



# School Prospectus 2023



# CONTACT AND REFERENCE INFORMATION

School Address:	Brownlee Primary School Wallace Avenue Lisburn BT27 4AA
Principal:	Mr C W S Elliott
Chairman of Board of Governors:	Mr Gordon Lindsay
School Tel:	028 9266 5635
Email:	<a href="mailto:brownleeprimary@yahoo.co.uk">brownleeprimary@yahoo.co.uk</a>
Website:	<a href="http://www.brownleeprimary.org">www.brownleeprimary.org</a>

## OUR MISSION STATEMENT

***A School where the individual is valued in a supportive and safe environment, where everyone's learning experience is celebrated.***



Dear Parent

This prospectus is intended to help you find out more about the life and work of Brownlee Primary School.

We aim to provide a caring environment for your child and also a wide range of learning opportunities for all children, to help them grow into independent, responsible people.

This can only be achieved by close co-operation between school and home, and many opportunities will exist for you to share in your child's education.

My staff and I will always be available to talk to you about any aspects of your child's development.

No prospectus can ever convey the real atmosphere of the school, so I would like to invite you to watch our video on the school's website or you can make an appointment to view the school.

We hope that you will share with us in making this a very successful period in your child's life.

Yours sincerely

*Colin Elliott*

C W S Elliott  
Principal

# WHAT THE INSPECTORS SAY

**In our last Focused Inspection by the Education and Training Inspectorate, the following areas were highlighted;**

- the outstanding quality of the pastoral care provision which fosters an inclusive ethos whereby the children enjoy their learning, care for and are respectful towards each other. The school's practice reflects its mission statement;
- the quality of the teaching observed, with most of the lessons very good or outstanding;
- the very good quality of the provision and the high standards achieved in literacy and numeracy by the children by the end of KS2;
- the very good provision for children who require additional support with their learning;
- the outstanding quality of the Principal's strategic, curricular and pastoral leadership; and
- the very good quality of the monitoring and evaluation of learning and teaching by all the co-ordinators, and the structures in place to promote self-evaluation leading to improvement in the children's learning and attainment.

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



## BACKGROUND

Brownlee Primary School is a Controlled Primary School situated close to the city centre of Lisburn. It is highly respected throughout the Lisburn area for its high standard of education and friendly family atmosphere. Brownlee Primary School is open to all faiths and religious denominations.

Brownlee was originally a church school connected to Railway Street Presbyterian Church and founded in 1869.

The present enrolment is 200 pupils, with additional funded places in the Brownlee Pre-School. Assisting the Principal there are 7 class teachers, a teacher employed as a Special Needs Coordinator and a learning support teacher.

The school premises are spacious, well equipped and are set in pleasant surroundings. To the front of

the school is the garden and outdoor play area. To the rear is an extensive multi-purpose playground and hard surface sports pitch.

All classrooms are very well resourced with both audio-visual and computer equipment. The school computer network has hundreds of educational software packages and each child can access and save their work in their own domain area. The school also has a computer suite which is timetabled for classes to use during each week.

The school has a full range of PE equipment and resources are available for teaching gymnastics, games, athletics and dance. PE forms an important part of the curriculum and the school regularly competes in soccer, netball and swimming competitions.





## EDUCATION AUTHORITY

The school is under the control of the Education Authority, Grahamsbridge Road, Dundonald Belfast, BT16 OHS. Telephone: 028 9056 6200. Website: [www.eani.org.uk](http://www.eani.org.uk)

The Education Authority publishes details about education in its area and a copy of this information can be obtained from the above address.

Interested parents were welcome to request a personal tour of Brownlee by contacting the school secretary. Please telephone: 028 9266 5635.

The school's website also gives prospective parents a comprehensive insight into life at Brownlee Primary School. The site contains regular parental

updates, policies and photographs. There are also many other pages detailing the curriculum, forthcoming events and the school history, to name but a few.

Parents can receive regular updates via ClassDojo, which keeps parents informed of activities their children are involved in during the week as well as sharing examples of individual pieces of work. The school has a Brownlee Primary app for smartphones and other devices. This is used to make payments for school meals, milk and other services.

The school website can be found at [www.brownleeprimary.org](http://www.brownleeprimary.org)





# VALUES AND AIMS OF BROWNLEE PRIMARY SCHOOL

## OUR SCHOOL;

- Values individuals as equals.
- Sees the relevance and interdependence of the Curriculum.
- Sees the need for all to develop a high standard of work and behaviour
- Fosters a family atmosphere built upon a Christian ethos.

## AIMS

Brownlee Primary School seeks to give pupils a happy, caring and secure atmosphere in which life is enjoyable and where:

**SKILLS AND INTERESTS ARE DEVELOPED**

**KNOWLEDGE IS VALUED AND ACQUIRED**

**INDEPENDENCE IS FOSTERED**

**AND**

**MORAL STANDARDS ARE ENCOURAGED**

In doing so, pupils have respect for others and become responsible members of their community. One of the many benefits of a smaller primary school is that every child has the opportunity to take part in all aspects of school life. No child is overlooked and all are known personally by name by each member of staff.

We wish all children at Brownlee to have the experiences and opportunities that might be offered in some larger schools, while enjoying the warm and friendly atmosphere of a small school environment.

# THE BOARD OF GOVERNORS

The Board of Governors, consisting of nominated representatives of the Education Authority, Transferors (Railway Street Presbyterian Church) and elected representatives of the parents and teaching staff, has responsibility for the appointment of staff and the overall running of the school.

Chairperson:	Mr G Lindsay	Transferor
Secretary:	Mr C Elliott	Principal
	Mrs M Artt	Transferor
	Rev M Davidson	Transferor
	Dr I Menown	Transferor
	Mrs B Bailie	Education Authority
	Councillor S Carson	Education Authority
	Mrs B Conway	Parent Representative
	Mrs J Stinson	Parent Representative
	Mrs W A McFarland	Teacher Representative

## STARTING AND FINISHING TIMES

Early Bird Club	8.00am
P1-P7 Arrival	8.40 - 8.55am
Lunch	12.00 - 1.00pm
School Ends (P1 - P3)	2.00pm
School Ends (P4-P7)	3.00pm
After School Activities	4.00pm
After - School Provision	6.00pm Monday - Thursday 4.00pm Friday

## HOLIDAY ARRANGEMENTS

The school will be closed for the months of July and August and for all statutory holidays. Information about other holidays i.e. Christmas, Easter and Mid-Term breaks will be sent to parents at the beginning of September, and are available on the school website.

## BROWNLEE PLAYGROUP AND PRE-SCHOOL

The Brownlee Playgroup by Little Rays has been operating in the school since September 2011. The pre-school is highly respected throughout the Lisburn area and offers the full foundation stage curriculum for children preparing to start primary school.

**For more information please call 07851 721557 or contact Brownlee Primary School.**





# GENERAL INFORMATION FOR PARENTS

School meals are available each day from September to June. All dinner money is paid through the Brownlee app. School milk is also available and can be ordered on a half-termly basis also through the Brownlee app.

The love for reading is actively promoted in Brownlee Primary School. The school has well resourced library areas and Book Fairs also take place in the Autumn and Summer terms. These are good opportunities to build up a personal library and encourage reading. Our school is also part of the Accelerated Reader programme which is very effective in encouraging children who may be reluctant readers.

## SCHOOL UNIFORM

School uniform gives each child a sense of ownership and belonging. Children in years 1, 2 and 3 wear a white polo shirt and a green Brownlee round neck sweatshirt. Boys wear grey trousers and black shoes while girls wear a grey skirt, white socks or grey tights and black shoes. Children in years 4, 5, 6 and 7 wear a white shirt, a Brownlee tie and a green Brownlee v-neck jumper. Boys

wear grey trousers and black shoes while girls wear a grey skirt, white socks or grey tights and black shoes. We also have a Brownlee tracksuit for children to wear on PE days, school trips and for afterschool activities.

All uniform items can be obtained from McCalls, Market Street, Lisburn.

[www.mccallsoflisburn.com/schoolwear](http://www.mccallsoflisburn.com/schoolwear)

We take great pride in our school uniform and Brownlee is often featured in local Council publications and other media. We also have regular visits from invited guests and VIPs who meet with the children and visit classes. Such visits can occur at very short notice so we expect all children to wear full school uniform each day.

All pupils wear the Brownlee tracksuit, white t-shirt and black plimsolls for their PE lessons. Jewellery, including earrings cannot be worn during PE. We would prefer if children refrained from wearing any jewellery to school in the interests of health and safety.

**HEALTHY EATING**

The school operates a healthy break and lunch scheme whereby sweets, and crisps are not permitted. Due to some children in the school having nut allergies, NUTS AND FOOD CONTAINING NUTS ARE NOT PERMITTED.

**REPORTS, PARENT INTERVIEWS AND TESTS**

In Brownlee Primary School we believe that there should be close contact and co-operation between home and school. This is in the best interests of each child’s wellbeing and education. There are two sets of formal parent interviews each year, one in October and the next in February. At the end of June an annual report detailing your child’s progress is issued. A copy of this report is retained in school. Class tests take place in January and also in May. The tests in January are based on class work covered so far in the term whereas the tests in May are standardised tests to show how your child is performing in relation to children in his /her age group throughout Northern Ireland.

**ADMISSIONS CRITERIA**

**P1 Intake**

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, including those children whose parents deferred their admission to primary school in September 2022 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.

If the school is over-subscribed, pupils will be admitted according to the following criteria in the order set down;

- 1 Children with another child of the family currently in attendance at the school and living at the same address.\*
- 2 Children with another child of the family who will be attending the school at the commencement of the next school year and living at the same address.
- 3 Children whose Parent/Guardian is currently a permanent member of staff in the school.
- 4 Children who have another child of the family who previously attended the school.
- 5 Children who have listed Brownlee Primary School as their first preference.
- 6 Children who are the eldest or only child in the family.\*
- 7 Children who have a parent who attended the school.
- 8 Children who live closest to Brownlee Primary School, as measured by walking distance by Google Maps, will be given priority. In the event

of Google Maps not recognising an address, Bing Maps will be used. Should the measure of distance prove to be inconclusive in any given instance, preference will be given to the older pupil.

*\* Child of the family as defined by the Department of Education and includes siblings, step siblings, fostered, orphaned and adopted children.*

**It is the responsibility of parents to ensure that information which is relevant to the above criteria is included on the application form.**

**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**

A Waiting List Policy exists for all unsuccessful applicants. Should a vacancy arise after the Open Enrolment Procedure has concluded, all applications for admission to Brownlee Primary School that were initially refused along with new applications, late applications and applications where new information has been provided will be treated equally and the published admissions criteria applied. This waiting list will be in place until the end of the academic school year.

The school will contact parents if their child gains a place in the school by this method. Your child’s name will be automatically added to this waiting list so please contact the school if you do not wish your child’s name to be included.

**Applications for admission to P1 after the beginning of the school year.**

Criteria as above.

**P2 – P7**

Criteria as above.

**Applications for Admission**

YEAR	1st PREFERENCE APPLICATION	APPLICATIONS ACCEPTED
2020/21	32	30
2021/22	38	30
2022/23	25	25

## INDUCTION PROGRAMME FOR P1 INTAKE

### VISITS TO SCHOOL

Parents can view our information video on our school's website.. Should parents wish to visit the school at any stage, they can request this by contacting the school secretary.

After accepting a place at Brownlee, parents are invited to bring their children to the school for an afternoon in early June. This enables the new children to see their classroom, meet their teacher and sample all the resources available. Time is taken to talk to parents and answer any general queries they may have.

### PREPARING FOR STARTING SCHOOL

***Children should look forward to starting school.***

School is a very colourful, enjoyable and interesting place. Children learn their fears of school from things their parents say.

Please do not threaten your child with school but speak of going to school as a privilege to be earned. Always emphasise the enjoyment to be had in school, and the interesting things that are done there.

#### ***If your child can .....***

*play and share agreeably with other children.....*

*tidy away their own toys.....*

*drink from a straw.....*

*use the toilet.....*

*use their own handkerchief.....*

*cope with their coat buttons, gloves etc.....*

then he / she will make the transition from home to school more easily, be more self-confident, and quickly settle into the routine of our school.

#### ***The Child.....***

*who is read stories regularly.....*

*who is talked and listened to ungrudgingly.....*

*who has his questions answered (even awkward ones!).....*

*who knows some nursery rhymes and songs.....*

*who is allowed to help Mum and Dad.....*

*who has interesting things pointed out to him.....*

*who has played with all sorts of materials, not just toys.....*

*has been brought up with high expectations of behaviour and is aware that sometimes the answers is "no.".....*

is the child who starts school with the greatest advantage.

We cannot stress strongly enough the importance of restricting the use of iPads, video games and other virtual media by young children. Excessive use of digital technology will hinder a child's social,



emotional, language and overall educational development.

### THE FIRST DAY AT SCHOOL

The new P1 class will be introduced in small groups, one day at a time.

You should bring your child on the first day.

**During September all P1 children will go home at 12.00pm and will have no afternoon classes. From October P1 children will stay for dinners or packed lunch and leave school at 2pm.**

Be on time if you are coming to take your child home from school. Some children quickly become frightened if a parent is missing, and a few minutes can seem a very long time to a young child.

We will need an address or telephone number where we can contact you or some other caring adult during the school day. Please make sure that you inform us of any changes to these details, especially mobile numbers. If children are not collected at the correct time they may be supervised by staff at the afterschool club, which is located within the school building. This service may result in a charge made payable to the school for the childcare service.

**INDUCTION OF NEW CHILDREN ENROLLING DURING THE SCHOOL YEAR**

Many families move to the city of Lisburn from towns throughout Northern Ireland. Other families from mainland Britain and Europe may move to Lisburn due to work obligations. In both cases there can be a lot of upheaval and stress with settling into a new home and location. At Brownlee we want to ensure that all new children settle into school life as soon as possible and thus remove this major concern that comes with moving into a new area.

In Brownlee we encourage prospective parents and children to visit the school and meet the Principal and members of staff. The Principal or a senior member of staff will take new parents and children on a tour of the school and answer any questions they might have. By doing this parents have the opportunity to sample the atmosphere and sense of well being that is very much part of Brownlee’s excellent reputation.

If you decide to enroll your child in the school the class teacher will arrange for two children from his / her class to look after them during those tender first few days and weeks. With this ‘buddy’ approach, new friendships are easily made and children never feel isolated or different. We have found over the years that within a day or two new children feel totally at home and happy in their new surroundings.

Should there ever be any concerns relating to your child, please do not hesitate to make an appointment to speak to either the class teacher or the Principal.

**THE CURRICULUM**

The purpose of a broad and relevant curriculum is to help our children learn what it is to be a valuable member of society. It promotes and nurtures the intellectual, creative, physical, emotional, spiritual and social development of the individual child while taking into account his / her age, ability, personality and individual needs.

Revised Northern Ireland Curriculum (Key Stage 1 and Key Stage 2)			
Key Stage	Area	Strand	Subject
KS1 and KS2	The arts		Art and design Music
	Language and literacy	Talking and listening Reading Writing	English/Irish
	Mathematics and numeracy	Processes in mathematics Number Measures Shape and space Handling data	Mathematics
	Personal development	Personal understanding and health Mutual understanding in the local and global community	All subjects
	Physical education		Athletics Dance Gymnastics Games Swimming
	The world around us	Me and my home (KS1) Me and my school (KS1) The environment (KS1) The way we live (KS2) Movement (KS2) Our world (KS2)	Geography History Science Technology



Each child will follow programmes of work based on the areas of study set out in the Northern Ireland Curriculum. These are often cross-referenced with the requirements of the National Curriculum for England and Wales as we are aware that some of our children may later return to that educational system.

**USING ICT** - ICT is taught throughout all aspects of the curriculum and children have many opportunities to develop their ICT skills. We also strongly promote E-Safety with both pupils and parents.

All teachers follow the statutory requirements and guidance contained in the Northern Ireland Curriculum document.

Children develop at different rates physically, emotionally, socially and academically. No two children are exactly alike, and this is why at Brownlee Primary School we emphasise the individual child and discourage comparisons between different pupils. Our aim is that each child should achieve his / her own potential. With young children a great deal of practical experience is necessary if they are to really understand how to organise their thinking and grasp fundamental concepts. They learn through play, experimentation, exploration and observation as well as more formal activities. Of equal importance are accuracy, presentation

and remembering important facts. To achieve all this, we work hard to create a happy, relaxed and safe environment, so children feel secure and thus produce their best.

Much of what we do is through 'integrated activities' just as it is in real life. We aim to provide your child with a balanced curriculum and the opportunity to apply skills they have learned to real situations. The emphasis is on 'first hand' experiences, which are the key to real understanding.

It would be impossible to document everything we set out to teach the children in Brownlee. The school has developed policies and schemes of work in all subjects. These are constantly being reviewed and updated. Schemes are developed by the staff in accordance with guidelines laid down by the Department of Education. All policies and schemes of work have also been approved by the Board of Governors of the school. All such documentation is freely available for parents to inspect at any time.

### **TEACHING**

Brownlee Primary School has well qualified and enthusiastic teachers who are dedicated to providing the best education for your child.

Your child may work in class as an individual, a member of a small group and sometimes as a member of the whole class, depending on the nature

of the activity. With a balance of these approaches, the teacher is able to create opportunities when your child can benefit on an individual basis, from the teacher's expertise and individual guidance.

### LEARNING SUPPORT

Children who require Learning Support, for whatever reason, will normally be accommodated in the classroom, with suitable, individual educational plans.

There is also extra support available from our Special Needs Co-ordinator (SENCO), a learning support teacher and our Classroom Assistants. This support may be carried out in small groups or on an individual basis and is co-ordinated by our SENCO in conjunction with the class teacher.

### HOMEWORK

Homework is an important part of the learning process. It gives children the opportunity to practise what they have learned, find out things for themselves and prepare for new work.

Parents also have the opportunity to see what work the children are doing and to support the work of the school.

Homework will be set regularly each weeknight. Parental involvement and support is assumed and parents are requested to sign completed work. Homework is also set online using Google

classroom.

In each class the setting of homework should have an element of routine in terms of what homework is set, when it is set and the form in which the homework is done.

The content of routine homework will reflect the previously related classwork in terms of skills practised and knowledge reinforced.

Non-routine homework will usually involve research into some topic already being covered in class or a practical activity.

The highest standard of neatness and accuracy that the child is capable of will always be encouraged.

In order to reinforce the positive role of homework, and to avoid stress and anxiety, the length of time that the child will be expected to give to homework will be controlled. For example a child in P3 might be expected to spend around 15-20 minutes whereas a P7 child might spend up to one hour on a day's homework. We now include a discussion homework for parents and children to do together. This is to promote conversation, especially at meal times.

There will normally be no homework at weekends or during school holidays.



### **ABSENCE DURING TERM TIME DUE TO FAMILY HOLIDAYS OR ILLNESS**

As a school we appreciate that exceptional circumstances can result in parents having to take a family holiday during a school term.

If you wish to withdraw your child from school to go on holiday, you will be given a form to be completed for the Education Welfare Service. We regret that teachers cannot prepare or mark additional work for your child in such circumstances as new methods and concepts require an explanation from the class teacher, specific resources and practical activities prior to follow-up work being set. We have found that issuing work over a period of absence is unproductive.

Children who are ill need time to get well again and should have little trouble, with specific and directed help, covering the work missed on their return to school. If a long-term illness occurs then special arrangements can be made through the school for home tuition to take place.

### **PARENTAL PARTNERSHIP**

Brownlee is a 'family' school where teachers know all our pupils personally. Parents are seen as an essential element in the education partnership and are always welcome at school to consult with teachers on their children's welfare and progress. Our parents show a keen interest in the work of the school and form an integral part of Sports Day, fund raising and PTA events.

Just as you have high expectations of Brownlee Primary School and its staff, we too have high expectations of you, our parents. Our basic aims are identical, to ensure that your child develops as a whole person in a happy, confident and successful manner. Therefore we expect to work in a partnership with you to provide an all-round education for your child.

### **YOUR RESPONSIBILITY AS PARENTS**

- Support the school's aims and objectives
- Encourage self-discipline in your child by reinforcing the school's discipline policy
- Ensure that your child attends school regularly and punctually, notifying us as soon as possible of any reason for their absence
- Inform us of anything that happens at home which might cause changes in behaviour / attitudes of your child (all information will be treated in the strictest confidence at all times)
- Support events such as parent / teacher consultations, open evenings, school productions and fund raising efforts organised by the Parent

Teacher Association

- Provide a suitable environment for homework to be completed to the best of your child's ability and handed in on time.
- Ensure that all contact details given to the school are correct and up to date.
- Closely monitor electronic screentime and the use of the internet.

### **COMPLAINTS/CONCERNS PROCEDURE**

Any parental complaints or concerns are addressed via a 2 stage procedure as follows;

1. The Teacher (The head of key stage may also be included if deemed necessary)
2. The Principal

In the very unlikely event of complaints or concerns not being resolved in stages 1 and 2, the matter may be referred to the Board of Governors in writing via the Chairperson. The full Complaints Procedure can be found on the school's website.

Every two years the school carries out a parental survey to obtain their views on all aspects of school life.

### **PASTORAL CARE AND CHILD PROTECTION**

We keep a simple contact list and computer based information to help us contact you in the case of illness or accidents. We also request that you inform us of all medical information associated with your child.

The school has a suite of Safeguarding Policies in place, which are designed to ensure that your child is safe and protected in school. There is a legal requirement upon the school to report any disclosure or incident of suspected child abuse to Social Services. School staff with responsibility for Child Protection include a Designated Teacher (Mrs McFarland) and a Deputy Designated Teacher (Mrs Duffy)

Links to the school policies relating to Safeguarding, Pastoral Care and Child Protection, including information on procedures relating to suspicion of possible child abuse, are provided to parents at the beginning of each school year. The policies can be viewed and commented on through the school's website.

The school has a controlled access policy and an electronic signing-in/out system for all staff and visitors to the school. Parents or others wishing to visit the school should use the main entrance doors on the Sackville Street side of the building.

Access is monitored by security CCTV systems. These cameras also cover the playground area at the rear of the school and the front garden area. Currently visits to the school are by appointment only.

Children arriving late for school should also use the main entrance doors as all other doors are closed at 9.00am.

Pupils leaving school for appointments etc. must be collected by a parent / guardian or designated adult. Such arrangements should be sent to the school in writing or on ClassDojo prior to the day of the appointment.

Visits from the school nurse may take place from time to time. Parents will be informed in advance and may be present.

### **RELIGIOUS EDUCATION**

Brownlee Primary School has a strong Christian ethos and principles based on Biblical values. These include, honesty, respect for others and supporting those in need. The school also openly welcomes children from all religious traditions and cultures. The staff is always aware of the spiritual needs of children and we try to ensure that their various needs and the wishes of their parents are catered for and respected.

Assembly plays an important part in the school week, as it is an opportunity for the whole school to meet collectively together. We have a short act of worship, perhaps a discussion on some topic of interest or sometimes a talk or a play given by pupils or someone from outside the school.

In Religious Education we teach an agreed syllabus which is Christian and non-denominational.

If parents do not want their child to be taught the Religious Education Curriculum or to take part in school assemblies, they must let the school know by making arrangements to speak to the Principal concerning the matter. It is your right to withdraw your child from Religious Education classes.

### **EARLY BIRD AND AFTER SCHOOL CLUBS**

At Brownlee we are very fortunate to have provision for children of working parents. The Early Bird Club runs from 8.00am and costs £1.50 per day. Children who attend the early bird club take part in a wide range of play-based and educational activities. The After School Club runs from 2.00-6.00pm Monday to Thursday and 4.00pm on Fridays. This includes supervised homework sessions, games, art & craft and fun activities. The club costs £12.00 per afternoon session or alternatively £4 per hour. All payments are made through the Brownlee app. The after-school club is registered for several

voucher schemes. Throughout the year we may also organise a specific theme day for the children and many pupils who do not normally attend after-school club are very welcome on these occasions. If you are interested please contact the school to obtain an enrolment form.

### **PARENT/TEACHER ASSOCIATION**

Our PTA welcomes all parents, whose children attend Brownlee. The PTA continues to be actively engaged in raising funds for the school.

Computers, printers, digital cameras, books, art materials, furnishings, PE equipment, digital licences, play equipment and protective clothing are some of the practical gifts that the school has received from the PTA. The PTA also offers additional funding towards class resources and subsidises events throughout the year such as visiting theatre performances.

A close bond exists between parents and teachers, which helps co-operation and respect to flourish.

Activities are varied and often include fetes, car boot sales, fashion shows, fun days and parties.

The PTA also sponsors Fancy Dress parties, the School Discos and the annual Sports Day.

Parents and friends are encouraged to support the events which the PTA organises. By doing so you help us to improve the quality of education in OUR school.

### **SCHOOL COUNCIL**

Brownlee Primary School has its own School Council comprising of pupil representatives from P4-P7. The School Council meets once a month with the Principal and members of staff to discuss suggestions or initiatives by the pupils. These meetings are also an opportunity for the senior staff to discuss forthcoming plans with the pupils.

### **EUROPEAN AND WORLDWIDE CONNECTIONS**

Brownlee children have the opportunity to learn European languages as part of our afternoon programme. We also have valuable links with schools in India, America and Myanmar (Burma)

### **CLUBS AND ACTIVITIES**

An important part of school life is the variety of clubs and activities conducted by members of staff and outside agencies. These are open to all pupils throughout the school. Activities vary from year to year, but may include, football, netball, cookery, craft, choir, guitar tuition, drum tuition, languages, J Zone, hockey, volleyball, gymnastics, basketball, art club, drama and dancing.

Children in P4 - P7 have swimming lessons at



Lisburn Leisureplex. By the time they transfer to secondary education all children have gained at least a proficiency certificate. Many, however, become very competent and competitive swimmers.

Additional music tuition is available for piano, flute, brass, violin, percussion and clarinet. This takes place within the school day and is availed of by many of the pupils from P3-P7.

### **EDUCATIONAL VISITS**

Educational visits play an integral part of our active and environmental based curricular activities. Your help and encouragement is asked for in supporting such activities.

The Ulster Museum, Folk and Transport Museum, Murlough Beach, Open Farms, St Patrick's Trian and Navan Fort are just some of the venues for day visits.

Senior pupils also take part in residential visits to locations in England, Republic of Ireland, Wales, Scotland and Europe.

### **PERSONAL DEVELOPMENT AND MUTUAL UNDERSTANDING**

Personal Development and Mutual Understanding (PDMU) takes place at various levels throughout the school. It is firmly built into the school's curriculum and ethos whereby children are encouraged to work in cooperation with others and develop empathy with other people's ideas and points of view.

Brownlee Primary School has also established links with schools from the Integrated Sector through Shared Education for school trips, staff development and joint projects.

### **DISCIPLINE**

All parents are provided with access to the school's Discipline Policy when their child enrolls in Brownlee Primary School.

We adopt a positive approach to discipline, expecting pupils to behave in a responsible manner by showing consideration, courtesy and respect for other people at all times. This standard of behaviour is expected both inside school as well as on their way to and from school.

The co-operation of parents is sought in relation to maintaining high standards of pupil attendance, punctuality, personal appearance, having the proper equipment for learning and the supervision of homework.

Teachers also make an important contribution to maintaining a positive approach to discipline. Good behaviour is found where teachers enjoy good relationships with their pupils, have high expectations of their work and provide a curriculum and teaching methods well matched to pupils' needs.

If problems do arise we like to involve parents at an early stage rather than leave it until later and we hope you as parents will do the same with us. An upset at home can cause your child to behave

differently at school, just as worry over school work can cause you problems at home.

### SCHOOL RULES

Our school rules are simple to understand and we expect all pupils to keep them.

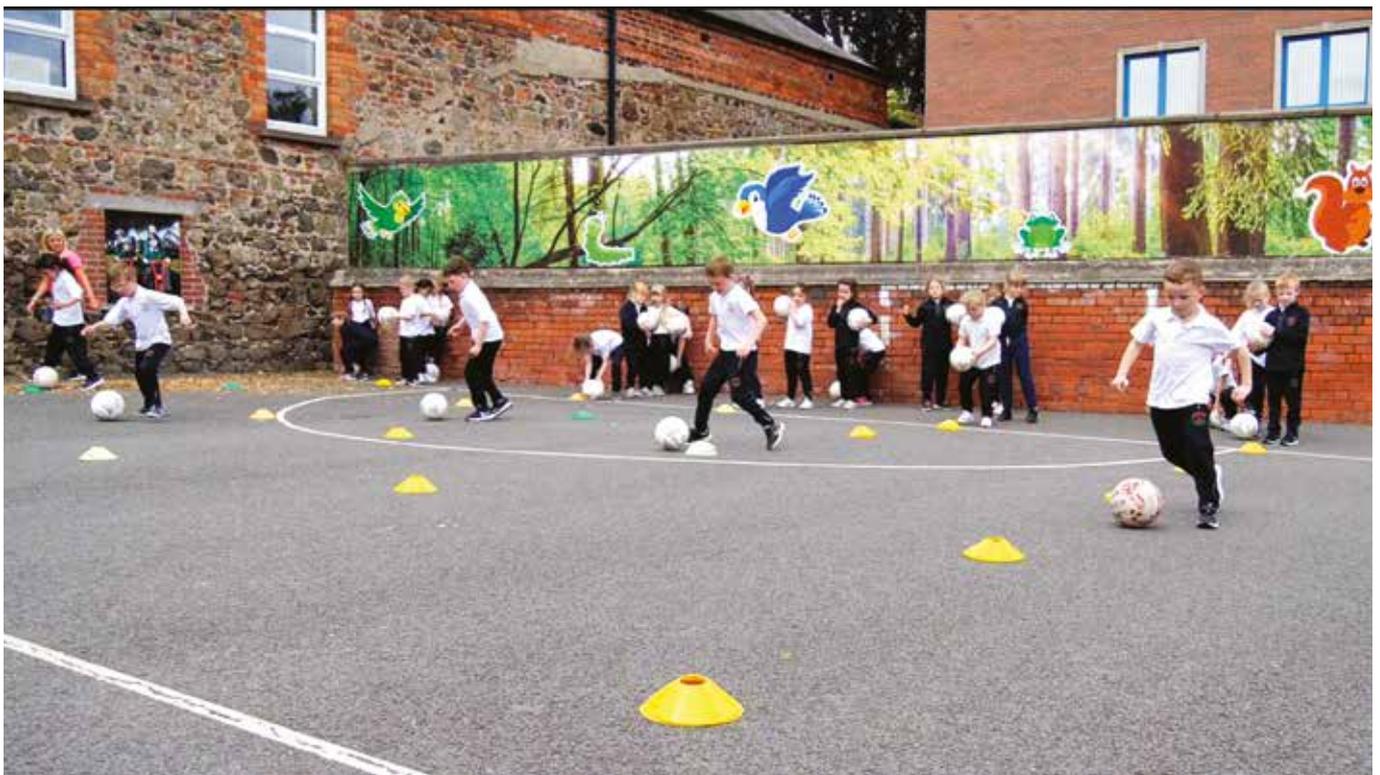
- Always arrive at school on time.
- Walk quietly inside, never run or shout.
- Keep your desk tidy, sit properly on chairs.
- Be respectful to others and their property.
- When going to another room: Knock, Wait, Enter.
- Know which doors you're allowed to enter and exit by.
- Play outside at break time and lunchtime.
- Respect the games people play, and where they play.
- Do not leave the school without permission.
- Keep the school and grounds clean and tidy.
- Remember to go to the toilet at break time and lunch time.

- If there is a reason why you cannot do P.E. bring a letter from your parents explaining why.
- If you are absent from school for any reason, please ensure the teacher has been informed.
- Make sure all your belongings are carefully named.
- Always behave in a polite, respectful and responsible way.
- All instructions given by the Principal, teachers or non-teaching staff must be obeyed immediately and without question.

### ANTI - BULLYING

Bullying is a form of anti-social behaviour and has no place in Brownlee Primary School. We operate a policy of 'zero tolerance' of any form of bullying and have updated our Anti-Bullying Policy in line with new government legislation.

Bullying includes any sort of physical or psychological intimidation of a person by another person or group which causes stress and anxiety to the victim. We believe that each child has a right to be safe, valued and respected and we seek to maintain these rights through our behaviour and pastoral care work. As with our Behaviour Policy, we expect every parent to work with us to ensure that we have a bullying free school. Please encourage your child to tell us should any such instances of bullying take place.



## CHARGING POLICY

### 1 Residential Trips:

Where a school activity involves pupils staying away from home at least one night the Board of Governors will make a charge for board and lodging, including any other sums to cover refreshments on the journey. Other costs including travel will be charged to the parent (if a chargeable activity) or be the subject of a voluntary contribution from the parent (if a non-chargeable activity), e.g. it takes place during the school day, it is in relation to the Northern Ireland Curriculum, it is in relation to the preparation for a public examination.

### 2 Day Trips / Non-Residential Trips:

Non-residential trips will be deemed to take place during school hours if 50% or more of the period spent on the activity occurs during school hours. In these cases it will be necessary to ask for voluntary contributions to ensure that the activity takes place. If parental contributions are not forthcoming for any proposed trip then the Board of Governors will look at the viability of the activity taking place.

### 3 Visiting Groups:

In relation to other planned activities during the school day e.g. music ensemble, drama group etc. Boards of Governors will invite parents to make a voluntary contribution towards the cost of providing such activities.

In respect of voluntary contributions the Board of Governors will take account of the following factors:

- the need for long term sustainability of certain activities
- the right for parents to withdraw their voluntary contributions before the booking has been made.
- the availability of other sources of funding to subsidise the activity e.g. PTA funds.

### 4 Breakages and Fines:

The school may ask parents to pay for damage to school property or equipment, where this is a result of a pupil's misbehaviour.

The Board of Governors reserve the right to amend the above policy in light of any changing circumstances during the year.

## ILLNESS AND MEDICINES AT SCHOOL

If your child becomes ill or has an accident at school, we will contact you, so you are able to take him / her home or to a doctor.

Please never send a sick child to school. If in doubt, keeping them at home is preferable.

On occasions your child may have a medicine prescribed by a doctor and yet be fit enough to attend school. If your child requires medicine to be administered during the school day, it is preferable that the parent comes to school and administers the medicine in person. If this is not possible then the following conditions must be strictly adhered to;

- The medicine must be accompanied by an 'Administering Medicines Request Form' signed by you as a parent / guardian. This will then be countersigned by the Principal. These forms are available on the school's website.
- The medicine must be labelled with your child's name, as well as the name of the medicine, the dosage and clear written instructions. The smallest practicable dose should be brought to school
- The medicine must not be brought to school by your child. You must bring the medicine and give it, with instructions, to the class teacher. It will then be stored in a safe place.

If you have any queries regarding medicines in school please do not hesitate to contact us.

## DOCUMENTS AVAILABLE ON REQUEST

There is a statutory requirement to make certain information readily available to parents. This includes curriculum details, statements of school policy, formal papers sent by the Department of Education to the Principal and procedures for complaints about the school curriculum and related matters. Paper copies can be viewed by arrangement with the Principal. Most policies are also published on the school's website.

### Please note.....

The information provided in this prospectus is correct at 1st December 2022.

It should not be assumed that it will remain current throughout the school year.

If any significant changes to the above information are envisaged, notice giving details and effective dates will be circulated in advance.

By enrolling your child in Brownlee Primary School it is assumed that you agree with the contents of this document and the school's overall ethos, policies, expectations and management.

Please note that all telephone calls to and from school are recorded for lawful business purposes.



Brownlee Primary School,  
Wallace Avenue,  
Lisburn,  
County Antrim  
BT27 4AA

Telephone: & Fax: 028 9266 5635  
Email: [brownleeprimary@yahoo.co.uk](mailto:brownleeprimary@yahoo.co.uk)  
Website: [www.brownleeprimary.org](http://www.brownleeprimary.org)