

Dundela Infants' School and Nursery Unit



School

Prospectus

2023-2024



"Be the Best you can Be"

School Information

ADDRESS

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Dundela Infants' School and Nursery Unit
Wilgar Street
BELFAST
BT4 3BL

TELEPHONE NO.

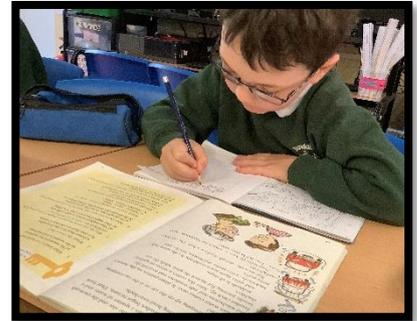
028 9047 1234`

E-MAIL ADDRESS

info@dundela.belfast.ni.sch.uk

WEBSITE

www.dundelainfants.co.uk



CLASSIFICATION

Controlled Primary Co-educational (with Nursery Unit)

AGE RANGE OF PUPILS

3 – 7 years of age

PRINCIPAL

Ms S Wilson

**CHAIRMAN,
BOARD OF GOVERNORS**

Mr W Pinkerton



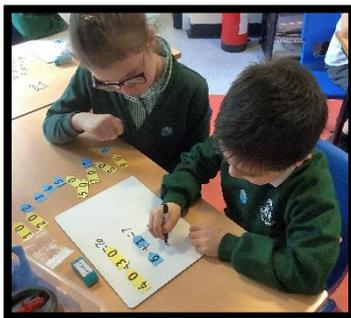
Introduction

Dundela Infants' School is situated on a pleasant site between Dundela Avenue and Wilgar Street. It was purpose built as an Infants' School in 1978 and caters for children in the P1-P3 age range. There is also a Nursery Unit which is an integral part of the school.

The buildings consist of the following:

- Nursery Unit with 2 classrooms, quiet rooms and utility room/kitchen
- 3 Infant Units – each unit has 3 classrooms which open into a shared play area
- Assembly / Dining Hall
- Library
- Offices
- School Meals Kitchen

The school, individual classrooms and play areas are well equipped with much emphasis placed on structured activities. There is good outdoor playground accommodation and spacious grassy areas for both children in the Nursery and P1-P3 classes.



The nursery classes each accommodate 26 children and the P1-P3 classes can accommodate a maximum of 28 children.

A wide and balanced child-centred curriculum is provided both indoors and outdoors, by a dedicated team who work hard to ensure that the children learn and grow in a supportive and caring environment.

The school, individual classrooms and year group resource areas are well equipped, with much emphasis placed on structured experiences and activity based learning. Our qualified Forest-School

practitioners ensure there are excellent opportunities for outdoor learning within our extensive school grounds. Our recently developed outdoor learning areas include an outdoor classroom, trim trail, water wall, music area, construction site, nature area and mud kitchen.

Parents of prospective pupils who wish to visit the school are invited to make an appointment with the Principal

Admissions Criteria for Primary 1 – September 2023

Enrolment Number (P1-P3) **252**

Admissions Number **84**

Respective Functions

The Board of Governors has drawn up the school's admission criteria and has delegated to the Principal its function and responsibilities in relation to the application of the criteria and the admissions of pupils to the school.

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 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. Examples of such information include attendance of brothers/sisters etc. giving names and dates of attendance.

Admissions Criteria

Only children of compulsory school age (i.e. children born on or between 2 July 2018 and 1 July 2019 inclusive) will be admitted to the school. In the event of the school being oversubscribed the Governors will select children for admission to primary one using the admissions criteria set out below.



Admission Criteria for Primary 1 Classes Dundela Infants' School for Sept 2023

Priority will be given to children resident in Northern Ireland at the time of their proposed admission.

1. Children who have, **living permanently at the same address**, a brother/sister, half-brother/half-sister, or other child currently attending Dundela Infants' School (P1 - P3 classes). **(Indicate name and year group)**
2. Children who have, living permanently at the same address, a brother/sister, half-brother/half-sister, or other child currently attending Strandtown Primary School. **(Indicate name and year group)**
3. Places will be granted in order of priority determined by the proximity of the child's **permanent** residence to the school. Distance will be determined by a straight line measurement generated electronically using the computer programme provided by Ordnance Survey of Northern Ireland.

Tie Breaker

In the event of two or more children's permanent residence being measured equidistant for the final place, preference will be given to the oldest child.

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 applicant's Application Form. Documentation submitted in support of a child's application should be provided to the school listed as first preference.

If the requested evidence is not provided to the Board of Governors by the deadline given, this may 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

Should a vacancy arise after Thursday 27 May all applications to Primary 1 that were initially refused, new 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 31 August 2023. After 1 September 2023 parents must inform the school in writing if they wish their child's name to remain on the waiting list. The published criteria will be applied if a vacancy arises after 1 September 2023. This waiting list will be in place until 30 June 2024.



Admissions Criteria for Primary 2 and 3 Classes – September 2023

1.Pupils seeking admission who had previously been enrolled in Dundela Infants' School and are transferring back from Special Education.

2.Providing that places are available in the year group, the criteria as for entrance to Primary 1 will be applied (as stated above).

Please Note *The Admissions Criteria is reviewed each year by the Board of Governors*

APPLICATIONS RECEIVED

2020 - 81
2021 - 65
2022 - 83

PUPILS ADMITTED

2020 - 81
2021 - 65
2022 - 83



Dundela Infants' School and Nursery Unit is a wonderfully inclusive and nurturing environment for children aged three to seven. Our dedicated, friendly staff work together to provide high quality education for every learner, ensuring all children are valued, supported and challenged.

Dundela is an extremely happy school where each child is celebrated and encouraged to reach for the highest levels of personal achievement and development- or as our children would say,

“be the best you can be”.



Be the best
you can be!



School Aims

Dundela Infants' School aims to provide a broad, balanced, coherent and challenging curriculum which promotes the spiritual, moral, cultural, intellectual, physical and social development of each child.



The School Aims are as follows:

- To create an environment in which the young child feels happy, secure and confident and is able to benefit fully from all aspects of education within the school.
- The environment must be a caring one based on mutual respect for the closely interwoven roles of parents, teacher and pupil and on the respect one must have for the other.
- To provide a wide curriculum designed to meet the needs of each child at his/her stage of development.
- To ensure that the teaching skills and techniques used are appropriate to the child's stage of development and the knowledge which is to be acquired.
- To encourage the growth of an enquiring mind and joy in achieving by providing challenging activities and opportunities for discussion.
- To ensure that knowledge, skills and practical ability are presented as a well graded progression and that each child is encouraged to make progress to higher levels of achievement.
- To provide opportunities for the development of the whole child and to foster particular interest in skills i.e. art, music and physical skills.
- To show trust and encourage the growth of self-discipline and responsibility.
- To encourage the development of a sense of self-respect and respect for others.
- To encourage an awareness and interest in the environment in which we live.
- To keep abreast of current educational thinking and to evaluate it.



Board of Governors

The present Board of Governors was constituted in 2018 and its term of office is for 4 years. The Governors are ultimately responsible for the overall management of the school and this duty comprises:

- The appointment and oversight of staff
- The admissions policy
- The oversight of the curriculum
- The fostering of links with the community and the furthering of the objectives of mutual understanding
- The maintenance of the premises
- The control of the delegated budget

CHAIRMAN	Mr W Pinkerton	Education Authority Representative
VICE-CHAIRMAN	Rev Dr J Campbell	Presbyterian Church Representative
	Miss L Dawson	Education Authority Representative
	Mr N Meharry	Church of Ireland Representative
	Mrs K Doyle	Church of Ireland Representative
	Rev N Murphy	Methodist Church Representative
	Ms G Evans	Parent Representative
	Mrs E McCrory	Department of Education Representative
	Mrs J Herron	Teaching Staff Representative
SECRETARY	Ms S Wilson	Principal (non-voting member)

Governors' Statement of Charging Policy Education Reform (Northern Ireland) Order 1989

In conforming to the requirements of the Education Reform (Northern Ireland) Order 1989, the policy of the Board of Governors is as follows:

- That no charge be made for materials, books, equipment or clothing for use in connection with the statutory curriculum.
- That a charge be made to parents/guardians of a child involved in damage to or loss of school property.
- To request voluntary contributions from parents for school activities, in or out of school time, for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding. No child will be omitted from an activity on the basis that his/her parents or guardians have not made a contribution. However, if sufficient voluntary contributions are not forthcoming it will be the responsibility of the school to decide whether the activity may or may not take place.
- To delegate to the Principal, the determination of any case arising from the implementation of this policy.

School Staff 2023/2024

Teaching Staff

Principal	Ms S Wilson		
Vice-Principal	Mrs J Herron		
Primary 1	Mrs C Weatherup	Mrs M McMaster	Mrs R Bettes
Primary 2	Mrs E Yau	Mrs C Wright	Mrs L Clement/Miss K Morrison
Primary 3	Mrs J Herron	Miss L McAdam	Mrs C Kane/ Mrs S Bach
Nursery	Miss M Wilson	Miss R McKee	

- **Special Education Needs Co-Ordinator** Mrs C Weatherup
- **Learning Support/Newcomer Link** Miss G McMaster
- **Teacher Release** Mrs J Yohanis

- **Senior Management Team** Ms S Wilson Mrs J Herron
Miss M Wilson Mrs C Weatherup



Non-Teaching & Support Staff

Executive Officer	Mrs A McKee
Clerical Officer (pm)	Miss L Dornan

<u>Building Supervisor</u>	Mr T Baker
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Classroom Assistants

- | | | | |
|-------------|------------------------|---------------|----------------------------|
| • P1 | Mrs J Miskimmin | Miss R Greer | Mrs K Currie |
| • P2 | Mrs P Kane/ Mrs N Boyd | Miss L Dornan | Mrs L Scott/ Mrs J Tipping |
| • P3 | Mrs S Beggs | Mrs C Brown | |

Nursery Assistants

Mrs V Quinn
Miss J Connor Mrs M Morris
Miss C Ferguson Mrs M Henriques

Special Needs Assistants

Mrs G Wilson Miss C McNeill Mrs A McCann
Mrs L Wright Mrs J Murphy Miss M Emerson
Mrs E Rodham Miss H Maxwell

Lunchtime Supervisory Assistants

Mrs E Rodham (Senior Supervisor)
Mrs S Beggs Mrs N Boyd
Mrs K Currie Mrs P Kane
Mrs J Miskimmin Mrs L Scott
Mrs H Hill Mrs J Tipping
Miss R Greer Mrs C Browne

Cleaners

Mrs A McCamley
Mrs L Murphy
Mrs J Workman



School Uniform

At Dundela Infants' School the wearing of school uniform is regarded as very important. It helps create a sense of community among the pupils and encourages them to take a pride in their appearance.

Uniform is available from our suppliers:-



<https://thesignatureworks.co.uk/> or in-store.



<https://uniformstoreni.co.uk/> or in-store.

All children are expected to wear school uniform every day as follows:

GIRLS

Grey pinafore/skirt
White polo shirt with optional school logo
Green sweatshirt with school logo
Bottle-green, grey or white tights/socks
Black shoes
Green striped/checked dress (summer term)

BOYS

Grey trousers
White polo shirt with optional school logo
Green sweatshirt with school logo
Grey socks
Black shoes

A school raincoat is also available.

Physical Education

Primary 1 / 2 / 3

Black slip-on / Velcro PE slippers

Shorts and tee-shirt

(P1 – Term 3 only)

Each child will need a drawstring PE bag in which to keep their PE Kit. These bags will be kept in the classroom.



All items of clothing, including shoes must be clearly marked with the child's name.

- **Hair** - In order to help protect children from infestation, hair should be neat and tidy and long hair should be tied back. It is advisable to check your child's hair weekly.
- **Jewellery** - Children are not permitted to wear earrings, bracelets, necklaces or rings to school as they can cause harm when the children are playing and when they are putting on dressing up clothes/aprons etc. If earrings cannot be taken out then plasters must be used to cover them.

The School Day



School Times

Please ensure your child arrives to school on time each day.

Our morning arrangements are: -

- 8.45am- The first bell rings signalling the cloakroom doors are open and children should make their way to their classrooms.
- Parents/carers **MUST** leave their children to the cloakroom door and should ensure their children are safely inside the cloakroom before leaving the school grounds. **Parents are asked to note that there is no supervision in school prior to 8.45am.**
- 8.55am-The second bell rings signalling all children should now be in their classrooms and ready to begin their day.
- For safeguarding reasons, the outer cloakroom doors must be locked after the second bell rings and any child arriving after 8.55am should enter the school via the main front door. A record of lateness should be completed and signed by the parent and a member of the office staff will bring the child to his/her classroom.

Our home time arrangements are: -

- P1 finish at 2.05pm Monday to Thursday and 1.50pm on Friday.
- P2 finish at 2.10pm Monday to Thursday and 1.55pm on Friday.
- P3 finish at 2.45 on Monday, 2.15 Tuesday, Wednesday and Thursday, and 2.00pm on Friday.
- Parents/carers **MUST** collect their children from the classroom doors. At the beginning of the year, parents will be asked to complete a form stating the names of adults with permission to collect their children. We are unable to send children home with anyone under 16 years of age.
- Parents/carers should telephone the school if they are going to be late to pick up their child, as this can be very distressing for the child.
- **Children are not permitted to play on the grass banks during home time and Strandtown children waiting on our grounds for their siblings on Friday afternoons must be properly supervised.**



If there are any changes to the normal school routine e.g. Parent Interviews, End of Term, these will be notified to parents using the Seesaw App.

*Primary 1 children will finish school earlier during September. Details will be supplied to parents at the Parents' Information Evening.

A number of Extended Schools Activities take place during the year. Parents will receive details about these early in September.

Children will not be permitted to leave school before the usual dismissal time unless a request is made in writing and the child is collected by an adult.

Mid-Morning Snack

- We are encouraging healthy eating in school and request that each child brings a wrapped ready-to-eat piece of fruit or healthy alternative for their morning snack. Crisps/sweets/biscuits etc. are NOT permitted a snack.
- A carton of milk will be provided in school for those children to wish to have milk. Parents will be asked to pay for milk termly and payment dates and costs will be notified in the monthly newsletters.
- All children are asked to bring a small bottle of plain water for drinking during the day.

Outdoor Activity Time

- Children will have a 10-minute period for outdoor activity after the mid-morning snack.

Lunch

- At lunchtime children may either have a school dinner or bring a packed lunch. We do not encourage children to go home for lunch as they miss out on lunchtime play and building up friendships.
- The first part of the lunch break is used for eating lunch and then the children go out to play in the playground.



School Dinners

- School dinners are cooked in our own school meals kitchen and served in the dining hall. A monthly menu is displayed on the outdoor noticeboards in the playground and copies are sent home to parents.
- The menu is also available on the school website.
- Dinners priced £2.60 per day (£13.00 per week) are paid for using our online system. Parents must book dinners in advance or send a packed lunch.

As the administration connected with school dinners takes a considerable amount of time, parents are asked to ensure that they comply with the above arrangements.

If you think your child may be entitled to free school meals a form is available from the School Secretary. Children will not be placed on the free meals register until written confirmation has been received from the Education Authority (EA). Occasionally names are removed from the register by EA because a form has not been returned. Parents are asked to ensure that any forms requested are returned promptly.

Packed Lunches

- Packed lunches should be brought in a lunchbox marked clearly with the child's name.
- The food provided should be simple and easily eaten. Small set yoghurts and pots of Fromage Frais are acceptable but other yoghurts and crisps can be messy. Please keep these for eating at home.

As some children may suffer from a Nut Allergy products containing nuts MUST NOT be brought to school.

Homework

At Dundela we recognise that education is a responsibility shared between school and home and we appreciate the interest, help and co-operation of parents. Homework is further practice of work already learnt in school and may include reading, spellings, number facts, written or oral activities.

- Parents are asked to supervise homework and sign homework books and reading diaries as appropriate. Homework should be an enjoyable experience and last between 10 and 30 minutes depending on the age of the child.
- An uninterrupted short period of time spent doing homework in a quiet room with the television switched off builds up good learning habits.
- If your child experiences difficulty in completing homework please speak to the class teacher so that any problems can be dealt with quickly.

Parent Teacher Liaison

- Parent / Teacher interviews are held for Nursery-P3 children in October and March each year. At these interviews each child's progress will be discussed and parents given ideas of ways in which they can help at home. All parent who hold 'parental responsibility' are entitled to a parent interview. Whilst it is preferable that parents attend together for interview, we will endeavour to accommodate those parents who request separate interviews due to family circumstances.
- Additional interviews are held during the year for the parents of those children who have been identified as having Special Educational Needs, to discuss Personal Learning Plans.
- In June all parents receive a written report on their child's progress throughout the year.
- The school usually operates an 'open door' policy where matters of minor concern may be discussed with the teacher in the afternoon.
- Appointments may also be made with the Principal.



Induction Arrangements for Primary 1 Children

A meeting for children and parents of children who will be starting Primary 1 in September will be held each year during the summer term. Parents will have an opportunity to meet their child's teacher, when details about general school organisation will be given along with information about Primary 1 in particular. This information will include details about intake arrangements and ways in which parents can help prepare their child for starting school.

Primary 2 children moving in to Primary 3

Primary 2 classes will be divided into 3 new, equal classes based on mixed ability, gender and behaviour for their primary 3 year. This will enable the children to foster new friendships, and develop new relationships, with each class working at the same pace and expectation. Mixing the

P2 classes at the end of the P2 year will benefit the children when transitioning to a new school at the end of P3. A meeting for parents of children who will be starting Primary 3 in September will be held each year during the summer term.

Special Educational Needs

- The school Special Educational Needs Policy ensures that children who are experiencing learning or other difficulties are identified as early as possible.
- Parents of children who are identified as having Special Educational Needs will be kept fully informed and invited to discuss their child's progress at regular intervals.
- When appropriate, Personal Learning Plans will be drawn up for children and some children may receive additional support.
- Close liaison is maintained between the school, Educational Psychologist, Speech Therapists, Occupational Therapists, medical consultants and any other relevant medical agencies.
- A brief outline of the Code of Practice relating to Special Educational Needs is given to parents in September.
- Parents who have any concerns about their child at any time during the year should make an appointment to speak with the class teacher in the first instance.

Discipline

In Dundela Infants' School we adopt a positive approach to discipline, encouraging and expecting pupils to behave in a responsible manner by showing consideration and courtesy to all members of the school community.

Emphasis is placed on positive reinforcement and praising good behaviour. Children are encouraged to be independent, kind and thoughtful towards others and responsible for their own behaviour.



Rules are few and are based on the following:

- attitude to learning
- the child's own safety
- the child's relationships with others
- respect for school property and the property of others

We explain to the children that rules are made so that everyone can *Be Happy* in school. Our three main rules are:

1. Be Kind
2. Be Safe
3. Be Ready to Learn



Each class draws up a class charter using these 3 rules. The rules are explained in class, in assembly and can be seen throughout the school. All members of the school community are aware of the rules and use them to reinforce positive behaviour. All staff in the school are involved in maintaining the agreed standards of discipline within classrooms, the school buildings and grounds.

Unacceptable behaviour is mainly dealt with through discussions with the child, withdrawal of privileges or other sanctions. If necessary, the teacher will refer the matter to the parents or Principal. Parents are expected to co-operate with the school in order to maintain acceptable standards of behaviour.

Pupil Information Sheets

Parents are required to complete a pupil information Sheet that gives details of address, contact telephone numbers, medical details and the names of those who hold parental responsibility for the child. Parents are given an opportunity to update this form at the start of September each year. Any changes during the year should be notified to the School Secretary in writing. *It is of vital importance that we have up-to-date contact names and telephone numbers in case of an emergency.*

It is school policy that we do not give out addresses or telephone numbers of children.

Attendance

It is important that children attend school regularly. The school attendance records are computerised with absences and lateness automatically recorded.



- If your child is absent from school, it is important that a note giving the reason for absence is sent to school on the day the child returns.
- If your child is going to be absent for a long period due to illness or other reasons you are asked to contact the school to let us know.
- Medical, dental and other appointments should be made outside school hours where possible.
- Parents will be informed if there is a concern about the absence/lateness level of their child and where appropriate the Educational Welfare Officer will contact parents.
- A copy of the School Attendance Policy is made available to all parents who are asked to comply with the requirements contained in it.

<u>ATTENDANCE</u>	<u>2020/2021</u>	not comparable due to pandemic
	<u>2021/2022</u>	P1-P3 96.2%
	<u>2022/2023</u>	P1-P3 91.3%

Family Holidays

The first years of a child's education are of vital importance and children miss out if taken away on holiday during term-time.

September is an important month for settling in and establishing relationships and routines. May and June are vital to the children as teachers are carrying out assessments and class tests. Teachers are unable to find time to fit in tests for the growing number of children on holiday in May and June. On the computerised attendance sheet children who are absent due to holidays are recorded as having an 'unauthorised absence'.

It is school policy that work will not be given to children going on holiday during term-time.

The only good time for a holiday is during the school holidays

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Health and Safety

Medical Details

It is important that parents keep the school informed of any medical details relating to their child. This includes use of inhalers, allergies, dietary needs, speech therapy, occupational therapy, wearing of glasses, along with any other illnesses about which it is important we have information.



Reminder: - As some children may suffer from a Nut Allergy, products containing nuts must not be brought to school.

Medicines and Illness

The school doctor advises that all medicines should be administered at home. As a rule, school staff are not permitted to administer medicines.

If your child has a specific medical problem which may require medication in school, you are asked to discuss the matter with the class teacher. Children who are ill should not be sent to school.

Medical Services

Children in Primary 1 will undergo a Medical screening with the School Nurse during their first year at school. Follow-up medicals are also carried out for some P2 and P3 children. Parents will be sent details about these medicals and invited to be present.

If you have any concerns about your child's health please make an appointment to discuss it in confidence with the class teacher.

No Smoking Policy

In line with EA guidelines the school operates a No Smoking Policy in the buildings and grounds. This applies to staff, parents, visitors and contractors. Parents are asked to respect this policy and not to smoke whilst on school premises. The school complies with the laws relating to smoking which became effective in Northern Ireland from 30 April 2007.

School Security

School security guidelines have been drawn up in order to make the school a safe environment for everyone. There is a door entry buzzer system at the main door and all visitors to school are asked to enter by the main door and report to the Secretary's Office.

Parents arriving at school other than at the usual start/finish times are asked to use the main door. Parents of children who are late for school are asked to bring the child into school and ensure the child is handed over to a member of the school staff.

Visitors to school, contractors etc. will be issued with badges as appropriate.

Children should not be in the school grounds after they have been dismissed from school.

School Entrances

Steps and paths are provided at both entrances to the school. Parents and children should not use the car driveway but should use either the steps or pedestrian path. Parents should keep their children beside them at all times and not let children run ahead of them.

Children are not permitted on the steep grassy banks at Wilgar Street during the school day or when arriving / leaving school. Parents are also asked to supervise pre-school children closely in the school grounds.

Car Parking

The school car park is for the use of school staff and vehicles making deliveries only. Parents are not permitted to bring cars into the school grounds. Taxis are not permitted in the school grounds either. **If for medical reasons a parent requires to bring a car into the grounds this must be discussed with the Principal and the parent must be willing to follow a set of guidelines for using the car park.**

Parents are asked to show consideration for staff, other parents and children when parking their cars, particularly in Wilgar Street and Dundela Avenue. Cars should not be parked on the double-yellow lines at the school entrances.

Disability Access

Disabled access is available at the main front doors and a disabled toilet is located in the Nursery entrance hall.

Parent Teacher Association (PTA)

There is a Parent Teacher Association of which all parents automatically become members. The PTA Committee meets on a regular basis and organises a number of events during the school year. Funds raised by the PTA are given to the school to assist with buying additional resources. News sheets are sent home on a regular basis.

Parents are encouraged to become involved in the PTA either by helping organise events or supporting those arranged.



The Content and Organisation of the Curriculum

The school curriculum is based on the Northern Ireland Revised Curriculum which is being phased in over a number of years. From September 2009 the Revised Curriculum has been in place for Primary 1, 2 and 3 children.

Each child enjoys a wide range of learning opportunities through the Northern Ireland Revised Curriculum.

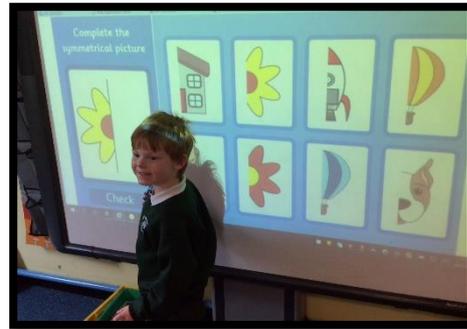


Curriculum Aim

“The Northern Ireland Curriculum aims to empower young people to achieve their potential and to make informed and responsible decisions through their lives.”

Learning Areas

- The Arts
- Language and Literacy
- Mathematics and Numeracy
- Personal Development
- Physical Education
- The World Around Us



Topic Work

Topic work is a major aspect of Early Years Education and each year group studies topics that link various subjects in the curriculum. Structured Play and practical activities are also methods used for delivering the curriculum.

Religious Education

All pupils take part in Religious Education and Assemblies unless parents specifically indicate, in writing, that they do not wish their child to take part.

Concerns/Complaints

Any concerns about the curriculum may be discussed in the first instance with the Class Teacher. An appointment may be made with the Principal to discuss any issues related to the curriculum. (Please see our complaints Policy for further details).

School Policies

The school has an extensive range of policies which are available on request from the school office. These include; Child Protection, Health and Safety, Educational Outings, Drug Education, Inclusion and Equality, GDPR, Positive Behaviour, E Safety and First Aid.

Many policies are also accessible through the school website.



The Nursery Curriculum

The Nursery curriculum aims to ensure that each child develops at his/her own rate through challenging progressive play. There will be a wide variety of well-planned experiences so that children will be engaged in learning situations designed to foster a range of skills. The Nursery curriculum is broad, balanced and provides progression. The all-round development of the child is kept at the forefront of all curriculum planning.

The curriculum covers the following aspects of development:

Personal, Social and Emotional Development

- Self-awareness
- Copings with feelings
- Independence
- Relationships with peers and adults
- Relationships with those who have different needs



Language Development

- Listening
- Communicating
- Enjoyment of books
- Perceiving language in written form



Physical Development and Movement

- Increased awareness, control and care of the body
- Co-ordination of large body movement
- Refinement of fine motor skills

Early Mathematical Experience

- Progressive experience in the understanding of shape, space, pattern, measurement and number

The Arts

- Appreciation of music
- Self-expression through music and movement

The World Around Us

- Handling, observing, exploring and discovering the properties of a wide range of natural materials
- Handling, exploring and manipulating scrap and man-made materials
- Developing a questioning and scientific approach to learning
- Understanding the environment and its care
- Appreciating our place in society



General Information

School Trips / Visits

We invite a number of visitors or groups into school each year linked with the topics children are studying and advise parents in advance of such events.

Primary 1 enjoy visits to Streamvale Farm, Primary 2 children visited the Armagh Planetarium and Primary 3 visited the Ulster Transport Museum in connection with their topics.

Parents will be kept fully informed about such visits and are required to sign a permission slip prior to the visit.

Charities

The parents and children of Dundela have a reputation for generosity and for caring about those who are less fortunate. A number of charities are supported each year. Money is raised through our Harvest Assembly, Presents for Pounds Cancer Charity, Save the Children Christmas Jumper day and other collections / activities.

School Fund

Each family is asked for a contribution of £10.00 per family, per term, for School Fund. The School Fund is used to supplement classroom resources and provide treats for the children and is paid for through our online cashless system.

The Seesaw App

The Seesaw App is used as the main means of communicating with parents. At the beginning of the year parents are given a unique QR code to sign up to the App. Teachers use the app to convey important information and reminders to parents, as well as sending home photographs and keeping parents up to date with the learning taking place in school.



School Newsletters

School Newsletters giving details about school organisation, special events and dates to remember are sent through the Seesaw App on a regular basis. Parents should check schoolbags for permission notes and return the reply slip immediately if one is attached.

School Website

Information about school is available on the school website dundelainfants.co.uk

Please check the calendar for dates of events and activities. Copies of Newsletters and the dinner menu are also available on the website. If there are any important announcements or changes to normal routine these will be placed as an 'alert' on the home page.

Outdoor Noticeboards

Copies of School Newsletters, dinner menus and other information will be displayed on the noticeboards situated in the playground.

At times we are asked to circulate information for other agencies. Copies of the information will be displayed and parents will be able to collect copies from class teachers or the entrance hall, if interested.

Pastoral Care

At Dundela Infants' School the members of staff are not only concerned with academic progress but also with the personal and social development of the pupils. We aim to have a close relationship between school and home and assist in the pastoral care of all the children. Children can get easily upset by changes in their routine, a change in home circumstances, illness within the family or other events outside school. It is important that staff are made aware of any problems or circumstances which may affect the work and/or behaviour of your child. This information will enable school staff to support your child, and will remain confidential.

Child Protection



Ms S Wilson
Principal and Designated Teacher
for Child Protection



Mrs J Herron
VP and Deputy Designated
Teacher for Child Protection



Miss M Wilson
Deputy Designated Teacher
for Child Protection (Nursery)

Child Protection arrangements have been put in place in accordance with the guidance given in the Department of Education document 'Safeguarding and Child Protection in Schools (2019)'. The designated teacher for Child Protection is Ms S Wilson (Principal) and the deputy designated teachers are Mrs J Herron (Vice-Principal) and Miss M Wilson (Nursery).

Children are encouraged to talk to class teachers if they have any problems or difficulties they wish to discuss. Those named above are also available if the children wish to discuss any matters of concern. Parents who have a concern in relation to child protection may wish to talk to the class teacher in the first instance, or alternatively to one of those named above.

Mrs E Yau is also available to discuss E safety issues with parents should they wish to do so.



Child Protection

We have a responsibility towards the children in our care and each child has a fundamental right to be protected from harm. Dundela Infants' School and Nursery Unit fully recognises its responsibilities for child protection.

How a parent can make known a concern

I have a concern about a/my child's safety.



I can talk to the class teacher.



If I am still concerned, I can talk to the Designated Teacher for Child Protection (Ms S Wilson) or in her absence, the Deputy Designated Teacher (Mrs J Herron) or the Deputy Designated Teacher in Nursery (Miss M Wilson).



**If I am still concerned, I can talk/write to the Chairperson of the Board of Governors (Mr W Pinkerton)
C/O Dundela Infants' School.**



**At any time, I can talk to the Duty Social Worker at: -
Gateway, Children's Social Work Service **Tel: 02890507000**
Or
PSNI Central Referral Unit Telephone **101** email: cru@psni.police.uk**

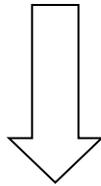
If you have escalated your concern as set out in the above flowchart and are of the view that it has not been addressed satisfactorily, you may revert to the school's complaints policy. This policy should culminate in the option for you to contact the NI Public Services Ombudsman (NIPSO) who has the legislative power to investigate your complaint.

If a parent has a concern about a child's safety or suspect child abuse within the local community, it should be brought directly to the attention of the Children's Services Gateway Team.

The full **Child Protection Policy** is available on request from the office and can be found on the school website.

How a parent can make a complaint

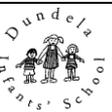
Stage One
Write to the
Principal
Ms S Wilson



Stage Two
Write to the
Chairperson of Board
of Governors
Mr W Pinkerton
C/o Dundela Infants,
School and Nursery
Unit

If unsatisfied, parents can also contact the
NI Public Services Ombudsman
Tel: 0800 343 424
Ombudsman Progressive House
33 Wellington Place
Belfast
BT1 6HN

Parents may have access to the school's complaints policy which is available from the office.



TERM DATES FOR SCHOOL YEAR 2023/20234

(HOLIDAYS – ALL DATES INCLUSIVE)

Term 1

Term Starts	Wednesday 30 August 2023
School Development Day	Friday 27 October 2023
Half Term Break	Monday 30 Oct – Friday 3 Nov 2023
Term Ends	Thursday 21 December 2023
Christmas Holiday	Friday 22 Dec 2023 – Tuesday 2 Jan 2024

Term 2

School Development Day	Wednesday 3 January 2024
Term Starts	Thursday 4 January 2024
Half Term Break	Monday 12 – Thursday 15 February 2024
School Development Day	Friday 16 February 2024
School Development Day	Monday 18 March 2024
Term Ends	Friday 22 March 2024
Easter Holiday	Monday 25 March - Friday 5 April 2024

Term 3

Term Starts	Monday 8 April 2024
May Day Holiday	Monday 6 May 2024
School Development Day	Monday 27 May 2024
Term Ends	Friday 28 June 2024

***SCHOOL DEVELOPMENT DAYS YET TO BE VERIFIED BY EA**

Dundela Infants' School and Nursery Unit

Wilgar Street

Belfast

BT4 3BL

info@dundela.belfast.ni.sch.uk

TEL: 028 90471234

