

# Forge Integrated Primary School & Pre-School Playgroup



Prospectus

# Forging Ahead

Forge is one of Northern Ireland's longest established integrated primary schools. The school opened in 1985, the result of a determined effort by a group of parents with a vision for a shared future for their children. Now, more than thirty years on we have become firmly established as a quality provider of integrated education.

We are located just off the Ormeau Road adjacent to Wellington College Grammar School and we serve the wider South East Belfast area.

At Forge we firmly believe that we are engaged in work that will affect the future of our whole community. The skills and attitudes our children develop in their early years play an important part in moulding the kind of adults that they grow to become.

Our inclusive approach will help prepare today's children for a shared future in a more diverse and dynamic society.

Parents and carers are an integral part of our school community. We believe that establishing and maintaining a positive partnership between teachers, children and parents is vital in order to create the best learning environment for our children.

Our pupils and parents represent a diverse cross section of the community in which we are placed and we foster an atmosphere that allows children to explore and celebrate their similarities and differences. We are a listening school and work hard to accommodate the needs of our school community while keeping the needs of our pupils, the driving force behind all that we do.



## School Details

Forge is a Controlled Integrated Primary School  
Enrolment 410 aged 4 - 11  
Pre-school enrolment 48 aged 3 - 4

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## OUR MISSION STATEMENT

We aim to provide an integrated learning environment which seeks to develop well rounded individuals, by encouraging enquiring minds and promoting self respect and respect for others. Whilst mainly Christian, we will strive to create a school community which is fully inclusive and values the active contribution of all involved with the school.

### So What Does That Mean in Practice?

- Forge is completely integrated; its intake of children of different cultures and beliefs is only a starting point. Throughout the children's seven years at Forge they will have many opportunities to explore their own culture and appreciate the culture of others.
- We believe that children should leave with a variety of skills. They will have learned many facts and academic skills, but will also take with them thinking and problem solving skills, encouragement in all aspects of creativity, team work and interpersonal skills.
- Forge has an RE Curriculum which is broadly Christian. Assemblies may include content related to it but may also be based on personal development themes or related to our integrated ethos. Children will also learn about other religions and cultures.
- Finally, our school really is a community. It's not just about staff and pupils; it's also about parents, friends and people in the locality. Forge is not just about written work and results; it's about people - the people we are and the people our children will become. We believe that's why Forge has such a warm, welcoming atmosphere.

# Curriculum

The school provides a broad and balanced curriculum through a topic work approach that is in keeping with the Northern Ireland Curriculum. This enables the children to receive the necessary breadth and balance required to educate and prepare them for life. Schemes for literacy and numeracy are organised in such a way as to promote independent and co-operative learning at a suitable level and pace for each child.

Teachers plan together to develop schemes and lessons that deliver the Northern Ireland Curriculum using the most suitable teaching and learning methods.

Detailed information about the curriculum can be found at [www.nicurriculum.org.uk](http://www.nicurriculum.org.uk)



## Home Learning Policy

One of the ways parents can participate in their child's education is through Home Learning Activities. These activities help parents keep up to date with what is happening in class. They also mean that children get the same positive message about learning from both home and school.

Parent Information meetings are held early in the Autumn to allow individual teachers to explain how Home Learning works in their class.

## Special Educational Needs

Children learn at different rates and have varying abilities and challenges to face.

At Forge we recognise this and our Special Educational Needs Coordinator works with teachers, parents and outside agencies to ensure that pupils who experience difficulties have an education plan that suits their needs.

Children with special needs may receive additional in class support from our learning support teacher or from specialist staff provided through the Education Authority.

## Pastoral Care

The warm and happy atmosphere that prevails at Forge has not come about by accident and we are proud of the good relationships that we have established between pupils, staff and parents. Many of our former pupils return to the school for special events.

In order to maintain this we have a comprehensive pastoral care policy to ensure procedures are in place to deal with issues such as bullying, bereavement and the other serious issues that may arise.

Members of staff have been designated as members of our Child Protection Team and we maintain an open door policy to keep channels of communication open between home and school and address issues early.

We also employ teaching and learning strategies to help our children develop personally and socially.

Paths Pals (a playground buddies system), Paths Friendship Groups, Peer Mediation and Anti Bullying Ambassadors are some of the schemes we operate to build social resilience and support amongst pupils, ensuring that we have a pro-active pastoral curriculum as well as the capacity to respond and react to issues when they arise.



### Our Child Protection Team:

Ms. Denise Mahon

Designated Child Protection Teacher

Mrs. Grainne Kerr

Deputy Designated Child Protection Teacher

Mr. Neville Watson

Principal

Mrs. Claire Humphrey

Designated Governor for Child Protection

# Positive Behaviour

Forge Integrated Primary School aims to provide a culture of positive behaviour which allows pupils to learn in a safe, purposeful and happy atmosphere.



## Rights and Responsibilities

In order to foster positive attitudes we want our pupils to clearly understand what is acceptable in terms of their personal behaviour and what is not acceptable.

Our Positive Behaviour policy clearly lists the rights and responsibilities that we have agreed for our pupils, teachers and parents.

We try to ensure that pupils, parents and teachers all know that good behaviour is rewarded and unacceptable behaviour dealt with appropriately.

Copies of our detailed Positive Behaviour Policy and Procedures are available from the school office and on the school website.

## Rights Respecting School

The school is registered with the "Rights Respecting Schools" programme. We are also a Fairtrade school and engage in the Global Learning Schools programme. These schemes are part of our progressive approach to developing pupils' understanding of rights and responsibilities both at home and in broader society.



# Fantastic Forgies

The Fantastic Forgies are a group of four "pupil" puppets through whom pupils can explore themes linked to good behaviour, social responsibility and a healthy and positive lifestyle.

The puppets help kick start topics through role play in assembly and in class. They are also linked to a whole school scheme that enables children to gain points and rewards through the positive behaviour and attitudes modelled by the puppet characters.

## PATHS® Plus

At Forge Integrated Primary School we are involved in the delivery of a Personal Development Scheme called PATHS®Plus

The Programme is designed to help develop self-control, emotional awareness and interpersonal skills through progressive lessons that enhance children's social competence and social understanding. The PATHS® Programme has been adapted for a UK audience by Barnardo's NI. We are proud to have been awarded PATHS Model School Status in 2016.

Parents can find out more about the programme by visiting the Paths website at: [www.pathseducation.co.uk/what-is-paths/paths-plus/](http://www.pathseducation.co.uk/what-is-paths/paths-plus/)

## Familyworksni

In 2019/20 we are again contracting Familyworksni to provide in-school counselling support for pupils. Referrals can be made by parents and we hope this will supplement our pastoral care provision and support pupils experiencing difficulty.

## An Eco School

Forge is an Eco Ambassador School and holds the prestigious Green Flag awarded for meeting high standards in terms of environmental awareness, policy, procedure and learning.

Our Eco Council gives pupils a lead role in maintaining a whole school approach to environmental education and ensuring we have as positive an impact as possible on our environment.

We are also an accredited Forest School with NIFSA and our P2 pupils engage in regular Forest Schools activities in local woodlands and on site.

# Pupils' Council

We have an elected pupils council and an elected Eco Council who represent their peers on whole school issues putting forward ideas and concerns for school improvement. Councillors meet regularly with school staff and their work is a key aspect of school development.

# Parents

We have an active Parent/Teacher Association who meet regularly and organise fundraising and social events for the school. The Christmas Fair and Summer Picnic are typical of the type of events regularly held.

Parent volunteers also help us out with trips and events.



# Staff

Our dedicated staff team of more than 30 work hard to maintain positive relationships with all of our community and to deliver high standards of teaching and learning. Staff are represented on the PTA and the Board of Governors.

# Governors

The Board of Governors at Forge oversee the management of the school. Members representing the parents, staff, Department of Education and EANI are elected and appointed on a four yearly basis.

A list of staff is printed at the back of this booklet.



# Developing Broad Minds - An Anti-Prejudice Curriculum



At Forge we are committed to ensuring that the religious, moral and social development of each child is secured irrespective of belief or background.

As an Integrated school we are concerned to develop in our children not only their own beliefs and values, but also an understanding and respect for their peers and other sections of the community.

Ignorance and misunderstanding of the 'other' in our community has been a contributory factor in fuelling prejudice here for many years. As Northern Irish society becomes more and more diverse this issue has not diminished; Sectarianism, Racism and other 'Hate' issues are all things our children will have to deal with as they grow up.

Our teachers undergo 'Anti Bias Curriculum Training' through NICIE and we are pro-active in working to ensure that the way we operate and the language we use helps reduce stereotyping and does not contribute to cultivating bias in terms of gender, culture, sexuality, race or religion.

## A Health Promoting School

Habits formed in the early years stay with us. We deliver a range of healthy lifestyle messages through work in class, educational visits and visitors to the school.

Our physical education programme consists of experiences that provide exercise and develop attitudes and skills promoting an active lifestyle.

Our Smart Snacks and Healthy Nutrition Policy encourages healthy food and drinks options at break and lunchtime.

As a Sustrans Partner School we are dedicated to encouraging children and parents to consider sustainable travel methods for school and work to promote healthier lifestyles and a cleaner city.

## Breakfast Club

Forge has a breakfast Club to help parents whose early morning commitments mean that an earlier drop off time is desirable. Children in Breakfast Club are offered a healthy breakfast from 8.00am Monday to Friday. Leaflets detailing current charges and booking forms are available from the school office.

## After Schools Care

A number of local private after schools care providers collect children from Forge IPS and transport them to their premises and a list of these providers is obtainable from the school office. A private after schools care provider, Club4Up, also operates onsite at Forge and contact details are again available through the school office or via Club4Up's Facebook page.





## Our Religious Education Programme has 2 elements:

Religious Education Syllabus:

Parents choose which best suits their family's beliefs and practices.

**RE (Religious Education)** Our RE programme at Forge aims to 'teach, not preach.' Our scheme has been adapted from the Department of Education's Core Religious Education Syllabus and our RE policy outlines the kind of approach and language we will use in class when discussing religious stories and concepts. This non-confessional approach to RE aims to be inclusive and affirming to children of all faiths and none, providing information and education that can be enriching without fear or favour.

or

**CI (Catholic Instruction)** Children follow the Catholic Church's 'Alive-O' programme of instruction, reflection and preparation. The teachers work alongside parents to prepare the children for First Confession - P3, First Communion - P4 and Confirmation - P7.



### Integration Studies

This is a compulsory programme designed by staff to challenge negative attitudes, values and practices in society and inform children of world faiths. Children address prejudice and bias issues like disability, colour, race and culture in a sensitive, age related and thought provoking way. They also learn about Christianity, Taoism and the NI Chinese Community, Hinduism, Sikhism, Buddhism, Judaism and Islam.

# Forge Integrated Pre School Beyond the Classroom Playgroup

The Pre-School Playgroup offers a quality start to children's early education in a warm and caring atmosphere. The Pre-School team consists of the Leader, Stephanie Cherry, the Deputy Leader, Shannon Veitch and two Playgroup Assistants. Together they plan and deliver the Six Areas of Learning as detailed in the Curricular Guidance document which is the common framework recommended for all pre-school and nursery settings in Northern Ireland.

## The Six Areas of Learning

(Curricular Guidance for Pre School Education, CCEA)

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

These areas of learning tie in with the Primary curriculum that children progress to in P1.

The Pre-School enjoys a self contained unit including a safe, enclosed outdoor play area. There are close links between Pre-School and P1 in our Primary School with P1 staff making regular visits to the Pre School and sharing resources. A very high percentage of Forge Pre-School children transfer into P1 at the Primary School.

We organise regular educational visits for our pupils to enhance the learning that they experience as they study various topics.

Our Year 6 and 7 children also have the opportunity to go on a residential trip where they experience activities that will complement learning and build social confidence.

We also have a variety of Extra Curricular Activities that take place throughout the year on Friday afternoons between 2-3pm. These have included football, rugby, netball, cookery, chess, cycling proficiency and Spanish clubs. We vary and refresh the activities we offer at different stages of the year.

Additionally we combine with specialist coaches to offer some activities after school at different stages during the school year. These activities are usually offered to appropriate age groups in four or six week blocks.

P4 – P7 pupils have the opportunity to participate in the school choir.





## School Uniform

Wearing a school uniform allows our children to be clearly identified on trips and helps maintain a good standard of presentation and equality.

School uniform consists of:

- School Sweatshirt or Cardigan (Navy Blue)
- Skirt/Tunic (Navy Blue)
- Trousers or Skirt/Tunic (Navy Blue/Black)
- Polo Shirt (White/Light Blue)
- Plain Black Shoes

PE Kit:

- Light blue T Shirt with school logo, navy shorts

School sweatshirts, polo shirts, fleeces, raincoats and PE items can be purchased through a local shop; Truly Fayre on the Ormeau Road. Other local retailers may also stock items of uniform clothing.





## Assessment & Attainment

Assessment at Forge is an in-built part of our day to day work aimed at enabling children to learn more effectively at a level that is both challenging and attainable. It enables teachers to focus their more accurately towards the needs of pupils by informing future planning.

It can also enable the school and teachers to identify areas for development, help identify Special Needs and help children to begin to gain a realistic view of their own progress and develop an ability to take some responsibility for their development.

The data we get from assessments also provides evidence of progress and needs that can be used to inform parents and relevant professionals about the progress of individual children and groups of children in the school.

A parent friendly summary on all of the tests we do at Forge can be found on the school website in the 'Help for Parents' section. <http://www.forgeips.co.uk/>

We report key assessment outcomes to parents on an annual basis through discussion at parent teacher interviews and also through the written annual report at the end of the school year.

## External Quality Assurance

Forge was most recently inspected by the Education and Training Inspectorate in October 2016\*. The inspection report can be viewed on the ETI website: [www.etini.gov.uk](http://www.etini.gov.uk) or on our own website: [www.forgeips.co.uk](http://www.forgeips.co.uk)

\* Our Pre-School Playgroup are also inspected annually by Social Services and were also inspected by the Education and Training Inspectorate in November 2017.

# Admissions Policy

Below is a summary of our admissions policy. A full detailed policy copy is available from the school.

The Board of Governors has drawn up the school's admission criteria which are applied in the order in which they are set down. Pupils will be admitted to ensure, as near as possible, a religious balance in the ratio of 40% Catholic and 40% Protestant. In addition a number of pupils from other faiths and none may be admitted but these will not exceed 20% of the total school population. The religious nature of a pupil will be determined from information supplied on the Pupil Information Form which is available from the school office. 5% of places may be kept for children with special needs.

## Admissions Criteria

1. Children who have a brother(s)/sister(s), half-brother(s)/half-sister(s) already enrolled at Forge.
2. Children who have attended Forge Integrated pre-school during the previous year.
3. Children who are only, or eldest in their family.
4. Children whose admission to Forge will maintain a ratio of 40% Catholic and 40% Protestant and 20% from other faiths or none.

Priority will be given to children resident in Northern Ireland.

Parents may be asked to provide documentation that verifies a given address as the family's place of residence.

Full details of our most up to date admissions criteria are published by the Education Authority.  
For further information please visit: [www.eani.org.uk](http://www.eani.org.uk)



## Charging and Remission Policy

This will be in keeping with the requirements of the Education Reform Order 1989 and EANI Policy.

# Staff

## Principal

Mr N WATSON

## Vice-Principal

Mrs G KERR

## Chairperson of Board of Governors

Mr M PRENDERGAST

## Office

Miss K McSTRAVICK, Mrs E FARRELL

# Teaching Staff 2019/20

## Teachers

Mrs G KERR  
Mrs J MERCER  
Mrs P SALMON  
Miss A MASTERSON  
Ms D MAHON  
(Designated Child Protection Teacher)  
Mrs G WOOD  
Mrs S GOWAN  
Mrs J FOSTER  
Mrs S GRAY  
Mrs P McALEER  
Mrs S ROCKS  
Mrs S GAMBLE  
Miss L MACKENNA  
Miss C MAHON  
Miss S HOUSTON  
Mrs L O'MALLEY

## Pre-School

Mrs S CHERRY	Leader
Miss K WILSON	Playgroup Assistant
Ms S VEITCH	Playgroup Assistant
Ms H Reid	Playgroup Assistant

## Supervisory Assistants

Ms J HEANEY (SENIOR)  
Ms J MCLOUGHLIN  
Miss C MORSMAN

## Classroom Assistants

Miss C MORSMAN	P1	Miss R BROWN
Ms J HEANEY	P1	Mrs R MAXWELL
Ms J MCLOUGHLIN	P2	Mrs McCONNELL
Mrs A KIRK	SEN	Mrs S LYONS

## Learning Support Teacher

Ms L MACKENNA

## Dining Attendants

Mrs H PALMER	Mrs D STELGES
Miss T. TONER	Mrs L BAINE

## Building Supervisor

Mr D REID

## Cleaners

Mrs G WHYTE	MRS T TONER
MISS B JONES	



# Forge Integrated Primary School

## School Hours

		PRE-SCHOOL
9.00 - 2.00	P1 - P2	Morning Session
9.00 - 2.00	P3 - Mon, Wed, Thurs and Fri	8.45 - 11.45
9.00 - 3.00	P3 - Tues	Afternoon Session
9.00 - 3.00	P4, P5, P6 and P7	12.30 - 3.00

PLEASE NOTE As part of our settling in period school ends at 12.00 for all p1 pupils for the month of September

## Interested?

Visit our school website to get more information about events at Forge and to get a flavour of school life.

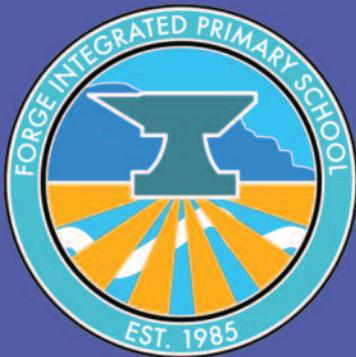
Our Open Day is held in December and will be advertised locally in the press, and on our school website. We can also arrange individual visits for parents who are unable to attend Open Day right up until the closing date for application forms in late January.

If you would like more information about Forge Integrated Primary School please contact the school office and speak to Kathy or Elaine. We will be happy to provide you with further detail on school policy and procedures and put you on our contacts list to receive advance notification of open days and similar events.

[www forgeips co uk](http://www forgeips co uk)



All details correct at time of print. For more information please contact the school or visit: [www forgeips co uk](http://www forgeips co uk)



## Looking Ahead - Grand Designs!

Forge has grown steadily since it opened in 1985 and we have reached the point where we need to find the best long term solution for the children we serve in terms of our buildings and grounds.

To that end, development proposals have been approved by the Department of Education to relocate the school to the site of the former Knockbreda High School (to be demolished) and the construction of a new, purpose built primary school, nursery unit and SEN units.

The move is necessary because our current site simply isn't big enough to provide the facilities required by a modern school of our size.

We have experienced lots of change during the course of the last decade. We have handled it well, maintaining our high standards of learning and teaching and maintaining the good relationships between staff, pupils and parents that are the hallmark of our school. These proposals offer the potential to develop first class facilities for our first class school and represent a very positive opportunity for children in the South Belfast community at large.

Currently at the design phase, we will progress to the public planning and consultation stage during the course of 2019-20 with an overall project completion date of 2022.





## Forge Integrated Primary School

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