

# ***OUR LADY OF LOURDES PRIMARY SCHOOL***



## ***PROSPECTUS***



*700 ANTRIM ROAD  
BELFAST  
BT15 5GQ*

*Tel: 028 9037 0686*

*Fax: 028 9078 1498*

*Email: [info@ourladyoflourdes.belfast.ni.sch.uk](mailto:info@ourladyoflourdes.belfast.ni.sch.uk)*

*Twitter : [@parklodgeschool](https://twitter.com/parklodgeschool)*

*Web : [www.parklodgeschool.com](http://www.parklodgeschool.com)*

***Table of Contents***

1	<i>Table of Contents</i>	<u>2</u>
2	<i>Vision &amp; Mission Statements</i>	<u>3</u>
3	<i>A Short History of Park Lodge</i>	<u>4</u>
4	<i>Personnel</i>	<u>5</u>
5	<i>Admissions</i>	<u>6</u>
6	<i>Accommodation &amp; Resources</i>	<u>6</u>
7	<i>School Discipline</i>	<u>6</u>
8	<i>Uniform</i>	<u>7</u>
9	<i>Our Curriculum</i>	<u>7</u>
10	<i>Assessment &amp; Reporting</i>	<u>8</u>
11	<i>End of Key Stage Results</i>	<u>8</u>
12	<i>Special Educational Needs</i>	<u>9</u>
13	<i>Homework</i>	<u>9</u>
14	<i>Book Work</i>	<u>9</u>
15	<i>Religion</i>	<u>10</u>
16	<i>Sports &amp; Extra Curricular Activities</i>	<u>10</u>
17	<i>Break &amp; Lunch</i>	<u>10</u>
18	<i>Charging and Remission Policy</i>	<u>10</u>
19	<i>Parent/Teacher Association</i>	<u>11</u>
20	<i>Pastoral Care</i>	<u>11</u>
21	<i>Child Protection</i>	<u>11</u>
22	<i>Drugs Policy</i>	<u>12</u>
23	<i>Our Code of Conduct for Children</i>	<u>12</u>
24	<i>School Times, Dates &amp; Holidays</i>	<u>13</u>

# **OUR LADY OF LOURDES PRIMARY SCHOOL**

## **A STATEMENT OF THE SCHOOL'S ETHOS AND VALUES**

### **VISION STATEMENT**

***“Ah that man’s reach should exceed his grasp or what’s a heaven for”***

***R Browning***

***OUR VISION IS THAT ALL MEMBERS OF THE SCHOOL COMMUNITY ARE INSPIRED AND  
MOTIVATED TO ACHIEVE THEIR FULL POTENTIAL***

### **SCHOOL MISSION STATEMENT**

***Our Lady of Lourdes is a Catholic Maintained primary school. The school aims to form a community composed of pupils, teachers, parents, management and other staff and seeks to live in harmony, guided by Christian values and recognising the dignity of each individual.***

***The central purpose of the school community is to cater for the religious, moral, emotional, intellectual, physical and social needs of the pupils.***

***The school is committed to:***

- 1. Handing on a love, knowledge and understanding of our Catholic religion and fostering in the pupils an awareness of the needs of others.***
- 2. Developing sensitive and caring attitudes; leading our children through education, encouragement, example and discipline to become confident, independent and responsible young people.***
- 3. Providing an effective education service - one that is planned and developed to the highest professional standards so that the pupils gain the maximum benefit from their experiences at the school.***
- 4. Helping the children to develop an understanding of their own culture and tradition and to foster tolerance by promoting respect for and understanding of others.***

***It is the school’s policy to involve parents in the life of the school and develop home-school links. We take our links with the community seriously and will seek further involvement.***

***“The school has a high level of capacity for sustained improvement in the interest of all the learners.”***

***-Department of Education Training Inspection.***



### ***A Short History of Park Lodge***

*Our Lady of Lourdes Primary School (or Park Lodge as it is known locally) is a Catholic Maintained Primary School, which has traditionally served the Antrim Road area of Belfast. The school is in the Parish of Saint Gerard and caters primarily for the parish children; although, there has always been room for children from outside the parish.*

*The school first opened its doors on 28<sup>th</sup> August 1958 when one hundred and fifty boys were enrolled. These pupils came from all parts of Belfast but mostly from the Antrim Road area; many transferring from St. Patrick's Donegall Street.*

*The school has always been known as 'Park Lodge', - the name of the old mansion in which the first pupils were taught.*

*Park Lodge stood in wooded grounds with fruit gardens, outhouses and glasshouses at the foot of the historic Cave Hill. The house itself, complete with tower, overlooked Belfast Lough and the County Down coastline. It was an imposing building said to be designed in the style of the villa used by Napoleon on Saint Helena.*

*At one time the house was in the possession of the Baird family, owners of the Belfast Telegraph. During the war it was used as an ARP station and later as a welfare centre for orphaned and neglected children.*

*Early in 1958 the property was purchased by the Christian Brothers and during that summer the Brothers, assisted by local people, set about cleaning up the house and converting it into a school.*

*This brief account could not reflect the many long conferences and meetings which took place between the Brothers and Ministry of Education officials regarding the setting up of the new primary school on this site.*

*Apparently the Ministry was satisfied with the building itself, but they felt that there would not be sufficient pupils to justify the expenditure.*

*In 1964 work began on the present building and in January 1967 the first classes entered the new building.*

*The first lay Principal took up office in September 1988 and in 1990 the Brothers transferred trusteeship of the school to the Diocese of Down and Connor.*

*Perhaps the biggest single change in the school came in September 1990 when, for the first time, girls were enrolled in Park Lodge School. The school is now fully co-educational.*



**Personnel**

Principal	Mr S Merrick
Vice Principal	Mrs C Cahill

**Teaching staff:**

Primary	Teachers	Assistants	Primary	Teachers	Assistants
1	Mrs N Horisk Miss V Jennings Mrs L Burns Mrs U Donnelly	Mrs J McIlroy Mrs D McGuigan Mrs M Higgins Mrs U Higgins	5	Mr N Morrow Mr K Rafferty Mr C McQuaid	Miss J Barton Miss J Pattison
2	Mrs D Mulvenna Ms K Gallagher Miss C Johnston	Mrs S McGuigan Mrs M Bouvier Mrs M Smith	6	Mr T Tweedy Miss C Neeson Mrs L Jennings	Mrs E McNally Mrs B Mulligan
3	Mrs B Gibson Miss K McKeague Mrs F McKee & Mrs U Hennessey	Mrs B McIlroy Mrs S Moseley Miss R Rogan	7	Ms S Courtney Mrs J Harkin Mr T Boyle	Mr R McIlroy Dr S McErlain Miss T Hutchman Mrs F Lee Mrs A Quinn
4	Mrs C O'Neill Mrs M Gribbin Mr M Murray	Mrs H McQuillan Mrs G Jackson Mrs J McMullan	S.E.N.	Dr E McVeigh Mrs L McDonnell	

*“The teachers and classroom assistants use a range of strategies which are closely matched to the children’s needs and abilities. As a consequence, the children are highly engaged in well-planned activities.”*

**-Department of Education Training Inspection.**

**Non-teaching staff:**

School Chaplin	Father G Cassidy
Secretaries	Miss N Smith Mrs G Duffy
Caretaker	Mr M Mullan
Patrol Man	Mr B Stevenson

**Board of Governors:**

Fr G Cassidy (Chair)	Trustee Representative
Mrs C Nagle (Vice-Chair)	Trustee Representative
Mr V Cochrane	Trustee Representative
Dr C Zubier	Trustee Representative
Mrs G McGowan	DENI Representative
Mr R Delargy	BELB Representative
Mrs L MacAteer	BELB Representative
Dr G Doherty	Parent Representative
Mr T Boyle	Teacher Representative
Mr S Merrick	Secretary
Mrs C Cahill	In Attendance

Parents can address the Board of Governors via the board secretary – Mr Merrick.

*“The senior leadership team has developed, and articulated, a clear strategic vision for sustained improvement, based on a well-embedded culture of reflection and continuous professional development for all staff...”*

*...the ETI’s evaluation is that the community can have a high level of confidence in the aspects of governance evaluated.”*

**-Department of Education Training Inspection.**

### **Admissions**

*In selecting children for admission to the school, the Board of Governors will apply the criteria as set out by the school in the Education Authority Handbook, copies of which are available from the school secretary. Enrolment and Admission numbers are 659 and 90 respectively.*

*For further information and to arrange an individual guided tour, contact the school secretary.*

	2015/16	2016/17	2017/18
Applications	97	102	85
Number Admitted	91	91	85

*Attendance Rate 2016/17 = 97%*

*“The children are quietly confident, highly motivated to learn and loyal to their school. They engage enthusiastically in their lessons, place a high priority on accuracy and take pride in the presentation of their work.”*

**-Department of Education Training Inspection.**



### **Accommodation & Resources**

*The school has excellent accommodation consisting of 22 bright, spacious, comfortable classrooms. Each classroom is equipped with networked computers, interactive whiteboards, a wide range of numeracy and literacy texts, and equipment for science & technology. The school boasts dedicated play and music rooms, a superb and well-stocked library, an ICT suite and two SEN rooms. The school sits on a large site with ample playing areas for the children. Playground areas are marked for sports and games. A trim trail provides children with opportunity to develop abilities including fine and gross motor skills. Science gardens complete with raised beds allow children to*

*cultivate a variety of plants. There is a sensory area for use by individuals and groups.*

### **School Discipline**

*Integral to an effective system is the school’s behaviour policy, creating and sustaining a safe, purposeful, open and ordered working climate in the school. All members of the school community share a collective responsibility for promoting among children a sense of self-esteem and self-respect, respect for others, self-discipline and responsibility.*

*In Our Lady of Lourdes we have a discipline policy incorporating an agreed rewards and sanctions regime, which is understood and consistently applied throughout the school by everyone acting in a supervisory role.*

*The aim of the discipline policy is to determine the boundaries of acceptable and unacceptable behaviour. Overall the policy will:*

- *Promote self-discipline and proper regard for authority among the children*
- *Encourage good behaviour and respect for others and prevent all forms of bullying among the children*
- *Ensure children’s standard of behaviour is acceptable*
- *Regulate children’s conduct*

### **Uniform**

*It is important that children come to school neat and tidy wearing the school uniform. Our uniform reflects the individuality of Our Lady of Lourdes.*

#### **Everyday Uniform:**

*Black shoes  
Grey socks or grey/black tights  
Dark grey trousers (long or short), skirt or pinafore  
White shirt or blouse  
Grey pullover or cardigan  
School tie  
Black blazer (optional)  
Summer dress (optional for summer term)*



*We strongly advise parents to put their child's name on each item of clothing.*

***"The highly articulate children organise and express their ideas clearly and coherently."***

**-Department of Education Training Inspection.**

### **Our Curriculum**

*Our Lady of Lourdes is committed to providing an effective education for all of its children. The education that pupils receive is one that is planned and developed to the highest professional standards so that children gain the maximum benefit from their experiences at the school. Teachers make the best possible use of the time to provide a broad and balanced curriculum. Their planning identifies clearly the learning intentions in terms of key knowledge and skills and differentiation by task as appropriate. A wide and appropriate range of teaching approaches are*



*used with a well-judged balance of whole-class, group, paired and individual activities. Teachers' expectations are realistically high and tasks and activities are appropriately matched to the varying needs, interests and abilities of individual children. As a Catholic school we aim to develop attitudes and values reflective of Christ's message. Our balanced curriculum is in line with the Education (N.I.) Order 2010 and involves the learning areas of language and literacy, mathematics and numeracy, the arts, the world around us, personal development and mutual understanding and physical education. Across the curriculum we have an emphasis on the development*

*of skills and capabilities for lifelong learning and for operating effectively in society. These whole curriculum skills and capabilities include thinking skills and personal capabilities and cross-curricular skills, i.e. communication, using Mathematics and using ICT.*

*Our links with local nursery and primary schools are longstanding and allow children to develop positive attitudes and relationships. We also have close links with neighbouring grammar and secondary schools, working in partnership with them to deliver a variety of learning opportunities for the benefit of all the children. The teacher training colleges recognise Our Lady of Lourdes Primary School as a learning centre and are involved with us in a number of curricular initiatives.*

*If a parent has any concerns about the curriculum they should first of all contact Mr Merrick, the Principal.*

If the issue has not been resolved, put their concerns in writing and send them to Father G Cassidy, Chairperson of the Board of Governors, c/o Our Lady of Lourdes Primary School.

### Assessment & Reporting

The main purposes of assessment are:

- To observe in a systematic way each child's progress.
- To provide information about children that will assist the teacher in planning future work.

Assessment strategies are matched to children's stage of development. Marking is regular and consistent and highlights strengths and shortcomings. The quality of the feedback, either discussion and/or guidance promotes improvement and involvement in self-assessment. Teachers will keep records of children's progress in a variety of ways, both informal and formal. The resulting pupil profile builds up an accurate overview of progress and informs parents, teachers and children of progress. Records of a child's progress are passed on to successive teachers and parents are welcome to read these records at the annual parent/teacher meeting held in November.

A written report, informing parents about their child's progress, endeavour and areas for improvement will be issued in June. Parents are invited to discuss this report with the class teacher. The school also participates in the statutory assessment arrangements at the end of Key Stage (KS) 1 and Key Stage (KS) 2 in accordance with the N.I Education Reform Order 1989. There is effective analysis of this and all assessment data.

### End of Key Stage Results

#### OUR LADY OF LOURDES

##### Key Stage 1

Primary 4	W	1	2	3
English	0%	9%	70%	21%
Mathematics	0%	1%	77%	22%

##### Key Stage 2

Primary 7	W	1	2	3	4	5
English	0%	0%	1%	14%	53%	32%
Mathematics	0%	0%	0%	4%	39%	57%

#### NORTHERN IRELAND

##### Key Stage 1

Primary 4	W	1	2	3
English	1.33%	8.73%	69.03%	20.91%
Mathematics	1.33%	7.77%	70.24%	20.65%

##### Key Stage 2

Primary 7	W	1	2	3	4	5
English	0.26%	0.99%	3.57%	16.75%	61.70%	16.72%
Mathematics	0.23%	0.98%	3.05%	16.82%	56.16%	22.75%

Northern Ireland data has been produced based on submitted returns from approximately 29% of primary schools. The remaining schools did not submit returns due to industrial action.

*"The school's internal performance data shows that all of the children, including those who require additional support with aspects of their learning, make progress in English and in mathematics in line with their ability or above expectation."*

-Department of Education Training Inspection.

### **Special Educational Needs**

The class teacher will cater for the identified educational needs of each child. Where pupils with special educational needs are identified, they will have individual education plans drawn up with recourse to the relevant parties. In Our Lady of Lourdes a child is considered to have a special educational need if he or she has a learning difficulty or an area of giftedness which calls for special educational provision to be made for him or her. In making this provision the school adheres to the principles outlined in the Code of Practice.

We have two Special Needs teachers who provide advice and support in literacy and mathematics for teachers and parents. Additional advice is provided by external support agencies when appropriate and a small number of children receive tuition from peripatetic and outreach services.

*“The children who require additional help with aspects of their learning are supported effectively to become independent, enthusiastic learners who are well-equipped to take increasing responsibility for their own learning.”*

**-Department of Education Training Inspection.**

### **Homework**

It is the policy of the school to give homework each night Monday to Thursday (although there can be exceptions in special circumstances when homework is set on Fridays and over holidays). Homework is an important part of each child’s learning. Parents are encouraged to take an interest in this important activity. Homework will relate to work covered in class and includes any tasks set by the teachers for the children to complete out of school. It allows parents to become more knowledgeable about the school curriculum as well as creating a family-learning ethos within the children’s homes.



Homework should be signed by a parent/guardian.

### **Book work**

<b>Encourage</b>	<b>Discourage</b>
Bring all their books to school	Drawing/doodling on books
Take good care of their books	Tearing pages
Cover their books	Continually starting new pages
Add titles to their work	Eating or drinking near books
Date their work	Putting too many books into schoolbags
Add/draw margins (where missing)	
Do their best work	

*“The children use precise, sophisticated vocabulary to write competently and with increasing flair for a range of purposes and audiences. The children’s opportunities for creative writing are very well conceived; as a consequence, the standard of their writing in both poetry and prose is very high.”*

**-Department of Education Training Inspection.**

### **Religion**

The RE programme is based on the Alive-O series and goes beyond the requirements of the core RE syllabus agreed by the main churches. It prepares each child for participation in the liturgy and sacraments of the Catholic Church. The home and parish play an integral part in the celebrating of our children's religious and moral education.

In an attempt to help their fellow man the children make generous donations to various charities each year.

*“Beginning at foundation stage, the children use precise mathematical language with increasing confidence and accuracy. As they progress through the key stages, the children can handle simple and more complex computation competently and are skilled, confident and flexible in their mathematical thinking.”*

**-Department of Education Training Inspection.**

### **Sports & Extra-Curricular Activities**

The Board of Governors is aware of the importance of visits and other enrichment activities in the development of our children. Trips to Scotland and England have taken place but more often visits to local sites provide the necessary stimuli.

A large range of extra-curricular activities are offered in school. They are intended to develop and broaden children's interests while enriching the life of the school. After-school activities take place throughout the year and are designed to provide children with opportunities to develop their talents and skills outside of the curriculum.

Activities taking place all year round include: music, dance, drama, art & craft, cross-country running, Irish Dancing, basketball, netball, judo, soccer, Gaelic football, camogie, hurling and Spanish. Each child gets the chance to develop and extend his/her musical attainment. Our relationship with the City of Belfast School of Music leads to many children attending lessons and music mornings.

We welcome volunteer know-how to further add to the breadth of experience on offer.

*“The staff give very good attention to promoting healthy eating and physical activity through a focus across the year groups on healthy breaks and lunches, a well-balanced programme for physical education and a wide range of extra-curricular sporting activities which encourage the children to adopt healthy lifestyles.”*

**-Department of Education Training Inspection.**

### **Break & Lunch (No Nuts!)**

School dinners adhere to nutritional standards and are available from the canteen at a cost of £2.60 each, normally purchased weekly. Please keep packed lunches and breaks healthy, nut free, and with minimal packaging. Packed lunches are eaten in class. All monies should be enveloped and labelled with the child's name.

### **Charging & Remission Policy**

Education in Our Lady of Lourdes Primary School is provided free of charge for all children. The school may invite voluntary contributions for the benefit of the school or in support of activities organised by the school. In the case of individual music tuition the school reserves the right to charge for this. The school may also make a charge for any damage to school books & equipment, or to the school structure.

**Parent/Teacher Association (P.T.A.)**

*Our Lady of Lourdes P.T.A. has always been a strong, active and effective group within the school community. Throughout the year they raise money to buy additional resources for the school. They also provide opportunities when children and their parents can come together socially and develop the community spirit. New members are always welcome, simply contact the school and get involved. (Telephone: (028) 9037 0686)*

**Pastoral Care**

*All staff have sought to promote and facilitate an atmosphere of care and respect within the formal and informal life of the school community. The school has clear lines of communication with children, parents and outside agencies.*

*Children’s self-esteem and self-confidence are promoted through many different activities including: Pupil Awards, Good Manners Awareness, Prefect/Class captains, Energy Monitors and competitions. Children are taught to value and respect their peers. The school continues to strengthen its links with the community with visits from the school nurse, Ambulance Service, Fire Service and Police Service. This helps to develop the whole child and increase the knowledge and skills required for everyday living.*

*“The provision for pastoral care is outstanding. The mutually respectful, inclusive ethos ensures that all members of the school community are valued.”*

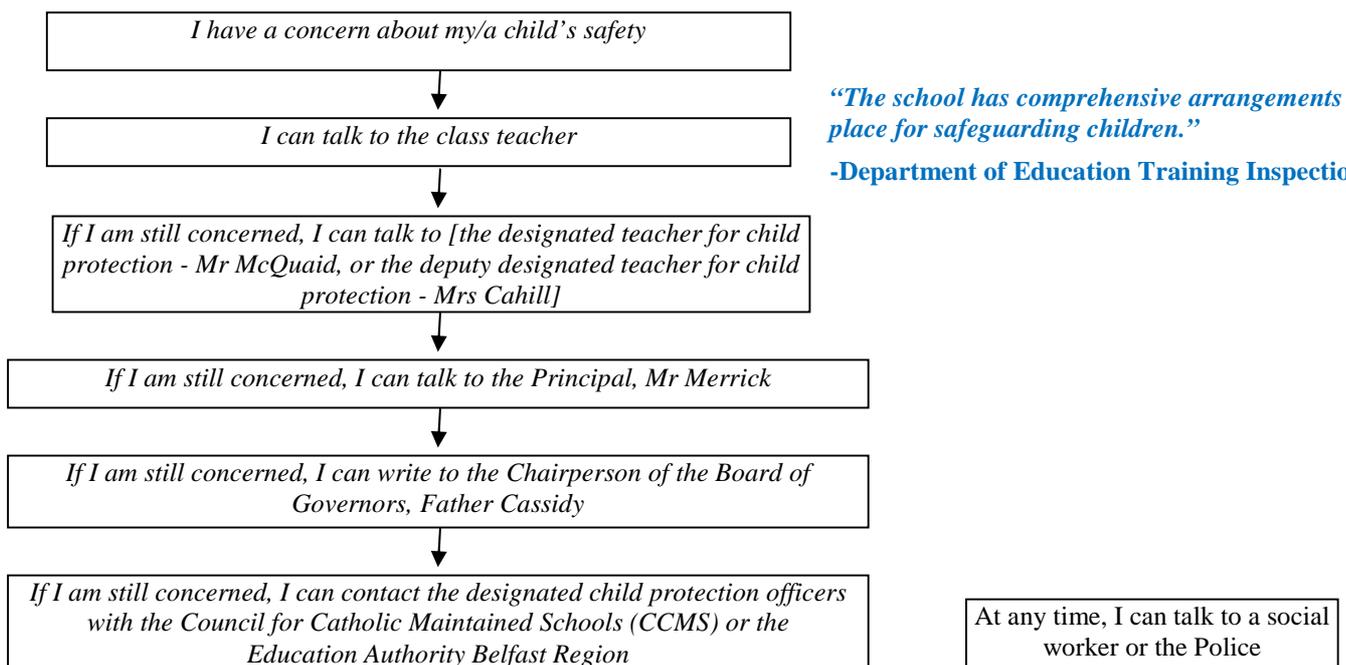
**-Department of Education Training Inspection.**

**Child Protection**

*The designated teacher for child protection is Mr McQuaid. In his absence Mrs Cahill will assume responsibility for child protection matters. All staff are aware of child protection issues and safeguarding. For any clarification on child protection issues, or access to the full policy documentation, please contact the school.*

**How a parent can make a complaint**

*If a parent has a concern about his or her child or another child’s safety, they may take the following action.*



*“The school has comprehensive arrangements in place for safeguarding children.”*

**-Department of Education Training Inspection.**

***Policy on the taking of digital images of children***

*At Our Lady of Lourdes Primary School we take the issue of child safety very seriously, and this includes the use of images of pupils. Including images of pupils in school publications and on the school website can be motivating for the pupils involved, and provide a good opportunity to promote the work of the school.*

*We ask that parents consent to the school taking and using photographs and images of their children. Any use of pupil images at the school is underpinned by our school's acceptable child care policy.*

*Teachers may take photographs of the children, in school or on trips, for display purposes within the school or church. Photographs may also be used from time to time in school newsletters, the prospectus, other publications, presentations or on the school's website.*

*It is the school's policy to allow parents to photograph/video significant events such as the Christmas Play and Sports Day as long as it would not disrupt the smooth running of the school or be too intrusive.*



***Drug Policy***

*All schools must have a policy on drugs and this school's policy is designed to outline the school's attitude to the misuse of illicit drugs (i.e. those substances listed as controlled drugs), together with those which are considered to be legal such as solvents, alcohol and cigarettes. The use of illicit drugs and/or the misuse of substances such as glues, solvents and nitrates will not be tolerated in Our Lady of Lourdes Primary School.*

*We do recognise, however that within the school there are children who use prescribed drugs on a regular basis to maintain and develop bodily functions.*

***Our Code of Conduct for Children***

- C** *We always try to do our best work;*
- C** *We are always well behaved, helpful and kind and remember our manners;*
- C** *We look after each other and play safely;*
- C** *We never hit, kick, punch or throw things to cause deliberate injury to others;*
- C** *We only say kind things about others and never threaten, taunt, send unpleasant notes or spread rumours;*
- C** *If we see someone bullying or doing something wrong we tell a responsible adult. If we don't we are letting someone else misbehave or someone else be bullied;*
- C** *We say sorry if we hurt or bump into anyone by accident;*
- C** *We take care of school equipment;*
- C** *We remember to STOP, LOOK and LISTEN when a teacher is talking;*
- C** *We show respect to all the adults who look after us in school;*
- C** *We never do or say anything which would give the school a bad name;*
- C** *We know that our parents will be told if we are badly behaved on the way to and from school.*

## ***Times, Dates and Holidays***

*School Starts: 9.00am*

*Break: 10.30am-10.40am*

*Primary 1-Primary 3:*

*Lunch: 12.00pm-12.45pm*

*School Finishes: 2.00pm*

*Primary 4-Primary 7:*

*Lunch: 12.15pm-1.00pm*

*School Finishes: 2.45pm*



*After school clubs normally run as follows: Primary 1 to Primary 3 - 2.00pm to 3.00pm  
Primary 4 to Primary 7 - 3.00pm to 4.00pm*

***We have a morning room available from 8.00am that is free of charge.***

***We also have an afternoon room that operates on school days only from 2.00pm to 5.00pm. The cost is £3 per hour or part thereof per child for those who wish to avail of the facility.***

## ***Holidays 2017/18***

### **Term 1**

*Start of Term -Thursday 31<sup>st</sup> August (P2 to P7 - Arrangements for P1 differ)*

*Closure -Monday 25<sup>th</sup> September*

*Mid-term -Monday 30<sup>th</sup> October to Friday 3<sup>rd</sup> November*

*Closure -Monday 27<sup>th</sup> November*

*Closure -Friday 8<sup>th</sup> December*

*End of Term -Friday 22<sup>nd</sup> December @ 12.00pm*

### **Term 2**

*Start of Term -Monday 8<sup>th</sup> January 2018*

*Mid-term -Monday 12<sup>th</sup> to Friday 16<sup>th</sup> February*

*End of Term -Thursday 29<sup>th</sup> March @ 12.00pm*

### **Term 3**

*Start of Term -Monday 9<sup>th</sup> April*

*Closure -Monday 7<sup>th</sup> May*

*Closure -Friday 25<sup>th</sup> and Monday 28<sup>th</sup> May*

*End of Term -Friday 29<sup>th</sup> June @ 12.00pm*

*For school information, policies and other documents log on to - [www.parklodeschool.com](http://www.parklodeschool.com)*

*Parents can also follow us on Twitter at - [@parklodeschool](https://twitter.com/parklodeschool)*

### **Freedom of Information**

*One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information which they make public. The information contained in this Prospectus conforms to the freedom of Information Act requirements.*

*Copies of all school policies can be obtained by contacting the office. There may be a fee to cover the cost of printing the documents requested.*



Scan this QR CODE with a smart phone to log on to our Twitter.