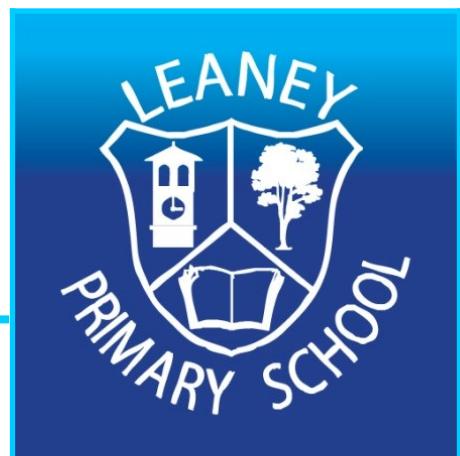


Prospectus

2025-26



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Ballymoney,
Co. Antrim.
BT53 7AL.

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Website: www.leaneyps.co.uk
E-mail: info@leaneyps.ballymoney.ni.sch.uk
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Ethos

We at Leaney PS believe that every child has their own individual talents, which may take various forms, yet all are equally respected and encouraged. We create a warm, caring, and safe environment where children can strive to work to the best of their ability. All dealings between staff, pupils and parents will be characterised by a code of common courtesy and good manners. Leaney Primary is an all-inclusive school, promoting a positive ethos and learning environment whereby all pupils, including those with S.E.N feel welcome and experience a sense of community. We aim to support the development of our children and ourselves as individuals by promoting the following values –

- Respect
- Honesty
- Independence
- Resilience
- Personal Development
- Enthusiasm
- Responsibility
- Perseverance
- Friendship

SCHOOL PROFILE

SCHOOL AUTHORITY:

Education Authority – N.E. Region

NAME OF SCHOOL:

Leaney Primary School, Ballymoney

OFFICIAL DESIGNATION:

Controlled Primary – Day School

BOARD OF GOVERNORS

Chairperson

Mrs T Pollock MBE

Nominated by the Transferors

Mrs T Pollock MBE, Mrs B Thompson, Mrs L McDonald, Rev. S. McCracken

Nominated by the Education Authority
Mrs S Graham

Elected by the Parents
Mrs J Hamilton, Mrs C McCaw

Elected by the Teaching Staff Miss C Alexander

Secretary (Principal)
Mr G Magee
(Non-Voting)



STAFFING COMPLEMENT

Principal

Mr G Magee

Vice Principal

Mr J Rankin

Senior Leadership

Mrs A Hargie

Mr J Rankin
Miss M Campbell

Teaching staff **Miss J Calderwood**
Miss L Campbell
Mrs J Ewing
Mrs L Hanna
Mrs C Brown
Mr J Moore
Miss S Overend
Mrs J Thompson

Office Staff & Classroom Assistants

Senior Clerical Officers **Mrs N Blair & Miss S McDougall**
Classroom Assistants **Miss L Farley, Mrs R McLaughlin, Mrs D McMullan, Mrs Z Drain, Ms H Stewart, Mrs A Dickie, Mrs A Mooney, Mrs M Hamill, Miss K McAuley, Miss L Calvin, Mrs N McGilligan, Mrs L Donaghy, Mrs S Wilmont**

Ancillary Staff

Building Supervisor **Mr J Simpson**
Cleaners **Mrs M Picken, Mrs A Archibald**

Lunch-time Supervisory Assistants

Senior S/A: **Mrs R McLaughlin**
S/A: **Mrs M Picken, Mrs A Henry, Mrs A Archibald, Ms H Stewart, Mrs J Neill**
Crossing Patrol: **Mr S McKay**

STATEMENT OF AIMS

The Board of Governors and teaching staff of Leaney Primary School aim:

- 1 To develop intrapersonal and interpersonal skills in all our children and to actively encourage understanding of self, leading to greater understanding of others.
- 2 To improve thinking and learning skills and cater for the range of interests and skills all children possess.
- 3 To develop the ability of children to communicate effectively, appropriately and accurately, both verbally and using the written word; to understand and respond sensibly and / or imaginatively to what they hear, read and experience through a variety of media and to foster an enjoyment of reading and an appreciation of literature.
- 4 To develop a sound knowledge and understanding of basic mathematical concepts, skills and operations and to be able to apply them appropriately and effectively to the solution of relevant problems.
- 5 To encourage scientific curiosity and to develop investigative skills, observation, classification, recording and reporting skills in relation to the environment.
- 6 To awaken a curiosity and awareness of their heritage and to develop relevant skills, concepts, attitudes and values through appropriate work in the World Around Us, Personal Development and Mutual Understanding, and Religious Education.
- 7 To develop skills in design, technology, art and music and to encourage and develop aesthetic awareness.
- 8 To promote physical health and well-being through physical activities, drama, games and sporting opportunities through which pupils will be helped to become more aware of themselves and to develop skills relevant to the individual's ability.
- 9 To promote the use of and be confident in I.C.T. and have the relevant skills needed in today's rapidly changing society.
- 10 To provide for the specific subject aims detailed in the programmes of study for each area under the terms of the 1989 Education Reform Order and the subsequent updates to that order.
- 11 To assist in children's learning and advise children how best to learn.



The school opens at 8:45 am.

Breakfast club opens and food is served from 8:00am to 8:30am. At 8:30am breakfast club closes and no child will be admitted to the school until the main doors open at 8:45am. Breakfast club children remain in the school hall until 8:45am when they are released to their classrooms. Current cost is £1 per day.

School doors open for all children at 8.45am. Year 1, 2 and 3 children in the foundation stage corridor enter via the front door. All other years access their classroom via their cloakroom door.

Unless on duty, all teachers should be in their classrooms by 8.45am to welcome children.

At 9.00am classes line up at the relevant door and are escorted to their classrooms by their teachers.

Gates at the vehicular entrance will be closed between 8.45am and 9.00am. with only blue badge holders then admitted.

All the children will have a supervised playtime for fifteen minutes in the middle of the morning (10.30am-10.45am). All pupils go outside at this time so children need to bring a coat to school.

Children in Years 1 - 2 are collected from their rooms at the back playground at 2pm.

Supervision will continue after school until 3.05pm or until the last bus children have departed. Parents should ensure their children are collected by this time. If you wish your child to travel with other children or adults please inform the school, in writing, as we will not release pupils into the charge of others unless special instructions from the parents have been issued.

ATTENDANCE

All children should attend school for the 190 days which the law requires unless they are ill. If children must miss school for illness or any other reasons, then parents should telephone the school on the first day of absence and follow this up with a note explaining the absence for our records.

Year 1-2	Year 3	Year 4-7
9.00am-2.00pm	Mon to Tue: 9.00am-3.00pm	9.00am-3.00pm
	Wed to Fri: 9.00am-2.00pm	

ADMISSION ARRANGEMENTS

The Education Authority's Open Enrolment Admissions procedures can be viewed on their website - www.eani.org.uk. These procedures set out the admission criteria

for primary schools and details of the procedures for enrolling a child and, if appropriate, appeals arrangements. Applications are made online during the month of January via the EA website.

All parents whose children will be starting Year 1 in September will be invited to the school during the summer term to meet their child's new teacher, see the facilities available and gain some insight into the class programmes being provided. Parents and children will have the opportunity to familiarise themselves with the school premises, the adults involved in the education process and the work of the school. This will hopefully provide much reassurance and confidence to both parent and child to ensure a happy start to school life. Prospective parents may visit the school to meet the Principal etc., by prior arrangement with the school secretary.

Please note the Department of Education's Regulations do not permit children whose fourth birthday falls after 1st July to enter Year 1.

Deferral of primary school starting age is available on parental request to any child born between 1 April and 1 July and to any child due to be born after 1 April but born before this date. Deferral does not require an educational assessment.

OPEN ENROLMENT - ADMISSIONS INFORMATION

The Department of Education has ruled that we can admit 46 pupils into Year 1 each year. Applicants should note that they may be required to produce documents verifying their address. The provision of false or incorrect information or the failure to provide verifying documents according to the required deadline may result in either the withdrawal of a place or the inability of the school to offer a place.

The Board of Governors will apply the following criteria, in the event of there being more applicants than places, in the order set down:

1. Children who, at the date of their application, have a child of the family currently enrolled at the school.
2. Final selection will be based on the closeness of the child's permanent place of residence to the school. This will be determined by measuring the walking distance from the child's house to the front gate of the school using Google Maps.

Note: The numbers in a Year 1 class will not exceed 30, unless approved by E.A.

Numbers Applying for Admission in Current School Year and in Previous 2 Years

	Total Applications	Total Admissions
2022/23	37	37
2023/24	31	31
2024/25	30	30
2025/26	34	34

SCHOOL UNIFORM

ALL SEASONS

Girls: Navy sweatshirt/cardigan, white polo shirt, grey skirt /skort/ trousers/shorts, dark/white socks/dark tights, all black shoes/trainers

Boys: Navy sweatshirt/cardigan, white polo shirt, grey trousers/shorts, dark socks, all black shoes/trainers

Sweatshirts and school fleeces bearing the school logo can be purchased from Gaults, S & T Moore and Heart & Home. As it is not compulsory to wear uniform bearing the school logo, similar garments of the same colour can be purchased at a store of your choice.

SUMMER

THE CHOICES BELOW ARE OPTIONAL AND DON'T HAVE TO BE WORN IN THE SUMMER TERM.

Girls: Navy/White checked dress, dark/white socks, all black shoes/trainers

Boys: White polo shirt, grey trousers/shorts, dark socks, all black shoes/trainers

P.E. KIT

Children are expected to be provided with suitable and appropriate clothing for P.E. and games. All children should have a pair of P.E. slippers. Year 4-7 pupils should bring a suitable change of clothes for P.E. Children who go swimming (Years 4 - 7) will need a swimming costume or trunks and a towel, in a suitable water-proof bag. Older children, who participate in football etc., should equip themselves with the appropriate clothing and footwear.

NAMES ON CLOTHING

Please ensure that all your child's belongings are named.

ORGANISATION OF EDUCATION

Our school has 11 classrooms to accommodate children in 7 year groups. This necessitates the use of composite classes in some year groups as the children progress through the school years. Therefore, composition of classes may change, depending on numbers of pupils in each year group. The Governors make every effort to ensure continuity for all pupils whilst adhering to the Class Sizes Policy as laid down by D.E.N.I.

HOMEWORK

The school believes in the advantages of homework and our Homework Policy sets out guidelines for parents and encourages their support for the supervising of homework. It should be an integral part of the work of the school programme and used to promote clearly defined objectives in the curriculum as well as a natural extension of classwork. We encourage parents to find time to read with their children and discuss books with them. Homework encompasses the learning of spellings, tables and completing written work or mathematical tasks. In the later years of the primary school we encourage more independent research and study together with formal assignments of a more lengthy nature. If the amount of homework or standard of the work set causes any problems parents should contact the class teacher or Principal to discuss the situation.

THE WIDER CURRICULUM

We provide many opportunities for the pupils to participate in activities outside the Statutory Curriculum for N.I. which enriches the children's experiences. We offer after-school clubs of a recreational and creative nature. Children are also engaged in educational field trips, school-based events such as book fairs, charity events and hosting visiting speakers.

RELIGIOUS EDUCATION

The teaching of Religious Education (R.E.), in each age group will be based on the core syllabus for Northern Ireland which has a Christian ethos. It is non-denominational in character. The rights of parents to withdraw their children from R.E. lessons and morning assembly will be respected. Those wishing to exercise this right should inform the Principal in writing. Children who are withdrawn for this reason will be supervised by a teacher and engaged in purposeful educational activities.

ENABLING LEARNING IN LEANEY PRIMARY SCHOOL

At Leaney Primary School we are preparing our children for their adult lives at home, at work, at leisure and as caring, contributing members of society.

We aim to –

- Provide a secure, warm and happy atmosphere in which children feel confident and relaxed and can learn effectively;
- Ensure that every child has the opportunity to achieve the highest level of success appropriate to his/her ability;
- Ensure that every child has the opportunity to participate in the full breadth of educational experiences as laid down in the Revised Curriculum for N.Ireland, as appropriate to their individual needs;

- Develop each child's respect for himself, for others and for the environment in order to create a caring community;
- Encourage children to be responsible, caring, confident and independent and to develop self-discipline;
- Promote moral and social awareness in our children;
- Develop self-awareness and sensitivity;
- Develop the ability to make reasoned value judgements;
- Provide children with a wide range of physical activities both individually and at group or team level;
- Develop children's social and personal skills and make them aware of different cultures;
- Promote close links between home, school and the community;
- Encourage children to love learning and become life-long learners.



SPORTS

At Leaney we believe in the importance of sport as a way for children to learn important social skills and also as a way to maintain a healthy lifestyle. We do this through a wide range of sports and sporting activities as part of the curriculum for Physical Education, and as extra-curricular activities.

From Year 3 upwards a range of sports are on offer as extra-curricular activities including: football, fitness training, hockey, basic sports skills, judo and netball.

The activities offered in school as part of the P.E. curriculum include: Gymnastics, Swimming (at the Joey Dunlop Leisure Centre), Athletics, Movement and Dance and Games

SPECIAL NEEDS PROVISION

School-based provision is given to those children in the school who need extra care and attention to help them achieve their full potential. Those children who need this extra help follow individual programmes of work designed to supplement and complement the work programmes of the class teacher. This additional support is arranged both on a withdrawal basis and by teaching within the classroom. Where additional provision is necessary for children with learning difficulties, the specialist services of the Education Authority are involved, with parental consent.

The SEN provision in Leaney Primary School aims to achieve the following:

- To provide a broad, balanced relevant education as a right for all.
- To identify children with special educational needs as early as possible through a variety of means and in consultation with appropriate personnel.
- To ensure that all children with special needs feel valued and have a positive self-image.
- To encourage parental involvement and co-operation between various professionals/agencies in the diagnosis and treatment of special needs pupils.
- To offer experiences and opportunities that allow pupils to develop knowledge, understanding and skills that ensure progress, promote success and develop self-confidence.
- To develop a system for recording continued assessment so that each pupil's performance can be monitored.
- To promote the integration of all pupils with SEN as far as is reasonably practical into the life and work of the school.
- To encourage the use of teaching strategies which cater for different learning styles and which ensure effective learning.
- To create a caring and supportive environment in which pupils can contribute to the planned provision in relation to their learning needs.
- To develop and utilise all available resources in support of pupils with special educational needs.
- To recognise that the more able children also require support.

SEN POLICY STATEMENT

The Code of Practice N.I. outlines the statutory requirements for schools in relation to special educational needs provision.

Leaney Primary School acknowledges that all children who have SEN either throughout or at any time during their school careers must have these needs addressed and upholds their right to have access to a broad and balanced curriculum including maximum access to the Northern Ireland Curriculum.

Leaney Primary School aims to encourage self-esteem and confidence and to promote effective learning so that all children can experience success. We recognise that children learn differently and can progress at different rates and we acknowledge that some will encounter difficulties in learning which could be major or minor, permanent or temporary.

All staff in the school are familiar with the SEN procedures. We are aware of our obligations as outlined in the 'Special Educational Needs and Disability (Northern Ireland) Order 2016. Our school building is SENDO friendly.

Provision made for Pupils with Special Educational Needs

In Leaney PS we endeavour to provide for children with Special Educational Needs through a broad and balanced curriculum. Children with SEN fall into the following categories: -

- Children failing to progress academically in keeping with their age;
- Children with behavioural problems;
- Children with physical / medical difficulties which impact on their learning;
- Gifted children;
- Children for whom English is an additional language;
- Children who have had a prolonged absence from school due to illness etc.

The Code of Practice is an integral part of SEN provision in the school and all staff are familiar with its structure. This is a three stage process as follows: -

- 1) In school support provided - mainly in the classroom or, for some, through withdrawal support;
- 2) Outside agencies are requested to assist with the child's education;
- 3) A Statement of Special Educational Needs is produced for the child.

At the Leaney, we will ensure our practices reflect any changes as and when they are implemented.

The progress of pupils is consistently monitored and assessed by the SENCO and class teacher. Such assessment forms the basis for future planning.

Children with Special Needs are admitted to the school in accordance with the Board of Governors' stated Admissions Policy.

The school SENCO Mrs Hargie's responsibilities include the following –

- Advice and support for teachers;
- Liaison with and advice for parents;
- Withdrawal of pupils from class;
- In-class support where necessary;
- Liaison with outside agencies;
- Assessment of children;
- Formulation of IEP's;
- Regular review of the school's Special Educational Needs and Inclusion Policy;
- Maintenance of the Special Needs register.



COMPLAINTS PROCEDURE

Complaints concerning the curriculum and other matters referred to in Article 33 of the Education Reform (N.I.) Order 1989 shall be dealt with in accordance with Article and Regulations subsequently made by the Department for Northern Ireland. A Complaints Procedure is available on request or on the school website.

PUPIL WELFARE/DISCIPLINE

The vision for the school and how that vision informs the culture existing within the school ultimately determines the quality and level of all three – attendance, good behaviour and, of course, discipline.

In the Leaney, our vision and values are an integral part of the strategies we use in the promotion of pupils' attendance, good behaviour and discipline. Our policies, therefore, reflect the vision and culture of our school. As a result, pupil attendance is high and behaviour and discipline are excellent.

PASTORAL CARE

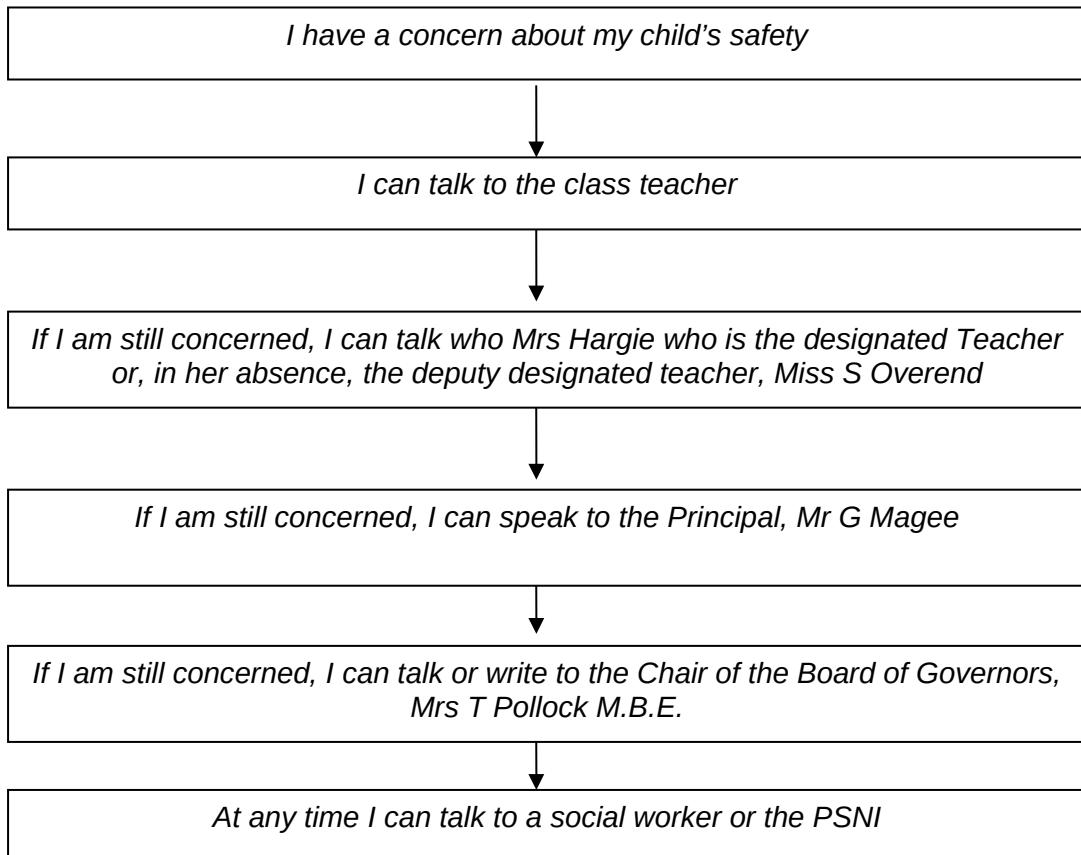
A comprehensive set of Pastoral Care policies operate within the school. A simplified breakdown of these is provided for information only. Please refer to the full policy document as necessary.

It must always be noted that when considering any school policy the existing culture within the school ultimately dictates the policy. Our culture is driven by a clear and shared vision and set of values. Our intention is to ensure that these all encourage excellent relationships leading to very high levels of respect and trust. When this is realised we can be certain of having high quality pastoral care in operation in our

school. We believe this to be the case in Leaney and we continue to strive towards excellence in all areas of school life.

CHILD PROTECTION ISSUES

HOW CAN A PARENT MAKE A COMPLAINT REGARDING CONCERNS FOR THEIR CHILD'S SAFETY



Parents are actively encouraged to involve themselves in the education of their children and in the wider life of the school.

Parent/teacher interviews are held twice a year and provide the parent and teacher with an opportunity to discuss the progress of individual children. Parents also have the opportunity to give their opinion on the education being provided. We feel that by fostering positive home/school links many benefits accrue for all concerned, pupil, parent and teacher.

Parents are warmly invited to many school events such as Christmas productions, information meetings, induction evenings and annual prize distribution.

More informal contact is made on a daily basis when parents are bringing their children to and from school. Parents may contact the Principal about any matter at any time through the school office.

Parents are encouraged to discuss any matters of concern regarding their children with the class teacher in the first instance so that potential problems can be addressed as soon as possible and in many cases avoided.

SAFE-GUARDING

Leaney P.S. recognises that, under the Children Act 2004, it has a statutory duty and responsibility for making arrangements to ensure all its functions are discharged having regard to safeguarding and promoting the welfare of children.

“Safeguarding and promoting the welfare of children” means:

- protecting children from maltreatment;
- preventing impairment of their health or development;
- ensuring that they grow up in circumstances consistent with the provision of safe and effective care;
- enabling them to have optimum life chances and to enter adulthood successfully.

We aim to ensure that our pupils achieve the five outcomes for children that are identified in the Children Act -

- Be Healthy – physical and mental health and emotional well-being
- Stay Safe – prevention and protection from harm and neglect
- Enjoy and Achieve – education, training and recreation
- Make a positive contribution to society
- Achieve Economic and Social Well-being.

CITIZENSHIP

SCHOOL COUNCILS

As part of the on-going promotion of good citizenship, the school has both class and school councils. The school council is made up of 2 elected representatives from Years 4 - 7.

This initiative encourages children to articulate their opinions, to be involved in constructive dialogue accommodating the opinions of others and to engage in the democratic process to facilitate the needs and concerns of their peers thus improving the school environment for everyone.

Each pupil is placed into one of four Houses (Panthers, Pumas, Leopards, Jaguars) led by two house captains. Each house competes to gain points each week (through behaviour, class work, etc) and at the end of the year the overall winner is announced. House meetings, led by the captains, are held throughout the year to discuss how to raise more points for their house.

The school has an Eco-council made up of 2 elected members from years 4-7. They meet regularly to discuss how to raise the profile of eco awareness in school and how to implement eco initiatives. The school currently holds the Eco Schools Green Flag.

HEALTH PROMOTION

A water filter/chiller is situated in each of the resource areas within the school and pupils have access to filtered water throughout the school day.

Children are encouraged to bring healthy breaks and to make healthy choices in the canteen cafeteria at lunchtimes.

Physical activities are promoted at lunchtime and our school playground provides a stimulating environment for physical activities. We are also an active travel school holding the Sustrans Silver Award.

PROMOTING AND SUSTAINING GOOD BEHAVIOUR

This initiative has seen the introduction of playground games at lunchtimes for all pupils. Children are encouraged to participate in these games which enhance co-ordination and teach good social skills such as co-operation and teamwork. The pupils may apply the same social skills learned in the playground in all aspects of life both at home and in the greater community.

Terms and Definitions

A number of documents are available for inspection at the school should parents request to see them. Parents wishing to inspect any of the following should give written notice to the principal at least 2 clear school days in advance.

INSPECTION OF DOCUMENTS

The following documents are available for inspection:

- Any statutory instruments D.E.N.I. circulars or administrative memoranda sent to the Principal or the governing body in relation to Part III of the 1989 Order.
- Any published inspection reports referring expressly to the school.
- The Education Reform (N.I.) Order 1989.
- Programmes of study and attainment targets for all subjects including R.E. as laid down by the Education Order 1989.
- Whole School Policy Documents formulated by the staff.
- All policies on the different areas of the curriculum.

- The Pastoral Care File which includes: Pastoral Care Policy, SEN Policy, Safeguarding Policy, Inclusion Policy, Child Protection Policy, Intimate Care Policy, Anti-Bullying Policy, Discipline Policy, Positive Behaviour Policy, Drugs Policy and Health Education Policy.

Please note, requests to see policies should always be made in writing. We will endeavour to fulfil your request as quickly as possible.

QUERIES

Parents and visitors coming on to the school premises must always report to the school office. The exception to this rule is when a parent is leaving a child to school in the morning or collecting him/her in the afternoon. In the interests of security, it is essential that this rule is adhered to.

Parents wishing to meet with the class teacher to discuss concerns etc., (except for parent interviews) should make an appointment with the school secretary stating the reason for the need to visit the teacher. Parents wishing to meet with the principal should contact the school secretary stating the nature of the query to arrange an appointment. We always welcome parents with queries and concerns. However, it is not always practical to see parents at short notice and the practice of making appointments is, therefore, encouraged.

CHANGES IN SCHOOL ARRANGEMENTS

Changes occur from time to time in the staffing and organisation of the school and parents will be kept informed of these.

ILLNESS OF PUPILS

Pupils who are unwell should not be sent to school. Parents should telephone the school on the first day of absence, giving a reason for said absence. When the child returns to school, parents should send an absence note or on Seesaw for our records. If a child becomes ill at school we will attempt to contact the parents to arrange his/her transportation home. To this end the school maintains a list of all parents' addresses and telephone numbers. Very occasionally children become involved in accidents at school. In such circumstances we always endeavour to contact parents immediately. However, in the event of parents being unobtainable, and the situation deemed serious enough, children will be taken to Ballymoney Health Centre or Causeway Hospital Accident and Emergency for medical treatment. Parents can send medicine into school but must complete an administrating medicine form (obtained from the office or class teacher).

SCHOOL MEALS AND MILK

We now operate a cashless system wherever possible. Payment for school dinners can be made weekly through the Parent Pay app. Payment for break time milk is made each term, also through Parent Pay.

CHARGES AND REMISSIONS POLICY

The Board of Governors has adopted the following policy for the current financial year but this is subject to review –

Individual tuition/musical instruction – This will be provided by the Education Authority – N.E. Region at a termly charge to parents. Charges will be levied for the hire of instruments, examination fees and other resources. Children in receipt of free school meals will not be charged tuition fees.

Transport – a charge will be made when a pupil makes use of transport other than transport provided by the North Eastern Education and Library Board to attend an activity.

Practical Subjects – Charges will be made for ingredients and materials needed for courses in practical subjects where parents indicate in advance a wish to receive the finished product. There will be no remission of these charges.

Voluntary Contributions – from time to time parents may be asked to make a voluntary contribution in support of a school activity or for the benefit of the school. In such circumstances there is no obligation to contribute and pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

Booking Fee- 50p per missed booking on ParentPay.

TERM DATES 2025 - 2026

AUTUMN TERM –

Term starts Thu, 28th August
Half term: Mon 27th October – Fri. 31st October (inclusive)
Term ends Fri 19th December 2025

SUMMER TERM –

Term starts Tue 14th April
May break: Monday 4th May and Mon 25th
Term ends Mon 30th June 2026

SPRING TERM –

Term starts Tue 6th January, 2026
Half term – Tue 10th to 13th February (inclusive)
St Patrick's- March 17th
Term ends Tue 31st March

SCHOOL DEVELOPMENT DAYS –

- Friday, 26th September, 2025
- Friday, 5th January 2026
- Wednesday, 10th Feb 2026
- Tuesday, 1st April 2026
- Friday, 22nd May 2025

