

*Welcome to*  
**HOLY  
TRINITY**

**Primary & Nursery School**



**Mill Street**

**Cornagrade**

**Enniskillen  
County Fermanagh**

*We are an inclusive learning  
community who strive to meet the  
needs of all.*



# HOLY TRINITY

Mill Street, Forthill, BT74 6AN

Derrin Road, Cornagrade, BT74 6AZ

ENNISKILLEN

[www.holytrinityps.com](http://www.holytrinityps.com)

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CATHOLIC MAINTAINED CO-EDUCATIONAL

Number of Roll:

CHAIRMAN OF GOVERNORS:

PRINCIPAL:

VICE PRINCIPAL:

Admissions Number:

AGE RANGE: 4 - 11 years

642

Mgr P O'Reilly P.P.,V.G.

Mr Brian Treacy

Mr John Reihill

120



Dear Parent,

We are delighted that you are considering sending your child to Holy Trinity Primary & Nursery School.

We would encourage you to view our website [www.holytrinityps.com](http://www.holytrinityps.com) or to arrange a visit to the school to find out more about what we can offer your child throughout their nursery and primary years.

Holy Trinity Primary was established in 2000 following the amalgamation of St Michael's Boys and St Teresa's Girls PS and continues to operate in the buildings of the former schools. Primary 1 – 4 are located on the Mill Street site and Primary 5 – 7 are located on the Cornagrade site (the Nursery/Preschool is also located on the Cornagrade site).

At Holy Trinity we believe that the quality of your child's educational experience is greatly enhanced when parents, staff and pupils work closely together. We therefore aim to keep you regularly informed about your child's progress and welcome your involvement in school life. While we have a formal parent/teacher meeting once a year, parents are always welcome to meet with staff by appointment.

We hope that this prospectus will give you a flavour of life at Holy Trinity but would also be happy to meet with you individually to provide you with further information about the school. Should you wish to meet with Mr Reihill, or myself please telephone to make an appointment.

I hope that you and your child will have a very enjoyable and productive involvement as part of the Holy Trinity school community.

Yours sincerely

Brian Treacy  
Principal

## MISSION STATEMENT

We are an inclusive and diverse learning community who strive to meet the needs of all.

## AIMS OF THE SCHOOL

As a self-evaluating learning community we aim:

- To provide a Catholic ethos based on Gospel values
- To celebrate diversity and promote respect for other cultures and traditions
- To provide a stimulating, caring environment which celebrates achievement
- To nurture pupil development through quality teaching and learning and pastoral care
- To engage in partnership with family, the parish & the wider community
- To foster a positive attitude towards our environment & encourage a healthy lifestyles.

## OUR SCHOOL

Holy Trinity Primary & Nursery School is a Catholic Maintained School, which strives to provide quality education for children between 3 and 11 years. The school has two contrasting and varied sites.

**Key Stage 1** – years 1 to 4 at Forthill Site this site, close to Forthill pleasure grounds, has a rich environmental aspect and boasts a wind turbine to generate electricity, a garden and polytunnel, chicken coop and a rich natural environment.

The Primary 1 and 2 school day is from 9am-2pm while the Primary 3 and 4 day lasts from 9am -2.45pm.

**Key Stage 2** – years 5 to 7 is situated within Cornagrade housing estate, close to the school environmental trails on the headland opposite Portora, beside Loughview. The Key stage 2 day (P5-7) lasts from 9am-3pm.

The Nursery and Pre-school, which cater for 3 to 4 year olds, are situated in separate buildings on the Cornagrade Site. The Nursery curriculum covers: Personal, Social and Emotional Development, Language Development, Early Mathematical Experiences, The World Around Us, the Arts and Physical

development and movement. The Nursery day is from 9am-1.30pm. We operate a double nursery unit of 52 places. Further details about the nursery are available on the school website or by contacting the school directly.



## SCHOOL EMBLEM

Holy Trinity School Crest is based on the Celtic Trinity Knot. The encircling bonds of the Trinity Knot indicate the bonds of community. Within these are three distinct coloured figures representing the community of the Trinity: the partnership of school, family and parish and most significantly the uniqueness of each person in the school community.

The colours remind us that respect of diversity is valued. The hands are outstretched in welcome and praise. Within the top loop of the knot is the Tree of Life reminding us of growth and development and our responsibility to the environment and our interdependence within our local and global community. Our emblem represents both the love of learning and our aim, which is to learn to love.



## RELIGIOUS EDUCATION

Central to and permeating the life of the school is the spiritual development of its members. There will be time set aside each day for class prayer and religious education.

The teacher will use the "Alive O" and "Grow in Love" series as the core syllabus and supplement this from own faith experiences. Pupils will take part in whole school assemblies, planned and participated in by pupils of particular year groups. These will celebrate the main liturgical seasons and feast days and parents and the wider family are invited to attend these events.



## SACRAMENTAL PREPARATION

Preparation for the Sacraments of Reconciliation and Eucharist will take place in the Religious Education classes in Primary 4. There will be a close link between home, school and parish when the parents of the children who wish to receive the sacraments meet with the priests and teachers, on these occasions.

Preparation for the Sacrament of Confirmation, will take place in Primary 7. Again, parents who desire that their child receive the sacrament will have the opportunity to be involved through Parents' meetings and The Service of Light.

## LEARNING AND TEACHING – THE CURRICULUM

The Board of Governors ensure that the curriculum is designed to give a broad and balanced education to all our children and to present these children with experiences suitable to their current stages of development, mindful of our mission statement that we are an inclusive learning community striving to meet the needs of all. Holy Trinity offers the statutory N. Ireland curriculum as dictated by the department of Education and including Religious education. Parents have the right to withdraw their children from Religious Education class. However, if they wish to exercise this right they should do so in writing. This also applies to assemblies and other liturgical occasions.

## LITERACY

Our goal is that every child will communicate with confidence, fluency and understanding in talking & listening, reading and writing.



To achieve this literacy is embedded in all aspects of the curriculum. We endeavour to provide high quality learning situations for our pupils. We have invested heavily in stimulating resources for the teaching of reading and writing skills. In particular, we have invested heavily in our library book stock so that the children have access to carefully selected materials at their own level. The children's understanding of these texts are regularly checked through our online programme Accelerated Reading and this information is available to parents via their email account.

## NUMERACY

We aim to promote the enjoyment of Numeracy as an essential life skill. We do so by providing pupils with the necessary language, concepts and skills and confidence to be successful in this core area. In the early stages this is gained through a wide range of guided play opportunities and practical activities before moving to a more abstract approach. Emphasis is also placed on the development of mental calculation and problem solving skills.

## ICT

We are acutely aware of the technological age in which your children are growing and the ever increasing emphasis on technological skills. In order that we meet this challenge we have, and continue to, invest in technology. Every class throughout the primary school have been equipped with interactive whiteboard technology and computer access for pupils. In addition pupils have access to an IT suite within both buildings and we are currently expanding the use of individual hand held tablet devices for children at Key Stage 2. Through access to a range of programmes ICT also enhances their learning across the curriculum. This equipment provides them with opportunities to explore the potential of ICT, such as the use of the internet, in a safe and secure environment. The school places great emphasis on providing parents and children with information regarding the safe use of the technology so that it becomes a positive addition to their lives.





## THE WORLD AROUND US

We believe that it is essential that children grow up with a fully appreciation of the world around them and of their responsibilities to maintain it for future generations.

This is done through engaging the pupils in a wide range of experiences which enhance their knowledge in this area. These experiences include trails around the school, growing things within the school grounds, experiences within Enniskillen and a range of trips and events in the wider area. Through the use of resources, including the internet, they are also introduced to world wide issues.

The school also have an Eco-Council who work on a range of issues to improve our environment and to challenge us on issues such as sustainability. We hope that such experiences create an interest in their world within the pupils, which will grow as they become responsible world citizens.

## THE ARTS

Throughout the school we encourage all pupils to identify and develop their creative side. In the early years much of this work is developed through our structured play programme. Pupils throughout the school also participate in a range of assemblies and performances. Our Music programme is enhanced through our access to Educational Authority tutors in Musical Pathways and instrumental tuition. These provide whole class and small group tuition in strings, brass and woodwind to pupils in Key Stage 1 & 2. All pupils in Key Stage 1 & 2 also have the opportunity to participate in the school choirs.

Our Art programme throughout the school provides the children with a wide range of media within which to express themselves. These include areas such as 3D and modelling work, pencil and sketch work and computer design.

## PHYSICAL EDUCATION /SPORT

The school offers a full range of Physical Education opportunities for the pupils as part of our curricular provision. This provision is enhanced through the use of sports coaches who visit the school working on fundamental movement, football, ju-jitsu, dance and other skills and the Lakeland Forum where children at Key Stage 2 can develop their swimming skills.

After school sports include Gaelic football, athletics, Ju Jitsu, soccer and dance.



## PERSONAL DEVELOPMENT & MUTUAL UNDERSTANDING

PDMU includes work on self-esteem, tolerance, co-operation and mutual respect within and beyond the school environment. It aims to help pupils to know about themselves, their own culture and those of other communities. These values, which are closely aligned to our Catholic ethos are developed throughout the curriculum. We are also fortunate that our inclusive and diverse enrolment allows children to work on a daily basis with children from a wide range of backgrounds. We currently have children from 8 different religious backgrounds, as well as some with no affiliation to any religion and children from 16 countries many of whom have English as a second language. This provides the children with a richness of experience which could not be provided through books and discussion. In addition, when opportunities arise we work closely with other schools in the local community on a range of projects.

We have also recently invested in the PATHS programme (Providing Alternative Thinking Strategies) for use throughout the school. This programme provides the children with systematic development of their awareness of their feelings and aids them in self-control, emotional awareness and interpersonal problem solving.

## EXTRA CURRICULAR ACTIVITIES

Physical education and sporting activity are seen as a very worthwhile and indeed important aspect of school life. Holy Trinity offers the children an opportunity for physical activity in PE where games, swimming, athletics, gymnastics and dance are offered at different times. The school offers these in the context of living a healthy lifestyle in which physical activity, diet and rest are seen as important ingredients. The school also enters a number of competitive sporting events.

We enter events in swimming, soccer, Gaelic football, and athletics. In preparation for these the children often stay after school for training and practices especially in the second and third terms.



The school make use of outside coaches and tutors to enhance the range of activities available. Other activities which the school offers after school at certain times of the year are Mathletics, cycling proficiency, tin-whistle, choir, Spanish and ju-jitsu. Participation and enjoyment of sport and activity during or after school, we feel helps to develop the children in many ways and certainly enhances school life for them. Where possible we aim to provide these activities free to parents but at times there is a need to include a contributory charge.

## HOMEWORK POLICY

Our aim in setting homework is:

- To develop independent learners – at upper end of Key Stage 2 by encouraging the child to use a range of relevant resources;
- To develop the child's self-discipline in early study skills, within a manageable time, according to age and maturity;
- To help develop the child's powers of concentration and observation;
- To have a link between home and school.

Homework allows parents/family members opportunities to be interested and involved in the child's education, and if at all possible, to feel a sense of partnership. Homework is based mainly on the core subjects of Literacy (English), Numeracy (Mathematics) and on our faith values. It is not so much about acquiring knowledge as perfecting skills, which will support learning now and throughout life.



### **N.B. Parent involvement**

Parent/and extended family support is most valuable. It is important to build self-esteem by encouraging in a positive way children's involvement in homework. Praise is important. Parents are encouraged to sign homework when requested by the teacher or, if they wish, to make a comment. If a child is unable to complete work within the set time, e.g. due to illness, special occasion or special learning needs, please support by signing and if possible let the teacher know.



### **When is Homework set?**

Homework is usually set on each night Monday to Thursday inclusive. Friday night's homework is creative and practical and usually does not require writing in books. It will place more emphasis on using the child's environment - practical aspects of mathematics in the home. Usually once a week pupils from P4 upwards will have a creative writing assignment for class audience e.g. to write a short personal paragraph or poem, diary, an interesting event or person. It may be displayed or read in class during the week and placed in folder. Oral and practical homework is as important as written homework and is included in this time.

### **Time Suggested For Homework and Support**

P1 - 5/7 minutes approx.	P5 - 30-40 minutes,
P2 - 10 minutes approx.	P6 - 45-60 minutes,
P3 - 15 minutes approx.	P7 - 60 minutes

## **PASTORAL CARE**

It is important to all of us in Holy Trinity to create to creating an environment of care and trust where the children are confident and happy and are learning to be considerate of others and to share and co-operate. Staff promote good standards of behaviour and foster self-discipline, responsibility and independence.

Throughout the year, parents are encouraged to discuss all aspects of their child's development with the class teacher. Informal parent/ teacher meetings are held throughout the year, which give the parent the opportunity to discuss their child's progress and how they can help him/her. In the event of a child becoming sick during the school day, the guardian/parent will be contacted. If necessary the child may be taken home by parent/carer as they can often become quite distressed if sick in school. In their daily contact with the staff and each other, parents assist in the school's work for their children.

Through programmes such as PATHS we ensure that the school maintains a focus on the pupils emotional well-being. Where additional needs arise for a child the school has in place a range of services and outside agencies who can be called upon to assist. Such issues may arise in school or be raised by parents. Parents will always be consulted and informed immediately when concerns arise, except where this may conflict with child protection protocols. The school has an onsite counselling service which is available to pupils and their families should the

need arise. This service is a confidential service and can be accessed through referral from parents at any times.

Pastoral Care provision is developed and integrated in each of the Holy Trinity School policies, in particular, Child Protection, Discipline, Health and Safety and anti-bullying. Copies of these policies are available on our website [www.holytrinityps.com](http://www.holytrinityps.com) or by calling into the school. Copies of the school rules are displayed throughout the school and revised with the children in class on a regular basis.



## SPECIAL EDUCATIONAL NEEDS PROVISION

Care is taken at all times to match the curricular provision of all children to their particular stage of development and to take account of any particular difficulties or special talents, which they show. This is normally provided by the Class Teacher or assigned Teacher. Special needs provision is overseen by the school Special Educational Needs Co-ordinator Mrs Williams.

It is the policy of the school to identify those children with additional difficulties at as early a stage as possible, to inform parents of the concern and to come to their assistance, as best we can within the resources available.

Additional support is available through individual or small group situations, with programmes tailored to best meet the child's needs. This may be provided by school staff, teaching volunteers or through the wide range of WELB support services. Where pupils are receiving additional support parents will be made aware of the provision and

asked to contribute to the programmes through assisting with homework, working on behavioural strategies, attending specialist appointments etc.

The school also offers specialist support through our Learning Support and ASD specific provision for pupils with Statements of Educational Need. More information on these services is available from the Principal.

More information on the schools Special Educational Needs policy is available on our website [www.holytrinityps.com](http://www.holytrinityps.com) or by calling into the school.



## INCLUSIVE EDUCATION/ SHARED EDUCATION

As a school with a very strong Catholic ethos, Holy Trinity attempts to live out this ethos through our openness to embrace all who wish to join our school community. We believe this inclusive approach, which embraces pupils of all abilities, all religious beliefs and all cultural backgrounds, enhances the educational experience of all in the school community. We strive to ensure that our educational provision can be modified to address the needs of all pupils. We engage with a full range of professional and voluntary organisations to ensure that we can maximise the potential learning for all our pupils. Holy Trinity Nursery works with a number of other local schools on the "Shared Education" programme. Further details are available in the school.

## SCHOOL DISCIPLINE

The focus in this school is the development of a positive caring climate, which is based on mutual respect for all people and for the environment in which we live. There is a quiet yet firm insistence on high standards of behaviour at all times and draws strength from a collective responsibility, consistent practice and constant vigilance. There are a range of simple rewards and privileges with due emphasis on merited praise e.g. Golden Time. Sanctions, e.g. verbal reprimand, withdrawal of privilege, loss of personal free time. School and class rules are applied with flexibility, bearing in mind the pupil's development and the need to be fair.

If the poor behaviour is continuing or is detrimental to the child's or class's development in the long term, the Principal/Vice-Principal will seek the co-operation of the parent in monitoring it and in implementing the on-going programme designed to modify or eliminate the undesirable behaviour. When professional help is required, we will, in consultation with the parents, seek the guidance of the Educational Psychologist or other relevant agencies.



## Antibullying

The school takes very seriously any concerns in relation to bullying of pupils at the school. All reported incidents are dealt with by senior management and in dealing with the incident we hope to ensure that the needs of the victim are addressed and also the needs of the bully. The school has a range of strategies, which we employ to ensure that the welfare of our pupils is promoted. While in the main we attempt to deal with incidents through meeting with and discussing issues with the pupils we also make use of serious discipline sanctions as appropriate. We would encourage all parents to discuss any concerns with their child and to report these to the class teacher or member of senior management.



## CHILD PROTECTION

Holy Trinity has a child protection policy which is available on our website or by calling into the school.

- If you have a concern about your own or another child's safety, please talk to the class teacher or to Mr J. Reihill, Vice Principal (designated teacher), Mr B. Treacy, Principal (deputy designated teacher) or Mrs M. Jones head of Nursery (deputy designated teacher).
- If there are concerns that a child may be at risk, the school is obliged to report the matter to social services.
- Unless there are concerns that a parent may be the possible abuser, parents will be informed of a referral being made.
- Where there are concerns about possible abuse, we will inform:
  1. Social Services
  2. The designated officers in WELB and CCMS

All concerns will be dealt with as a matter of urgency.



## DRUGS EDUCATION

We at Holy Trinity are committed to improved health & safety for all our pupils and we actively promote within the children a healthy lifestyle approach. We believe that the school has a vital preventative role to play in combating the misuse of drugs by young people and we therefore include aspects of this within our curriculum which address unhealthy choices around smoking, alcohol and drugs (both illicit and prescribed).

At school we are sensitive to the out of school life experiences of some of our pupils, which may leave them and their families susceptible to experimentation. We hope that our pupils will be empowered to make appropriate informed and responsible decisions both now and as they enter the challenging teenage years. We also recognize that misuse is a whole community issue and we therefore work closely with a range of other agencies to meet the needs of our pupils.

## MOBILE PHONES

Where pupils bring mobile phones to school, they should remain in the pupil's schoolbag and remain switched off at all times. In exceptional circumstances other arrangements can be made with the principal. Any child who needs to make contact with home during the school day will be facilitated at the office in either site. We also facilitate parents wishing to contact their children by telephone during the day.

## COMMUNITY LINKS

We have developed strong links with the local community which enhance the children's learning. These include links with St Michael's Parish, local charities, Sporting organisations, Devenish Partnership Forum, Enniskillen Museum, the local Library and a range of other community groups.

## SCHOOL UNIFORM

We encourage all pupils to wear the correct school uniform.

The Holy Trinity School uniform consists of a sunbeam yellow polo-T-shirt and a "blazer blue" sweatshirt or cardigan. It has a grey pinafore, skirt or trousers, plain grey socks/tights and black walking shoes. If trainers/runners are being worn, these are in dark shades, not fluorescent. The school has a school fleece or waterproof, which may be worn but is optional. Uniforms are available from School Days in Enniskillen.

**Safety:** Physical Education slippers are required for use in the Gym/Hall. Hats/caps are not worn within class. High heeled or platform shoes or fashion boots should not be worn within the school.

**Formal occasions:** Pupils representing the school should pay particular attention to neatness. Children are requested to wear uniform polo shirt, tucked in, sweat shirt, dark grey trousers,



skirt/pinafore of acceptable length, grey socks and plain black shoes. No coloured nail varnish or make-up is worn with the Holy Trinity uniform. Only school award or emblems associated with the school may be worn on the school uniform.

**Jewellery:** In the interest of a uniform standard and safety we prefer that jewellery is not worn to school. Where it is worn, for safety reasons, it must not exceed the maximum of 1 set of stud earrings.

## HOLIDAYS

Parents will receive a list of school holidays in September each year. It is important that you try to avoid taking family holidays at times other than when your child is on school holidays. A copy of the school holidays are also available on the school website and in each child's homework diary P3-7.

## SCHOOL BREAKS

The school promotes a healthy living programme encouraging exercise and a healthy break. Fruit is on sale at school and milk as well as other healthy snack options. We encourage pupils not to bring crisps or fizzy drinks.

**SCHOOL MEALS SERVICE** provides a mid-day hot dinner and a dessert. Menus are available monthly for viewing in the school.

**FREE MEALS:** Please ensure that you complete the appropriate form if you think you qualify. This can be obtained from the WELB School Meals Department, Omagh (028 82 411411).

**DINNER MONEY:** In Key Stage 1 and 2 pupils pay a set price for school meals. We encourage you to send this money in an envelope on the first day of each week.

## ADMISSION ARRANGEMENTS

Information on our admissions criteria and all other information on admission to our school is available in the school, on our website [www.holytrinityps.com](http://www.holytrinityps.com) or by visiting the Education Authority website [www.welbni.org](http://www.welbni.org) The number of children applying to Holy Trinity in the last three years are detailed below. Parents are most welcome to telephone the school at any time to arrange a visit to see the school.

<b>Applications and Admissions to Primary 1</b>		
<b>Year</b>	<b>Total Applications</b>	<b>Total Admissions</b>
2013/2014	87	84
2014/2015	99	98
2015/2016	73	73
2016/2017	86	

## INSPECTION OF DOCUMENTS

In line with the Freedom of Information Act a number of documents are available for inspection at the school should parents request this.

Parents wishing to inspect any of the following should give written notice to the Principal at least three clear school days in advance of the time they wish to see them. This does not preclude an informal request to the Principal, who may make the documents immediately available, if this is convenient.



The documents available for inspection are:

- The Governors' statement of the aims of the school.
- Any statutory instruments, DE circulars or administrative memoranda sent to the Principal or the governing body in relation to Part III of the 1989 Order.
- Any published ETI Reports referring to the school.
- Details of the courses of study taken by the children.

## COMPLAINTS PROCEDURE

Complaints concerning the curriculum and other matters referred to in Article 33 of the Education Reform (NI) Order 1989 shall be dealt with in accordance with Article 33 and regulations subsequently made by the Department of Education. A Complaints Policy is in place and follows CCMS guidelines. A copy of the Complaints Policy is available on our website, [www.holytrinityps.com](http://www.holytrinityps.com) or at the school.

## ATTENDANCE

All children should attend school for the 190 days which the law requires, unless they are ill. If children have to miss school for illness or any other reason, parents should send a note / telephone to explain the absence.

Parents are advised to ensure that children are not absent from school unless absolutely necessary and to avoid collecting children early. Given that children follow the Northern Ireland Curriculum regular full attendance is required and term time holidays are not encouraged.

Last Year's Percentage Attendance Figures were 95.1%.

## **CHARGING AND REMISSIONS POLICY**

Parents can obtain a copy of the schools Charging and Remissions policy by contacting the school.

## **PARENT MEETINGS**

Parents are welcome to contact the school at any time to make arrangements to meet a teacher or the principal to discuss their child's progress in school. A formal Parent meeting is held with all parents in the first term of each year and an annual report on each child issued in the third term.

## **CHANGES TO SCHOOL ARRANGEMENTS**

Changes occur from time to time in staffing and organisation of the school and parents will be informed of these as necessary. The summary in this booklet gives the present arrangements with effect from the beginning of the 2015/16 school year.





