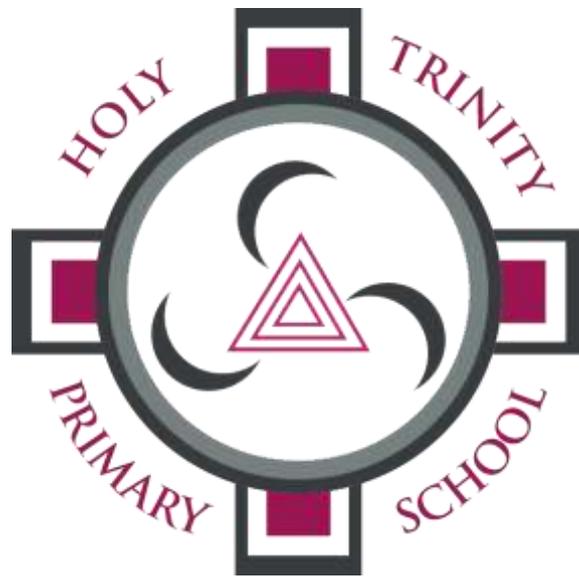


# **HOLY TRINITY PRIMARY SCHOOL**



## **SCHOOL PROSPECTUS**

### **MAY 2019**

## **ETI INSPECTION**

In April, 2016 Holy Trinity was inspected by ETI. We were extremely pleased with the findings of the Inspectors and the Inspection Report. The outcome was:

Overall Effectiveness	High Level of Capacity for Sustained Improvement
Achievements and Standards	Very Good
Provision for Learning	Very Good
Leadership and Management	Very Good
Learning Support Centre	Very Good
Pastoral Care	Outstanding

### The Findings Included:

- The children are articulate, friendly and mannerly; their behaviour is exemplary. They are motivated and set quickly to their work. Across all key stages, they respond well to the learning activities which develop effectively and progressively their Thinking Skills and Personal Capabilities.
- The children achieve very good standards in Literacy and Numeracy.
- The children develop their skills in Using ICT as they progress throughout the school and by the time they reach Primary Seven, they achieve very good standards.
- The children's impeccable behaviour is underpinned by the consistent use of positive behaviour strategies by the teachers based on an ethos of mutual respect.
- The Pastoral Care is highly effective in supporting the children, meeting their personal, social and emotional needs and promoting the well-being of staff and parents. The members of the school community work together harmoniously to create a very caring, nurturing and inclusive

learning environment which is clearly child centred and which is characterised by mutually respectful and respectful working relationships.

- The leadership at all levels are committed fully to enhancing provision to ensure the children progress in their learning. There is clear evidence that this work is improving the quality of the children's learning experiences and the standards they attain.
- The ETI's evaluation is that there can be a high degree of confidence in the aspects of governance evaluated.

**So, as you can see, Holy Trinity Primary School has been a hive of activity, innovation and energy. We never stand still. We are and will continue to be a creative and innovative school continuing to provide our pupils and their families with a first class education.**

HOLY TRINITY SCHOOL  
MONAGH ROAD  
BELFAST  
BT11 8EG

*Dear Parents*

*Welcome to Holy Trinity School. Like thousands of other children who have attended here I know that your child will enjoy the years they spend in our care. Our staff will ensure that your child gets the best possible education that can be provided.*

*We have prepared this booklet to tell you something of the history of the school, the excellent facilities we provide and the range of extra-curricular activities, which are offered. I am sure that you will find it useful.*

*We have always received whole-hearted support from our parents in the past and we look forward to seeing you at the many parents' meetings and functions, which we organise.*

*Yours sincerely*

*Mrs F. Boyd*  
**PRINCIPAL**

## **HOLY TRINITY PRIMARY SCHOOL**

### **MISSION STATEMENT**

*Holy Trinity Primary School is committed to providing to all pupils, particularly the more vulnerable, the highest level of pastoral care in a safe, caring and attractive learning environment. The school holds all pupils in the highest esteem and considers it essential that all play a full and integrated part in the life of the school.*

*The school believes in the holistic development of the child to his/her potential. It will provide a broad, balanced and differentiated curriculum. Holy Trinity is committed to having high expectations for academic achievement, good conduct, sport and the creative arts. The school has identified extra curricular activities suited to the interests of all pupils as being of particular value in the life of the school.*

*The school will seek to promote attitudes and values according to the catholic tradition in harmony with the school chaplain. The school will endeavour to foster personal and collective integrity among staff, pupils and in all aspects of the work of the school.*

*Holy Trinity regards our parents as valued and respected educational partners who are made to feel welcome at the school. The school will provide regular feedback to parents on the progress of pupils and offer to them any other relevant pastoral guidance. The school places considerable importance upon its links with the parish - especially with regard to sacramental preparation, the Mass and communications in the parish bulletin. Holy Trinity is proud of its cross community links through the CREED programme and its links to feeder, second level schools and outside agencies.*

**HOLY TRINITY P. S.**

Monagh Road  
Belfast  
BT11 8EG

Catholic Maintained School  
(Co-Educational)

Tel No: 028 90616465/90612266

Fax No/Outgoing calls:028 90308785

Website:[www.holytrinity.belfast.ni.sch.uk](http://www.holytrinity.belfast.ni.sch.uk)

Twitter: @holytrinitybelf

Principal: Mrs F.Boyd  
Chairperson: Mrs. M. Crilly  
Chaplain: V. Rev. Fr. B.Mulhall P.P.

---

Admission No: 87

Enrolment No: 650

---

Holy Trinity Primary School has a strong tradition of academic excellence and pastoral care from the former Holy Trinity Boys' and Holy Trinity Girls' Primary Schools. The school is equipped with a computer suite, well-stocked library, an accelerated reading room, two gymnasias and a 3G pitch which is shared with the local GAA Club, Gort na Mona.

Holy Trinity is a Catholic School and we strive to promote Christian values and attitudes in keeping with our catholic ethos.

Parents are always very welcome and many opportunities are provided to meet your child's teacher. Many parents help in our classrooms, our libraries and on educational visits and this support is very much appreciated.

Parents who choose Holy Trinity Primary School will select a school with an enviable academic record. The school is committed to developing each child to their potential. The School ensures that pupils receive specialist tuition from tutors of the School of Music. The school participates in events sponsored by the Primary School of Music Association. Pupils are given swimming lessons as part of the curriculum.

The School provides a wide range of extra-curricular activities including Football, Hurling, Camogie, Art, Music, Basketball, Drama, Irish, French, Sewing, Games, Drama, Science, Running and a Homework Club. The school provides an Annual School Concert, Carol Service and Sports Days.

The School is well placed to meet the needs of your child in the modern world.

## **ADMISSIONS CRITERIA FOR ENTRY OF PUPILS IN SEPTEMBER 2019**

The following criteria will be applied in the order set down 1 – 3 by the Board of Governors of Holy Trinity School in selecting children to P1. Priority will be given at all times to pupils regarded by the Board of Governors, on the basis of supporting evidence by parents and / or statutory agencies as having special circumstances (health, pastoral, educational etc.) provided they are considered by the Governors to be suitably placed:

1. Children of compulsory school age (born between 2 July 2014 and 1 July 2015) who normally reside in the parish of Holy Trinity.
2. Children of compulsory school age from other areas.
3. In the event of over-subscription in any one of the criteria, taken in order, the following sub-criteria will be applied in the order set down. If over-subscribed in any one of the sub-criteria, taken in order, final selection will be on the basis of the closeness of the home to the school measured by the shortest walking distance.
  - (a) Children who have brothers / sisters (half-brothers / sisters) presently enrolled in the school
  - (b) Children whose parent / guardian, brother / sister, (half-brother / sister) are prior pupils of the school
  - (c) Children whose parent / guardian is presently a permanent member of the teaching / ancillary / auxiliary staff

**NOTE: THE STATUTORY LIMIT FOR PRIMARY ONE IS 30 PUPILS PER CLASS**

Application for Admission

	<b>No. of Applications Received</b>	<b>No. of Pupils Admitted</b>
<b>2014</b>	<b>81</b>	<b>81</b>
<b>2015</b>	<b>78</b>	<b>78</b>
<b>2016</b>	<b>83</b>	<b>83</b>
<b>2017</b>	<b>96</b>	<b>90</b>
<b>2018</b>	<b>87</b>	<b>87</b>
<b>2019</b>	<b>83</b>	<b>83</b>

## Criteria for entry into Primary 2 to Primary 7

The following will be applied in the order set down 1 – 3.

1. A pupil will be considered for enrolment provided that the school will not exceed its enrolment number of 600 as determined by the Department of Education.
2. A pupil may be accepted provided that this would not cause a class size in any year to exceed 30.
3. A pupil may be accepted provided that in the opinion of the Governors the pupil will be suitably placed.
4. Pupils will be accepted in order of application. If oversubscribed on this criterion, children will be selected on the basis of the following sub-criteria applied in the order set down.
  - (a) P2 children before P3, P3 before P4 etc.
  - (b) Shortest walking distance between home and school.

*The criteria will be applied by the Principal who has been delegated by the Board of Governors to so apply them.*

# **HOLY TRINITY PRIMARY SCHOOL**

## **AIMS**

1. To read fluently and accurately
2. To write legibly and with satisfactory standards of spelling, syntax and punctuation
3. To communicate clearly and confidently
4. To listen with understanding
5. To learn how to acquire information from various sources
6. To apply computational skills
7. To master basic scientific ideas
8. To develop the skills of problem solving
9. To acquire moral values and to develop habits of self-discipline and acceptable behaviour
10. To be aware of the geographical, historical and social aspects of the local environment and to be aware of other times and places
11. To be able to use music, drama and several forms of art and crafts as means of expression
12. To develop agility and physical co-ordination and the ability to express feeling through movement
13. To develop self-confidence and independence
14. To acquire useful hobbies and interests
15. To develop effective links with parents and the community

### **School Development Plan**

Our School Development Plan is written for a 3 year period. Our new School Development Plan runs from 2017 – 2020. This was presented to the Board of Governors for their approval in October 2017.

During this time the school will continue to train all pupils, staff and parents in educational initiatives. Our main areas for development are ICT, English and Mathematics. At Holy Trinity Primary School our vision is to create motivated 'life-long' learners through the use of ICT to enhance and extend learning and teaching across the whole curriculum.

# Using ICT

As Using ICT is continually developing and new technologies emerging we, as a school, strive to give all pupils the skills to prepare them for a future in which ICT is an integral part of society. It is our aim that children will enjoy learning and be 'confident, competent and independent users of ICT'.

We have interactive whiteboards in every classroom and the children benefit from the wealth of ICT resources we have in school. We have many exciting tools for use, such as iPads, easi-speak microphones, Flip camcorders, digital cameras, green screen, beebots, probots and a variety of exciting software opportunities. The school also subscribes to the 'Bug Club' website which gives our children access to a wide variety of online reading books, and 'Education City' with a wealth of curriculum games and learning opportunities.

We take online safety very seriously and work with the children to develop internet safety awareness through the Thinkuknow website and other specialised links. We even have our own eSafety mascot and codes, designed by our children.

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

<http://www.childnet.com/parents-and-carers>



## UICT Awards



DIGITAL SCHOOLS  
AWARDS

Naace  
Third Millennium Learning Award



## Digital Schools Award Northern Ireland

Holy Trinity were delighted to be awarded the Digital Schools Award Northern Ireland in June 2017. This is a new national awards programme which aims to promote, recognise and encourage a whole school approach to the use of digital technology in primary schools. This prestigious award is supported by the Department of Education Northern Ireland and industry partners HP, Hewlett Packard Enterprise, Microsoft and Intel.

## ICT Mark

In December 2011, following an extensive external assessment we were the first primary school in the Belfast Education and Library Board to be awarded the prestigious ICT Mark from NAACE. The award recognises the school's success in developing the strategic use of ICT in both administration and across the curriculum. We are delighted to have renewed this award in December 2014 and most recently in January 2018.

## 3rd Millennium Learning Award

We were awarded the 3rd Millennium Learning Award in June 2012 and again in June 2016. Both these awards recognise the excellent work going on throughout the school and the way in which Using ICT is embedded into learning in a cross-curricular, fun and engaging manner.

## **Using ICT Teachers**

Mrs Rooney, our Using ICT Coordinator, is based in the Computer Suite where pupils receive a weekly ICT lesson to develop their skills in a progressive and coordinated manner. Children have access to 16 PCs and 14 laptops in the suite. Mrs Rooney is supported by Mrs Mc Laughlin, our Assistant Using ICT Coordinator. Mrs Rooney and Mrs Mc Laughlin run an iCode After School Club to develop coding skills.

## **CCEA Tasks**

The children work on the CCEA tasks throughout the year and develop their understanding and learning through a variety of programs and apps.

## **Digital Leaders**

The Digital Leader programme has been designed to allow some of our children with a particular interest in ICT to offer help and advice to children and staff around school with their computing learning. Throughout the year, the Digital Leaders get specialist iPad and ICT training from Mrs Rooney and Mrs Mc Laughlin. They also work on achieving their Digital Badges.

## **Tablet Technology**

Our school recognises the value of technology and we want to harness the children's interest in emerging technologies. In March 2013, we were one of four Belfast Primary Schools selected as part of an iPad Pilot Scheme. This was a very exciting opportunity and the main focus of the pilot was to see how iPads enhance the teaching and learning of Literacy and Numeracy. We now have a set of 18 iPads per year group in the school and the children regularly use them to enhance their learning further.

## **C2k**

Northgate Managed Services provides the latest C2k contract, which delivers to schools across Northern Ireland, Europe's first Education Cloud environment, providing secure access to resources online, 24/7 from a wide range of devices.

Access to the 'digital classroom' and its e-learning tools, lessons and resources is also possible from any internet connected device, 24 hours a day - allowing teachers, pupils and parents to work in real partnership to support learning.

Primary 3 to Primary 7 children can access these resources both in and out of school via 'My School' login. They also have access to the C2k Newsdesk which is a superb resource. We are very proud of the numerous Fronter Courses we have available for the children. Fronter is the Virtual Learning Environment (VLE) provided by C2k.

## **Securus**

Securus Education is a new software system that we have installed through the C2k network, which helps us to ensure that our computer network is being used safely. It helps children to recognise unsafe situations and encourage them to use new technologies responsibly.

Securus alerts staff to any words on our network that would lead us to believe that our very high standards of safeguarding, reflected in our Acceptable Use Policy, might be being jeopardised. Securus is effective both online and offline across all programmes used by the school.

*Children at Holy Trinity have access to a wealth of ICT resources to prepare them for a constantly developing technological world and we are very proud of the integration of Using ICT into the Curriculum.*

### **The Nurture Unit**

The Department of Education has funded eleven Belfast schools, to each set up a Nurture Unit in their school. This 'Sunshine Room' is a specially designed classroom for pupils aged five to eight years old, who will benefit from receiving extra help to improve learning readiness, independence and to develop social skills. The latest research firmly supports that early intervention can greatly enhance a child's self-esteem and ultimately lead to greater academic success at school.

The Sunshine classroom is located in the main office building, next to the Primary One classrooms. A small group of six pupils have been carefully selected in consultation with the main class teacher, Mrs Boyd and Miss Donnelly, the Special Needs Coordinator, to attend the Sunshine room for a temporary period of 2 to 4 terms. Mrs Heffernan is the teacher and Mrs Manning is the classroom assistant.

The pupils continue to be taught the requirements of the N. Ireland Curriculum and benefit greatly from a small group setting. The teacher is able to offer a great deal of attention to each pupil and help to promote each pupil's confidence and self-esteem.

### **ETI Visit**

Our Nurture Unit had an inspection from the Department of Education in December 2014. The inspectorate found the school to have an inclusive and welcoming ethos and commented that nurture was at the heart of the school. They felt that teaching and learning as well as our assessment and planning were excellent. The inspectorate commented on the self-reflective nature of the school and how we are constantly looking for ways to improve.

### **Transfer Procedure**

In the recent Transfer Procedure results our pupils once again performed outstandingly well. Holy Trinity PS is proud of the achievements of all of our pupils and wishes to provide each and every pupil the opportunities necessary to achieve their full potential. We want our pupils to develop their gifts and talents by involving themselves in all aspects of school life and especially the after school clubs.

## **Holy Trinity Curriculum Policy Statement**

Holy Trinity Primary School teaches the full range of subjects of the NI Curriculum. The Areas of Learning are as follows:

- **Religious Education**
- **Language and Literacy**
- **Mathematics and Numeracy**
- **The World Around Us** (Science & History and Geography)
- **PDMU**
- **PHYSICAL EDUCATION**
- **The Arts** (Art and Design, Drama and Music)

In addition, the school teaches the following ‘Whole Curriculum Skills and Capabilities’ through the subjects above mentioned:

- **Cross Curricular Skills** (Communication; Using Mathematics; Using ICT)
- **Thinking Skills and Personal Capabilities** (Thinking, Problem-Solving and Decision-Making; Self -Management; Working with Others; Managing Information; Being Creative)

The school follows the Down & Connor Diocesan Programme for RSE:  
The Wonder of My Being.

## **CURRICULUM DOCUMENTS**

The school is happy to make available for inspection to parents any or all of the following documents:

1. School Subject Policies (including Schemes of work)
2. The School Pastoral Care Policy
3. Circulars of the Department of Education
4. Published Inspection Reports of the School
5. The Learning and Teaching Policy

Requests may be made to the Principal via the school secretaries in the General Office or please refer to the school website.

## **RELIGIOUS EDUCATION**

The Religion programme in Holy Trinity is based on the 'Grow in Love' programme for P1-P6 and the 'Alive - O' Series for P7. You can encourage your child by taking an interest in his/her workbook, bringing them to the Sacraments frequently and by teaching them their prayers.

### **RECEPTION OF THE SACRAMENTS**

During his/her time in Primary School your child will receive three Sacraments: Penance, The Eucharist and Confirmation. He/she will make their First Penance in P3, receive First Holy Communion in P4 and Confirmation in P7.

### **PREPARATION FOR THE SACRAMENTS**

Meetings are held in the weeks before these events. Parents, teachers and priests come together for discussion and prayer, so that the boys/girls are fully prepared to receive the sacraments.

### **FOUNDATION / KEY STAGE 1 AND KEY STAGE 2 ASSEMBLIES**

At monthly assemblies all children will be given the opportunity to participate in and put on a presentation based on the school religion programmes.

During the assemblies the names of those children who received 'Pupil of the Week' in their class will be presented to the children by Mrs Boyd.

The School occasionally has pupils from other faiths enrolled in the school. Arrangements can be made for disapplication from collective worship for these pupils by contacting the Vice Principal of the school.

## MUSIC

Music is very much alive in Holy Trinity Primary school. All children are given many opportunities to perform in some way through their primary school life. All P4 to P7 pupils sing at our monthly mass in Holy Trinity Church and in several other events such as monthly Assemblies, Sacraments, Carol Services and the Annual Christmas School Concert.

Holy Trinity Choir can consist of up to 40 pupils from P4 – P7 and meets weekly to prepare for events such as the Prize Giving Ceremony, Peace Proms Concert and local choir competitions and performances.

We are also very fortunate to have the services of a tutor from the City of Belfast School of Music who visits the school on a weekly basis to teach brass instruments (P5 - P7). The selection process involves the tutor providing each Primary 4 class with lessons on the cornet and the most promising players are then offered a brass instrument to continue with in P5. The current players also play together as a band.

If your child has a talent for music, please support and share in their love of singing and music making.



## **PHYSICAL EDUCATION**

### **GAA**

We participate regularly in the Cumann na mBunscol competitions (League, Championship and indoor 5-a-side) in boys' and girls' football camogie and hurling. Teams are made up of children from P5-P7. Pupils are also given the chance to represent the Belfast team in the annual game against Dublin.

### **SWIMMING**

P5, P7 and Learning Support classes go in turn to swimming lessons at the Whiterock Leisure Centre. They are transported there in the school mini-bus.

### **SALTO**

The Primary One children have the opportunity to visit Salto gymnasium where they will participate in a structured gymnastics programme organised by trained coaches.

### **SPORTS DAYS**

Our Annual Sports Days are held in June. These are the highlight of the athletes' year and parents are most welcome to lend their support and encouragement. The winners receive medals, which are presented by the Principal, and each entrant receives a certificate for taking part.



## AFTER SCHOOL CLUBS

During the year Holy Trinity P.S. offer a wide variety of after school activities like music, sports, art, science, languages, homework support, etc. There is no charge to participate in any of these clubs. The teachers provide these clubs so that children have opportunities to develop their interests and skills and we hope that pupils will continue with these interests long after they have left our school.

### **After School Supervision for P1-2**

To facilitate our parents in collecting their younger children in Foundation Stage at 2.00pm and their older children in Key Stage One and Two at 2.45pm we have established an After School Supervision for children in P1 and P2 who have an older sibling in P3-7. This supervision is held every day Tuesday –Friday from 2.00 – 2.45pm and costs £2 per week.

Below are lists of ‘After School Clubs’, which are held for P4 - P7 children.

GAA Football (Boys and Girls)	Hurling/Camogie
Irish	Brass Ensemble
Art/Craft	German
Speech and Drama	Soccer
Homework	Basketball
Tin whistle / guitar	Needlework
Board Games	ICT
Science	Cross-Country Running

### **3G Floodlit Pitch**

Our 3G floodlit pitch opened in September 2017. This is an exciting new development for all the Upper Springfield Community. A shared community initiative between Gort Na Mona CLG and Holy Trinity PS saw the complete transformation of the back playground of the school into a modern, fit for purpose 21<sup>st</sup> century 3G Floodlit Sports Facility. As well as being used every day by the children of Holy Trinity, this facility is also accessible to all stakeholders within the Upper Springfield community – school teams, local GAA club, local community groups, sports governing bodies etc. in the evenings. Holy Trinity Primary School is proud to be part of initiatives which promote change for and within our community.

### **SCHOOL GROUND DEVELOPMENT**

Work is progressing quickly on the development of parts of Holy Trinity Primary School grounds. Our school is lucky to have open areas which, over the years, teachers such as Mr Kelly have developed, growing trees, plants, herbs, vegetables and fruit. Mrs Boyd enquired about funding to develop our grounds further and was successful. The school will now have a pathway for walking around, with various areas where we hope to develop the children's work in outdoor learning and the appreciation of nature. This could involve planting bulbs, flowers, herbs, fruit and vegetables. The trees, bushes and open grassland areas can encourage mini-beast and insect populations. It is hoped the children can have initial access to these areas soon, and next year begin observing and interacting increasingly with the natural environment in our school grounds.

## **PRIMARY MOVEMENT AT HOLY TRINITY**

In Holy Trinity we are very fortunate to have eight members of our staff who are qualified to use 'The Primary Movement Programme'. This is a unique movement programme, which replicates the primary reflex movements of the foetus and new-born baby. It has been shown to have a significant impact on the educational attainments of children.

The programme is being used successfully in Ireland, The U.K. and Europe and research study results have pointed to improvements in concentration, co-ordination, balance, development of gross and fine motor skills and ultimately improved reading and writing skills.

When children come to Holy Trinity, among the many activities they will be involved in will be 'The Primary Movement Early Years Programme'. It is completely child friendly and taps into the child's intrinsic love of rhyme and rhythm. Every day the children are encouraged to join with the teacher in a programme of songs and the specialised movements, which accompany them. The children find this very enjoyable and are unaware of the immense benefit they are gaining through the programme.

*Information on 'Primary Movement' is available from*

[www.primarymovement.org](http://www.primarymovement.org)

## **HOMEWORK CLUB**

The school conducts a Homework Club on Wednesdays and Thursdays from 2.45 – 3.30 p.m. for pupils from P4 – P7. This is to enable pupils to work effectively with teacher supervision and assistance.

## **SPECIAL NEEDS PROVISION**

*A child can be described as having special needs when he or she has a learning difficulty, which is significantly greater than the majority of children of similar age.*

When a child has a difficulty accessing the Northern Ireland Curriculum or is gifted and talented, the school can provide, subject to the availability of resources, the following support to address their special needs:

- |    |                    |   |
|----|--------------------|---|
| 1. | In class support   | Individual Learning Plans   |
| 2. | Withdrawal Groups  | Small learning groups for Reading or Mathematics                    |
| 3. | Individual Tuition | Assistance from Outreach Services                                   |
| 4. | Respite Care       | Special programmes for children with emotional or behavioural needs |

A copy of our Special Educational Needs Policy is available on request from the School Office.

Parents who wish to express a concern in relation to any aspect of the Special Educational Needs Provision of the school should contact the School Office to arrange a meeting with the Special Educational Needs Co-ordinator (SENCO).

## LEARNING SUPPORT CLASSES

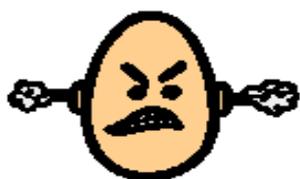
The School has five Learning Support Classes, which cater for children from P1 - P7. Children who are found to be under-achieving in the class situation are assessed by the Educational Psychologist and may be placed, subject to parental consent, in one of the Learning Support Classes. The classes are equipped to suit the special needs of individual children. Basic literacy, numeric and social skills are emphasised. The Education and Library Boards transport children from all over Belfast to our Learning Support Classes.

Parents who have a query with regard to the Learning Support provision should contact Mrs Boyd.

## EMOTIONAL LITERACY

Emotional Literacy is an important focus in many of our local nursery schools. Here at Holy Trinity Primary School we currently promote healthy eating and healthy living. An important factor in healthy living is the development of a healthy and well-balanced mind. To encourage this, we have introduced a programme for Emotional Literacy to give children the skills to recognise and understand their own range of emotions, and strategies to deal with those feelings.

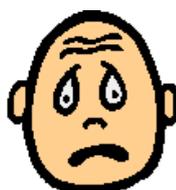
Emotional Literacy is developed through the use of carefully chosen stories to come to terms with difficult issues and feelings. This programme is delivered through carefully structured lessons based upon simple stories, such as 'The Gruffalo's Child', which highlights the feelings and emotions – excited and scared, and these stories teach children to recognise these emotions in themselves and how to cope with them.



Angry



Sad



Worried



Happy

## RESILIENCE PROGRAMMES

In Holy Trinity the children are involved in a variety of programmes to develop their self-esteem and social and emotional wellbeing eg RSE (The Wonder of My Being); Bounce Back (Nurture Unit); All Stars Character Education; RADAR (Risk Avoidance and Danger Awareness Resource); Choices Programme etc.

## CURRICULUM CONCERNS

Parents who wish to express a concern in relation to any aspect of the curriculum of the school are invited so to do as follows:

1. In the first instance to the Class Teacher
2. Secondly to the Vice - Principal
3. Should a concern remain thereafter to the Principal of the school
4. If you are still not satisfied that your complaint has been addressed you can put your concerns in writing to the Chairperson of the Board of Governors.



## **ATTENDANCE**

At Holy Trinity we have very high standards and take great pride in seeing our children achieve their potential. In order for us to continue to achieve our goals we need our pupils to have a pattern of good attendance throughout their school career. The school monitors attendance of pupils very closely in conjunction with the Education and Welfare officer. If your child is absent from school or has to leave school early it is expected that you send a note of explanation to the school. The Annual Average attendance for the previous school year was 94.5%.

## **SCHOOL TIMES AND ARRANGEMENTS**

- P1-2 pupils - 9:00 am to 1:45 pm Monday  
9:00 am to 2.00 pm Tues- Fri
- P3-7 pupils - 9:00 am to 1:45 pm Monday  
9:00 am to 2:45 pm Tues - Fri

### **Appointments with Teachers**

Parents are asked to make appointments outside teaching hours so your child does not miss out on lessons.

### **Dropping Off in the Morning**

- P1 and P2 children are collected from the playground at 8.50 each morning. Those arriving after then are brought directly to their classroom.
- P3 and P4 children may play in the bottom yard from 8.45 to 9.00. Staff will collect them at 9.00.
- P5-P7 children should play in the top yard from 8.45-9.00am. Staff will collect them at 9:00.

### **Pick-up in the afternoon:**

- P1-P2 children are collected from the classroom at home time. The teacher will send each child out to the adult picking them up. Parents should not take a child without the teacher's permission.
- P3-4 children are collected from the bottom yard or the side gate at home time.

- P5-P7 children are collected from the side gate, back gate or car park at home time.

## PASTORAL CARE

School is the first formal situation in which our children learn to put into practise social behaviour outside the family and the home. School therefore must cater not only for the educational and intellectual development of the children but also for their spiritual, moral, cultural and physical development. Our Pastoral Care policy must therefore create an atmosphere within which these aims can be achieved.

The policy is delivered by the school under 8 main headings: Personal Development, (Physical), Personal Development (Behaviour/Emotional), Personal and Community, Making Friends, Home, Living in Harmony, Community and Authority and Responsibility. This content is taught in a variety of ways, directly in class or through subjects and educational themes such as R.E. and Health Education.

We hope that when a child leaves Holy Trinity we will have achieved the following outcomes:

- Mutual trust - child <-----> child, child <-----> Teacher, Teacher <-----> parents.
- Self-value, respect for others.
- Children confident in relation to staff, parents, visitors, adults (both welcome and unwelcome).
- Children interested in learning.
- Children better able to cope with conflict, crisis, ups and downs, failure, pain, joy etc.
- Children having responsible attitudes to themselves and others in/out of school.

- Children understanding and relating to groups of which they are part and becoming aware of the broader community/society.

The Policies on Bullying and Drugs are contained in our Pastoral Care Policy, which is available on request from the School.

The school has employed a counsellor from Barnardos to work with children. If you feel that your child would benefit from counselling, please contact the Vice Principal.

A full copy of the Pastoral Care Policy is available from the office

### **COUNSELLING SERVICE**

This year Holy Trinity has a counsellor working in the school. If your child is lacking in self-confidence, if they have experienced bereavement, family separation, if they have anger management difficulties or have difficulty making friends etc. your child may benefit from speaking to the counsellor. If you would like your child to see the school counsellor, please contact Mrs Boyd and she will arrange this for you.

### **CHILD PROTECTION**

All staff in the school have been trained on Child Protection Procedures.

If you have any concerns, worries or complaints the following senior members of staff have been selected as the Designated Teachers for Child Protection in the school.

Mrs. F. Boyd - Principal                      Mr. C. White - Vice Principal

Mrs. G. Devlin - Head Foundation/KS1

Miss L Murphy - Head KS2

**We include a summary of the Child Protection Policy here.**

**A full copy of our Child Protection Policy is available from the School Office/Website.**

**If you have any concerns, worries or complaints please do not hesitate to contact us.**

## **CHILD PROTECTION POLICY SUMMARY HOLY TRINITY PRIMARY SCHOOL**

We in Holy Trinity Primary School have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our Pastoral Care Policy, which aims to provide a caring, supportive and safe environment, valuing individuals for their unique talents and abilities, in which all our young people can learn and develop to their full potential. One way in which we seek to protect our pupils is by helping them learn about the risks of possible abuse, helping them to recognise unwelcome behaviour in others and acquire the confidence and skills they need to keep themselves safe.

The purpose of the following procedures on Child Protection is to protect our pupils by ensuring that everyone who works in our school – teachers, non-teaching staff and volunteers – has clear guidance on the action which is required where abuse or neglect of a child is suspected. The overriding concern of all caring adults must be the care, welfare and safety of the child, and the welfare of each child is our paramount consideration. The problem of child abuse will not be ignored by anyone who works in our school, and we know that some forms of child abuse are also a criminal offence.

### **We define child abuse as follows:**

**Neglect:** Neglect is the persistent failure to meet a child's physical, emotional and psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate food, clothing or shelter, failing to provide a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision.

**Physical:** Physical abuse is the deliberate physical injury to a child or the wilful neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing,

poisoning, burning or scalding, drowning or suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

**Sexual:** Sexual abuse involves forcing or enticing a child to take part in sexual activities. The activities may involve physical contact, or may include non-contact activities such as involving children looking at, or in the production of pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

**Emotional:** Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe or persistent adverse effects on the child's emotional development. It may involve conveying to the child that he/she is worthless, unloved, inadequate or valued only in so far as he/she meets the needs of another person. It may involve causing a child to feel frightened or in danger, or the exploitation or corruption of a child. Some level of emotional abuse is involved in all types of ill treatment of a child though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose a child to emotional abuse.

**Bullying:** We in Holy Trinity Primary School recognise that bullying is a highly distressing and damaging form of abuse and will not be tolerated in our school. Staff in the school will be vigilant and will take immediate steps to stop it developing, protect and reassure the victims and discipline the bully.

Complaints from parents about bullying will be dealt with promptly, fully investigated and a response given through the designated teacher as regards the action taken.

(The Bullying Policy is available from the School Office and Website.)

## **Procedures for reporting suspected or disclosed child abuse**

- The Designated Teacher for Child Protection is Mr White and the Deputy Designated Teachers are Mrs Devlin and Miss Murphy.
- Any disclosure or suspicion of abuse from a child will be dealt with promptly.
- The teacher/adult will not investigate but report to the Designated Teacher who will make full notes.
- The Designated Teacher will consult with the Principal, plan a course of action and ensure there is a written report.
- After consultation, if it is thought the child is at risk, a referral will be made to social services and parents informed (unless there are concerns that the parent is the abuser).
- The Principal may seek clarification/advice from the EA/CCMS designated officer or the senior social worker before making a referral. The fullest consideration and advice will be taken before making a referral as the safety of the child is our first priority.
- If a complaint about possible child abuse is made against a member of staff, the Principal or Designated Teacher must be informed immediately. The above procedures will apply and where the matter is referred to social services, the staff member will be removed from duties involving direct contact with children or suspended, pending investigation by social services. The chairperson of the Board of Governors will be informed immediately.
- If the complaint is made against the Principal the Designated Teacher must be informed, who will then inform the Chairperson of the Board of Governors and decide on the necessary action.

**Any information given to staff about possible child abuse cannot be held in confidence.**

**In the interest of the child, staff may need to share this with other professionals on a “Need to know” basis.**

## **Medicines in School**

The health and safety of your child is of primary importance to the staff of Holy Trinity. We have a highly trained team of staff trained in First Aid and we have a Defibrillator available in the school office.

Each year we ask parents to provide us with us to date personal and medical information on your child and to inform the school if your child's circumstances change throughout the year.

The school follows the Department of Education guidance on the administration of medication in school.

The school will dispense medication which has been prescribed by a medical practitioner with written instructions for its use.

The school will supervise the administration of non-prescription medication to pupils only if it is supplied by a parent or carer with written instructions for its use. The child will take the medication supervised by an adult. The school does not keep any other medication.

### **Dispensing of Medication**

All requests for dispensing of medication must be accompanied by a consent form completed, signed and dated by the pupil's parent or carer.

All medication will be kept in the school office.

### **Medical Book**

Consent forms will be kept in the medical file and will be kept for the duration of the pupil's attendance at the school.

The medical book will also contain a log of medication dispensed which will include:

- Name of student;
- Name of medication;
- Use by date;
- Dose;
- Time;
- Date;
- Signature of dispenser; and
- Comments/reactions

## **Epipens**

- Parents are required to sign consent forms
- Two epipens are kept in the office for each child.
- These are kept in a box with the child's name clearly visible.
- These are checked each term to ensure they are in date.
- Out of date epipens should be collected from the office by parents.
- Staff receive annual epipen training.
- Epipens are taken on all school trips.
- The school operates a nut fee policy.
- Care Plans are updated annually.
- Staff in the canteen meet with the child's parents and a Care Plan provided.
- A specified member of staff is responsible for providing the child with their meal.
- All staff are aware of the children with medical difficulties- details are displayed in the staffroom.
- In the event of a reaction paramedics will be called, epipen(s) will be administered, parents will be informed, epipens will be given to paramedics, parent/staff will accompany child to hospital.
- Epipens will be replaced.

## **Epilepsy/Diabetes medication**

- Annual training is provided by the Epilepsy/Diabetic nurse.
- Care Plans are provided.
- Medication is stored in the office in a box with the child's name clearly displayed.
- Medication is taken on trips.
- All staff will be aware of the children- details are displayed in the staffroom.
- Staff in the canteen will meet with the child's parents and a care plan will be provided.
- In the event of a seizure - emergency services called, procedures to be followed for administering medication, parent informed, medication given to paramedics, parent/staff to accompany child to hospital.
- Medication is replaced.

# DISCIPLINE POLICY

## Summary

### Principles

It is essential for the school to be an ordered community where certain standards of behaviour have to be set down and observed.

At Holy Trinity Primary School, we aim to educate our children in a happy, stimulating school environment to enable them to have mutual respect and to become socially responsible and self disciplined.

### Rationale

We believe a well established Discipline Policy will give clear guidance in this area to children, all staff and parents and facilitate the smooth running of the school thereby promoting the child's legal right to receive his / her education in accordance with the NI Curriculum.

### Aims

1. To promote a better atmosphere where teaching can take place
2. To enhance the pupils' self-esteem and encourage self-respect for others
3. To encourage pupils to develop their independence through becoming responsible for their own behaviour and achieving self control
4. To develop interpersonal and problem solving skills which facilitate co-operation with others

# SCHOOL RULES

## Uniform

School uniform **must** be worn at all times.

Pupils doing P.E. to wear the **school's** P.E. uniform.

## Behaviour

Walk at all times both inside and outside the classroom.

Knock on classroom doors before entering.

Good manners should be practised at all times.

Hold the door and stand back for visitors.

Quiet behaviour and table manners are essential in the dinner hall.

Line up quietly when bell rings.

## School Behaviour Codes

The School Behaviour Codes were devised as a refinement of the Rules of Courtesy and Manners developed by the staff of Holy Trinity.

They complement the “Discipline Strategies” developed by the staff during the course of school based in-service. The codes are intended to be taught and discussed in class during Circle Time, Talking & Listening Sessions, RSE or Religious Education. The Principal/Vice Principal will support the staff in the implementation of the behaviour codes and will actively promote them during informal class visits and school assemblies as follows:



## **Classroom Rules**

Raise hands before speaking and speak one at a time.

Ask permission to leave your seat.

Work quietly.

Be polite to everyone and display manners.

Key Stage One – Stop work to greet Principal and visitors and return to work quietly.

Key Stage Two – Stand up for Principal and visitors.

## **Award Scheme**

In Holy Trinity we have several schemes to reward our pupils for their efforts. The Awards Schemes form an integral part of our very positive approach to promoting good discipline.

- **Pupil of the Week Award** – this award is presented by the class teacher each week. It is presented to a pupil who has made a particular impression that week. At that month's assembly, each Pupil of the Week will be presented to their Key Stage by Mrs Boyd and congratulated on their achievement.
- **Prize-Giving** – This takes place annually and rewards pupils for excellence in a variety of areas of school life. Awards include Best Reader, Mathematician of the Year, ICT, Musician of the Year, Boys/Girls Footballer of the Year, Hurler/Camog of the Year, Class pupil of the year, Pupils with 100% attendance etc.
- We also present four very special awards:

- The Marie McAuley Perpetual Trophy is awarded to the overall Pupil of the Year;
- The Reverend Matthew Wallace Perpetual Cup is awarded to the pupil who has displayed outstanding pastoral/leadership skills over the year;
- The Clare Armstrong ‘Success in Studies’ Award is presented to the pupil who has displayed outstanding endeavour and a superb attitude to their school work.
- The Leon Carlisle Friendship Award.

### **Suspension**

The school has a series of sanctions, which can be imposed on children for breaches of discipline. In extreme cases of indiscipline, the Principal reserves the right to suspend.

Suspension is not a desirable course of action and will only apply in extreme circumstances:

- (a) a pupil may be suspended from the school by the Principal
- (b) an initial period of suspension may be five days

*Further information on suspension and expulsion of pupils is available on request from the school.*

## **H O M E W O R K**

Homework will be given to your child daily Monday - Friday. The work will include reading practice and English and Maths activities. When the child has completed the homework with support from you, check and sign it.

The class teacher will explain the specific arrangements for each year group during the Curriculum Meetings, which take place in September.

## **PARENTS' COURSES**

We see our parents and carers as essential partners in the education of our children. Each year we seek to provide a range of academic courses which parents may wish to pursue for their own personal study. In recent years we offered 'Essential Skills in ICT', 'Essential Skills in English' and 'Essential Skills in Maths'. We also aim to offer workshops that help parents to support their children to get the best from their education. We have offered workshops in 'Early Years Maths', 'Encouraging Healthy Lifestyles', 'Development of the Growth Mindset' and 'Dealing with Challenging Behaviour', as well as workshops on subtraction and fractions.

We see our parents and carers as essential partners in the education of our children.

## **TEXT MESSAGING SERVICE**

Our text messaging service is used to send important messages to parents, especially in the event of poor weather conditions. It is important to ensure the school office has an up to date record of your mobile number.

## **WE LOVE TO SEE OUR PARENTS ATTENDING SCHOOL FUNCTIONS**

### **MASS**

The children's monthly mass is celebrated in Holy Trinity Church.

### **SCHOOL CONCERT**

The School Christmas Concert for the P1-P4 classes and the Carol Service for the P5, P6 and P7 classes is held annually towards the end of the first term. Children find it an enjoyable and rewarding experience while parents are impressed by the talents shown by their children.

### **SCHOOL FUND VOLUNTARY SUBSCRIPTIONS**

The school requests parents to support the voluntary subscription fund. The school urges parents to contribute 50p per child (£1 per family) per week to this fund.

The fund is used to subsidise the following activities:

1. To defray the cost of Annual Prize giving
2. To subsidise transport for Swimming and other educational visits
3. Additional Educational Resources

This subscription is totally voluntary and is collected every Tuesday. Your support for the School Fund is greatly appreciated.

# HOME SCHOOL LINKS

## AUTUMN TERM

- ◇ Curriculum Meetings - Parents meet their child's teacher to hear about the programme of work for the year and the homework policy
- ◇ School Concert and Carol Service
- ◇ AGM and Prize Giving
- ◇ Parent Interviews re: pupil's progress
- ◇ Paired Reading Meeting

## SPRING TERM

- ◇ Transfer meeting
- ◇ Annual Transfer Reviews for Special Unit children
- ◇ First Penance Meeting
- ◇ First Penance Day
- ◇ Confirmation Day

## SUMMER TERM

- ◇ First Communion Meeting
- ◇ First Communion Day
- ◇ Sports Days
- ◇ New Intake Parents' Meeting
- ◇ Annual Review for Learning Support children

### **Appointments with Teachers**

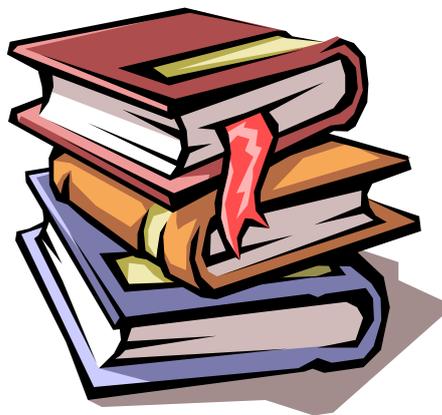
Parents may contact their child's teacher by appointment to discuss their child progress. Parents are asked to make appointments outside teaching hours so your child does not miss out on lessons.

## THE SCHOOL LIBRARY

Holy Trinity School aims to foster a love of books among the pupils and regular use of the Library helps us to fulfil this aim. A child who is introduced to reading for pleasure at an early age will continue to read long after he has left school.

The school has attractive well laid out libraries which house approximately six thousand books. These are shelved according to the Dewey Decimal System and children have no problem finding a book when the system is explained. Each class has two library periods allocated to them every week.

Our librarians have installed a computerised system into both libraries. It enables our staff and pupils to borrow and return books electronically. Each pupil and staff member has an individual bar code and the bar codes are scanned using a scanner. Thus individual records of loans and overdue books can be accessed at the touch of a button; library tickets are no longer required.



## **LEARNING SUPPORT CLASS (HEARING IMPAIRED)**

This is a co-educational class which caters for the educational needs of children who experience hearing loss. Trained teachers of the deaf and qualified classroom assistants staff it. The class is acoustically treated and is equipped with the most up to date audiological equipment. The Staff work closely with Educational Psychologists, Peripatetic Teachers of the Deaf and the Speech and Language Therapist. Each pupil's hearing is carefully assessed and monitored and twice-yearly visits are made to the audiology clinic.

All children have opportunities to mix with their peers socially and in a carefully structured integration programme, where they are given the opportunity to enjoy the friendships, activities and conversation of children with normal hearing, while they in turn, gain an appreciation and understanding of the hearing impaired.

A review is held annually on each child.



# PEOPLE WHO HELP US

## MEDICAL INSPECTION

Your child will have a medical inspection in his/her first year at school. Parents may accompany their child. The School Nurse will inform you of any treatment your child may need.

.

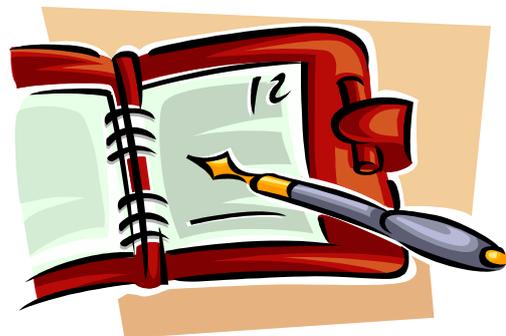
## PSYCHOLOGIST

If your child is under achieving at school and his/her teachers are unable to account for this, the services of an Educational Psychologist may be required. He/She will test your child and discuss the outcome with you.



# BOARD OF GOVERNORS

Mrs M. Crilly	Chairperson/Trustee
Father B. Mulhall P.P.	Vice Chairman/Trustee
Mr B. Harte Mr A Harbinson	EA Nominees
Mrs R. Ward	DENI
Mrs P Armstrong, Mr K McCaugherty	Trustees
Miss L. Murphy	Teacher Governor
Mr D Sloan	Parent Governor
Mrs F. Boyd	Principal



# **A T T E N T I O N**

## SCHOOL TIMETABLE

**P1 – P2**                      **9.00 a.m. - 1.45 p.m. Monday**  
**9.00 a.m. - 2.00 p.m. Tues – Fri**

**P3 - P7**                      **9.00 a.m. - 1.45 p.m. Monday**  
**9.00 a.m. – 2.45 p.m. Tues – Fri**

## BREAK TIME

**10:35 – 10:45**

## LUNCHTIME

**First Sitting**            **11:50 am - 12.25 p.m.**

**Second Sitting**        **12.25 pm - 1.00 p.m.**

## PUNCTUALITY IS IMPORTANT

Please help your child to arrive in time for school.

## SCHOOL DINNERS / PACKED LUNCHES

Dinners are provided at two sittings in the school canteens. There is also provision in the canteens for children who bring packed lunches.

## Healthy Eating

- *We educate our pupils to look after their bodies when they are young.*



*Pupils enjoy a healthy  
Mid-morning break*

As part of our Healthy Eating Policy all our children are encouraged to eat healthily. The school dinner service strives to provide a healthy, well-balanced meal and we encourage parents who provide their children with a packed lunch to include healthy options and avoid foods high in sugar and fat. Our pupils enjoy a healthy mid-morning break, which may include:

- A piece of fruit/veg (e.g. cucumber/carrot sticks)
- Sandwich
- Fruit yoghurt
- Crackers and cheese

**Parents of children in P1 and P2 are asked to cut up all fruit/vegetables before sending it in for break.**

Children become dehydrated in school, which leads to lack of concentration.

All our children are asked to come to school with a bottle of **plain** water, which they can drink at any time throughout the day.



## **HOLY TRINITY PRIMARY SCHOOL CHARGING POLICY**

The Board of Governors of Holy Trinity Primary School has determined its charging and remissions policy as follows: -

### **(A) CHARGING POLICY**

- (i)** board and lodging on residential visits
  
- (ii)** costs associated with the provision of individual tuition on a musical instrument whether inside or outside school hours unless it is provided as part of the syllabus for an approved public examination or to meet the requirements of Article II (1) (b) of the Order.
  
- (iii)** the cost, in cash or in kind, of ingredients or materials needed for practical subjects (such as home economics or CDT) if parents have indicated in advance a wish to own the finished product.
  
- (iv)** optional extra activities which take place wholly or mainly outside school hours and are additional to the education provided by the school for the purposes of preparing pupils for an approved public examination or for the purposes of meeting statutory requirements imposed by Article II (1) (a) and (b) of the 1989 Order. Participation in any such activities is to be on the basis of parental choice and a willingness to meet such charges as are made.

(B) **REMISSION POLICY**

**Charges will be remitted as follows: -**

The charge for the board and lodging costs of a residential visit will be remitted in the case of pupils whose parents are in receipt of income support or family credit if the education provided on that visit must otherwise be provided free, that is, the activity takes place mainly or wholly in school hours and/or is provided as part of the syllabus for an approved public examination or is required in order to fulfil statutory duties in relation to the NI Curriculum or religious education.

(C) **VOLUNTARY CONTRIBUTIONS**

The Board of Governors reserves the right to seek voluntary contributions from parents or others in support of any school activity or for the benefit of the school. Pupils whose parents are either unwilling or unable to make such contributions will not be treated differently. However, the school reserves the right to cancel planned activities if the voluntary contributions are insufficient to meet the costs of the planned activity.

(D) **BREAKAGES/LOSSES**

The Board of Governors reserves the right to seek to recover from parents the whole or part of the cost of breakages and losses incurred as a result of a pupil's behaviour.

**(E) THIRD PARTY ARRANGEMENTS**

This policy statement refers only to charges, which may be made by Board of Governors and payable by the parents of the pupils concerned.

The Board of Governors has delegated the day-to-day management of its policy statement to the Principal of the school.

The term parent(s) wherever used should be interpreted as also meaning guardian(s).

This policy is effective from 1 April 1992 and will be subject to regular review and monitoring. Charges therein will be notified to parents.

**Please Retain For Reference**

# HOLY TRINITY PRIMARY SCHOOL

## TRAFFIC REGULATIONS

1. Parents are asked to enter and exit the school through the Turning Circle always keeping to the left.
2. Parents are asked to park in either of the two parents' car parks.
3. The lay-by in the Turning Circle is intended for set-down and collection of pupils only. Drivers should **NEVER** abandon their cars in the lay-by.
4. Under no circumstances should cars wait or park on the roadways of the school.
5. Consideration should be given to local residents. We would ask parents to refrain from parking in the adjacent cul de sac.

YOUR CO-OPERATION WITH THE TRAFFIC REGULATIONS IS VERY MUCH APPRECIATED. THE SCHOOL RESERVES THE RIGHT TO REFUSE VEHICULAR ACCESS TO THOSE WHO FAIL TO OBSERVE THE TRAFFIC REGULATIONS.

### DOGS

DOGS ARE **NOT** PERMITTED IN THE SCHOOL GROUNDS AT ANY TIME.

### SMOKING

SMOKING (INCLUDING E-CIGARETTES) IS **NOT** PERMITTED ANYWHERE ON SCHOOL GROUNDS

## Holiday List 2019-20

<b>August</b>				1	2
		6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
<b>September</b>	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
<b>October</b>	30	1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
<b>November</b>	28	29	30	31	1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
<b>December</b>	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
<b>January</b>	30	31	1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	21
<b>February</b>	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
<b>March</b>	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
<b>April</b>	30	31	1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	22	22	23	24
<b>May</b>	27	28	29	30	1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
<b>June</b>	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30c			

Telephone Numbers:

028 90616465

028 90612266

028 90308785 (Fax and outgoing calls only)

Website address: [www.holytrinity.belfast.ni.sch.uk](http://www.holytrinity.belfast.ni.sch.uk)

OFFICE HOURS: 8.30 a.m. – 4.00 p.m.



**NB** The information published in this Prospectus relates to the School Year  
2019 - 2020 and was correct when printed in May 2019.