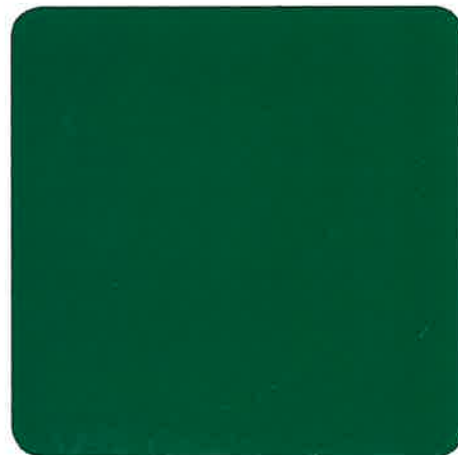




# BUSH

Primary School  
& Nursery Unit



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







# Principal's Welcome



Dear Parents,

Thank you for expressing an interest in Bush Primary School and Nursery Unit. Whether you already have a child at Bush or this is your first step in the school journey you are most welcome.

At Bush Primary School we endeavour to create a safe and secure environment where every child achieves their full potential. This can only be achieved by close co-operation between school and parents and there will be many opportunities for you to share and assist in your child's education.

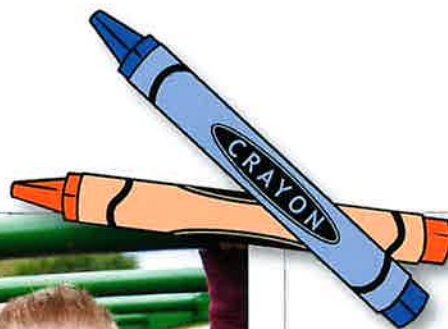
This prospectus can only provide some basic information about the school. Additional information can be found by coming along to our Open Night in December. At Open Night both the Nursery School and Primary School will be open. You will be able to see our facilities and meet the teachers who will help to shape your child's future. Children are very welcome to attend our Open Night.

In addition, we have an excellent website aimed at providing regular information for parents about life here in Bush Primary School and Nursery Unit. It includes key information for parents relating to school policies and procedures. It also includes a weekly diary as a reminder of activities and copies of all notes which have been sent home; just in case they have been misplaced! The website also contains a page for each class and a gallery which contains super photographs showing all the wonderful things we get up to here in Bush Primary.

The Nursery Unit has its own section and showcases all the exciting days and events of the Nursery.

**Yours sincerely,**

**Mrs P McAlister** BEd, DASE, PQH  
**Principal**





# About our School



Bush Primary School and Nursery Unit is a controlled, co-educational school for 3-11 year olds and is located in a rural area approximately 2 miles from Dungannon. The present enrolment in the primary school is 195 pupils and a further 26 pupils attend the Nursery Unit. The school has one of each class from Nursery to P7. There are eight class teachers. Several very experienced classroom assistants and other support staff further assist the children in their learning.

The school has:

- **eight modern and well- resourced classrooms which include library areas and computers**
- **interactive white boards in every classroom and in the small teaching/music room**
- **two computer resource areas**
- **a central library resource area**
- **a general resource area**
- **two group teaching rooms**
- **an outdoor covered play area and for P1 & P2**
- **spacious grounds with both hard surface, grass areas and a play trail**
- **an environmental area with green house and raised beds**
- **a staff room**
- **two offices**
- **multi -purpose assembly/dining hall with staging, a PA system, stage lighting and an electric screen for performances and climbing frames for PE**
- **a newly built school meals kitchen with all modern appliances**



# Admissions | Governors

## ADMISSIONS TO THE NURSERY UNIT AND PRIMARY SCHOOL

If you have a child who is due to commence either Nursery or Year One next September, please ensure that you return a completed official EA application form to the school by the closing date as shown on the application form. You must include a copy of your child's birth certificate with your child's application form.

It is important that all prospective parents/guardians read the open enrolment information and admissions policy carefully. These are available from the school and staff will be most willing to help you with any queries you might have.

## BOARD OF GOVERNORS

The Board of Governors has overall responsibility for the running of the primary school and the nursery, although the day-to-day management is delegated to the Principal. The Governors are committed to ensuring that Bush Primary School and Nursery Unit effectively meets the needs of the children and the local community it serves.



## Ethos

The welcoming ethos existing at Bush Primary School has been achieved through good relationships between governors, staff, pupils, parents and the local community and we continually strive to maintain this friendly and caring reputation.

**“The caring ethos throughout the school is underpinned by excellent working relationships at all levels.”** ETI Jan 2012

The Education and Training Inspectorate carried out an Inspection of Bush PS in January 2012.

Relevant extracts from the report are included throughout this prospectus.

A further ‘Sustainability Inspection’ was carried out by the Education and Training Inspectorate in October 2014. As the school's provision was evaluated as ‘outstanding and very good’ in all areas in January 2012 this further Inspection was carried out to ensure the excellent standards were maintained. Once again the school received a glowing report.

**“Bush Primary School continues to demonstrate its capacity for sustained self – improvement.”** ETI October 2014



# Policy | Special Needs



## SCHOOL POLICY

It is the general aim of the school that children should be given opportunities to develop self-respect, self-confidence and independence. They will be encouraged to be mindful of the needs and desires of others and to acquire an acceptable set of moral values, based on a Christian Ethos alongside an acceptable standard of behaviour. In all that they do, children will be encouraged to develop to their full potential. It is hoped that if such opportunities are given, the children will be able to develop into happy, well-adjusted members of society.

**"The children are well motivated and engage enthusiastically with the learning; they support one another and work well both individually and collaboratively. They take pride in their work and talk confidently about their learning."** ETI Jan 2012

**"The teachers connect skillfully the children's learning across the curriculum and through effective questioning, enable them to manage their own learning and reflect on and improve their work."** ETI Oct 2014

## ACCESS TO THE CURRICULUM AND SPECIAL EDUCATIONAL NEEDS

The curriculum is seen as being a common curriculum for all the pupils of Bush Primary School and no pupil is debarred from any part of it on the grounds of sex or disability. The school has, and will continue to implement, the Special Educational Needs and Disability Order (SENDO 2005). The school will consider the needs of all children when allocating resources.

We aim to identify pupils who may have Special Needs and Specific Learning Difficulties quickly to ensure their individual needs are catered for using the expertise within the school and /or by utilising the advice and support of the Educational Psychology Service and other professionals. A range of provision is made for children who may require additional support.

**"The children who require additional support with aspects of their learning work well alongside their peers and make steady progress in reaching their identified targets."**

ETI Jan 2012

**"The quality of provision for special needs is very good. The children benefit from early intervention and are supported through well-targeted withdrawal and in-class support."** ETI Jan 2012





# Curriculum



**“Most of the children make very good progress in English and Mathematics as they progress through the school and attain standards that are in line with their ability or above expectation.”** ETI Jan 2012

**“The school continues to make appropriate use of performance data and pastoral information in order to improve further the learning experiences provided for, and the standards achieved by, the children.”** ETI Jan 2012

The school aims to provide a broad, balanced curriculum in line with recent educational reforms and has an excellent reputation for effective teaching. It is our policy to provide adequate opportunities for our children to:

- a) **communicate clearly and confidently**
- b) **read fluently, accurately and with understanding**
- c) **acquire basic mathematical understanding of appropriate mathematical concepts**
- d) **acquire knowledge and understanding of the world in which we live**
- e) **develop qualities of mind, body, spirit, feeling and imagination**
- f) **develop and experience new emerging technologies**



# Areas of Study

The Principal and Staff work closely to organise teaching programmes in the various areas of study of the statutory N. I. Curriculum. The areas of learning are:

Language & Literacy	Mathematics and Numeracy	The Arts	The World Around Us	Personal Development and Mutual Understanding	P.E	I.C.T	R.E
<b>Talking and Listening</b> <b>Reading &amp; Writing</b> Schools are also encouraged to teach additional languages, French is taught to year 7	Focusing on the development of mathematical concepts and numeracy across the curriculum	<b>Art &amp; Design</b> <b>Music</b> <b>Drama</b>	Focusing on the development of knowledge, skills and understanding in Geography, History and Science and Technology	Focusing on emotional development, social skills, learning to learn, health, relationships and mutual understanding in the local and global community	Focusing on the development of knowledge, skills and understanding through play and a range of physical activities	<b>Using Information and Communications Technology</b>	Non-denominational religious education is also available to all children. Various visitors are invited to the school to take part in assembly from time to time. Whole school assemblies take place twice weekly.

At the heart of our curriculum lies an emphasis on the development of core skills and capabilities for lifelong learning and for becoming good citizens. Literacy, Numeracy and ICT are developed through all subject areas, as are the pupil's thinking skills and personal capabilities.

This school is extremely well resourced and has experienced, committed and enthusiastic staff, who strive continually to use these resources to provide the best educational outcomes for the children.

**"The teachers and support staff are dedicated and hardworking. They are fully committed to the education and care of the children."** ETI Jan 2012

**"The classroom assistants make a valuable contribution to the children's learning."** ETI Jan 2012

**"The principal provides outstanding leadership...she is supported effectively by the very able vice-principal and literacy and numeracy co-ordinators."** ETI Jan 2012

**"The lessons observed were highly effective in developing the children's talking and listening, thinking skills and personal capabilities and confidence."** ETI Oct 2014

**"Leadership and management at all levels have a clear understanding how to sustain improvement."** ETI Oct 2014









# Progress and Assessment



At the beginning of the school year each teacher forwards information to provide parents with an opportunity to gain an insight into the year ahead.

Teacher/parent consultations are held once a year in October with a follow up meeting in March if needed. At other times, parents may make an appointment to speak to the Principal or the class teacher if they are worried about their child's academic progress, behaviour or attitude to work. An appointment is advisable but staff will try to speak with you in an emergency situation. Our school policy is to involve parents as much as possible in the education of their children.

The N.I. Curriculum is taught in three Stages; children in Years 1 & 2 are in Foundation Stage, Years 3 & 4 are in Key Stage One while those in Years 5, 6 & 7 are in Key Stage Two.

The assessment of pupils' progress is made using continuous assessment by the class teacher, which includes weekly, topic and termly/yearly tests and the results of external tests. Statutory Assessment is also carried out at the end of both Key Stage 1 (Year 4) and Key Stage 2 (Year 7).

An Annual Report is written for each child and sent home in June. A copy is kept in school along with some examples of work, which will help to build up an individual profile on each child's attainment.

## **HOMEWORK**

Homework is an important part of your child's education and encourages a disciplined approach to school work. The school's homework policy clarifies the type and amount of homework which you would expect your child to receive, the time required, teacher's expectations regarding presentation and of course the way in which parents can help. All parents will be provided with a copy of the school's homework policy at Induction.

## **TRANSFER TO SECONDARY SCHOOLS**

Assessment outcomes from Key Stage 2 are passed on to the secondary schools but are not used for transfer purposes. P7 who are considering applying for a Grammar school place have the option to sit the new Common Entrance Exam in The Royal School, Dungannon. This assessment test has been established by some Grammar schools to maintain academic selection. Pupils normally transfer to Royal School Dungannon, Drumglass High School and the Integrated College Dungannon.



# Complaints

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

In the vast majority of cases the problem will be resolved at Stage One. In the case of more serious complaints the concerns should be specifically detailed in writing and given to the Principal (Secretary to the Board of Governors), or Chairman of the Board of Governors to enable the matter to be examined and a reply to be made.

**Stage one – Contact the class teacher after obtaining the Principal's consent.**

**Stage two – Contact the Principal**

**Stage three – Contact the Chairman of the Board of Governors.**

**Stage four – Request that the matter be considered by the EA Complaints Tribunal for Curriculum Matters.**







## POSITIVE BEHAVIOUR/DISCIPLINE

**“The children’s behaviour is exemplary.”** ETI Jan 2012

We adopt a positive approach to behaviour. The main aim of our school policy is to develop self-discipline in our children. We strive to promote positive behaviour by encouraging the children to behave in a responsible way, showing consideration, courtesy and respect to others.

We believe that good behaviour is essential for quality teaching and learning to take place. Ultimately, we expect children to learn to be responsible and accountable for their actions. Teachers continually recognise and praise positive behaviour.

While we hope that the positive approach will be successful, there may be times when sanctions are necessary to deal with unacceptable behaviour. If problems do arise we like to involve parents at an early stage. We hope that you as parents will also do the same with us as an upset at home can cause your child to behave differently at school in the same way as a worry about school could cause difficulty at home. All parents will be provided with a copy of the school’s discipline policy at Induction.

## PASTORAL CARE

**“The quality of the arrangements for pastoral care is outstanding.”** ETI Jan 2012

Pastoral care is a vital part of a child’s primary schooling with Parents, Teachers, Support Staff, Principal, Board of Governors and Support Services playing an important and collaborative role. We focus on the positive achievements of our pupils, academic and otherwise and strive to develop each child to his or her potential by creating an atmosphere based upon good relationships. We recognise our responsibility to care for each child’s physical and emotional well-being and endeavour to create a secure, caring and safe environment.



## CHILD PROTECTION

The welfare of each child is paramount and the school has a duty to report any concerns about abuse or neglect to social services. Staff are vetted and trained to be aware of the signs of possible abuse and the procedure to follow. If a child makes a disclosure to an adult or if an adult has concerns these will be reported to the school's designated teacher.

The names of designated staff for points of contact and the procedure to be followed should the concern be in relation to a member of staff will be provided on entry.

**“The school has very good arrangements in place for safeguarding children. These arrangements reflect the guidance issued by the Department of Education.”** ETI Jan 2012

## DRUGS EDUCATION

As in all matters it is the school's policy to promote healthy, positive attitudes. Health is perceived, not so much in terms of illness and disease but as a more positive state of well-being. Drugs education forms part of a comprehensive health education programme, which contributes to equipping pupils with the skills to manage their lives effectively and make responsible health decisions.

## HOLIDAYS

The school will be closed for the months of July and August and for all statutory holidays. Information about other holidays is sent out each year, normally in June for the forthcoming academic year. Parents should not book family holidays during term-time.

## PARENT / TEACHER ASSOCIATION

Bush Primary School has a long history of well-established close links with parents and a thriving Parent/Teacher Association. The committee is a voluntary group of parents who are willing to work on behalf of all the parents, planning social activities and fund-raising events throughout the school year.





# School Day

## 8.30 a.m. - 8.45 a.m. Early Arrival

(further early supervision from  
8.15 a.m. - charged)

(Assembly Hall)

8.45 – 9.00 a.m. Children Enter Class

9.00 a.m. School Begins

9.00 - 12.30 Lessons

(Each class will have a 15 min  
break during the morning)

12.15 – 1.05 p.m. Lunch Time P1 + P2

12.30 – 1.15 p.m. Lunch Time P3-P7

1.15 p.m. Afternoon lessons

2.00 p.m. Year 1 & 2 classes finish

(Year 3 classes Thurs & Fri only)

3.00 p.m. Year 3 – 7 classes finish



## PUNCTUALITY

Children are expected to be in school by 8.55 a.m. as classes commence promptly at 9 o'clock. Parents are reminded that teachers do not accept any supervisory responsibilities before 8.45 a.m. and children will not be admitted into classrooms until that time. Any children who arrive between 8.30 a.m. and 8.45 a.m. will be supervised in the Assembly Hall.

## HEALTHY BREAK

This 15 minute break is to allow children to have a small snack, get some exercise in the playground and go to the toilet. All drinks should be brought in plastic containers. Glass bottles and cans are not permitted. The pupils are encouraged to bring a healthy break-time snack. On wet days children stay in their classrooms. Supervision is provided by teachers and classroom assistants.

## AFTERNOON TIMETABLE 2.00 p.m. - 3.00 p.m.

Year 1 and Year 2 children go home every afternoon at 2.00 p.m.

Year 3 children go home at 3.00 p.m. Monday – Wednesday and 2.00 p.m. Thursday and Friday.

Years 4 – 7 finish every afternoon at 3.00 p.m.

In order to ensure that children have access to a broad and balanced curriculum, we have planned the afternoon period with emphasis on the Creative and Expressive Studies; namely Music, Art & Design, Craft & Technology, Physical Education and Drama.

## MORNING AND AFTER SCHOOL CARE

To facilitate parents and the collecting of children, the school offers an after school care club from 2.00 p.m. – 3.00 p.m. each day. Children from P1 – P3 may attend this as suits parental needs. Parents will be advised of the daily cost of this club at Induction. The children are provided with a healthy snack and then undertake a wide variety of fun activities under the close supervision of qualified school support staff.

Early morning cover is available from 8.15 a.m. (small charge per morning) and from 8.30 a.m. at no charge.

## AFTER SCHOOL ACTIVITIES

Extra-curricular activities are an important part of the 'whole' curriculum that we offer for the physical, social and emotional development of our children. These activities begin in September / October each year and the current after-school activities that take place are Football, Girls' Netball, Hockey, Choir, Dance, Drama, Cycling, Art & Craft and Bible Club. In many instances trained specialists are brought in to take after school activities in order to provide the children with the very best opportunities to develop their skills. Most clubs run in blocks of between four and eight weeks. Some clubs do incur a weekly charge.



# School Uniform

It is the policy of the school that school uniform is worn by all children.

## Girls:

White polo shirt (at least one polo shirt should have school emblem)

Grey pinafore/skirt

School sweatshirt or

Burgundy cardigan (if wearing summer dress)

School burgundy jogging bottoms (optional for colder weather)

School fleece/coat (optional)

White or grey knee socks

Plain grey tights

Black shoes



## Boys:

White polo shirt (at least one polo shirt should have school emblem)

Grey trousers or grey shorts

School sweatshirt

School jogging bottoms (optional)

School fleece/coat (optional)

Dark socks

Black shoes

## PE - Boys and Girls

White plain round neck T-shirt

Navy/Black shorts

Black Plimsolls

### General points to note:

Sweatshirts, polo shirt with emblem, school coats and jogging bottoms can be purchased locally in Dungannon.

For safety reasons only a watch and one pair of earring studs may be worn, but must be removed for P.E. lessons. Ears recently pierced must have the earlobes covered during P.E., otherwise earrings must be removed for P.E.





# Bush Nursery Unit

Bush Nursery Unit offers learning for children between the ages of three and four years and is situated within the school grounds, in a modern state of the art, eco-friendly building.

The Nursery Unit opened in September 2015 and it currently provides high quality nursery education for 26 children with the perfect preparation for life in primary school. The nursery children also have regular access to the main school building and playground.

## CURRICULUM

We provide an education appropriate to the needs of three and four year olds. It contributes to the personal, social and emotional experience of the children, their physical growth and to the aesthetic and intellectual development of each child. Nursery education is an opportunity to provide a stimulating yet secure environment in which children's individual differences and needs can be recognised and met, so that all aspects of their growth and development are promoted. The Nursery Curriculum is organised under six areas of development:

**Language Development** | **Early Mathematical Experiences** | **The World Around Us**

**The Arts** | **Personal, Social and Emotional Development** | **Physical Development & Movement**

## NURSERY STAFF

The staff consists of a fully qualified teacher with specialist early years training and a nursery assistant.

Additional classroom assistance may be provided for children with special educational needs. Being part of the primary school, we also use the services of the school secretary and the buildings supervisor.





# Bush Nursery Unit

## CLASS ORGANISATION

Class runs daily from 9.00 am to 12 noon.

## A DAY IN THE LIFE OF BUSH NURSERY UNIT

8.30am – 9.00am Early Morning Club (small daily charge)

9.00am – 9.15am Class commences

9.00am – 10.30am Free play indoors including snack time

10.30am – 10.50am Story & Rhymes

10.50am – 11.45am Outdoor Play

11.45am – 12.00pm Together time & hometime

During free play the staff, work alongside the children, supporting and extending their play. A snack table is available where children may help themselves to milk or water from jugs and may choose from a selection of healthy snacks e.g. fresh fruit, crackers, toast, variety of breads, cereals, yoghurt etc. Staff will be involved in working with a small group of children at a planned task e.g. craft activity, baking etc. On occasions there may be an outing or a visitor may come to the school to talk to the children.

## THE ROLE OF THE ADULT IN THE NURSERY

In nursery, the role of the adult is one of facilitator rather than instructor. Teachers and nursery assistants are constantly engaged in:

- responding to children's comments, questions and requests
- talking with children, offering views, suggestions and observations
- sensitive and informed involvement and, when necessary, intervention in the play
- careful observation
- planning and preparing the curriculum on the basis of observed interests, abilities and needs.

The children's interest in and response to the curriculum are carefully and continuously observed by all staff. These observations are recorded, assessed and used by staff when determining future curriculum plans. In this way an attempt is made to match, as far as possible, the educational needs of all the children with the curriculum offered.





# Bush Nursery Unit (Cont.)



## STARTING NURSERY

Starting school is a very important time for you, your child and the school. We all need to work together to make the transition smooth and problem free. We have a phased entry system to ensure that children settle happily into their new surroundings. Information on this will be given at Induction.

## POSITIVE BEHAVIOUR

Good behaviour creates a secure environment within which children can experience effective and enjoyable learning. The policy of the school is to reinforce positive attitudes and encourage self-discipline, self-esteem and respect for other people and for property. If we experience on-going problems with a child's behaviour we consult with parents on how this might best be managed. We have various behaviour management strategies in place and we can call on the support of the education authority if necessary.



## CHARGING AND REMISSIONS POLICY

Nursery education is free to all children. However, we do ask for a monthly contribution towards snack food. We may on occasions ask for a voluntary contribution towards the cost of additional activities.

## NURSERY UNIFORM

School Uniform (Available locally in Dungannon).

### Compulsory:

- Burgundy (nursery logo) sweatshirt
- White polo shirt
- Velcro – strap footwear
- Warm waterproof coat
- Wellington boots (to be kept in school)

### Optional:

- Matching burgundy (jogging style) trousers
- It is important that children wear comfortable, easily managed clothing to help develop their independence.





# General School Information

## EDUCATIONAL VISITS

Educational visits foster social and educational skills and are undertaken by all classes during the year. Much emphasis is placed on enhancing 'The World Around Us' area of study through these stimulating visits to places of interest.

## CHARGING AND REMISSIONS POLICY

Under the terms of the Education Reform Order (1989) the Board of Governors is required to inform parents of the charging policy of the school.

Education in Bush Primary School is provided free of charge for all lessons and activities connected with the child's entitlement under the Education Reform Order.

The school will from time to time, appeal to parents for voluntary donations towards certain activities. The school reserves the right to cancel any visit or activity if sufficient contributions are not made as additional activities cannot become a drain on the school budget.

## MAINTAINING STANDARDS

Our school is known for high achievement using modern approaches combined with traditional standards. In applying and accepting a place at either Bush Nursery Unit or Bush Primary School the Board of Governors expectation is that you are supportive of the ethos, policies and procedures of the school.

## SECURITY

The school has a controlled access system to both the Nursery and the main school. Parents or others visiting during the school day should use the main front entrance door and report to the school secretary. Parents should ensure that children coming to school outside the main time have gained access to the building.





# BUSH

## Primary School & Nursery Unit

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