



SULLIVAN UPPER PREPARATORY DEPARTMENT



PROSPECTUS

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OUR SCHOOL VISION

‘We seek to provide a happy, safe and caring environment for each child by helping them fulfil their own personal potential.’

Welcome to Sullivan Upper Preparatory Department.



Throughout your child’s time at Sullivan Prep, we aim to equip our pupils with the skills, knowledge and understanding necessary to be able to make informed choices. We believe that appropriate teaching and learning experiences help children lead happy and rewarding lives.

The school motto ‘Lamh foisdineach an uachtar’ is in the Irish language and means ‘the gentle hand foremost’. This is a constant reminder about the virtue of ‘gentleness’ in dealing with others.

AT SULLIVAN PREP WE WORK TOGETHER TO:

- Welcome Prep 1 pupils into our Sullivan family in September for full days, After School Club & extra-curricular activities
- Develop the whole child through indoor & outdoor active learning experiences
- Nurture emotional literacy, self-esteem & pupil voice
- Encourage problem-solving, collaboration & inclusion across the curriculum
- Deliver specialist teaching in PE, Music, Art, Spanish, Speech & Drama
- Celebrate individual achievements with class awards & kindness badges
- Administer bespoke SEAG, transition & careers preparation programmes
- Provide high quality teaching & learning through continual staff professional development
- Communicate with parents using full functionality of the Seesaw app with individual pupil feedback and 1:1 parent messaging
- Broaden pupils’ understanding of the world around them through cultural & celebration assemblies & community involvement
- Benefit from daily access to and use of Sullivan Upper School’s music, drama, dining, sporting & library facilities.



MEET THE STAFF

Headmaster of Sullivan Upper Mr C Mairs

Bursar of Sullivan Upper Dr C Byrnes

Head of Prep Department Mrs W T Ballard

Teaching Staff

Full-time staff:

Prep 1	Mrs K Callen
Prep 2	Mrs J Lockhart
Prep 3	Mrs N Kelly
Prep 4	Mrs C Rowan
Prep 5	Mrs A Patterson
Prep 6	Mrs K Wilson
Prep 7	Mrs J Matthews

Part-time staff:

PE/Games	Mrs A Hendron
Music	Mrs C Leathem
Learning Support Co-ordinator & Learning Support Teacher	Ms K Gordon
Speech & Drama	Mrs C Gardiner

We have a hardworking team of teaching staff and supportive non-teaching staff who continually work on professional development for the betterment of the school community.

Learning support and teaching assistants are deployed throughout the school; their position is to work with children and teachers to maximise opportunities in classwork and to facilitate nurture sessions. They provide supervisory cover and ensure children are safe and happy in the playground.

Non Teaching Staff

Foundation Stage Learning Support Assistants:

Miss E Dennison Mrs G Huey

Key Stage 1 Learning Support Assistants:

Mr P Eager Ms J Connolly

Key Stage 2 Learning Support Assistants:

Mrs D Moody Mrs C Cronin
Mrs N Stinson Mrs R Moroney
Miss J McSorley Mrs J Burrows

After School Club Team:

Mrs R Moroney Supervisor
Mrs D Berry, Deputy Supervisor
Miss E Dennison
Mrs S Stafford Assistant

Secretary: Mrs A Cairns
Caretaker: Mr R Campbell



PREP 1 INDUCTION

We usually hold an Open Day meeting on the last Friday in September each year and all prospective Prep 1 parents are invited to attend.

This is an ideal opportunity for prospective parents to hear about the school, visit all the classrooms and talk to the teachers and non teaching staff in attendance in each room. We also arrange a visit at that time to the Senior School site to view the facilities on offer to the Prep regarding their assorted venues.



Normally offers of 26 places are emailed at the start of October. Parents who accept a place pay a non-refundable deposit; this deposit is then offset against the child's first term's fees.

In the summer term, we hold 'Meet The Teacher' Induction Meetings for parents and offer an opportunity for incoming Prep 1 pupils to meet with their class teacher and future classmates at our annual 'Teddy Bears' Picnic' at Dromkeen House.

MEET THE TEACHER

It is very important to us that parents and teachers work closely together to ensure that children feel happy and secure about coming to school. There is an opportunity at this meeting for parents in June to have any concerns addressed; a social story is shared with children and all details such as class Seesaw logins are provided.

The Prep 1 intake in September is 'staggered' over approximately the first two school weeks to help establish a routine and address settling-in needs. The class is divided into groups with siblings commencing first.



Our Prep 1 pupils finish at 12 noon during the settling-in period. When all pupils have settled into Prep 1 routine, they stay for lunch and the afternoon teaching session with a 2pm finish. Extra-curricular clubs begin at this time also.

Pupils in Prep 1 stay for full days from the 8th September, 2025. Details of individual starting dates and times will be provided in term 3.



PREP 1 - 3

DROMKEEN HOUSE

Foundation Stage:

Our Prep 1 and Prep 2 classes are situated in Dromkeen House

Key Stage 1:

Our Prep 3 class is situated in Dromkeen House; Prep 4 is located in Loughhead House.

Arrival times:

Our school gate opens to pupils at 8:30am where they can join their friends for supervised play in the Dromkeen Playground and in The Magic Garden. School lessons begin punctually at 9am.



For those who wish to apply for a place, we have an Early Morning Reading Club which is available from 8:15am - 8:30am each morning. In the interest of your child's safety, parents should please note that there is no supervision before 8.15am and that children should not be left unattended at the school gate for safety reasons.

Prep 1-3 play throughout each day in the Dromkeen House playground. Each day our pupils have a snack and outdoor playground session where they can engage in a range of assorted meaningful outdoor play activities which are on offer. We encourage our pupils to eat a healthy snack with no fizzy drinks allowed; chocolate and crisps are discouraged. We encourage our children to drink water throughout the school day.

Lunch time is from 11.50am - 12.40pm with Prep 1 and Prep 2 eating in the Prep Hall and then playing outside. Prep 3 pupils walk each day to the Silver Robin restaurant where they are served and then they return to Dromkeen to play outside.



Prep 1 & Prep 2 finish school at 2pm every day. Prep 3 & Prep 4 finish at 3pm Mondays to Thursdays and at 2pm on Fridays.

Parents are advised to tell us of an unexpected delay or change of person to collect their child. We will not release children to people who we do not know without checking.

Please message the class teacher via Seesaw should your child be ill and unable to attend school.



PREP 4 - 7

LOUGHEAD HOUSE

Key Stage 2:

Our Prep 5 - Prep 7 classes are located in Loughhead House.

Arrival times:

Our school gate opens to pupils at 8:30am where they can join their friends for supervised play in the Dromkeen Playground. School lessons begin punctually at 9am.

Prep 4 finish at 3pm Monday to Thursday and at 2pm on a Friday; Prep 5 to Prep 7 finish at 3pm each day and pupils are collected from just inside the school gate. Parents wishing their child to walk home must contact the class teacher; no children should be collected by a sibling who is under 18 years of age.



Parents are advised to telephone the School Office or contact the class teacher via Seesaw should they experience an unexpected delay in collecting a child.

Please contact the class teacher by Seesaw should your child be absent from school. This is a further safety measure to ensure your child is registered as being absent or present.

SCHOOL LUNCHES

Packed lunches for children can be sent in on a daily basis and the children eating these will sit with their peers in the Silver Robin at Sullivan Upper school.

Lunchtime is from 11.50am - 12.40pm, with children eating in the Silver Robin before going to play in the tennis courts.

'The preparatory department gives very good attention to promoting healthy eating and physical activities. There is a range of strategies and initiatives to encourage the children to adopt healthy lifestyles, including the promotion of healthy snacks and lunches and a wide range of physical and sporting activities.'

Dinners are currently all booked online through Microsoft Forms, shared weekly with parents, on the school Newsletter. Dining Hall Supervisors, Learning Support Assistants and the Catering Staff, are at hand to advise and supervise. The Manager of the Silver Robin endeavours to provide a balanced healthy meal for our pupils and spends a large percentage of the cost of meals on fresh ingredients. She may be contacted to discuss an individual's specific dietary needs.



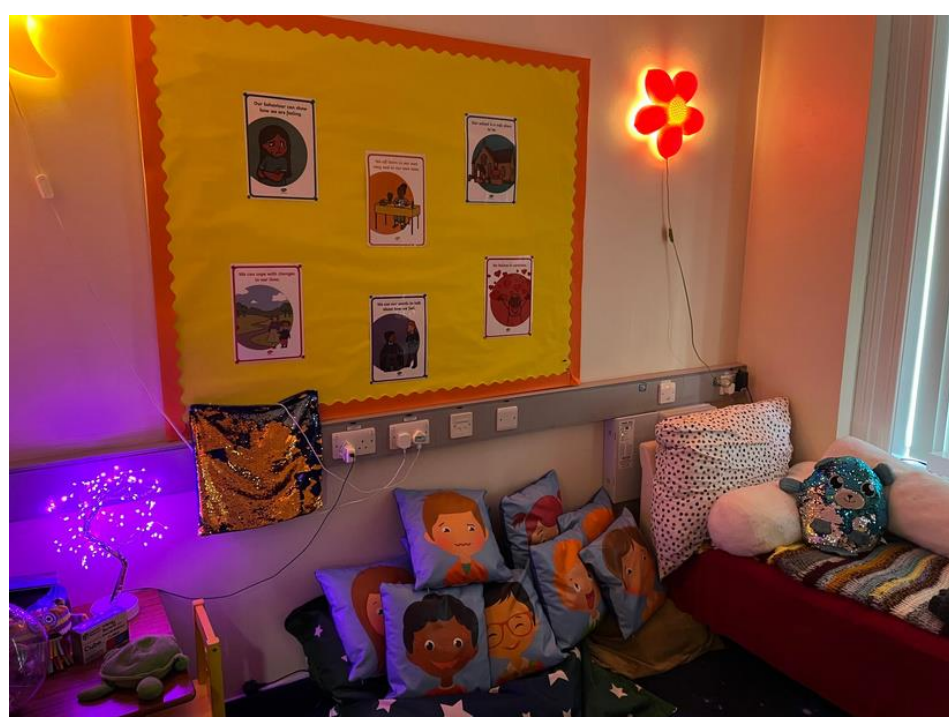


PASTORAL CARE

We promote a child centred approach in our school and provide a stable and caring environment where children can form trusting and secure relationships to help them achieve their full potential.

'...The staff know the children very well and work hard to promote a caring, family ethos based on mutual respect. The children develop self-awareness and appreciation of others in the school and the wider community through the Personal Development & Mutual Understanding programme.'

Working as part of the EA 'Being Well, Doing Well' programme we encourage the development of a positive ethos in order to enhance pupils' learning and develop a strong sense of self-esteem. Each child is respected for his/her unique qualities.



Our **Sensory Room** in Dromkeen House is available for all pupils to access throughout the school day. Our **SUPPA Wellbeing Garden** outside Loughhead House provides a quiet outdoor space.

'...The quality of the arrangements for the pastoral care of the children in the preparatory department is outstanding. The children are friendly and courteous and during the inspection their behaviour was exemplary.'

It is our belief that in order for effective learning and teaching to take place, good behaviour is very important. We therefore aim:

- To create a caring environment by promoting positive behaviour and discipline;
- To develop in pupils a sense of self-discipline and an acceptance of responsibility for their own actions;
- To create an orderly environment in which effective learning can take place to encourage self-respect and respect for adults and other pupils;
- To develop in pupils an appreciation of their school surroundings and a respect for all property;
- To encourage a positive relationship with parents to assist with a shared approach in their child's education.
- From Prep 1 we teach Emotional Literacy and emotional regulation
- All staff have completed Trauma Level 2 training, and Restorative Practices training
- All our learning support assistants provide weekly Nurture Group and sensory sessions.



SAFEGUARDING & CHILD PROTECTION

As a staff, exercising pastoral responsibility towards the children in the school, we take all reasonable steps to ensure that pupil welfare is safeguarded and safety preserved.

Staff receive appropriate annual training in safeguarding procedures and all adults working onsite are subject to appropriate, stringent background checks through Access NI procedures.

The staff have adopted a Code of Conduct for our behaviour towards pupils and this is reviewed regularly and shared with all new members of staff.

Designated Teacher for Child Protection:

Mrs W Ballard (Head of Prep)

Deputy Designated Teachers for Child Protection:

Mrs K Callen (Prep 1)

Ms K Gordon (LSC)

Mr C Mairs (Principal)

Designated Governor for Child Protection & Safeguarding:

Mrs A Gordon

ANTI-BULLYING

In our school we provide a caring and welcoming environment.

We take pride in having a happy and contented body of pupils who know that their opinions and views, alongside their rights as individuals, are respected and valued.



Whilst we do not perceive bullying behaviour to be a major problem in our school, we are nevertheless determined to minimise its occurrence. All staff have completed updated EA Anti-bullying training and Restorative Practices training in line with current legislation. We are currently updating and developing our Positive Behaviour Policy.

'The children contribute meaningfully to discussions and decisions that directly affect them through circle time sessions, a comment box and the active school council; there is evidence that their opinions and ideas are acted on and valued. The children value the support given by their teachers.'



CURRICULUM

We provide a broad and balanced curriculum for all children in our school. We use the Northern Ireland Curriculum document as a foundation for the planning of our school curriculum as we aim to meet the differentiated needs of all of our pupils.



Structure of the Primary Curriculum:

- Communication: including Talking & Listening, Reading and Writing
- Using Mathematics: including the development of mathematical concepts and numeracy across the curriculum
- The Arts, including Art & Design, Drama and Music
- The World Around Us: including Geography, History and Science & Technology
- Personal Development and Mutual Understanding: including emotional development, social skills, learning to learn, Health Education etc
- Physical Education: including development of knowledge, skills and understanding through play and physical activities.

In June 2019, our ETI report noted:

'A group of Year 7 children read fluently, confidently and with high levels of interest. They could explain more complex vocabulary and authors' use of language. They were able to solve problems confidently and use mathematical language accurately.'

At the heart of our curriculum in the Prep lies an explicit emphasis on the development of skills and capabilities for lifelong learning and operating effectively in society. We aim for our children to engage in active learning contexts across all areas of the curriculum developing the following areas:



Cross Curricular Skills:

Communication

Using Mathematics

Using Information and Communications Technology

Thinking Skills and Personal Capabilities:

Thinking, Problem-Solving and Decision-Making

Self Management

Working with Others

Managing Information

Being Creative



SEN - SPECIAL EDUCATIONAL NEEDS

The Special Educational Needs (SEN) policy in our school follows the DENI Code of Practice for the Identification and Assessment of Special Educational Needs.

The policy accepts that there is a wide variety of difficulties which may lead to a child's specific educational needs:

- General/specific learning difficulties
- Emotional and behavioural difficulties
- Medical and or physical difficulties

We, as class teachers, continuously observe and assess our pupils. If a child is identified as having a learning difficulty or a behavioural or emotional problem, the class teacher reports the concern to the Learning Support Co-ordinator. The parents will be informed at this stage and the Code of Practice implemented.

The Learning Support Co-ordinator then works alongside the class teacher in supporting the individual's needs or the needs of a small group. Individual Education Plans (IEPs - soon to be referred to as Pupil Learning Profiles or PLPs) are written with the child's input regarding targets appropriate to their needs. These are reviewed regularly with both the pupil and parents.

Should additional help be required, assessment and advice will be sought from the Educational Psychology Service provided by the Education Authority's South-Eastern Region (SER). RISE(NI), a multi-disciplinary team which includes physios, OTs etc, also works with our school to provide additional support in whole class and through small group activities. Past workshops have included the development of children's listening skills.



At the Prep we will hold parent interviews to discuss the progress of a child receiving this kind of support after Half Term. Interviews will be a blended approach of face to face, phone call or Google classroom.

Communication will then be on-going throughout the year as appropriate, with a mid-year interview also given and an end-of-year report written. Parents may request to speak to a teacher at any time in the school year through the Prep Office. Parents can also communicate with the class teacher through the Seesaw app.



DIFFERENTIATION

In our school, we aim to provide effective teaching by matching the level of work to the individual ability of each pupil so that each child may reach their potential across the curriculum.

Class teachers are responsible for ensuring children's individual needs are met inside the class's curriculum. Staff are diligent in their preparation for this aspect and work closely with the Learning Support Co-ordinator to ensure maximum attention in this matter.



We provide Toe By Toe specialist teaching sessions for pupils who may benefit from this literacy support programme.

THE FOREST ROOM

Children may receive extra support in either individual or small groups, or indeed in class, as needed, to enable them to make appropriate progress in specific areas. These lessons take place in the 'Forest Room' in Loughhead House or in the child's classroom.



To assist us in our school we employ a Learning Support Co-ordinator/Learning Support Teacher, previously called a SENCo, who is timetabled to teach individuals and small groups throughout the school according to their needs. This person works very closely with teaching staff to support classroom learning, to assist with the development of children's differentiated needs and to liaise with parents and the Education Authority's personnel as required or available.

'...there is evidence to show that the actions taken have resulted in significant improvement in the children's learning.'

Team teaching also occurs in our classrooms as appropriate. Each classroom has a box of supports for children with dyslexia and also concentration devices for focus during lessons.



ASSESSMENT

The Sullivan Prep Assessment Policy is available on the school website.

Annual Reports are based on the continuous monitoring of both class work and class tests and standardised testing using GL online assessments in Term 3 of the academic year. These annual reports includes information across all areas of the NI curriculum and a digital copy is sent to parents at the end of each academic year.

Annually, our teachers offer formal interview times for parents to discuss pupil progress in October and March. Parents of pupils on the SEN register will also be offered two meetings with the Learning Support Coordinator in January and June. Parents will be updated on the daily classroom life of their child through the Seesaw app and will also receive feedback on work through this.

In addition, Prep 7 parents are offered interviews in September and also in October to discuss SEAG/transfer preparation (currently online interviews). Prep 7 parents are normally invited to attend Transfer & Transition Interviews in the week following the publication of SEAG grades, in late January/early February, regarding their individual choice of a Year 8 school.

ONLINE TESTING

*'An analysis of the KS2 assessment data over the past 4 years shows that the preparatory department's performance in mathematics and English, when compared with both the Northern Ireland average and schools within the same FSM (Free School Meals) band, are **consistently above the average.**'*

'An analysis of the school's internal performance data indicates that almost all of the children in KS2 achieve standards in line with their ability in English and mathematics.'

Dyslexia and Dyscalculia screeners will be carried out with Prep 3 pupils in the second term.

Standardised testing of English and mathematics is carried out with Prep 4-7 pupils annually. The aim is to monitor and evaluate each child's yearly progress and provide parents with appropriate information.

*'**Effective use** is made of a comprehensive range of data to help bring about improvement in the children's attainment. The children's progress is tracked and realistically **high targets** are set for their future achievement.'*



PREP 7 TRANSFER

Our SEAG team comprises of our Prep 6 teacher, Prep 7 teacher, Head of Prep, Learning Support Coordinator and SEAG-trained Learning Support Assistants. At Sullivan Prep, we provide bespoke transfer preparation from Prep 6 onwards by offering:

- Tailored summer packs are provided for all classes in Key Stage 2
- Personalised 1:1 tutorials are provided in Term 1 of Prep 7
- Two individual parent interviews are offered in Term 1 of Prep 7
- A further transfer and transition individual parent interview is offered during Term 2 of Prep 7

Year	Sullivan Prep Class Average	% to grammar schools
2021	No testing due to COVID	No testing due to COVID
2022 AQE	112	100% * *1 pupil chose to go to the Integrated sector
2023 AQE	112	100%
2024 SEAG	222	100%

END OF KEY STAGE RESULTS

Currently all end of Key Stage reporting is paused in all schools in Northern Ireland.

Sullivan Prep has a record of excellence, achieving the status of being in the top quartile of Northern Ireland schools each year.



The majority of our pupils move to Year 8 in the Senior School and, for the last 15+ years, 100% of our pupils who sat the AQE/SEAG testing have transferred to a Year 8 Grammar School.





SPECIALIST TEACHING SPORT

Our Physical Education specialist teacher is called Mrs Hendron and she teaches from Prep 1 through to Prep 7.

A wide variety of sports is normally on offer in class time, as well as after school.

We usually include: hockey, football, tag rugby, dance, netball, gymnastics, badminton, table tennis, athletics, rounders, tennis and cricket. We have also introduced basketball, sports hall athletics and cross-country running.

'Of particular note is the importance given to developing the children's musical, creative and sporting abilities, as a means to develop further their personal and social development.'

- Prep 1 and Prep 2 - 2 periods of PE; outdoor play; Daily Mile
- Prep 3 and Prep 4 - 2 periods of PE; outdoor learning and outdoor play; Daily Mile
- Prep 5 to Prep 7 - 2 periods of PE; 1 period of Games; outdoor learning; Daily Mile; 1 half-term of swimming lessons

PHYSICAL EDUCATION

We believe in letting children 'have a go' at representing the school and we value everyone's contributions. We also believe in teaching the children the elements of good sportsmanship, by being able to win and lose graciously.



Prep 5 to 7 complete swimming lessons in a local swimming pool with trained coaches. A number of our children who swim for clubs represent our school when they compete in swimming contests and often make the national competition.

Our Key Stage 2 pupils participate in a wide number of events throughout the school year and our teams continue to have great success on the sports field, competing in 5-a-side Football, Hockey, Netball Contact Rugby and Handball tournaments as well as cross-country and Athletics events.





SPECIALIST TEACHING MUSIC

In all Prep classes, the music curriculum is led by a music specialist teacher called Mrs Leathem.



The Music Department of the Senior School provides tuition through **peripatetic teachers**. This is a private arrangement and payment should be directly to those individual teachers. Tutors keep their lessons to break and lunch times to allow minimal disruption to the core subjects.

Tuition for piano may begin from Prep 3; no more than 2 instruments can be accessed each year in order to minimise any disruption to a pupil's learning.

Prep 5 - 7 pupils can choose to avail of tuition in piano, cello, drums, trombone, guitar, clarinet, flute and violin. A full range of instruments is offered. Key Stage 2 children are escorted between sites to any lessons held in the Senior School.

SPEECH & DRAMA

The ability to express oneself, with poise and confidence, is becoming ever more important. Tuition in Speech and Drama provides the skills necessary to give young people 'the edge'. Lessons span the entire spectrum of Speech and Drama – voice production, reading aloud, mime, improvisation, poetry appreciation, choral speaking and drama.

Lessons in Speech & Drama, taught by Mrs Gardiner LGSM, are available for Prep 1 to Prep 7 pupils and beyond at Sullivan Upper.



Currently, Mrs Gardiner's pupils are achieving excellent results in local festivals and examinations.

Fees and availability of places may be advised by contacting Mrs Gardiner or through the Prep Office. Results from pupils accessing this area are always very impressive.



SPECIALIST TEACHING

ART, DESIGN & TECHNOLOGY

Our pupils have opportunities to use a wide range of art materials; guided by two specialist Art teachers in school, our classes develop their artistic talents and enter art competitions, frequently winning prizes in local events.

We avidly encourage our children to develop Technology and Design skills through working with a wide range of loose parts play and challenges from Prep 1 onwards.



OUTDOOR LEARNING

We are a recognised Forest School and Green Flag school due to our continual outdoor learning and eco council work in the Prep. We have a purpose-built outdoor classroom 'The Oak Room' in the Lower Garden and The Magic Garden where our Foundation Stage children play and learn using a wide range of resources.

Each of our classes have timetabled outdoor sessions each week. All staff provide active, experiential opportunities through Play Based Learning and Activity Based Learning activities.

ICT

A wide use of ICT is apparent throughout the school; we have weekly timetabled access to our onsite computer suite for all Prep pupils. Specialist teaching is given to develop ICT skills using a range of devices.

'The children demonstrate high levels of ICT skills to research, plan and present their work to a very good standard.'

In May 2016, Sullivan Prep was awarded the 'Digital School of Distinction Award' in recognition of excellence in integrating technology in learning and teaching.



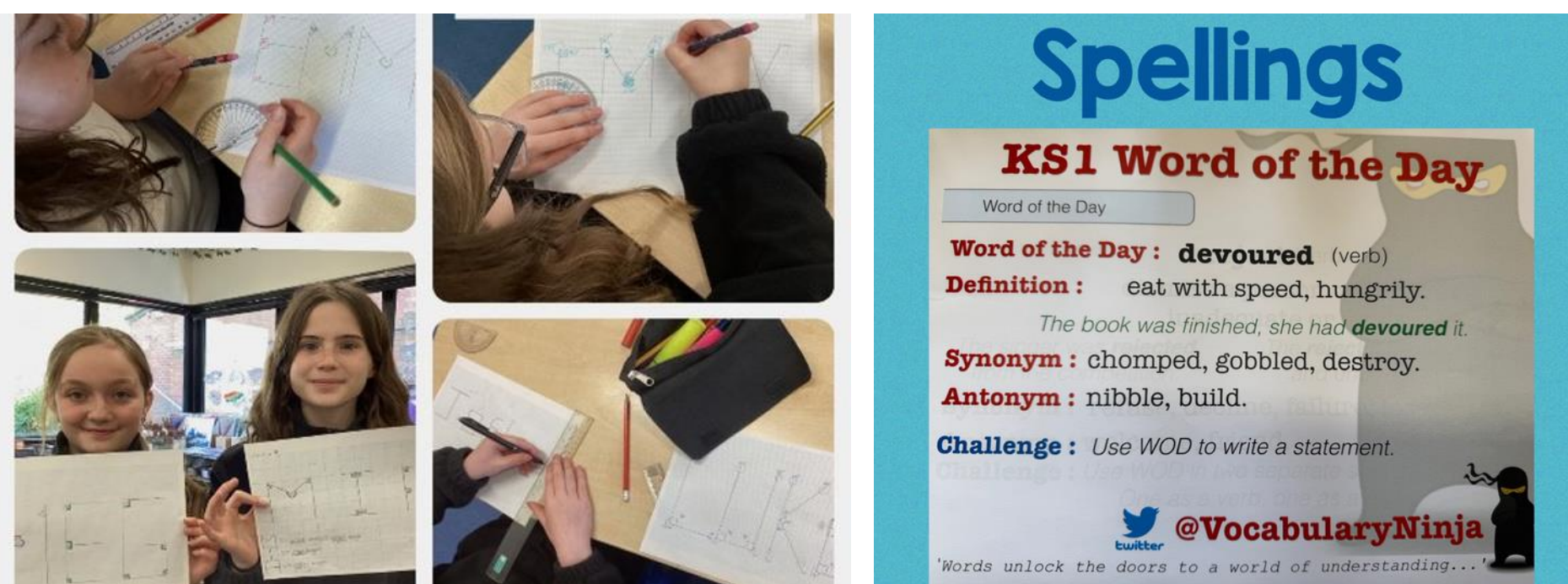
We have iPads for use throughout the school. These are used to build on taught skills and practices to extend our children's learning in this area. We use iPads alongside regular teaching and learning practices to enhance education rather than simply providing 'play online' facilities. Staff training is ongoing in this area especially since the introduction of Adobe Express and Just2Easy software has been provided online.



HOMEWORK POLICY

Homework may be planned for weekly completion with some homework given with a longer date to encourage the use of a home computer for research or to give more time to manage assigned activities around assorted children's/parents' busy lifestyles.

The duration and type of homework will depend on the age and ability of each child. Details for homework and guidance will be given to parents at year group meetings at the beginning of the academic year.



Homework may be written, oral, learning, IT-based and/or investigative and will reflect class work so as to reinforce skills and knowledge, or for preparation/completion purposes.

Homework diaries are used by pupils in upper KS2 classes to develop forward planning skills needed for management of tasks given by different teachers later in their school careers.

Parents should encourage homework to be done in a quiet place with a minimum of distraction.

Parental involvement is strongly encouraged and parents are asked to sign each piece of their child's homework. This action encourages parents to keep up to date with what is being done and how well their child is able to cope with class practices.

Problems may arise with homework and we encourage parents to inform teachers should this occur with their child. This contact may be made via Seesaw to discuss or to arrange a suitable time for a meeting.



We aim for our children to spend an appropriate amount of time on homework relative to their age. For written work this ranges from 5-10 minutes in Prep 1 to 40-45 minutes in Prep 7. Teachers will guide parents about individual needs. Parents may wish to sign off on a homework at any time or finish one either orally or at a later date.

In the event of any school closures, all our classes have class Seesaw with full functionality of 1:1 messaging and children in Prep 1-6 would have activities provided on this. Prep 7 work more independently on Google Classroom throughout the year and can access assigned tasks in that way. We have a detailed remote Learning Policy on the website.



EDUCATIONAL VISITS & VISITORS

Educational visits are an integral part of the teaching and learning in our school and they complement the requirements of the Northern Ireland Curriculum's World Around Us programme.

To cater for the range of children's learning styles, we include a wide range of experiences for our pupils throughout their time in the Preparatory Department. During the year individual classes and groups visit many venues throughout Northern Ireland: Belfast City Hall, W5 workshops, Parliament Buildings at Stormont, Belfast Zoo, the Ulster Museum, the Aquarium, Armagh Planetarium, Mount Stewart and Titanic Quarter.



Our pupils always enjoy visits to local pantomimes and shows organised by our local community and neighbouring schools.



Our teaching of Health Education is part of pupils' Personal Development programme and is enhanced by regular visits from outside agencies. We like to welcome many visitors to our school to assist in our delivery of the curriculum, e.g. science practitioners, volunteer parents including radiographers, optometrists, dentists and doctors visit classes in the Foundation Stage as well as support various 'real life' topics in assorted classes.



Our annual Book Week provides a focus for us to welcome authors, poets and publishers as an inspiration for our young readers and writers and to visit our school and public libraries.

In Term 3 we host a Careers' week for our Prep 7 pupils introducing them to the breadth of opportunities and different types of careers available for them!



SCHOOL RESIDENTIALS

A short overnight visit to the Ulster Folk and Transport Museum or Crawfordsburn Scout Centre is scheduled annually for Prep 6 pupils.



Prep 7 enjoy a longer residential trip which is based at an activity centre in Newcastle at Greenhill YMCA. Assorted activities may include: canoeing, assault courses, hillwalking, paddleboarding and a range of team-building challenges. It is always the highlight of the Prep 7 year.



ASSEMBLIES

Our whole school enjoys a very special weekly assembly where classes meet to welcome representatives from charities and/or visitors or where our pupils present a class assembly on a chosen theme to their families and school friends.

There are a wide range of topics covered from religious and cultural events, International women's day, Remembrance, St. Patrick, Dyslexia Awareness, Healthy Living, Neurodiversity and Mental Health, to name but a few.



At weekly assemblies the Head of Prep awards special certificates to those children nominated by their teachers for extra effort, pleasing work and good focus. We also award termly kindness awards and class awards. At the end of each month we announce which House has gained the most points.

During any school closure, we provide a live assembly session through Microsoft Teams and these are a great success with the children. There are also weekly afternoon singing sessions, led by the Head of Prep, to encourage communal celebration.



EXTRA-CURRICULAR ACTIVITIES

We provide a wide range of opportunities for children to participate in a variety of extra-curricular activities and parents may register online for these on a termly basis.

"The key strengths of the pastoral provision include the wide range of activities, events and visits, which enhance the quality of learning experiences for the children."

Previous years' Extra-Curricular clubs have included:

- Clayfulness
- Multi-sport
- Miniversity
- Football
- Dance
- Netball
- Art Club
- Max Coding
- Speech & Drama
- Science Club
- Prep Choir
- Drama
- Football
- Basketball
- Ju-Jitsu
- Cross Country
- Hockey
- Spanish
- Active Youth
- Junior Dragons



WHO SHOULD I SPEAK TO?

IF THE MATTER RELATES TO AN ASPECT OF THE CLASS –
E.G. CHILD'S WORK, HOMEWORK, FRIENDSHIP, PLAYGROUND:

- Contact the class teacher through Seesaw
- Provide the teacher with brief details about the matter to be addressed
- The class teacher will acknowledge the request within 2 days and for longer requests will respond within 5 days, depending on the issues raised.

IF THE MATTER RELATES TO A CHILD PROTECTION
OR SAFEGUARDING ISSUE:

- Speak to: **Designated teacher - Mrs Ballard**
Deputy designated teacher - Mrs Callen
- Contact the Prep Office on 02890425326 or acairns895@c2ken.net
- Clearly state that the reason for concern is 'related to a CP matter' – but no specific details should be included
- Mrs Ballard or Mrs Callen will reach out to make contact to discuss your concerns as soon as possible.

If you believe that a child is in immediate danger please contact the Gateway team on 0800 783 7745

IF THE MATTER RELATES TO A CONCERN ABOUT STAFF, CURRICULUM
CONTENT, POLICIES OR WHOLE SCHOOL MATTERS:

Please speak to the class teacher first regarding a class item, antibullying etc. If you are dissatisfied with how it has been handled then:

- Speak to: **Mrs Ballard (Head of Department)**
Mrs Matthews (Senior Teacher)
- Contact the Prep Office on 02890425326 or acairns895@c2ken.net
- Clearly state brief details about the matter to be addressed.

Mrs Ballard or Mrs Matthews will acknowledge the request within 2 days and will respond within 5 days, depending on the issues raised.

If you are not happy with the outcomes then please see the Complaints Policy on the school website.



CLEAR COMMUNICATION

As a staff, we are aware of the need for clear communication with all of our stakeholders and so we communicate in the following ways:

Parentmail:

‘Parentmail’ email system for whole school information and the weekly Newsletter.



Sullivan Upper Preparatory Department

148 likes • 211 followers



Liked

Search

Other publications include:

- Yearly Overview Calendar to inform parents of key dates for the Prep
- Calendar of events on a termly basis
- List of extra-curricular activities on a termly basis
- Posting of policies and pupil activities/work on the school’s website, Facebook and Instagram
- Seesaw app for all class information and updates.

PARENT/TEACHER CONTACT

'The preparatory department is committed to maintaining and extending communication with the parents.'

- Class curriculum sessions provided for all parents in September each year by class teachers
- Transfer Meetings for Prep 7 parents in September and October
- Prospective Prep 1 Parent Open Day Meeting – the last Friday in September
- Prep 1 - Prep 7 Parent/Teacher Interviews Meetings in October & March
- Parental coffee catch up each term
- Parents of pupils receiving Learning Support have meetings with the Learning Support Co-ordinator in January and June
- Prep 7 Parents attend Transfer Results Interviews re school options for Year 8 with Head of Prep following publication of results, normally the beginning of February
- Prep 6 parent meeting about transition to Prep 7 & preparation for Transfer in March/April
- New Prep 1 Parent and pupil Meeting in June.



ONLINE COMMUNICATION

The Prep Department's website operates under the Sullivan Upper School website www.sullivanupper.co.uk. We endeavour to keep this updated with news and events of importance to assist with parents' planning needs and share children's activities.

Please log on to www.sullivanprep.weebly.com for additional information about class and school activities, policies and digital forms:

- Using the Seesaw app, communicate with the class teacher and find out about your child's learning
- Inform the class teacher via the Seesaw app if your child is unwell/absent or if someone different is collecting them
- Use the school website to access medical administration forms
- Follow the school on social media – Facebook and Instagram
- Joining the leadership team at the termly coffee catch-up



PERSONAL POSSESSIONS

Pupils should not bring items of value to school. These items include: jewellery, mobile phones, cameras, electronic games, iPads, e-books, or other personal possessions of value.

Any pupil who loses or finds an article should report this fact to a member of staff immediately. Personal items should not be left in cloakrooms or changing rooms. Sullivan Upper School will not be responsible for the loss of any valuables.



All clothing, private property and belongings brought to school must be clearly marked with the owner's name and kept in the appropriate place when not in use. Musical instruments should be stored safely within each classroom.

Mobile phones must not be switched on in the school building or playground or be used during school time for text messages or taking photographs in order to comply with Safeguarding procedures in the school. Mobile phones may be switched on after school hours, outside the school grounds. Parents wishing to update their children's contact arrangements should contact the Prep Secretary.



SPECIAL SCHOOL EVENTS

HARVEST SERVICE:

Each Autumn we walk to a local Holywood church with parents, family members and friends and all classes participate through singing, prayers and readings as well as drama activities. We often bring items to donate to a charity, such as Store House.



CHRISTMAS CELEBRATIONS:

We always enjoy Christmas Concerts in December. Prep 1 and 2 perform a Nativity-themed item; Prep 3 and 4 present a Christmas Showcase and Prep 5–7 participate in musical and dramatic activities in the annual Christmas Carol Service. Our Prep choir performs at in-school Key Stage 2 events as well as at Christmas Fairs, local shopping centres and in Holywood Main Street.

SCHOOL PRODUCTIONS

Each of our pupils is encouraged to take part in Key Stage performances during their time at Sullivan Prep, whether acting, singing or dancing.



Performances may take place in the Senior School's Drama Theatre or School Hall or in a local church venue. Parents and friends are always invited to attend.





SULLIVAN UPPER PREP PARENTS' ASSOCIATION

There is a very active Parents' Association in Sullivan Prep which raises considerable amounts of money each year to purchase equipment; this is of great benefit to the school and its pupils.

SUPPA meet virtually and face to face across the academic year.

"The Parent/Teacher Association has raised significant funds which have been used to help broaden the children's learning experiences."

In past years, SUPPA has most generously provided the school with very valuable resources in many areas including: IT equipment such as laptops and iPads; outdoor learning resources, online Mathletics and Numbots support and treats such as Christmas and Easter items. We are very appreciative as a staff for all of the Committee's efforts!.



SUPPA

The SUPPA committee is made up of 10 parents and 2 members of staff. Members are elected at the AGM each year and serve on the committee for two years. Volunteers are always welcome.

SUPPA's programme for the year usually includes enjoyable social events for both parents and children such as Spooky Fun Night and the annual barbecue, as well as a Christmas party, sometimes a Dads' Curry Night, and usually a May/June Ball for parents and friends. All those who attend are made to feel very welcome and there is the added satisfaction of knowing that the children will benefit hugely from money raised at these events.



SUPPA operates a 'Twice As Nice' (TAN) pre-loved uniform sale throughout the school year; this school uniform can be purchased at <https://supptime.com>



CONTACT DETAILS

For further information, please contact:

Mrs Cairns
Prep Secretary

Telephone:

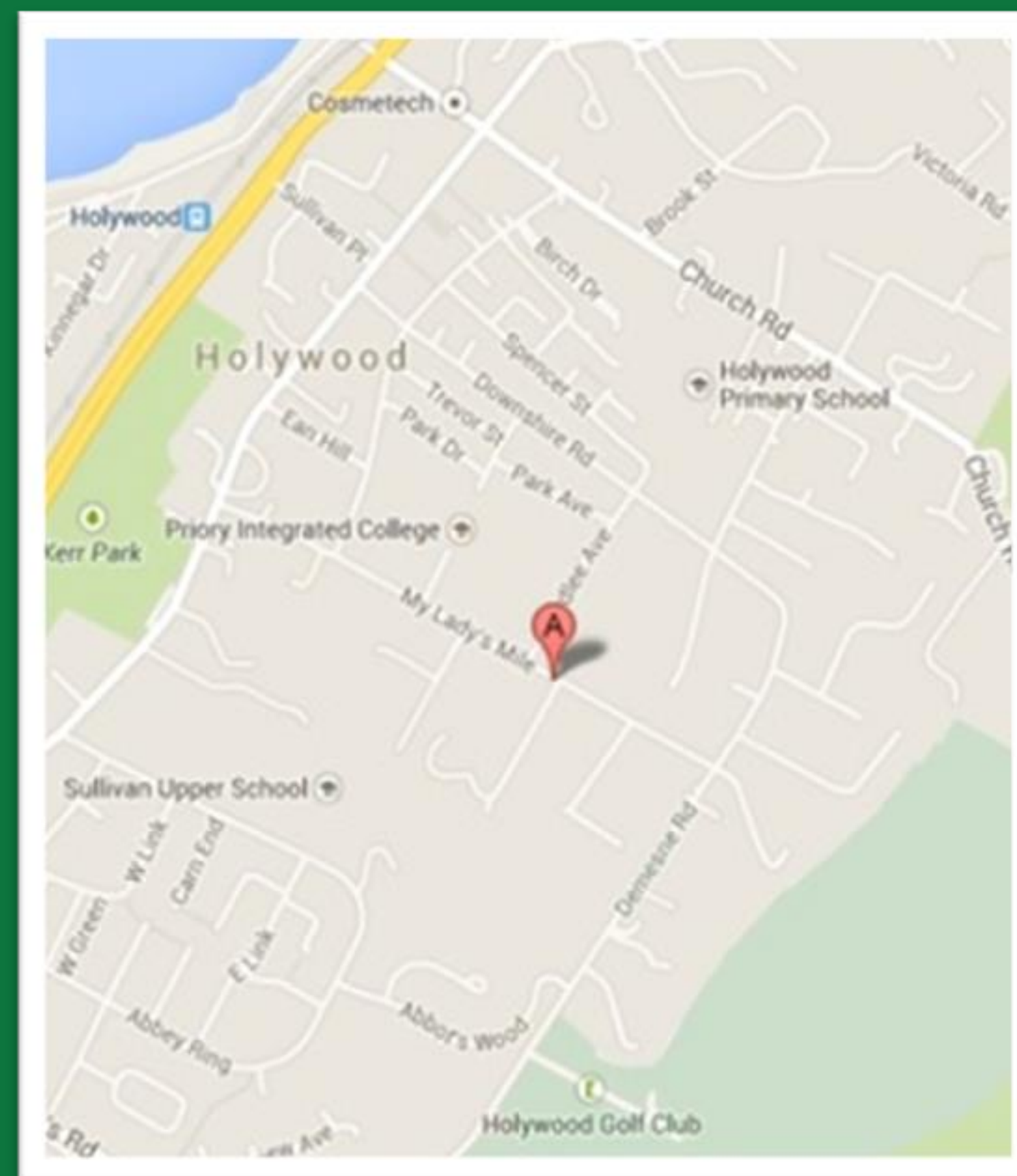
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