

Kesh Primary School and Community Nursery



Prospectus 2025/2026



KESH PRIMARY SCHOOL AND COMMUNITY NURSERY

www.keshprimary.co.uk

STATUS: CONTROLLED NURSERY/ PRIMARY – BOYS AND GIRLS

AGE RANGE: 3 – 11 YEARS

ADDRESS: 44 CREVINISH ROAD

KESH

CO. FERMANAGH

B93 1RF

TELEPHONE NO: 028 686 31441

EMAIL: bstewart413@c2ken.net

BOARD OF GOVERNORS

Representing Education Authority

Mr Jonathan Graham (Chairperson)

Mr Darren McKeever

Representing Parents

Miss Anita Doonan (Designated Governor for Child Protection)

Mrs Alison Brimstone (Designated Governor for Health and Wellbeing)

Representing Transferors

Mrs Adele Moore (Vice-Chairperson)

Mr Neville Armstrong (PRSD Reviewer)

Mrs Sharon Longworth (PRSD Reviewer)

Mrs Glenda Ginn

Representing Teachers

Miss Wendy McClelland

Honorary Secretary: Mr Blaine Stewart (Principal Non-Voting)

Minutes Secretary: Mrs Diane Irvine (Vice-Principal Non-Voting)

Principal's Welcome

In Kesh Primary School and Community Nursery, we pride ourselves in providing a caring, family atmosphere in which children are comfortable and happy. It is the belief of all our staff that a happy child, confident and safe, learns much more readily. In this caring environment, our pupils are equipped with the skills, knowledge, and disposition to be strong, productive members of their community who contribute in a positive and creative way. We have high expectations for ourselves and our pupils and a determination that each child will achieve his or her full potential. Our school is continually responding and adapting to offer the highest quality of education for your children. We have a very dedicated, enthusiastic, and highly qualified staff, who see their role very much as a partnership with you and your child.



As a learning community we place great importance upon the uniqueness of each person here and the contribution which we can all make. For this reason, we offer educational provision far beyond that of the staples of Literacy and Numeracy. The Northern Ireland Primary and Pre-school Curricula are both delivered in their entirety throughout our school. Every child, regardless of their individual strengths and weaknesses should be given opportunities to succeed. It is only through our continued commitment to 'Achieving and Caring' that we will continue to succeed, following our pre-school commitment to 'Nurture and Flourish.'

If you have any concerns about your child, please do not hesitate to contact us and we will do all we can to help. Additionally, if you have any suggestions regarding school life, please let me know. The parental partnership is very highly valued here in Kesh Primary School and Community Nursery.

Mr J. B. Stewart
Principal

Teaching Staff



Mrs W Read - Nursery



Mrs G Cullen - Year 1



Mrs D Irvine - Year 2
Vice-Principal



Miss L Hanna - Year 3



Mrs A McCrossan - Year 4



Miss W McClelland – Year 5



Mrs E Gamble - Year 6



Mr A Johnston - Year 7



Mr B Parkinson – Support
Teacher

Auxiliary Staff

School Secretary

Mrs R Irvine

Nursery Assistants

Mrs M McCaughey

Miss S Verner

Foundation Stage Assistant

Mrs J Graham

SEN Classroom Assistants

Mrs L Robinson

Mrs L Walker

Mrs M Loane

Miss A Little

Mrs V Colton

Miss R Dixon

Miss T Simpson

Mrs M Graham

Mrs C Lorentzen

Miss M Elliott

Mrs V Elliott

Mrs D Braddick

Mrs J Thompson

Miss L Buchanan

Mrs T Sharkey

Caretaking Staff

Mrs D Middlemas

Mrs M Maguire Miss S Verner

Kitchen Staff

Mrs L McAdoo (Unit Catering Supervisor)

Mrs N Gallogley (Cook)

Mrs H Cashel Mrs M Maguire Mrs V Riddle

General Information

Kesh Primary School and Community Nursery is a Controlled School, owned and managed by the Education Authority. It admits girls and boys aged from 3 to 11. It is situated in the rural village of Kesh in Co. Fermanagh, where the main industries are farming and tourism.

The name 'Kesh' comes from the Irish 'Ceis' which means a wicker crossing place - the wicker crossing having been replaced by the stone bridge which spans Kesh River today. The earliest written evidence of Kesh is noted in Hill's Plantation of Ulster (1610), where it states, "a small village, Cash, is situated some two miles from the Castle (Crevenish)".



Kesh Primary School and Nursery Unit comprise a contemporary school with well-resourced classrooms. Our Nursery Unit was built in 2001 with our main school rebuilt in 2008. The school has an excellent range of resources which support the staff in providing a curriculum that promotes the social, intellectual, moral, emotional, and physical growth of our children.

Our school campus has two sensory rooms - therapeutic spaces with a variety of equipment that provide students with personalized sensory input. The experience aims to help children calm and focus themselves so they can be better prepared for learning and interacting with others. Our sensory rooms use light, sound and a range of specialised equipment designed to create an environment that is used for stimulation or relaxation, depending on the needs of the user.



There are extensive grounds which contain a football pitch; outdoor netball court, an all-weather football pitch and a variety of games/activities are marked on the playgrounds. There is a soft play area and an adventure trail around the perimeter of the playgrounds. We also boast a 32ft polytunnel and orchard and last June were awarded our 9th Green Flag, a prominent Eco-award. This was in addition to being named Eco School of the Year at the 30th Anniversary of the Eco Awards. In keeping with our Eco traditions, last year we launched work on our Forest Schools initiative, to date, we have been awarded with the Elder, Birch and Oak Awards as an official Forest School. We have also been recognised with the SEL Worldwide Model School Award, in recognition of our work in putting children's social and emotional needs at the heart of their education and prioritising the mental health and wellbeing of everyone in the school community.

There are 10 members of teaching staff, 8 class teachers, a learning support teacher, and a non-teaching Principal. Our highly trained ancillary staff are a huge asset to our school community and bring specialist skills to support the children's learning. Health and well-being are prioritised, with both our primary and pre-school participating in the PATHs programme, a widely accredited programme that runs parallel to our PDMU/PSED teaching. Our involvement with the Roots of Empathy programme only adds further to this.

We are also keen to give the children of Kesh a multicultural experience, when possible, as such we are participating in the Confucius Hub programme through the

University of Ulster. All children from Nursery – Year 7 get to avail of specialist Mandarin lessons and activities on a weekly basis.

We value engagement with others in the community too, and as such have an active Shared Educated programme with Lack Primary School, as well as St. Joseph's, Ederney. This gives our children and staff an opportunity to collaborate in their learning.

School timings

Breakfast Club – 8.15 am – 8.45 am. Children can purchase breakfast items and avail of adult supervision prior to starting their school day at a cost of 50p per day.

There is a supervised morning playtime from 8.45 am until 9.15 am and a mid-morning break of 15 minutes for those in our Primary School.

The school day formally begins for all at 9.15 a.m. and children should be in their classrooms by this time.

Our lunchtime routine lasts 45 minutes which includes supervised playtime in the afternoon.

Our Nursery children finish their school day at 11:45am, there is no lunch provided as it is solely a part-time Nursery.

Year 1 and Year 2 finish at 1.50 pm and Years 3-7 finish their school day at 3.10 p.m.

For children in Year 1 and Year 2 we offer our 'Little Bridges' service. The children can remain in school with trained staff and have the opportunity to play, explore and socialise with their peers until 3.10pm, this is at an additional cost of £3 per day.

Furthermore, as part of our 'Wraparound' service 'Stopover' will run from the end of the school day (3.10 pm) for Years 3-7 and the children who avail of Little Bridges are very welcome to attend too. There is an additional cost of £5 per day for this

service and supervision is until 5pm. This will be in addition to the Little Bridges fee for those wishing to attend both.

The club will be supervised by school staff and a period of time will be set aside on required afternoons for homework/reading. Please note, this will be in a supervisory capacity only, so we would urge all parents to check their child's homework is fully completed to the required standard, at home, prior to submission.

Children will be allocated drop off and collection gates according to surnames to ensure a safe environment for parking and handovers.

All of our wraparound care services, school meals etc. are payable via ParentPay, an online payment service for your convenience. Cash payments are also accepted.



Wraparound Care and Afterschool Clubs

Breakfast Club

Our 'Breakfast club' is from 8.15-8.45am. Breakfast Club costs 50p per day for the supervision and then purchases can be made from the menu below.

Breakfast Club Menu

Cereal (Rice Krispies/Corn Flakes w/milk) - 30p

Toast (buttered w/jam/marmalade, if desired) – 20p

Yoghurt (Petits Filous) - 40p

Tea – 25p

Pure Orange/Apple Juice – 25p

Afterschool

Our 'Little Bridges' club for Year 1 and 2 is held from 1.50pm-3.10pm Monday to Friday. This will be available from the first day of term. This is at a cost of £3 per day, you can book your place, through ParentPay, or alternatively pay in cash.

Stopover club will run from the end of the school day for Years 3-7, as well as the children who avail of Little Bridges in Year 1 -2, too. It comes at a cost of £5 for this supervision until 5pm. This will be in addition to the Little Bridges fee, for those wishing to attend both. The club will be supervised by school staff and a period of time will be set aside on required afternoons for homework/reading.

Extra-Curricular Clubs

We proudly boast Afterschool Clubs in addition to our aforementioned services. These typically run from 3.10-4pm and cost £2 per day, you can then pay a further £3 to attend our Stopover Club until 5pm. Over the past two years we have hosted the following:

Football

Dodgeball

Coding Club

Reading

ICT Club

Athletics

Drama

STEM Club

Board Games

Arts and Crafts

Easter Club

First-Aid

Christmas Club

Rugby

Cycling Proficiency

Cookery Club

Scripture Union

Nature Rangers

Choir

Transfer Club

Netball

Spanish

Yoga



Kesh Community Nursery School
c/o Kesh Primary School
44 Crevenish Road
Kesh
Enniskillen BT93 1RF
Telephone: 028 6863 1441

Admissions No: 26 (part-time)
Nursery Opening Times: 8.45am 11.30am
Principal: Mr J B Stewart
E-mail: bstewart413@c2kni.net
Chair of Board of Governors: Mr J Graham

Respective Functions of the Board of Governors and the Principal in relation to admissions.

The Board of Governors draws up the admissions criteria and delegates to a Selection Committee consisting of the Principal subject to the final approval of the Board of Governors. The admissions criteria will be reviewed annually by the Selection Committee. Any reference herein to the term the Board of Governors includes any Sub-Committee appointed by the Board of Governors for the purposes of applying the admissions criteria.

Admissions Criteria

A timetable of pre-school admissions procedures setting out the dates by which an application is to be submitted is available at www.eani.org.uk/admissions under 'Pre-School Admissions'. During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered.

The application procedure opens on 10 January 2025 at 12noon (GMT) and an application submitted by the closing date of 24 January 2025 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 24 January 2025 will be treated as a late application.

As the pre-school admissions procedure is in two stages the timetable also specifies the relevant dates at Stage 2 which will determine if an application is to be considered as punctual or late.

Admissions criteria to be used in the event of the school being oversubscribed with applications for available places.

Statutory Criteria

1. Children from socially disadvantaged circumstances in their final pre-school year who were born:
 - on or between 2 July 2021 and 1 July 2022 (inclusive) and whose parents have not exercised their right to defer their child's entry to primary school; or,
 - on or between 1 April 2021 and 1 July 2021 (inclusive) or were due to be born on or between those dates but were born earlier; and,
 - have not attended or are not currently attending a funded pre-school setting under the Pre-School Education Programme as a target aged child; and,
 - that child's parent has completed a request to defer their child starting P1 until September 2026.

Note: Children from 'socially disadvantaged circumstances' means a child whose parent has an entitlement to (i) Income Support, or (ii) Income-based Jobseeker's Allowance, or (iii) Income related Employment and Support Allowance, or (iv) Universal Credit. When parents apply for places for their child on this basis they must provide Benefit Verification to confirm that they have an entitlement. The application procedure for Pre-School will outline how Benefit Verification can be submitted.

2. Children not from socially disadvantaged circumstances (as defined above) who are in their final pre-school year (as defined by Criterion 1).

Admissions Sub-Criteria

In the event of oversubscription within any of the above statutory criteria, the following sub-criteria will be applied

- (i) Children who currently attend Kesh Community Nursery or have a sibling, with one or both parents in common, or foster/adopted brothers or sisters who currently attend Kesh Primary School.
- (ii) Children who at the date of their application are the eldest child of the family to be eligible to apply for admission to Kesh Community Nursery School e.g. twins or multiple births will be treated as joint eldest. In cases where the child is more than 7 years younger than their next nearest sibling, the child will be treated as eldest and in cases where the eldest sibling is not eligible to attend mainstream school.

In the event of oversubscription in the last criterion which can be applied, then selection for all places remaining in this category will be on the basis of the initial letter of the surname as per the birth certificate, in the order set out below: -

S D J G Mac M W U L E R K P O N Z Y A B C I V Mc H Q F X T

The order was determined by a randomised selection of letters carried out by the governors of the school at a meeting on 6/11/2024.

In the event of surnames beginning with the same letter the subsequent letters of the surnames will be used in alphabetical order. In the event of 2 identical surnames the alphabetical order of the initials of the forenames as per the birth certificate will be used.

It is important that parent(s)/guardian(s), when submitting the application form, provide all relevant supporting information and written evidence that may be needed as per the published admissions criteria including the child's birth certificate.

Non-statutory criteria

Note: Applications falling under Criterion 3 are processed only during Stage 2 of the admissions process, after final pre- school year (Statutory 1 and 2) applications.

3. Children who were born:

- on or between 1 April 2021 - 1 July 2021 (inclusive), or were due to be born on or between those dates but were born earlier; and,
 - and have attended or are currently attending a funded pre-school setting under the Pre-School Education Programme as a target aged (not penultimate aged) child; and,
 - that child's parent has completed a request to defer their child starting P1, or
- on or between 2 July 2022 and 1 July 2023 (inclusive); or,
- on or between 1 April 2022 and 1 July 2022 (inclusive) or were due to be born on or between those dates but were born earlier; and that child's parent has completed a request to defer their child starting P1 until September 2027.

Tie Breaker – Non Statutory Criterion 3

Children within Criterion 3 will be selected in Chronological Order of Age – eldest child first. In the event of two or more children having the same DOB the above random selection of letters will be used.

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 applicant's 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

Should a vacancy arise after 10 June 2025, all applications for admission to nursery that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. The waiting list will be in place until the end of the academic year.

The school will contact you in writing if your child gains a place in the school by this method. Your child's name will be automatically added to the list. Please contact the school if you wish for your child's name to be removed from the list.

Kesh Primary School
44 Crevenish Road
Kesh
Enniskillen
BT93 1RF

Controlled Primary School

Enrolment No: 220
Admissions No: 30

Tel No: 028 6863 1441
Email: bstewart413@c2kni.net

PRINCIPAL: Mr. J B Stewart
CHAIR OF BOARD OF GOVERNORS: Mr. J Graham

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

The Board of Governors of Kesh Primary School has determined that the following criteria shall be applied by them in the event of the number of pupils applying for places in Year 1 being greater than the admissions number, in the order set out below.

ADMISSIONS CRITERIA

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 10 January 2025 at 12noon (GMT) and an application submitted by the closing date of 24 January 2025 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 24 January 2025 and up to 4 pm on 29 January 2025 will be treated as a late application, this is also the last date and time for processing a change of preference in exceptional circumstances. After 4 pm on 29 January 2025 no applications will be processed until after the close of procedure on 09 April 2025.

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.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form. 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 form or attached to it.

In the event of the school being oversubscribed the Governors will select children for admission to primary one using the admissions criteria set out below.

YEAR 1

1. Children who currently attend Kesh Community Nursery or have a sibling (with one or both parents in common) or foster/adopted brothers or sisters who currently attend Kesh Primary School.
2. Children who at the date of their application are the eldest child of the family to be eligible to apply for admission to Kesh Primary School e.g. twins or multiple births will be treated as joint eldest. In cases where the child is more than 7 years younger than their next nearest sibling, the child will be treated as eldest and in cases where the eldest sibling is not eligible to attend mainstream school.
3. Children of compulsory school age

In the event of over-subscription in the last criterion which can be applied, then selection for all places remaining in this category will be on the basis of the initial letter of the surname as per the birth certificate, in the order set out below: -

B Mc D X G L P Mac Z K C J E T I V O Q Y S W M F N H U R A

The order was determined by a randomized selection of letters. In the event of surnames beginning with the same letter the subsequent letters of the surnames will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames as per the birth certificate will be used.

WAITING LIST POLICY

The school's policy on the consideration of applications (after the Open Enrolment Admissions procedures concludes on 9 April 2025) is available directly from the school. Should a vacancy arise, the above criteria will be applied to select pupils from our waiting list.

YEAR 1 ADMISSIONS – AFTER THE BEGINNING OF THE SCHOOL YEAR

If a place(s) become available after 1 September 2025 and there are more applicants than places then selection of pupils will be made on the application of the Year 1 Admissions Criteria to those pupils seeking admission at the time the place(s) become available.

ADMISSION To P2 - P7

Pupils will be considered for enrolment provided that:

- 1 the school would not exceed its enrolment number; and
- 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 the consideration of the application, there are more applicants than places available, then the Admissions Criteria for entry to Year 1 of pupils of compulsory school age will be applied.

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 applicant's Application.

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.

Applications and Admissions to Primary 1 including Reception		
Year	Total Applications	Total Admissions
2022/2023	25	25
2023/2024	33	33
2024/2025	34	34

General aims of the school

In Kesh Primary School and Community Nursery we endeavour to create an environment where the personalities and the aptitude of the staff combine to give every child a sense of self-esteem and of satisfaction in their own achievements.

We aim to recognise each child's potential and provide appropriate and challenging experiences to develop each individual to the highest level in accordance with the skills specified in the Northern Ireland Curricula for both Primary and Pre-school.

We seek to provide an environment which is happy, safe, stimulating, and imaginative, where a sense of success, satisfaction and pride will be achieved. Our school will make use of a wide range of teaching methods, to engage children in effective learning.

We aim to empower our pupils to develop their potential and to make well informed and responsible decisions. We will encourage children to develop positive attitudes and a sense of responsibility to become valuable members of their community.

We encourage parental involvement throughout school life, which can take on many forms. From supporting their children's homework, both written and oral to participating in the Getting Ready to Learn programme in pre-school. Co-operation is desired when pupils are requested to contribute materials necessary for lessons.

We aim, as a staff, to attend courses which will assist us in the professional delivery of the Northern Ireland curriculum, both Primary and Pre-school.



Curriculum

The curriculum of the school is designed to give a broad and balanced education to all children and to present all children with experiences suitable to their current stages of development.

The school provides worthwhile and effective learning experiences in all the areas of study of the Northern Ireland curriculum which are: -

- Language and Literacy (including talking and listening, reading and writing)
- Mathematics and Numeracy (focusing on the development of the 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/ Personal, Social and Emotional Development (focusing on emotional development, social skills, learning to learn, health, relationships, sexuality education and mutual understanding in the local and global community)
- Physical Education (focusing on development of knowledge, skills and understanding through play and a range of physical activities)

The school strives to present children with lively and exciting experiences, which will enable them to fulfil the Northern Ireland curriculum requirements with enthusiasm and to attain the targets that are within their abilities. Pupil performance and development is carefully monitored by continuous observation and assessment throughout the year. In addition, Parent-Teacher consultations take place twice a year, however teacher support is available all-year round.



Religious Education

Religion is an element of school life. The teaching of RE, in each age group, is based on the core syllabus for Northern Ireland and is of a non-denominational character. Parents have the right to withdraw their children from RE lessons and should inform the Principal, in writing, of their wishes, if they wish to exercise this right. The school takes great care to ensure that any children in this position are not made to feel excluded from the general life of the school.

Parents also have the right to withdraw their children from the act of collective worship. Again, parents wishing to exercise this right should make their wishes known to the Principal, in writing. Our school assembly is regularly taken by one of the local church representatives.

We can facilitate religious instruction and preparation for Holy Communion in Year 4 and Confirmation in Year 7. Parents should let us know if this is something that they'd like to avail of.

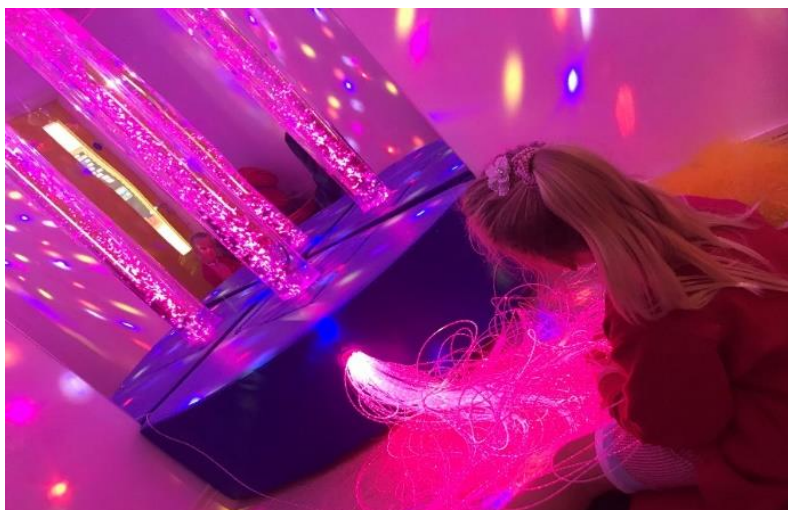
Special Educational Needs Provision

Care is always taken to match our provision for all children to their own stage of development and to take account of any particular difficulties or special talents which they show. Mrs Gamble, our Learning Support Coordinator, along with Mrs McCrossan are the teachers with responsibility for Special Educational Needs and they use their time to help children with an additional need receive the appropriate support.

Where provision beyond what can be reasonably given by the class teacher is required, outside agencies may be sought, with parental permission. If necessary, the specialist services of the Education Authority's Special Education section will be used.

Children with Special Educational Needs are provided with Personal Learning Plans, drawn up by the class teacher, in conjunction with the Learning Support Coordinator. Parents are fully consulted at all stages as parental support is a key element in helping your child make appropriate progress.

The school is equipped with two Sensory rooms which offer relaxing spaces that help to reduce agitation and anxiety, but can also engage and delight the user, stimulating reactions and encouraging communication. These are available to all children.



Complaints Procedure

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 the Department of Education.

Stage 1

Contact/write to
the
school/Principal

Stage 2

Write to the
Chairperson of the
Board of Governors

Contact details for NIPSO

Northern Ireland Public Services Ombudsman

Office of the Northern Ireland Public
Services Ombudsman
Progressive House
33 Wellington Place
Belfast
BT1 6HN

Telephone: 02890 233821
Freephone: 0800 34 34 24
Email: nipso@nipso.org.uk
Web: www.nipso.org.uk

What do I do when I have a Comment/Concern?

Every parent/guardian will have concerns about their child/children at some stage throughout their school life. We want all parents to feel confident that their concerns will be taken seriously, and the matter will be addressed.

Stage 1 Parent has a Comment/Concern

They speak to the class teacher and arrange an appointment or telephone the office and arrange an appointment

Formal interview with the class teacher. Comment/Concern discussed, notes taken, Plan of Action agreed. Principal informed/Plan of Action discussed.

Parent/Guardian may also wish to meet/discuss issue with Principal

Class Teacher/Principal monitors situation and report back to Parent/Guardian. When the Parent/Guardian is happy the situation is resolved they inform the school

The Chairperson of the Board of Governors will convene a sub-committee to review the Comment/Concern.

If the parent guardian is unhappy with Stage 1, or when the Comment/Concern is about the Principal, proceed to stage 2

Stage 2

Parent/Guardian will write to the Chairperson of the Board of Governors via the school office and mark the letter *Private and Confidential* providing all appropriate information.

The Chairperson of the Board of Governors will convene a sub-committee to review the Comment/Concern.

The correspondence will normally be acknowledged within 5 working days and a final response normally made within 20 school working days from date of receipt of the concern.

If following Stage 2 the Parent/Guardian remains dissatisfied with the outcome they can refer the matter to the Office of the Northern Ireland Public Services Ombudsman (NIPSO)

Unreasonable Complaints

The school is committed to dealing with all complaints fairly and impartially, and to providing a high-quality service to those who complain. There will be occasions when, despite all stages of the complaint's procedure having been completed and the complaint has been reviewed by the Ombudsman, the complainant remains dissatisfied. The school must balance the rights of an individual to make a complaint and have it fairly investigated with the rights of staff not to be subjected to unacceptable actions or behaviour.

Any decision to treat a complainant as unreasonable must consider the need to ensure that the complaints procedure is being fairly applied and every attempt has been made to communicate and address concerns about behaviour/conduct with the complainant. If such a decision has been taken, the complainant will be advised accordingly.

School Policies

School policies have been developed to establish expectations for specific services, curricular areas, and approaches within school. School policies are put in place to guide the day-to-day functioning of the school as well as to make it safe and an effective place for learning to occur. Please visit our school website www.keshprimary.co.uk to view many of the available policies. Alternatively, copies are available from the school office, upon request.

Homework

Primary teachers agree that some form of homework should be given to support and extend the learning taking place in school. In the Foundation Stage, activities may include consolidation of reading which has been done in class, phonic activities, and numeracy games. In Key Stage 1 and 2 the children are encouraged to read more widely and complete activities which develop all the curricular areas with particular focus on literacy and numeracy tasks.

Parents are encouraged to oversee their child's homework.

Please see the homework policy for further details.

Positive Behaviour

In keeping with the tradition and ethos of the school our general aim is to encourage a high standard of discipline and to develop self-discipline and respect for others.

Each class has a discipline plan designed to promote a fair and consistent way to establish a safe and orderly environment. We promote positive measures using a variety of strategies. These include verbal praise, comments in books, commendations through Golden Time, star pupil and wall of excellence, displays of work, visits to other classes to publicise efforts and by school reports. Our school is also an enthusiastic promoter of the PATHs programme which is designed to facilitate the development of self-control, emotional awareness, and interpersonal problem-solving skills.

In Kesh Primary School and Community Nursery we advocate a Positive Behaviour Programme with the expectations that:

- We work hard
- We are honest
- We listen
- We are gentle
- We are kind
- We look after property

Addressing Bullying Procedures

Our Addressing Bullying Policy is committed to educating children on the effects bullying type behaviour has on those who have or are experiencing them. We aim to prevent any child experiencing these behaviours in school and to modify the behaviour of those who exhibit this. We view any instance of bullying as serious.

Copies of our Addressing Bullying Policy are available on our School Website.

Safeguarding

We have a Safeguarding Team in place who train the whole staff and ensure correct policy and procedures are in place.



Mrs Irvine

Designated Safeguarding Teacher



Mrs Read

Deputy Designated Teacher (Nursery)



Miss Doonan

Designated Governor



Mr Stewart

Principal



Mrs Gamble

Deputy Designated Teacher

The Policy is also available on our School Website along with a copy of the summary leaflet at www.keshprimary.co.uk.

If a parent has a potential child protection concern:

I have a concern about my/a child's



I can talk to the class teacher



If I am still concerned, I can talk to the Designated/Deputy Designated teacher for child protection or the Principal



If I am still concerned I can write to the Chair of The Board of Governors



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 6634 4103)**
Or the PSNI Central Referral Unit at **028 9025 9299**

Designated Teacher – Mrs D Irvine
Deputy Designated Teacher – Mrs E Gamble
Deputy Designated Teacher (Nursery) - Mrs W Read

School Uniform

Nursery Unit (Desirable)

- Yellow sweatshirt with KCN logo.
- Red polo shirt
- Tracksuit/jogger bottoms/skirt/suitable bottoms to allow children independence when toileting.

Boys

- Grey trousers
- Grey polo shirt (with school badge)
- Red sweatshirt (with school badge)
- Black shoes (trainers, including black trainers, are not acceptable)
- Plain black/grey socks

Boys optional summer uniform

- Grey 'formal' shorts

Girls

- Grey skirt/skort or pinafore
- Grey polo shirt (with school badge)
- Red sweatshirt/Cardigan (with school badge)
- Black shoes (trainers, including black trainers, are not acceptable)
- Grey tight/socks (Leggings are not acceptable)

Girls optional summer uniform

- Red and white check gingham dress
- White socks

Footwear

Black leather/leather-like shoes should be worn. Black trainers or black casual footwear are not acceptable. We would encourage that shoes with laces should only be purchased if your child can tie laces independently.

PE Kit

- White T-shirt (with school badge)
- Red shorts
- Red sweatshirt (with school badge)
- Plain black track bottoms

Other Uniform pieces including coats, fleeces and hats are available in School Days for purchase.

[www.schooldaysltd.co.uk](http://www schooldaysltd.co.uk)

Trips or Sporting Events: For class trips, sporting events and special occasions, staff will advise pupils on the most appropriate attire for the activity.

Long Hair: It is necessary for pupils to tie long hair back during P.E. activities if the length of a child's hair is deemed to be a concern due to health and safety considerations.

Jewellery: We would encourage children not to wear jewellery to school.

- Necklaces, chains and bracelets should not be worn.
- We would encourage those children with ear piercings only wear plain studs in the interests of their health and safety.
- Depending on the activity, it may be appropriate for children to be asked to remove their watch on health and safety grounds.

Make-Up: Pupils should not wear make-up or nail varnish to school.

Out of school activities

Occasionally visits are organised for classes to places of interest connected with the curriculum, the continuation of these activities may (following the introduction of new statutory requirements under the Education Reform Order), depend on the voluntary contributions of parents towards the costs.

Pupil welfare

All the 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 strongly advised to discuss 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. Parents are asked to contact school to make an appointment.

Home/School Contact

All the teaching staff actively encourage parental contact with the school. We see our parent's support as essential when working to the benefit of the child. Our school strives to foster strong parental relationships through various means throughout the year. These include class assemblies, on-line learning and communication platforms, school social events and open days. More formal communication about learning and progress is made throughout the academic year in the form of parent-teacher consultations and end of year reports.

Parents are welcome to message or email the class teacher with any queries or concerns and they will endeavour to respond promptly.

Parents may contact the Principal about any matter they feel requires his attention by telephone on 028 68631441 or via email: bstewart413@c2ken.net

**Thank you for taking the time to read the
Kesh Primary School and Community Nursery Prospectus.**

