



Cooley Primary School and Nursery Unit

Growing and Learning Together



Prospectus
2024/2025

Growing and Learning Together



Welcome

Dear Parents/Guardians

Thank you for taking the time to find out more about Cooley Primary School and Nursery Unit. I hope that this prospectus will give you some insight into the life and work of both our school and nursery. If you would like to visit our school, please do not hesitate to get in touch to arrange an appointment.

At Cooley PS & NU we believe that the years a child spends at nursery and primary school should be enjoyed and treasured in their own right, as well as laying the foundation for all stages of formal education.

As a staff we strive to give all our children an education that is best suited to their individual needs and ability. We are a school with a Christian based ethos that welcomes children from all backgrounds.

At Cooley PS & NU we aim to provide for our pupils a programme of activities embracing the Northern Ireland Curriculum, which will enable each pupil to reach his or her full potential – intellectually, socially, aesthetically and morally in a happy and caring environment.

In conclusion should you have any concerns or require any further clarification, please contact Mrs Anderson, our school secretary to make an appointment.

Yours faithfully
Mrs Gail Cuthbertson
(Principal)



Vision Statement

Our vision at Cooley Primary School is to educate, nurture and inspire pupils within our Christian ethos to develop their unique talents and abilities in a happy and safe environment. They are encouraged to reach their full potential, celebrate achievements academically and socially, and contribute to the local community and the wider world.

Mission Statement

We aim to:

- ☆ Create an inspiring and nurturing environment that our pupils want to come to every day
- ☆ Establish a safe and inclusive environment where everyone feels happy, valued and respected
- ☆ Educate the whole child by providing a broad and balanced curriculum to suit all individual needs
- ☆ Provide our pupils with learning opportunities to help them develop as individuals, contributors to society and as contributors to the economy and the environment
- ☆ Develop our pupils' personal capabilities and effective thinking skills to create a strong foundation to equip them for life in a rapidly changing world.
- ☆ Welcome and encourage families and the local community to become actively involved in the life of our school.

Ethos

Cooley Primary School and Nursery Unit provide a warm, welcoming, happy and caring environment where all are nurtured, valued and respected as part of our Christian ethos. In partnership with parents/carers, wider school family and local community, we offer high quality learning experiences to enable every child to reach their full potential.

School Values

Friendship
Trust

Fairness
Teamwork

Honesty
Faith

School Motto

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Board of Governors'

Chairperson:	Mrs Iris Clarke	Transferors' Representative
Vice Chairperson:	Rev R McFaul	EA Representative
Secretary:	Mrs Gail Cuthbertson	Non Voting Member
Transferors' Representatives:	Mrs Linda Brown Rev A Barr	
EA Representative:	tbc	
Parent Representatives:	Mr Peter Alcorn Mrs Donna Kenwell	
Teacher Representative:	Mrs Joy Carrothers	

The Board of Governors has overall responsibility for the managing and functioning of the school, including the appointment of staff both teaching and non-teaching. The Governors meet on a regular basis and take an active interest in and support the work of the school.

Governors' Annual Report to Parents

This report will be circulated to parents during the Autumn Term.

Staffing

Teaching Staff

Principal	Mrs G Cuthbertson
Nursery Teacher	Mrs B Keys
Y1 & 2	Mrs J Carrothers
Y3 & 4	Mrs J Byrne
	Mrs J Mitchell
Y5 & 6	Mrs G Cuthbertson
	Mrs J Brownlee
Yr 7	Miss H Moffit

Non-Teaching Staff

Nursery Assistant	Mrs D Pinkerton
Y1 Classroom Assistant	Mrs L Clements
Y2 Classroom Assistant	Mrs N Byers
SEN Classroom Assistants	Ms L Connell, Mrs J Lapham, Mrs J Gibson
Secretary	Mrs A Anderson
Building Supervisor	Mr A McKeown
Cleaners	Ms R Smyton
	Miss R Forward
Cook in Charge	Ms A Hamilton
Catering Assistant	Mrs R Smyton
Supervisory Assistants	Mrs L Armstrong
	Mrs D Pinkerton

Accommodation and Resources

We are very proud of our school building, which opened its doors to pupils on 1st March 2005. Cooley Primary School is the result of the amalgamation of Dervaghroy Primary, Hutton Primary & Sixmilecross Primary School.

Cooley Primary School has six classrooms and two communal areas: one resourced with play equipment for foundation and key stage 1 pupils and the other resource area has a networked computer system. Our ICT equipment includes PCs, laptops, iPads, digital cameras, ActivPanels, spheros and microscopes. The school also has a networked photocopier. Our nursery unit is attached to the school and has its own playground area.

While each classroom has their own personal library, we also have a separate library with a fabulous selection of fiction and non-fiction books. To help support all pupils, our school also includes a hygiene room for pupils and a multi-purpose room.

Our indoor hall has a cushioned floor which is ideal for indoor PE lessons, a portable stage, an electric screen and an audio and lighting system.

Cooley Primary School has its own kitchen where school meals are freshly prepared every day.

At the rear of our school is a large tarmac area which has colourful playground markings and a pitch marked out. There are picnic benches and a variety of seating to facilitate an outdoor learning environment and also large grass areas for general play, a football pitch and an adventure trail. A poly tunnel has been erected and we have a number of raised beds and woodland trees growing in our school grounds.



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Cooley Primary School

Cooley Primary School is a co-educational controlled primary school with an enrolment number of 174, the maximum number of pupils who may be enrolled in any school year. Our admissions number is 25, the maximum number of pupils who may be admitted in any one school year in the normal age group.



Admission and Enrolment Policy

Application is made via an online portal at www.eani.org.uk 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 2024 as defined by the new School Age (NI) Act (both groups to be treated equally). Should there be more applicants than places, the following criteria will be applied:

- 1 Children of compulsory school age who have brother/half-brother(s)/sister/half-sister(s) enrolled at the school or are the eldest eligible/only child in the family.
- 2 Other children of compulsory school age.

If there are more pupils satisfying the last criterion that can be applied, than there are places remaining, then selection will be on the basis of the chronological order of age starting with the eldest. In the event of two or more identical dates of birth final selection will be made by using the random letters in the order as listed below:

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

The order was determined by a randomized selection of letters. In the event



of surnames beginning with the same letter the subsequent letters of the surnames will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames will be used. When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the application form. Parents/Guardians should therefore ensure that all information pertaining to their child and relevant to the school's admission criteria is stated on the application form. It is the responsibility of the parent/guardian to provide verification documents to the first preference school i.e. birth certificate, benefit verification etc. Failure to present these may result in a place being withdrawn.

YEAR 1 ADMISSIONS - AFTER THE BEGINNING OF THE SCHOOL YEAR

The same criteria will apply as for Year 1.

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.

Other Information

Pupils who enrol for Primary one will be invited to attend an information session which is held in the summer term prior to beginning school. This aims to facilitate a smooth transition from pre-school to Year One by establishing positive home-school links. Parents are made aware of school policies and procedures. Towards the end of the summer term an induction day is held for new pupils to introduce them to their teacher and the classroom setting. To allow Year One pupils to settle in, their school day will finish before lunch time for the month of September. Pupils should be collected at 12.30 p.m.

Transition Policy

Any pupils moving school during primary level education or transferring to

secondary education will have their school records forwarded to the appropriate school. Any pupils joining school at any other time will be encouraged to visit the school and meet the staff prior to commencing. Every effort will be made to make this as smooth a transition as possible, physically, emotionally and educationally.

Applications and Admissions to Primary 1

Year	Applicants	Admissions
2022/23	9	9
2023/24	6	6
2024/25	10	10

School Hours

9.15 am – 12.30 pm: Morning Session

12.30 pm – 1.15 pm: Lunch

1.15 pm – 2.15 pm/3.15 pm: Afternoon Session

The school day begins at 9.15 am and all pupils are expected to be in their classrooms by this time. Children will be admitted to the school from 8.45 am onwards, but should not arrive before this time as staff are not expected to be on the premises. The school can take no responsibility for any pupils arriving before 8.45am. Pupils should go directly to their classroom when they arrive on school grounds. Children have a supervised playtime of 15 minutes in the middle of the morning.

Pupils in Year 1 & 2 finish their school day at 2.15 pm while pupils in Year 3 to Year 7 finish their school day at 3.15 pm.



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Punctuality matters: please try to ensure that your child is in school on time and collected on time to avoid unnecessary disruption.

Breakfast Club

Breakfast Club is available from 8 a.m. for all Yr 1-7 pupils at a cost of £3 per day. Pupils can enjoy some healthy breakfast before engaging in a range of play activities prior to the start of the school day.

Cool Kids' Club

Cooley PS runs a kids' club for our Yr 1-7 pupils that operates in 3 sessions. Pupils can be booked in for one or more sessions.

★ Session 1: 2.15 pm - 3.15 pm: £3 per session.

★ Session 2: 3.15 pm - 4.15 pm: £5 per session. Homework support.

★ Session 3: 4.15 pm - 5.30 pm: £5 per session.

Pupils enjoy a range of play activities, a snack and a drink during their session.

Class Groupings

At present there are four classrooms in our school. This results in there being some composite settings. Classes have been split, where necessary, according to alphabetical order of surname. The groupings of the classes may change from year to year depending on class sizes. The groupings for the academic school year 2024- 2025 are as follows:

Room One Year 1 & 2

Room Four Year 7

Room Three Year 3 & 4

Room Six Year 5 & 6

School Uniform

It is the policy of Cooley Primary School that pupils should wear school uniform and that each child comes to school neat & tidy. We are proud of our uniform, which reflects the individuality of our school and offers all children a common form of dress. The wearing of school uniform has a positive effect not only with regard to ethos but also to standards in discipline and on pupil's self-esteem. The co-operation of parents is greatly appreciated in this

respect. Pupils should wear their PE clothes on their designated PE days. School uniform must be worn the remainder of the days, unless special clothing is required for example on field trips or outings, when parents will be notified in writing.

All items of school uniform should be clearly named. For safety reasons, only stud earrings can be worn. No other items of jewellery should be worn apart from a watch.

Girls

Pale blue blouse
Navy V-neck jumper
Grey skirt/pinafore
School tie (red, pale blue & navy)
White socks/Grey tights
Black shoes (low heeled)
Navy hair accessories

Boys

Pale blue shirt
Navy V-neck jumper
Grey trousers
School tie (red, pale blue & navy)
Grey socks
Black shoes

Summer term options

Navy & white gingham school dress
Black/navy sandals

Summer term options

Short grey trousers
Black/navy sandals

A school reversible fleece jacket (with school logo) is available for all pupils to wear as a coat.

Uniform Grants

Grants towards the cost of a primary school uniform are available where pupils fulfil qualifying criteria:

- ★ If you are currently in receipt of Income Support/Income-based Jobseekers Allowance/Income-Related employment and Support Allowance.
- ★ In receipt of Guarantee Element of State Pension Credit.
- ★ In receipt of Child Tax Credit and are not receiving Working Tax Credit because you work less than 16 hours per week and have an annual taxable income of £16,190 or less.
- ★ In receipt of Working Tax Credit and have an annual taxable income of £16,190 or less.
- ★ You are an Asylum Seeker supported by the Home Office national Asylum Support Service.

PE Kit

- ☆ Red polo shirt with school logo
- ☆ Navy shorts
- ☆ Jogging bottoms (optional)
- ☆ Trainers

PE clothing should be worn to school on the allocated PE days for your child's class. Please note PE kit, school tie & fleece jacket can only be ordered & purchased through the school. The school reserves the right to determine what is acceptable, appropriate and safe.

Attendance

All pupils should attend school for 185 days, which the law requires unless they are ill. A child returning to school after an absence must bring a note on the day of return stating the reason for absence – this is noted in our attendance records. Alternatively, an email may be sent to the school email address. Attendance registers are marked in the morning and again in the afternoon. In 2023/2024 our average attendance was 95.7%.

School should be informed in advance if a child has to leave school early. This can be via a note or a phone call to the school office.

Messages and School Notices

Messages to teachers should always be sent in writing, as children may not deliver the message orally as you intended.

Routine circulars and notices will normally be sent home via the children or by email to the parent.

Holiday List

A list of school holidays is sent out to every family in June each year. It is also available on our school website.

School Milk, Break and Dinners

Milk is available for all children and is currently priced at 20p per day. Pupils wishing to consume milk must pay for the whole term – notes will be issued at the beginning of each term as to the amount required. This should be paid for by the end of the first week of the term.

In keeping with a healthy eating policy, parents are asked to ensure that only healthy items, including fresh fruit and vegetables are sent to school for break. The school canteen offers a range of bread and fruit at breaktime. Money for these should be paid directly to the school kitchen each breaktime.

The school kitchen provides hot cooked meals. The cost of each dinner currently is £2.60, £13 per week. Some families may be entitled to free school meals and application should be made online via the EA website. Dinner must be paid for on the first school day of each week. Two supervisory assistants supervise children during the lunch period. The school provides an area for the consumption of packed lunches within the dining hall.

All money should be in a sealed envelope with name, year & reason clearly stated and sent with your child to the classroom. Money envelopes are available from the school office priced at £2.70 per wallet.

Allergy Alert

Peanuts or any product containing nuts should **NOT** be sent to school. This is due to pupils having a serious nut allergy. We thank you for your co-operation.

Extra Curricular Activities

A range of extra curricular activities designed to extend the children's education and provide additional areas of enjoyment is available throughout the school year. Activities will vary from year to year and may include:

<i>Choir</i>	<i>Cookery</i>	<i>Hockey</i>	<i>Badminton</i>
<i>Netball</i>	<i>Tennis</i>	<i>Football</i>	<i>Craft</i>
<i>Rugby</i>	<i>Board Games</i>	<i>Coding</i>	<i>Netball</i>

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Music

All pupils in Cooley Primary have access to music through The Arts, one of the areas of learning of the curriculum. Pupils normally learn to play the ocarina in Years 3 & 4 and the recorder in Years 5, 6 & 7. We feel it is appropriate for children to have their own instrument and these may be purchased from the school or a music shop. In addition to this the EA music service offer strings tuition to pupils displaying a flair for music. Children are normally assessed by the Music Service during Year 4.



Book Club

The school runs a book club and leaflets from Scholastic are normally distributed each term. The pupils have the opportunity to purchase books and details will be on the order forms.

Charities

The School Council chooses one main charity to support throughout the school year. In 2023/24 this was the Northern Ireland Air Ambulance. The school will endeavour to rotate fundraising efforts for different charities. Subscriptions made are voluntary and details will be issued in the school newsletter.

Parent and Teacher Association

A Parent Teacher Association plays a vital role in our school and nursery in running social events and raising money for vital resources for our school and nursery unit. All parents are welcome to attend meetings throughout the year.

<i>Chairperson</i>	<i>Mrs L Lyons</i>
<i>Secretary</i>	<i>Mrs B McCausland</i>
<i>Treasurer</i>	<i>Mrs E Black</i>
<i>Grants Officer</i>	<i>Mrs J Anderson</i>

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Transport

A number of Education Authority buses using various routes and also at times taxis service the school. If you require further information on EA transport please do not hesitate to contact the school or the transport department of EA on 028 9598 5959.

Curriculum Policy Statement

It is the policy of the Board of Governors that all pupils will receive their full entitlement under the Northern Ireland Curriculum and that the school will go beyond that entitlement in areas where there are particular abilities of staff.

Curriculum

The curriculum of the school is designed to give a broad and balanced education to all children through teaching and learning that has a clear focus on raising standards in literacy and numeracy. It will also allow children to develop their knowledge and skills in all the areas of learning. Pupils will be presented with experiences suitable to their current stages of development in skills, concepts, values, attitudes and knowledge. In order to achieve this, we endeavour to maintain the highest possible standards of classroom teaching and to offer our pupils a wide range of educational opportunities.

The following learning areas are covered through delivery of the Northern Ireland Curriculum:

- ☆ Language & Literacy
- ☆ Mathematics & Numeracy
- ☆ The Arts
- ☆ The World Around Us
- ☆ Personal Development & Mutual Understanding
- ☆ Physical Education
- ☆ Religious Education

The following cross-curricular skills are an integral part of the curriculum:

- ☆ Communication
- ☆ Using Mathematics
- ☆ Using Information & Communication Technology



Religious Education

RE is delivered through non-denominational class teaching and morning assembly. Pupils may be excused from attendance at RE lessons or collective worship in accordance of the wishes of the parent. Parents wishing to exercise this right should put it in writing to the Principal. (See RE and Collective Worship policies for more details.)

Special Educational Needs

Each class teacher provides a full programme of work for all pupils in their class whatever their ability. Where a pupil has been identified with Special Educational Needs, an individual educational plan is drawn up and any additional support from the peripatetic or outreach services drawn upon. Parents will be involved at all stages. Where necessary, advice and support from the EA Western Region Psychology Services is sought. Mrs Byrne is the school's special educational needs co-ordinator (SENCo). A copy of the Special Educational Needs and Inclusion Policy is available on request from the school.

Assessment and Progress Reports

A number of assessment strategies are employed throughout the school where pupils' progress will be continually monitored throughout each academic year. In addition to this there are standardised tests in literacy, numeracy and intelligence. These are normally administered during the summer term.

Parent/teacher meetings will usually take place during the autumn term when the children's work and progress will be discussed. A written school report will be issued to all pupils towards the end of the summer term, with pupils in Year 7 being presented with a Record of Achievement.

Other meetings can be arranged during the year by mutual request. Please contact the school secretary to arrange an appointment if you wish to speak to your child's teacher or the Principal. Parents are encouraged to contact the school if they have any concerns.

End of Key Stage

Pupils are assessed at the end of key stage 1 (year 4) and at the end of key stage 2 (year 7) in Communication, Using Mathematics and Using ICT in line with the Levels of Progression. Parents will be informed of the outcomes with the school report.

Please note that due to COVID 19, Industrial Action and a current Department of Education review of practices, pupils have not been assessed since 2018/2019.

Homework Policy

It is the policy of Cooley Primary School that all pupils should receive homework, as it is useful in consolidating and extending the work taught in the classroom. It also strengthens the educational partnership between parents and teachers, and provides a means by which parents can monitor their child's progress.

- ☆ All homework will be purposeful and related to work already covered in class.
- ☆ All pupils will have reading on Monday – Thursday, although Year 1 pupils will not commence until November.
- ☆ Pupils in Years 3 – 7 will have spellings and tables every night. Year 2 will commence in the Spring term.
- ☆ Normally, written work will be set four times per week.
- ☆ Homework may also include other work such as finishing notes, designing a poster/questionnaire, bringing something from home.
- ☆ Pupils are encouraged to bring library books home with them and we would ask parents to read and discuss books with them.
- ☆ Parents are asked to monitor work completed at home and to offer support and encouragement to children when appropriate.
- ☆ The amount of work varies according to age and ability and will be set at

the discretion of the teacher, but on average the time taken to complete homework is likely to range from 15 minutes at Year 1 to approximately 30 – 45 minutes at Year 7.

- ☆ Parents are asked to ensure homework is completed each evening and to sign written work to show it has been supervised.
- ☆ Parents should feel free to write a note on the homework or homework diary.
- ☆ Parental co-operation is very much valued in this important area.

Pastoral Care and Safeguarding

At Cooley PS & NU we implement a child centred approach, with parents playing an integral part through close liaison between themselves, the class teacher and the Principal.

Quite often problems outside school or personal worries, of which the teacher is unaware, may affect the child's performance in school. Parents, by bringing these to the attention of the teacher or Principal, will find that we are often able to help, or prevent, problems from arising.



All schools are required by law to have a Child Protection Policy and to communicate this to parents. Mrs Carrothers is the Designated Teacher for Child Protection and Mrs Mitchell and Mrs Keys are the Deputy Designated Teachers for Child Protection. A copy of our Child Protection, Anti-Bullying, Positive Behaviour or other health and safety policies are available upon request from the school office.

The school recognises that it has a responsibility to do everything possible to care for each pupil's physical and emotional well being. The school will endeavour to provide a comfortable, safe and secure environment for learning.

Drugs Education Policy

There is a requirement for all schools to deal with the issues of drugs

through Health Education incorporated through the areas of learning of the World Around Us and Personal Development and Mutual Understanding. The overall aim is to equip children to withstand peer pressure as they grow older. The Designated Governor for drugs is Rev A. Barr.

A full copy of our drugs policy is available on request.

Comments/Complaints Procedure

Cooley Primary School seeks to be a "listening school" and will do its best to enable parents to feel confident to raise issues and concerns with appropriate staff. If you have a concern please contact the school and make an appointment with the Principal or teacher. A full copy of the above policy is available on request.

Shared Education

Our school has Shared Education links with St. Oliver Plunkett Primary School, Beragh. Activities were paused as a result of COVID-19 and we are continuing to re-establish these links through a variety of activities which aim to improve the learning experiences of our pupils.

Charging and Remission Policy

Prohibited Fees and Charges

No fees or charges will be levied in respect of:

- admission to school;
- education during school hours;
- materials, books, instruments or other equipment for use in connection with the curriculum being studied;
- transport provided as an integral part of the education provided by the school and agreed by the Principal and Board of Governors.

Permitted Charges

A charge may be made in respect of:

- any optional extra education or transport provided by the Board of Governors for a registered pupil, with the agreement of his/her parents;

- board and lodging on a residential trip. The charge must not exceed the actual cost of board and lodging for the individual pupil (a parent must be informed of any proposed 'optional' extra education provision and his/her willingness to pay the charge before the optional extra is provided);
- individual tuition in the playing of a musical instrument provided for a registered pupil by the school, either during or outside school hours if it is not required as part of an examination course being studied by the pupil;
- items lost, damaged or destroyed as the result of a pupil's behaviour.

Responsibility of Board of Governors

The Board of Governors must:

- determine whether a charge should be made and the amount of the charge when the Governors have agreed to fund the cost of the optional extra;
- ensure that any charge levied for an optional extra must not exceed the full per capita cost of provision for the individual pupil(s) concerned;
- have a policy relating to breakages and fines if asking for parents to pay for items lost, damaged or destroyed as the result of a pupils' behaviour.

Voluntary Contributions

Governors can request voluntary contributions for the benefit of the school in support of activities organised by the school during or outside of school hours. Legally, such requests must make it clear that:

- there is no obligation to make any contribution;
- registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution.

School will be mindful of the spirit as well as the letter of the law and should ensure that:

- the voluntary nature of contributions is highlighted in all correspondence that requests them;
- the design of stationery used for billing or invoicing, clearly distinguishes between any compulsory charges being levied and any voluntary component.

Children and their parents will not be asked why they have not paid voluntary contributions. The school reserves the right to cancel planned activities if the voluntary contributions are insufficient to meet the costs of the planned activity.

Nursery Unit

Principal:	Mrs G Cuthbertson
Nursery Teacher:	Mrs B Keys
Nursery Assistant:	Mrs D Pinkerton
SEN Assistant:	Mrs J Wilson
Secretary:	Mrs A Anderson

Nursery Structure

Type of Nursery:	Controlled Nursery Unit
Age Range:	2 – 4 year olds
Roll:	26 part-time places
Attendance:	5 days per week
Sessions:	9.15 am – 11.45 am

Organisation and Staffing

Our Nursery Unit caters for children aged between 2 and 4 years. We have facilities for up to 26 children in our morning sessions.

Two permanent members of staff are employed in the unit: A fully qualified experienced teacher and a fully qualified nursery assistant. We have extra help on occasions from volunteers and students training as classroom assistants as part of various schemes.



Cooley Nursery Unit

Vision

Our vision is a community where all feel loved, nurtured, respected and are encouraged to develop to their fullest potential as life-long learners. We aim to inspire and enable our school family to dream, believe and achieve together as a team.

Mission

We aim to:

- ☆ Create an inspiring and nurturing environment that our pupils want to come to everyday
- ☆ Build warm and caring relationships between staff, pupils and parents
- ☆ Establish a safe environment where everyone feels happy, valued and respected
- ☆ Educate the whole child by providing a broad and balanced curriculum to suit all individual needs
- ☆ Foster a love of learning through play to give a solid foundation to build on
- ☆ Ensure learning is fun, engaging and suitably challenging
- ☆ Welcome and encourage families and the local community to become actively involved in the life of our nursery.

Admission Arrangements

The Admissions Criteria will be applied by a Selection Committee consisting of the Principal and three Governors subject to the final approval of the Board of Governors.

Children who are not normally resident in Northern Ireland at the time of their proposed application will not be considered for places until all children who live in Northern Ireland have been considered. When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form. Parents/Guardians should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form or attached to it. The Board of Governors of Cooley Primary School and Nursery Unit have determined that, in the event of there being more applicants than places available the following criteria will be applied, in the order set down, to select children for the available places.

Admissions Criteria

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

The application procedure opens on 10 January 2025 at 12noon (GMT) and an application submitted by the closing date of 24 January 2025 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 24 January 2024 will be treated as a late application. As the pre-school admissions procedure is in two stages the timetable also specifies the relevant dates at Stage 2 which will determine if an application is to be considered as punctual or late.

Statutory Criteria

1. Children from socially disadvantaged circumstances in their final pre-school year who were born:
 - on or between 2 July 2021 and 1 July 2022 (inclusive) and whose parents have not exercised their right to defer their child's entry to primary school; or,
 - on or between 1 April 2021 and 1 July 2021 (inclusive) or were due to be

- born on or between those dates but were born earlier; and,
- have not attended or are not currently attending a funded pre-school setting under the Pre-School Education Programme as a target aged child; and,
- that child's parent has completed a request to defer their child starting P1 until September 2026.

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

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

Sub-Criteria

If there are more children satisfying the last criterion, which can be applied, then selection for the remaining places will be on the application of the following sub-criteria in the order set down below:

- Children whose brothers/sisters, half-brothers/half-sisters, step-brothers/step-sisters or legally adopted brothers/sisters who are presently enrolled in or have previously attended Cooley Primary School or Cooley Nursery Unit or who are the eldest eligible/only child in the family.
- In the event of over-subscription in the last criterion which can be applied, selection will be made using the random selection of letters tie-breaker (based on the initial letter of the surname as per the birth certificate) as listed below.

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

The order was determined by a randomised selection of letters. In the event of surnames beginning with the same letter the subsequent letters of the surnames will be used in alphabetical order. In the event of 2 identical surnames the alphabetical order of the initials of the forenames will be used as per the birth certificate.

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

Non-statutory criteria

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

3. Children who were born:

- on or between 1 April 2021 - 1 July 2021 (inclusive), or were due to be born on or between those dates but were born earlier; and,
- and have attended or are currently attending a funded pre-school setting under the Pre-School Education Programme as a target aged (not penultimate aged) child; and,
- that child's parent has completed a request to defer their child starting P1, or
- on or between 2 July 2022 and 1 July 2023 (inclusive); or,
- on or between 1 April 2022 and 1 July 2022 (inclusive) or were due to be born on or between those dates but were born earlier; and that child's parent has completed a request to defer their child starting P1 until September 2025/6

Tie-Breaker – Non-Statutory Criterion 3

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

Duty to Verify

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

Waiting List Policy

Should a vacancy arise after 11 June 2024 all applications for admission to

Nursery that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until 30 June 2026. The school will contact you in writing if your child gains a place in the school by this method. Your child's name will be automatically added to the list. Please contact the school if you wish your child's name to be removed from the list. If parents have any difficulty in completing the form then they should consult the Principal of the school. The same criteria will be used for applications after 1 September 2024. Parents should also note that if their child is seeking nursery provision for the 2nd year they MUST reapply.

Curriculum

The learning within our Nursery Unit is planned following the pre-school Curricular Guidance, CCEA and allows for the development of:-

- ☆ Personal, Social and Emotional Development
- ☆ The Arts
- ☆ The World Around Us
- ☆ Language Development
- ☆ Early Mathematical Experiences
- ☆ Physical Development and Movement

Staff will meet regularly to plan a progressive programme to enable children to develop their potential. Children will be observed regularly and their achievements noted.

Teacher/parent interviews take place during the year.

Uniform

There is a specially designed uniform consisting of a school sweatshirt, blue polo-shirt and navy jogging bottoms. These are available to order from school. Please make sure all items of clothing are clearly named. A complete change of clothes must be left in school. This is in case your child would happen to have a little accident! In the event of a mishap, a plastic bag with the soiled clothes will be left on your child's peg for collection. The

clothes should be replaced when your child subsequently returns to school.

All outdoor coats must be named and should be brought to school **every day** regardless of the weather. During the winter months a hat, scarf and gloves are necessary for cold and windy days. For safety reasons children are not permitted to wear open-toed sandals or jewellery of any description in the nursery.

Coming and Going

The nursery door will open at 9.15 am for the start of the daily session. Please make sure that your child is placed into the care of a member of staff. Your child should never be left at the door. At home time (11.45 am) please try to be at the nursery in good time. Children soon become anxious if they are kept waiting. If for some reason you have to arrange for another person to pick up your child, please make sure that both your child and the teacher are aware of the situation. It must be clearly understood that the person bringing and collecting your child should be a responsible adult (ie over the age of 16).

Pastoral Care and Safeguarding

In Cooley Nursery Unit we seek to promote a caring environment in which staff and pupils can work together in an atmosphere of mutual respect. We believe that good co-operation and relationships between home and the Nursery Unit lead to positive outcomes for our pupils.

Mrs Carrothers is the Designated Teacher for Child Protection and Mrs Keys is the Deputy Designated Teacher for Child Protection within the Nursery Unit. A copy of our Child Protection, Anti-Bullying, or other health and safety policies are available upon request from the school office.

Positive Behaviour

Our Nursery aims to create an ethos where children have respect for themselves, for each other, for staff and for resources. A wide range of strategies are implemented to suit the individual needs of our pupils. Rules

and boundaries are discussed with the pupils and are displayed within the hall foyer. Staff model positive behaviour and encourage pupils to share, respect others, co-operate and develop skills of empathy. A full copy of our Positive Behaviour policy is available upon request from our school office.

Special Educational Needs

The staff within our Nursery Unit are committed to providing equal access for all our pupils to a broad and balanced educational experience based on the Curricular Guidance for Pre-School Education (CCEA). Where a pupil has been identified with Special Educational Needs, our staff will endeavour to make every reasonable arrangement to provide for their individual needs. An individual educational plan will be drawn up and any additional support from the peripatetic or outreach services will be drawn upon. Our school's special educational needs co-ordinator is Mrs Byrne.

A full copy of our Special Educational Needs policy is available upon request from our school office.

Starting Nursery

Parents and pupils are invited to visit the Nursery Unit during an induction morning held in the summer term, prior to pupils starting their Nursery year. Parents will also be provided with an appointment to meet the Nursery Teacher at the end of August to allow for an opportunity to discuss any concerns or raise any questions that they may have, prior to pupils starting.

In an effort to keep the settling time as stress free as possible for pupils, we operate a staggered intake at the commencement of the new school year.

Holiday List

A list of school holidays is sent out to every family in June each year. It is also available on our school website.

Charging and Remissions Policy

It is the policy of the nursery not to charge for any educational activity that is related to the Curriculum that takes place wholly or mainly during normal nursery time.

However, the nursery unit has the discretion to charge for optional activities such as trips to the pantomime/theatre/etc. Parents are asked to make a voluntary subscription towards these activities.

Please note the following:-

The Board of Governors reserves the right to seek voluntary contributions from parents or others in support of any nursery activity or for the benefit of the nursery. Pupils whose parents are either unwilling or unable to make such contributions will not be treated differently. However, the nursery reserves the right to cancel planned activities if the voluntary contributions are insufficient to meet the costs of the planned activity.

The Board of Governors reserves the right to seek to recover from parents the whole or part of the cost of breakages and losses incurred as a result of a pupil's behaviour.

This policy statement refers only to charges, which may be made by the Board of Governors and payable by the parents of the pupils concerned.

Comments/Complaints Procedure

Cooley Nursery Unit seeks to be a "listening school" and will do its best to enable parents to feel confident to raise issues and concerns with appropriate staff.

A full copy of the above policy is available on request.



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Growing and Learning Together

