GREENWOOD PRIMARY SCHOOL

AND NURSERY UNIT

School Prospectus 2026/2027

September 2027 Enrolment

GREENWOOD PRIMARY SCHOOL

Welcome to Greenwood Primary School and Nursery Unit

Dear Parent/Guardian

Thank you for showing an interest in Greenwood. Whether you already have a child at Greenwood, or this is your first step on the nursery/school journey, you are equally welcome. It is difficult to capture all the dimensions of our school life in a booklet, but I hope, as you read through the pages, that you will glean something of what we are trying to achieve.

At Greenwood Primary School and Nursery Unit we aim to provide a caring, vibrant and stimulating environment in which each child feels safe and valued. We regard learning as a lifelong process. Through teaching and pastoral care of the highest quality, we foster the skills and abilities of every child, so that they can become confident, independent learners. Through this focus, and the delivery of a broad, balanced curriculum, we aim to lay the necessary foundations to enable every child to reach his/her full potential during his/her time with us and to become productive, conscientious members of society in the future.

At Greenwood we have always considered that the education of children is a partnership between school and home so it is important that mutual understanding and trust should be the basis of our shared responsibility for your child. If, having read our prospectus, you would like to see how our school operates on a daily basis we would be delighted to show you around. Visits to the school can be arranged by contacting the school office.
(Tel: 028 90471610 Email: info@greenwoodps.belfast.ni.sch.uk)

L Forster
Principal

The information in this prospectus is correct at the time of publication and meets current legislative requirements.

Greenwood Primary School and Nursery Unit

School Information

ADDRESS:	Greenwood Primary School and Nursery Unit 436 Upper Newtownards Road Belfast BT4 3HS
TELEPHONE NUMBER:	028 90471610
EMAIL ADDRESS:	info@greenwoodps.belfast.ni.sch.uk
WEBSITE:	www.greenwoodps.co.uk
CLASSIFICATION:	Controlled Primary Co-educational (with Nursery Unit)
AGE RANGE:	3 – 7 years of age
PRINCIPAL:	Miss L Forster
CHAIRPERSON, BOARD OF GOVERNORS:	Mrs S Monks



Admissions Criteria for Primary 1 – September 2026 Intake

Enrolment Number (P1-P3): 261 Admissions Number: 87

Criteria for September 2027 intake will be added on 9th December.

Respective Functions of the Board of Governors and Principal in relation to Admissions

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

Admissions Criteria

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 7 January 2026 at 12noon (GMT) and an application submitted by the closing date of 21 January 2026 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 21 January 2026 and up to 4 pm on 26 January 2026 will be treated as a late application, this is also the last date and time for processing a change of preference in exceptional circumstances. After 4 pm on 26 January 2026 no applications will be processed until after the close of procedure on 23 March 2026.

Compulsory School Age

Any child who reaches their 4th Birthday on or before 1st July 2026 is of Compulsory School Age. Under the School Age (NI) Act which became law in Northern Ireland in April 2022, 'compulsory school age' also includes those children who deferred commencing Primary 1 in September 2025 as defined by the new School Age (NI) Act (both groups to be treated equally).

Priority will be given to children resident in Northern Ireland at the time of their proposed admission to the school before those who are not so resident.

In the event of the school being over-subscribed the Governors will select children for admission to Primary 1 using the admissions criteria set out below.

The criteria will be applied in the order in which they are set down. Should the number of children who satisfy the requirement of any criterion exceed the number of places available, the remaining criteria will be applied successively to the children which caused the number of places to be exceeded, until all places have been allocated.

1. Children living permanently at the same address as a brother/sister, half-brother/half-sister or other child who currently attends Greenwood Primary School. (P1-P3 classes) **(Indicate name and year group)**

2. Children living permanently at the same address as a brother/sister, half brother/half sister, or other child who currently attends Strandtown Primary School. **(Indicate name and year group)**

3. Priority will then be given to children whose permanent residence is the shortest distance from the school. Distance will be determined by a straight line measurement from the child's home to the school. Measurements will be generated electronically using the Ordnance Survey Website.

In the event of two or more children's permanent residence being measured equal distance for the final place, children will be selected by age with the oldest being selected first as established by the date of birth entered on the birth certificate.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the application or provided directly to the school. Parents/Guardians should therefore ensure that all information pertaining to their child and relevant to the school's admissions

criteria is stated on the application or provided directly to the first preference school. Examples of such information include whether the child has brothers/sisters attending the school, or is the eldest child in the family.

Duty to Verify

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any Application.
The governors request that all applicants provide the following documentation to the school by 4.00pm on Monday 26 January 2026. (Documents should be uploaded to the online portal)

An original birth certificate for the child (either long or short)
Any **two** of the following to verify the child's home address:

- A recent bank or building society statement which shows the address at which the child is resident
- A recent utility bill (electricity, gas, television licence or phone) which shows the address at which the child is resident
- A recent letter awarding child benefit to the child or another recent letter relating to this benefit
- A recent financial statement such as ISA, pension or endowment which shows the address at which the child is resident
- Driving Licence for parent/guardian showing the address at which the child is resident
- A recent addressed payslip showing the address at which the child is resident
- A recent mortgage statement or rental document showing the address at which the child is resident
- A recent Land and Property Services rates demand showing the address at which the child is resident.

Recent documents are defined as being within the last 6 months, with the exception of mortgage or land property documents, where within the last year is accepted.
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 Policy

Should a vacancy arise after Monday 26 March 2026 all applications for admission to P1, that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until 31 August 2026.

Your child's name will be automatically added to the list. Please contact the school if you wish for your child's name to be removed from the list.

Parents must inform the school, in writing if they wish their child's name to be placed on the waiting list for any place which becomes available after 1 September 2026– 30 June 2027. The above criteria will then be applied to fill a vacancy within the school's admission number.
The school will contact you in writing if your child gains a place in the school by any of the above methods.

P2 – P3 Admissions Criteria available from school.

APPLICATIONS & ADMISSIONS TO PRIMARY 1

Year	Total Applications	Total Admissions
2023/2024	**83**	**76**
2024/2025	**84**	**84**
***2025/2026**	**91**	**87**

The Total Admissions for year 2025/2026 includes all P1 children admitted to the school including those who have a statement of special educational needs and/or may be attending SPiMS.
(SPiMS = Specialist Provision in Mainstream School)

Admissions Critera for Nursery – September 2026 Intake

Admissions Number: 52 (part-time)

Criteria for September 2027 intake will be added on 9th December.

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

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

The application procedure opens on 07 January 2026 at 12noon (GMT) and an application submitted by the closing date of 21 January 2026 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 21 January 2026 will be treated as a late application.

As the pre-school admissions procedure is in two stages the timetable also specifies the relevant dates at Stage 2 which will determine if an application is to be considered as punctual or late.

Should there be more applications than free places available, the following criteria will be applied in order:

Statutory Criteria
1. Children from socially disadvantaged circumstances in their final pre-school year who were born:
   - on or between 2 July 2022 and 1 July 2023 (inclusive) and whose parents have not exercised their right to defer their child's entry to primary school; or,
   - on or between 1 April 2022 and 1 July 2022 (inclusive) or were due to be born on or between those dates but were born earlier; and,
     - have not attended or are not currently attending a funded pre-school setting under the Pre-School Education Programme as a target aged child; and,
     - that child's parent has completed a request to defer their child starting P1 until September 2027.

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

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

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

a Priority will be given to those who list Greenwood Nursery Unit as first preference.

b Children who have, living permanently at the same address, a brother/sister, half-brother/half-sister, or other children, who are currently attending Greenwood Primary School (P1 - P3 classes) **or** who have previously attended Greenwood Primary School (P1 – P3 classes) and are currently attending Strandtown Primary School (Indicate name, year group and dates of attendance).

c Priority will be given to children whose permanent residence is the shortest distance from the school. Distance will be determined by a straight line measurement. Measurement will be generated electronically using the Ordnance Survey website.

d In the event of a tie children will be selected for admission on the basis of initial letter of surname as entered on a birth certificate in the order set out below:

U S Z K Y Mac G P W T Q X O' M B J V H A Mc I F C E R L N D O
This order was determined by random selection.

In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames will be used.

Non-statutory criteria

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

3. Children who were born:
- on or between 1 April 2022 - 1 July 2022 (inclusive), or were due to be born on or between those dates but were born earlier; and,
  - and have attended or are currently attending a funded pre-school setting under the Pre-School Education Programme as a target aged (not penultimate aged) child; and,
  - that child's parent has completed a request to defer their child starting P1, or
- on or between 2 July 2023 and 1 July 2024 (inclusive); or,
- on or between 1 April 2023 and 1 July 2023 (inclusive) or were due to be born on or between those dates but were born earlier; and that child's parent has completed a request to defer their child starting P1 until September 2028.

In the event of over-subscription with criterion 3, final selection will be based on eldest first. Those children born on the same day, sub-criterion c will apply. Should a tie still remain sub-criterion d will apply.

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.

The Governors request that all applicants provide the following documentation to the school by 4.00pm on 26 January 2026. (Documents should be uploaded to the online portal.)

An original birth certificate for the child (either long or short)

Any **two** of the following to verify the child's home address:
- A recent bank or building society statement which shows the address at which the child is resident
- A recent utility bill (electricity, gas, television licence or phone) which shows the address at which the child is resident
- A recent letter awarding child benefit to the child or another recent letter relating to this benefit
- A recent financial statement such as ISA, pension or endowment showing the address at which the child is resident
- Driving Licence for parent/guardian showing the address at which the child is resident
- A recent addressed payslip showing the address at which the child is resident
- A recent mortgage statement or rental document showing the address at which the child is resident
- A recent Land and Property Services rate demand showing the address at which the child is resident

Recent documents are defined as being within the last 6 months, with the exception of mortgage or land property documents where within the last year is accepted.

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

Waiting List Policy

Should a vacancy arise after 19 May 2026 all applications for admission to Greenwood Nursery Unit, that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until 31 August 2026.

Parents must inform the school in writing if they wish their child's name to be placed on the waiting list for any place which becomes available after 1 September 2026. The published criteria will then be applied to fill a vacancy within the school's admission number. This waiting list will be in place until 30 June 2027.

The school will contact you in writing if your child gains a place in the school by this method.

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 whether the child has brothers or sisters attending the school.

Applications and Admissions to Pre-School		
Year	**Total Applications**	**Total Admissions**
2025/2026*	78	47

The Total Admissions for year 2025/2026 includes all pre-school children admitted to the pre-school including those who have a statement of special educational needs and/or may be attending SPiMS.

(SPiMS = Specialist Provision in Mainstream School)

Greenwood Primary School and Nursery Unit

Board of Governors

The present Board of Governors was reconstituted in 2024, and its term of office is for 4 years.

The Board of Governors has an important strategic role to play in the management of the school. This is to help the principal and staff provide the best possible education for all the pupils.

Governors bring their experience, life skills and common sense to the task. They aim to raise the standards and expectations of what can be achieved by the school and strengthen the involvement of parents and the community. They have responsibility for the management of the school in the following areas: -

- Finance
- Enrolment and admissions.
- Appointment of staff.
- Curriculum policy - Special Needs.
- School Building - Health and Safety – Security
- Fostering links with the community
- Child Protection, Pastoral Care and Discipline.

CHAIRPERSON	Mrs S Monks	Education Authority Representative
VICE CHAIR	Mrs J Spratt	Transferor Representative
	Ms H Armstrong	Transferor Representative
	Mrs S Spence	Transferor Representative
	Vacancy	Transferor Representative
	Mrs L Patrick	Parent Representative
	Mrs J Galbraith	Parent Representative
	Ms JA Kelly	Education Authority Representative
	Mrs L Caddoo	Teaching Staff Representative
SECRETARY	Miss L Forster	Principal (Non-Voting Member)

Greenwood Primary School and Nursery Unit

Staff Details: 2026/2027

PRINCIPAL:	Miss L Forster
VICE-PRINCIPAL:	Mrs H Lawder
TEACHING STAFF:	
NURSERY:	Mrs K Bonner
PRIMARY 1:	Mrs C Ashe Miss C Boyle/Mrs L Donald Mrs J Rainey
PRIMARY 2:	Mrs L Caddoo Miss E Leandro Miss K Miller/Mrs L McAllister
Primary 3:	Mrs S Ashfield/Mrs C Shine Mrs J Jordan Mrs H Lawder
LEARNING SUPPORT:	Mrs K Raphael

CLASSROOM ASSISTANTS:

Miss L McMillan	Mrs D Stanfield	Mrs A Montgomery
Mrs H Moore	Mrs R McAdam	Mrs L Moloney
Mrs J Wallace	Mrs R Wilson	Mrs L Martin
Miss K Killough		

SCHOOL SECRETARY:	Mrs V Leitch
BUILDING SUPERVISOR:	Mr R Wilgar

The School Building

The school building, opened in 1957, is comprised of an Assembly/Dining Hall, seven classrooms, resource/playroom, staffroom, library, Learning Support room, Principal's and Secretary's offices, cloakroom and refurbished toilet blocks. In 2003 a Primary 1 wing was added with self-contained facilities.

Full use is made of the large playground at the rear and the grassed area at the front, for recreational and educational purposes. During 2014/2015 a new outdoor classroom was installed in the garden area at the front of the school and September 2018 saw the installation of new trim trail equipment. All children enjoy and benefit from these excellent resources.

All classrooms have an open outlook and are well-equipped with up-to-date equipment, including computers, iPads, colour printers and Activ Panels (installed December 2019).

A purpose-built Nursery Unit is situated in the grounds.





Organisation

The Nursery caters for 52 children in their pre-school year, operating in two separate sessions per day. (Morning Session: 8.45am – 11.15pm Afternoon Session: 12.15pm – 2.45pm)

In the main school there are 3 mixed ability classes in each of the three year-groups.

Liaison between classes and year-groups is maintained and subject co-ordinators ensure that there is continuity and progression in the learning and teaching programme.

Close contacts are maintained with other local infant schools and Strandtown Primary School to which the majority of Primary 3 pupils transfer each year.

There are inter-school visits by staff and pupils at the end of the Primary 3 year to ease the transition from school to school.

Mission Statement

"Nurturing children for a life of learning".

This encapsulates our belief that care of the child cannot be separated from educating the pupil. It also assists us in providing quality education for all children, at whatever stage of their learning, and makes the school inclusive in outlook and enrolment.

Through our child-centred approach, the school aims to provide a rich and varied curriculum to promote the all-round development of the child, in a happy and caring environment.

We establish competence in the basic skills and pride ourselves on developing the pupils' confidence, self-esteem and independence. Enjoyment in learning is considered important and through a carefully structured curriculum, we enable our children to foster their intellectual, physical, aesthetic, moral and spiritual development.

Aims for Greenwood Nursery Unit

The nursery aims to provide a rich and varied curriculum to promote the all-round development of the child.

We aim to:

- provide a safe, secure, healthy and stimulating environment where children's self-esteem, confidence and independence will be nurtured.
- give children a sense of fun and enjoyment as they play and learn in a happy, inclusive atmosphere.
- welcome parents and carers to the nursery setting as vital partners in the education process.
- extend each child's sense of wonder, enabling them to experience success, and develop a positive attitude towards learning.
- encourage the children to turn confidently to the staff, knowing these adults will interact with them sensitively and appropriately, providing support, guidance and reassurance.
- foster each child's sense of self-discipline and responsibility.
- provide opportunities for children to investigate and explore the environment both inside the Nursery, and in the school garden and wider local community.

The Nursery Curriculum

The curriculum offered at Greenwood Nursery Unit offers children opportunities to progress and enhance their skills in the following areas:

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

Our role in the Nursery is to provide opportunities, experiences and resources which will enable the children to develop in each of the six areas, at their own pace and in accordance with their needs. Through play your child is exploring ideas, objects and relationships for themselves. As they do so, they build up a picture of the world and the way it works. We aim to help the children develop positive attitudes to learning and to acquire essential skills to become active listeners and learners.

Through careful observation of the children at play, we will be able to assess how the children are developing and how they are achieving in all areas of the curriculum. Keeping thorough records your child's progress, enables us to tailor activities to meet their individual needs and to keep you informed of their progress.

You are very welcome to visit our nursery. We will happily show you around and answer any questions you may have.

Aims for Greenwood Primary

- To develop attitudes and dispositions which will be the foundation for life-long learning

- To develop each child's capacity to gain competence in the key areas of Communication, Using Mathematics and Using ICT

- To develop knowledge, skills and understanding in all Areas of Learning and enhance the children's abilities in the Thinking Skills and Personal Capabilities

- To help each child to thrive at a level appropriate to their stage of development, facilitating the development of their self-esteem, self- confidence and independence

- To enable the children to respect and value each individual's ideas and views, recognising we are all different

- To enable the children to appreciate their personal contribution to the school community and begin to understand aspects of our local environment and the wider world.

The Primary Curriculum

Children are bursting with curiosity and really enjoy finding out about new things. In school all children follow the Northern Ireland Curriculum. The curriculum encourages children to think for themselves, to solve problems in a practical way and generally to become more independent. It is also hoped that children will see their learning in a connected way instead of different, discrete subjects.

The Foundation Stage comprises years 1 and 2 and Key Stage 1 comprises years 3 and 4.

The curriculum is set out in **Areas of Learning**:

- Language and Literacy
- Mathematics and Numeracy
- The Arts (Art, Drama, Music)
- The World Around Us (Geography, History, Science and Technology)
- Personal Development and Mutual Understanding
- Physical Education
- Religious Education – ***see note below.***

In addition, the curriculum emphasises the development of skills and capabilities across all areas of the curriculum. These are as follows:

Cross–Curricular Skills:

- Communication
- Using Mathematics
- Using Information and Communication Technology



Thinking Skills and Personal Capabilities:

- Thinking, problem-solving and decision-making
- Self-management
- Working with others
- Managing information
- Being creative

Further information is available at www.ccea.org.uk

In Greenwood we aim to give every child the opportunity to experience success in learning and to achieve as high a standard as possible.

Our Approaches to Learning and Teaching in the Primary Curriculum

- Children learn best when learning is interactive, practical and enjoyable.
- Teachers will make use of a wide range of teaching methods, balancing whole class, group and individual activities, to engage children in effective learning.
- Children will experience much of their learning through well-planned and challenging activities.
- Children will have opportunities to make choices and decisions about their learning.
- Children are given equality of opportunity to learn in a variety of ways and in different social groupings.

Teachers plan together each week and agree on clear learning intentions which are shared with the pupils. Work is carefully reviewed and evaluated half termly. Assessment procedures, formal and informal, are used to evaluate the teaching and learning process.

Religious Education: Non-denominational religious education will be available to all children. This programme follows the core curriculum as set out by the Department of Education for Northern Ireland (currently under review). Parents have the right to withdraw their children from R.E. lessons and should inform the Principal, in writing, if they wish to exercise this right. The school will make alternative provision for children in these circumstances. Collective worship in the form of school assembly takes place. These assemblies may involve class and teacher participation as well as visits from local charities and visits from local ministers/church representatives. Parents have the right to withdraw their children from collective worship and should inform the Principal, in writing, if they wish to exercise this right.

In line with the Department of Education's review, further information on the school's approach to Religious Education and Collective Worship can be requested from the Principal.

Queries Regarding the Curriculum

If parents consider that the curriculum provision is not satisfactory, they can express their concern in the following stages:

- Stage 1 Contact class teacher
- Stage 2 Contact Principal/Vice Principal
- Stage 3 Contact Chairman of the Board of Governors (in writing)
- Stage 4 Contact the Office of the Northern Ireland Public Services Ombudsman (in writing

Assessment

Assessment is an integral part of the learning process. Through ongoing integrated assessment, teachers build a comprehensive picture of the progress and learning needs of each child. Teachers select techniques that best suit the nature of the work being assessed and the purpose of the assessment at that time. These include:

- Observation
- Discussion
- Oral or written responses
- Diagnostic or standardised tests.

The school also incorporates "Assessment for Learning" strategies in all aspects of curriculum provision. Assessment for Learning encourages the active involvement of children in their own learning, the provision of effective feedback to children, the development of children's ability for peer and self-assessment and the use of outcomes of assessment to inform future learning and teaching.

Learning Support

We aim to identify children who are experiencing learning or other difficulties as early as possible. Every effort will be made to cater for children with learning or additional difficulties, both in class and through withdrawal groups or one to one teaching taken by the Learning Support teacher, Mrs Raphael.

The requirements of the Code of Practice are adhered to and parents/guardians are kept fully informed at each stage. Personal Learning Plans (PLPs)/Learning Support Plans (LSPs) are compiled for children with special needs/requiring additional support, with the agreement of the class teacher, Learning Support staff and the parents. The psychologist from Education Authority Belfast Region will be asked to assess children, with parental consent, if considered appropriate.

The school endeavours to be inclusive and strives to cater for children with varied additional needs, being mindful of the recommendations and directives of the Special Educational Needs and Disability Order.

School Library

The school lending library operates for every class. Children may borrow one book to be returned the following week. We would ask that parents encourage the children to take good care of the books and to read them independently, where possible. Your child will also

benefit from having books read to them and from having the opportunity to discuss the stories.

School Website

The school website may be used to keep informed about the wider life of the school. Photographs are regularly updated and information for parents is uploaded.

A range of school policies are available on our web site: www.greenwoodps.co.uk for your information.

Positive Behaviour Policy

At Greenwood we believe that positive behaviour is an essential condition for effective learning and teaching. We also believe that pupils and staff have the right to learn and teach in an environment which is safe, friendly, peaceful and fair. Positive behaviour needs to be carefully developed and supported. Appropriate high self-esteem promotes good behaviour, effective learning and positive relationships. Put simply, we believe that children learn best when they feel safe and happy in school.

A copy of our Positive Behaviour Policy is available on the school website under "About Us" and "School Documents".

Pastoral Care

Through the pastoral dimension teachers and pupils work together to create a caring, supportive atmosphere in the school. Great care is taken to help the Primary 1 children settle into their new environment. Preliminary visits are arranged in the third term for children and their parents to visit the school. In September pupils are admitted to each class in small groups so that their teacher may give as much attention as possible to the individual child. New experiences such as the playground, PE and Assembly are introduced over the first weeks.

A proactive stance is taken on bullying. Through the curriculum and the ethos of the school children will be taught what is appropriate and inappropriate behaviour. All staff endeavour to be vigilant in order to detect signs of bullying at an early stage.
Children and/or parents should inform the class teacher if problems arise. All concerns are taken seriously and dealt with as quickly as is reasonably possible.

A copy of our Pastoral Care Policy is available on the school website under "About Us" and "School Documents".

Safeguarding/Child Protection

Child protection arrangements have been put in place in accordance with guidance given in "Co-operating to safeguard children and young people in Northern Ireland" (DHSSPSNI, 2017), the Department of Education (Northern Ireland) guidance "Safeguarding and Child Protection in Schools" Circular 2017/04 (and subsequent amendments), the SBNI Core Child Protection Policy and Procedures (2017）, key DENI circulars and documents, the Children (Northern Ireland) Order 1995 and the United Nations Convention on the Rights of the Child 1991. A copy of our Safeguarding and Child Protection Policy is available on the school website under "About Us" and "School Documents".

The Designated Teacher for Safeguarding/Child Protection is Miss L Forster. The Deputy Designated Teacher for Safeguarding/Child Protection is Mrs H Lawder (Primary) and Mrs K Bonner (Nursery). In the absence of the Designated Teacher, the Deputy Designated Teacher for Safeguarding/Child Protection will assume responsibility for these matters.

Children are encouraged to talk to their class teacher if they have any difficulties they wish to discuss but those named above are also available to listen to children.

In the event of a parent wishing to make a complaint or express concerns about the safety of their own or another child they should follow the procedure outlined below.

All employees undertake a vetting process carried out by Access NI on behalf of the Education Authority.



Our Safeguarding Team

The following are members of the school's Safeguarding and Child Protection Team:

- Designated Teacher (Primary + Nursery) — Miss L Forster
- Deputy Designated Teacher (Primary) — Mrs H Lawder
- Deputy Designated Teacher (Nursery) — Mrs K Bonner
- Principal — Miss L Forster
- Designated Governor for Safeguarding /Child Protection — Ms H Armstrong
- Chair of the Board of Governors — Mrs S Monks

Designated Teacher for Safeguarding/Child Protection

Miss L Forster
(Principal)



Deputy Designated Teachers for Safeguarding/Child Protection

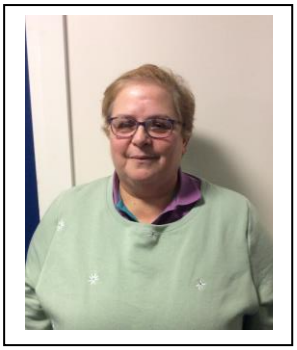
Mrs H Lawder
Vice-Principal



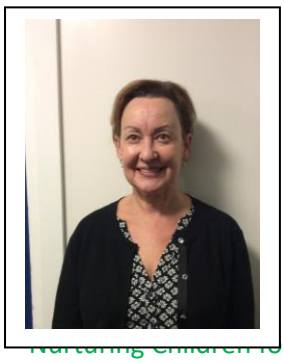
Mrs K Bonner
Nursery Teacher



Chair, Board of Governors
Mrs S Monks



Designated Governor
Ms H Armstrong



GREENWOOD PRIMARY SCHOOL AND NURSERY UNIT

CHILD PROTECTION/SAFEGUARDING CHILDREN

How a parent/carer can raise a concern about child protection.

I have a concern about my/a 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 (Miss Forster), the Deputy Designated Teacher for Child Protection (Mrs Lawder – Primary, Mrs Bonner – Nursery) or the Principal (Miss Forster).

⇩

If I am still concerned, I can talk/write to the Chair of Board of Governors (Mrs S Monks).

⇩

If I am still concerned, I can contact the NI Public Services Ombudsman.
Tel: 0800 343 424

⇩

At any time, I can talk to the local Children's Services Gateway Team (028 90507000)
or
the PSNI Central Referral Unit 101 (Email: cru@psni.police.uk)

Parental Involvement

At Greenwood we recognise the importance of and value parental involvement in the life of the school. We believe that education is a collaborative enterprise involving amongst others, parents, staff and children. As a school we are, therefore, committed to establishing and maintaining effective and purposeful working relationships between the school and home.

Parents have a role in supporting their child's learning through:

- ensuring regular attendance and punctuality.
- developing positive attitudes towards school and learning.
- working with the teacher to ensure that their child achieves his/her potential.
- ensuring that homework is done to the best of the child's ability.
- extending the learning which takes place in school
- being a role model for learning.

Homework Policy

It is the policy of the school to set homework in the form of the following:

Reading	All classes	5 nights
Spellings and/or Number Facts	P3	4 nights
Spellings	P2 (Halloween onwards)	4 nights
Written Activity	P1, P2 & P3	As required
Practical Activity	P1, P2 & P3	When relevant

Parental help is required to ensure that homework is completed on a regular basis, as this reinforces work being done in school.

Arrangements for Parents/Guardians to Visit the School

The partnership between home and school is of vital importance in ensuring the best possible education for all our pupils.

As a school we pride ourselves on having developed good communications with home and these provide a range of opportunities for parents to consult with the school on matters regarding the education and well-being of their son or daughter.

The school secretary is available to deal with administrative queries Monday to Friday from 9.00 am to 2.30pm. The Principal operates an Open Door policy and may be seen during school hours, although an appointment should be made for matters of greater importance requiring more time.

A "Welcome Meeting" for parents will be held during the month of September. This will provide you with practical information and guidance for the year ahead.

Parent/Teacher consultations are conducted bi-annually, October and February/March, giving an opportunity to discuss your child's progress and attainment. Additional appointments, if necessary, may be arranged between parents and teachers at a mutually convenient time through the year.

Children of the September intake will be invited, with their parents, to visit the school in June, as an introduction to school.

Special Events

Internal

Harvest Assembly

Easter Assembly

For Parents and Visitors

Christmas Performance/Celebrations

Sports Day

P3 Leavers' Concert/Celebration

A policy on Parental Visits to school is available to view in the school office.

Extra-Curricular Activities

A range of activities is available for the Primary 3 pupils on Monday afternoons which may include Spanish, exercise and dance, art, construction and music/percussion. Optional after school clubs also take place on Tuesday to Friday afternoons. These currently include dance, Clayful Minds, Sportstopia, football and tennis.

Transfer to Junior School

At the end of their 3 years in Greenwood the majority of pupils transfer to Strandtown Primary School in order to complete their education. A formal application will be necessary at that stage.

Close liaison exists between the two schools and every effort is made to make the transition as smooth as possible for the children.

School Fund

As we are always in need of extra funds for items which are needed throughout the year and to subsidise the cost of visitors to school, school trips, ParentMail, etc parents are invited to make a voluntary contribution. For 2026/2027 this is £45.00 per child. *This may be subject to change.*

ParentMail

The school uses this service for parents, whereby school notes and other communications will be sent via e-mail. You will receive further information on how to register for this service. We strongly advise parents to avail of this free, efficient means of receiving notes from school.

Eduspot: School Money

This system provides parents with the ability to make payments online using debit or credit cards for school expenses such as dinners, milk, school trips, nursery/school fund and uniform items. School Money enables us to experience a more streamlined cost-effective and efficient payment system in a secure and safe environment.

Charities

There is a strong tradition of support for many different charities, thereby developing in the children consideration for others. Careful thought is given to the selection of good causes and the method of fundraising, in order to make it meaningful and appealing to children.

School Day
Mid-Morning Break

10.30am – 10.40am or 10.40am – 10.50am

School milk is provided for children whose parents wish them to have it. Currently the cost is 19p per carton and is payable in a lump sum at the beginning of each term.

Children not taking milk should bring a bottle/flask of water to avail of at snack time. Please refer to the Healthy Food Policy which gives guidance on suitable snacks to provide for your child. Greenwood Primary School promotes a healthy break policy. This policy is also available on the school website.

Lunch Break

12.00pm – 1.00pm

School Dinners

Dinners are available at the cost of £3.10 per meal (increasing to £3.40 from January 2027). Orders and payment for dinners can be made using School Money, the online payment system. The dinner menu is placed on the Parents' notice board and is distributed via ParentMail.

Packed Lunch

Lunches should not include chocolate biscuit, nuts, fizzy or hot drinks.

Our school is an allergy aware zone to safeguard a number of children who have severe allergies, including nut allergies. Please check the ingredients of pre-packed foods.

Illness

Children should be present at school unless genuinely unwell, in which case TLC at home is without doubt the best remedy and pupils should not be sent to school when they are unwell. It is important, however, that they return to school immediately when they are fit. In the case of prolonged illness, the school should be kept informed.

Information regarding on-going health problems should be shared with the school.



Accident or Illness During the School Day

If a pupil becomes unwell or has an accident whilst at school, the parents or other nominated person will be contacted by telephone so that they may take the child home or to hospital, if required. Parents are asked to complete a form giving consent for clothing to be changed, if necessary.

It is essential that the school office is provided with up-to-date contact numbers at all times.

If parents cannot be contacted the Principal will make the decision whether or not a child should go to hospital.

Administration of Medication

School staff are not required to administer medicines.

The "Administration of Medication Policy" will direct staff and parents on procedures and practicalities. Please view on the website. Children with life threatening conditions such as severe nut allergy will always be cared for appropriately. Each request for the administration of medicines will be considered individually and will require a medication plan to be drawn up. Inhalers will only be kept by the teacher if full written instructions are provided on the above mentioned plan.

Antibiotics and other "over the counter" medicines will not be given by teachers and should be taken outside school hours.

Head Bumps

If children have a bump to the head during the day, it is our policy to telephone parents and make them aware of this. Your child may be fine and able to remain in school. We will advise you to continue to monitor your child's health and wellbeing. Please do not be alarmed if you receive a call about this. If the bump happens close to pick up time, parents will be informed then.

Attendance

Percentage attendance for 2025-2026 was 96.17%.

It is a parent/guardian's responsibility to inform the school of the reason for a pupil's absence on the first day of absence. This should be confirmed with a written note or email when the pupil returns to school.

Prior notification of appointments etc. which require children to be absent for all or part of a school day should be given to the class teacher.

Permission to have a child released early from school must be in writing or by direct contact with the Principal or the class teacher. Children may then be collected from the reception area.

Holidays/School Calendar

It is not recommended that children should be removed from school for holidays, as this can have a disruptive effect on their progress. Family holidays taken during term time will be categorised as an unauthorised absence.

Should this be unavoidable, reading books may be provided to cover the missing period, but no other written work will be set.

Health and Safety

Every effort is taken to ensure that children are safe and secure in the school environment. Regular fire drills take place so that everyone may be evacuated from the building quickly. The full Health and Safety Policy may be seen on request.

A security system is in place in the main building. Parents visiting the school at any time other than normal opening and closing times must check in at the secretary's office after being admitted.

School Policy on Charging

All education taking place within school hours is free of charge. Core materials and equipment required for the curriculum will be provided by the school.

Exception:

Parents may be invited to provide the following:

- Pencils, rubbers etc. which would remain the property of the children.
- Ingredients or materials should the parents wish to own the end product.

Parents may be invited to make a voluntary contribution towards:

- Activities which take place within school hours and are over and above the normal provision e.g. educational visits, theatre visits or performances by visiting artists, educational visitors to school (e.g. music activities, science workshops).
- Optional extras which might take place outside school hours.
- School Funds.

Involvement would be non-obligatory and no child would be excluded for non-payment. However, the viability of visits etc. would be dependent on the willingness of parents to pay. Only the basic cost would be charged, with no levy for non-payers.



School Uniform

All Children are encouraged to wear school uniform.



- Grey trousers/grey skirt/grey pinafore (from an outlet of your choice)
- White shirt (long or short sleeved)
- Grey socks or white socks. Green tights may be worn in cold weather
- Green V-necked jumper with school badge (available from school)
- School tie (available from school)
- School showerproof fleece (a Greenwood coat is available from the school – optional)
- Black school shoes
- Greenwood Book Bag (in place of a school bag) (available from school - optional)

Summer Uniform

- Grey short trousers (from an outlet of your choice)/green checked cotton dress (from an outlet of your choice)
- White polo shirt with school badge (available from the school)

Physical Education

On their designated PE days, the children may come to school wearing navy/black leggings/track bottoms, white polo shirt or white t-shirt, Greenwood jumper and trainers. Details of your child's PE days will be sent home in September.

All personal belongings, in particular school coats and jumpers should be marked with the child's name in a visible place (not inside the pocket). It is virtually impossible to locate a lost item of uniform that is un-named, given the large volume of uniforms involved. It is imperative that every item sent to school should be clearly labelled.

Jewellery

Although the wearing of jewellery with school uniform is not encouraged, stud earrings, watches and medialert identifiers are acceptable, if desired. All jewellery must be removed for PE or covered with surgical tape.

Arrival and Departure of Pupils

The school will open to receive pupils at 8.45 a.m. and entry is via 2 doors accessed from the playground. No outside supervision of pupils arriving on the school site is provided and no responsibility is accepted for pupils arriving before that time. Teachers supervise the children upon entry to the school. It is the responsibility of parents to ensure their child arrives safely at school each day.

The school expects all pupils to arrive punctually (the school hours are provided overleaf). We encourage parents to set good habits and routines in place from the outset; continued and unexplained lateness will be viewed as unacceptable.

Due to the large volume of traffic around the school at peak times we must appeal to all parents to adhere strictly to the road markings in Greenwood Avenue, showing consideration for other motorists, pedestrians and residents.

Parking or turning in the school grounds is prohibited.

This puts the children entering and leaving the grounds at risk.

The disabled parking bay within the school grounds is solely for the use of pupils registered as disabled who attend the school.

Education Authority Child Protection Unit has informed schools that no child of primary school age should arrive or be collected by taxi unaccompanied by an adult.

Parents should make arrangements for their child to be collected punctually at the point of release from school. For all children this will be the playground at the rear of the school. Given the age of the pupils in Greenwood, it is expected that all children will be escorted home by an adult. The teacher in charge of your child's class will escort the children to the exit point at the end of the school day.

In the event of unavoidable delay, a message to this effect should be phoned to the school office so that your child may be supervised by the teacher. If for any reason you are delayed, or your child is unable to find you in the playground, your child will be expected to come back into school. *Please remind your child of this at regular intervals.* Teachers will wait at the point of release for a maximum of 10 minutes, after this time a child who has not been collected will be brought inside school where supervision will continue or contact made to a parent to clarify the pick up arrangements.

It is extremely important that parents take full responsibility for ensuring the pick up arrangements for their child are in place. It can be very distressing for a child if no one is there to meet them at the end of the school day and also time consuming for teachers to ascertain who should be collecting a child. If a child is to be collected at the end of the day by someone other than their regular carers, the class teacher should be informed.

We would appeal to parents not to take another child at the end of school without first informing the class teacher as this results in confusion regarding a child's whereabouts.

School Hours

Morning Routine

Primary 1:

- Doors open at 8.45am
- Latest arrival time: 8.55am
- Assembly: Friday: afternoon and occasional Wednesday mornings

Assembly times/days may be subject to change.

Primary 2 and Primary 3:

- Doors open at 8.45am
- Latest arrival time: 8.55am
- Assembly: Wednesday morning and Friday afternoon

Please Note: The school cannot be responsible for the welfare of pupils arriving before 8.45 am.

End of School Day

Primary 1

- September only: 11.55am
- Late September/Early October onwards: 2.00 pm

Primary 2

- Monday only: 2.15 pm.
- Tuesday – Friday: 2.25 pm

Primary 3

- Monday only: 3.00 pm.
- Tuesday – Friday: 2.30 pm.

Greenwood Parent Teacher Association: 2026/2027

Chairperson	Secretaries	Treasurers
Mrs Lara Truman	Mrs Naomi Reaney	Mrs Gemma Leck
Mrs Nicola McDowell	Mrs Kerrie Rusak	Mrs Judith Harrison
Mrs Dawn Farrell		

We have an enthusiastic group of parents which organises meetings and fundraising events during the year.

These are always well-supported and thoroughly enjoyed by all.

As a school we value the involvement of parents in this way in the life of the school. It benefits children, parents and teachers alike and engenders a spirit of co-operation in the school community.

PLEASE COME ALONG TO THE A.G.M. IN SEPTEMBER
AND BECOME INVOLVED.
YOU WILL FIND IT WORTHWHILE.

Annual events include:

Mid-Term Event (Halloween Parties)

Christmas Fair

Movie Nights

Table Quiz (Adults Event)

Parents also help with:

School Events, Sports Day, Educational visits

COULD YOU HELP?

PLEASE LET US KNOW

Greenwood Primary School and Nursery Unit

Holiday List 2026/2027

Term 1	
	School re-opens: Thursday 27 August 2026
	Thursday 27 and Friday 28 August: School will finish at the earlier time of 12.00pm (Primary 2) and 12.05pm (Primary 3). Specific information will be shared with Primary 1 and Nursery. School closed – Monday 31st August (Bank Holiday)
TransformED Development Day	Friday 25 September (Staff only to attend)
Halloween Holiday	Monday 26 October to Friday 30 October 2026
Christmas Holiday	Monday 21 December 2026 – Friday 1 January 2027
School Development Day	Monday 21 December (Staff only to attend)

Term 2	
	School re-opens for children: Monday 4 January 2027
TransformED Development Day	Monday 25 January 2027 (Staff only to attend)
School Development Day	Monday 8 February 2027 (Staff only to attend)
Half Term Break	Tuesday 9 February – Friday 12 February 2027
School Development Day	Wednesday 17 March 2027 (Staff only to attend)
Easter Holiday	Monday 22 March – Friday 2 April 2027

Term 3	
	School re-opens: Monday 5 April 2027
May Day	Monday 3 May 2027
TransformED Development Day	Tuesday 4 May 2027 (Staff only to attend)
School Development Day	Wednesday 5 May 2027 (Staff only to attend)
Late Spring Holiday/ School Development Day	Monday 31 May 2027 (Staff only to attend)
	School Year Ends: Wednesday 30 June 2027

N.B. Please retain holiday list for future reference.

Holidays may be subject to change.

Greenwood Primary School Policies

Policy documents available on the school website:

- Safeguarding/Child Protection Policy
- Positive Behaviour Policy
- Pastoral Care Policy
- Intimate Care Policy
- Anti-Bullying Policy
- Drugs Education Policy
- Acceptable Use of the Internet Policy
- Healthy Food Policy
- Data Protection Policy
- Privacy Notice

All policies are available on the school website: www.greenwoodps.co.uk or can be obtained as hard copies from the school office.

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 of 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.

