranged under the terms of this 'Charges and Refunds Policy'. (e) The Reform Order permits the school to ask all parents to make a voluntary contribution to defray the costs of any educational activity.



## TEACHING STAFF ▼

### Principal:

Mrs L. Moody B.Sc. Hons, P.G.C.E., C.C.E.T.

### Teaching Staff:

Miss J Wright B.Ed.Hons

Mrs C.McClay B.A.Hons P.G.C.E

Miss E.McCullough B.A Hons, P.G.C.E

(This may be subject to change)

## BOARD OF GOVERNORS ▼

### Education Authority NE Region

#### Representatives:

Mrs H. D. Hunter

Mr T. R. Robinson

#### In Lieu of Transferors:

Mr J. Harkness (Vice-Chairperson)

Mr A. McConnell

Mrs J. R. Thompson

Rev E. S. McDowell

#### Parent Representatives:

Mr F. Crawford (Chairperson)

Mrs C. McConnell

#### Teacher Representative:

Miss J. Wright

#### Honorary Secretary:

Mrs L. L. Moody (Principal)







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## **TILDARG PRIMARY SCHOOL**

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T: **028 9332 3948**

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W: [www.tildargps.co.uk](http://www.tildargps.co.uk)

 **Tildarg Primary School**

Principal: Mrs L Moody BSc Hons, PGCE