



WHAT MAKES BEN MADIGAN SPECIAL?

Many schools offer some of the things we do but we believe it is the total package that others can't match:-

- Beautiful surroundings
- Experienced, caring staff
- Excellent results
- Non-denominational
- Childcare 8.00am – 5.30pm for Pre-School and School Age children: starting time may be earlier and finishing time may be extended, depending on parental demand. (Please note that the session from 2.30 pm onwards will operate if there is sufficient demand to cover costs for Pre-School children).
- Specialist teaching in P.E throughout
- Specialist teaching in Music for older children
- Instrumental tuition in violin, cello, flute, piano and singing
- Pre-school group (age 3-4)
- Guaranteed maximum class size
- Traditional values such as good manners and well disciplined pupils
- Wide range of extra curricular activities
- Access to Grammar School facilities e.g. swimming pool, computer suite, synthetic pitch
- Library/computer suite, use of iPads
- Broad and balanced curriculum
- Happy children
- Traditional uniform
- Wide range of sports taught
- Nature trail
- Holistic and child-centred approach
- An “outdoor classroom”
- Extensive playing fields

Parents who moved their children to Ben Madigan from other N.I primary schools said this:

“Teaching staff are genuinely interested in all children, both academically and otherwise”.

“We would highly recommend Ben Madigan to any parents who want to give their children a great start to their academic career”.

“In some ways it is hard to pinpoint the difference but it's there and it is felt”.

“I feel Ben Madigan goes the extra mile to ensure that every child is really happy in the school”.

“After a few weeks she said she wished she had gone there all her school years”.



BEN MADIGAN PRE-PREPARATORY DEPARTMENT SEPTEMBER 2015

This is held in the Kindergarten building (accessed from Downview Park West). Purpose built for young children, this offers an ideal environment for our Pre-School group.

Children are offered a wide range of carefully planned activities allowing them to progress at their own rate. It is excellent preparation for more formal primary level education. Our Prep. 1 class takes place in the same building, allowing for a smooth transition in familiar surroundings.

Pre-prep. is open on the same days as the Preparatory school.

Staffing: A ratio of 1 adult to 8 children.

Uniform: Ben Madigan tracksuit top or sweatshirt (available from school) and a white polo shirt. Matching tracksuit bottoms or grey school skirt or shorts. Optionally in summer the girls may wear the school summer dress from Marks & Spencer (pale blue gingham traditional style).

Hours: Children may arrive between 8.30 and 8.50 a.m. The day ends at 12.30 p.m or 2:30 p.m to facilitate parents.

(Child care is available, before and after Pre-prep., see separate sheet).

Fees: £4.40 per hour including visits by Jump, Jiggle & Jive (at least once per month), milk, and a nutritious lunch, if staying to 2.30 pm. **(Please note that by taking advantage of payment using childcare vouchers, your hourly rate can be reduced to approx £3. Please speak to our staff for more information).**

Applications: Places will normally be offered in order of receipt of completed application forms. A non-refundable deposit will be required in the April before admission to retain the place.

Please note that in exceptional circumstances, we reserve the right not to offer a place to a child who has needs which cannot be met within existing resources.

Children should have reached their 3rd birthday on or before 1st July in the year of entry and should be free of nappies.

Children are expected to attend on five days per week. Should there be places remaining they may be offered on a part-time basis at the discretion of the Principal.

Please see criteria re: underage admission.

Children attending Pre-Prep. on five days per week will have priority in gaining a Prep place over those who do not. Also those who have attended Pre-Prep for the previous academic year will have priority over those attending for part of the year.

If you wish to apply for a place in Pre-Prep. for your child, please complete and return the application form as soon as possible to:-

Mrs V M McCaig
Ben Madigan Preparatory School
690 Antrim Road
Belfast BT15 5GP

Please do get in touch with us if you need further information on any of these issues. We will be happy to set up an appointment for you to see the facilities and to speak to our staff. Telephone: 90 771139.



PRE-SCHOOL AND AFTER-SCHOOL CARE AT BEN MADIGAN

We offer all day 'wraparound' childcare services in idyllic surroundings to facilitate parents. Due to an expansion in numbers, we are able to offer 32 places for pre-school and 32 places for after school care (16 places for pre-school age children if demand is sufficient to cover costs and 16 places for school age children) for the times listed below. A range of exciting activities for both age groups is available.

This will operate in sessions **all bookable in advance only. Rates apply whether the full session or only part of it is used.**

1. 8.00 – 8.30 am
2. 8.30 am – 2.30 pm
3. 2.30 – 5.30 pm (or 5.45 pm, if there is sufficient demand from parents)

Where: Kindergarten Building

Costs: (To include a drink and a nutritious lunch (in session 2) and snack in the afternoon)

£4.40 per hour for all sessions. **If you pay using Childcare Vouchers, the hourly cost can be reduced to around £3, assuming you use all sessions above and both parents qualify for a tax deduction at the 20% rate. Please speak to our staff for more information on this option.**

Staff: Will be appropriately qualified and able to organise suitable activities for your children.

Bookings may be made using the form provided.

If your requirements vary, booking will be required weekly in advance. Please telephone 028 90 771139 for further information.

Please note that there will be no refund for sessions booked and not used for any reason. For all sessions, please ensure that your child is collected promptly. When children are collected late, an extra charge of £2.60 for every 15 minutes late or part thereof will be charged in order to cover costs. This will be added to the monthly bill.

All regular and long-term bookings **must** be made in writing to avoid confusion.



ADDITIONAL INFORMATION

Headmaster: Mr J M G Dickson, M.A.
Belfast Royal Academy
Cliftonville Road,
Belfast
BT14 6JL
Tel: 028 90 740423

Warden (Chair of Governors): Mr D Walsh
Belfast Royal Academy
Cliftonville Road,
Belfast
BT14 6JL
Tel: 028 90 740423

Principal: Mrs V M McCaig, B.Ed., D.A.S.E.

Admission to Prep 1

Children must normally have had their 4th birthday on or before 1 July in order to be admitted in the September of that year.

All applicants are invited for a visit to the school, either individually or at our Open Day in December. Should we be over-subscribed, admissions criteria are applied. We reserve the right not to offer a place to any child whose needs cannot be met within existing resources. These would be exceptional circumstances, however, as we welcome applications from children of all aptitudes.

Admission to Other Classes:

A number of places may be available in other classes. If you are interested, please let us know and we can arrange an interview, to discuss the availability of places.

Arrangements for Special Educational Needs (SEN):

The ETI Inspection Report 2013 noted that the provision for SEN in the school is very good.

If we feel that a child may have special educational needs, we undertake the following procedure:

1. Additional in-class support by class teacher.
2. As above with assistance from the special needs co-ordinator (SENCO). This may include some withdrawal or after-school support.

3. Referral to B.E.L.B. for psychological assessment (or to other appropriate body). This may be followed by:
4. Peripatetic support from B.E.L.B.
5. Initiation of a statement of Special Educational Needs. A classroom assistant may be provided, if funding is approved by the Department.

At all stages parents are both informed and consulted before any action is taken.

We also liaise with any other professionals involved with the child, either medically or educationally, to ensure that a coherent and appropriate Education Plan is in place. This is regularly reviewed and updated.

Should a child have been identified as having Special Educational Needs before entering the school, we will ensure that we can meet your child's needs before offering a place.

Child Protection Statement

The school has a Child Protection Policy. A copy of this will be provided to you at the Prep. 1 Induction Meeting. It may also be viewed on our website. Mrs McCaig is the Designated Teacher for its operation and Mr Wilson is the Deputy Designated Teacher.

The School Day:

Preps. 1 - 3	8.50 a.m. - 2.30 p.m.
Preps. 4 - 7	8.50 a.m. - 3.10 p.m.

Break and Lunch Times:

Milk may be ordered for any child for break time. The cost of milk, if required, is added to the fee invoice.

A cashless cafeteria system is in operation at lunch time, with each pupil allocated with an individual account. A wide range of healthy and nutritious meals is prepared daily by our qualified cook. A menu is provided to parents, so that pupils can opt to take a hot meal on a daily basis or occasionally if they wish. Pupils in Preps 4-7 can select from a number of meal or snack options in the 'Ben Appetit' cafeteria.

Uniform:

Regulation uniform is compulsory.

Attendance:

% attendance 2013-14	96.5%
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CRITERIA FOR ADMISSION TO BEN MADIGAN PRE-PREP AND PREP 1.

Preliminary application forms and prospectuses may be obtained from the school office at Ben Madigan. For further information, please arrange an appointment with the Head of the Preparatory Department, who will be delighted to discuss options with you.

Preliminary application forms may be submitted at any time from birth but should ideally be received by the beginning of October prior to the admission date. Should later applications be received and if all available places have been filled, applicants will be placed on a waiting list and places offered if they become available using the criteria below.

Pre-Prep. Order of receipt of application form (but see below for criteria applying to under-age children).

Please note that we have expanded our Pre-Prep Department, so that we can offer 32 places in September 2015. **This means that applicants are much more likely to be offered a place, rather than being placed on a waiting list.**

Prep. 1

In the December prior to admission, places are allocated according to the following criteria, providing that the child will have attained his/her 4th birthday by 1st July in the year of admission.

Applicants will be ranked as follows:-

- a) Has been attending Ben Madigan Pre-Prep for a full academic year.
- b) A child who has joined Pre-Prep between October and December.
- c) A child who has enrolled by December to join Pre Prep later in the year and whose deposit has been received.
- d) Has a sibling at Ben Madigan in Preps. 1 - 7.
- e) Has previously had a sibling at Ben Madigan.
- f) Parent(s) attended B.R.A./the Preparatory Department.
- g) Grandparent(s) attended B.R.A./the Preparatory Department.
- h) Other applicants according to date of birth (from the oldest)

Admission to other classes may be possible. If you are interested, please arrange an appointment with the Head of the Preparatory Department to discuss this.

The school reserves the right not to accept any child in the exceptional circumstances that he/she has needs which cannot be met within existing resources.

Criteria For Underage Admission to Pre-Prep

Underage Admission to Pre-Prep (ie where a child is less than 3 years old on 1st July prior to admission)

1. Priority is always given to full age children (age 3 or above on 1st July prior to admission) and no underage places will be confirmed before September in the year of admission.
2. Parents interested in their child starting before this age should indicate this on the application form or in writing to the office.
3. Any underage place will be offered on the basis that the child will remain in Pre-Prep for the next academic year, moving to Prep 1 at the correct age.
4. The number of underage pupils we are permitted to enrol is limited by Social Services regulations.
5. No underage pupil can be enrolled until they are **at least** 2 years 10 months old.
6. Any available places (after having offered places to full age children) will be offered initially to underage children who have siblings attending Ben Madigan and then by order of date of birth for other applications received for the admission of underage children, with the oldest being admitted first. If all applicants have siblings attending Ben Madigan, places would be allocated by Date of Birth (oldest child first) until all places are filled.



FEES FOR SEPTEMBER 2015

PREPARATORY DEPARTMENT

TUITION FEE

YEARS 1-3 = £3,500

YEARS 4-7 = £3,700

MILK CHARGE

ALL FORMS = £24.00 per annum

FAMILY DISCOUNT

- second child 5% discount
- third child 10% discount
- fourth child 25% discount

PRE-PREP TRANSFER SPECIAL DISCOUNT – a discount is available to pupils transferring from Pre-Prep, making the fees £3,200 per annum for these pupils. A non-refundable deposit of £250 is required to secure a place. This will be offset against the fees payable for Prep 1.

PAYMENT OF FEES - fees are paid monthly (from September – June) by direct debit, to facilitate budgeting. Fees include textbooks and stationery as well as tuition.

PRE-PREPARATORY DEPARTMENT FEES SEPTEMBER 2015

The fees effective from 1 September 2015 will be as follows:

Pre-Prep Hours - 8:30am–12:30pm or 8:30 – 2:30pm - £4.40 per hour. If using Childcare vouchers, this hourly rate can be reduced to approx £3. Please speak to our staff to find out more about this option.

This includes visits by Jo-Jingles (generally twice per month) and a nutritious, freshly prepared lunch. (There is no reduction in fee levels if a child is absent from the Pre-Prep Group for any reason).

There is also a session available from 8:00am–8:30am, costing £2.30 per day.

After School Childminding Services

To facilitate working parents, we also offer childminding services in the afternoon as follows:

2:30pm–5:30pm (depending on parental demand, this session may be extended until 5.45pm)

Sessions available at the hourly rate of £4.40. Please note that by using Childcare Vouchers, the hourly rate can be reduced to approx £3.

All sessions are available for both Pre-School age and school age pupils, providing there is sufficient demand. Exciting activities are organised on a daily basis.

Details of how to book these sessions are available from the School Office (telephone 02890 771139).

Fees are payable on a monthly basis immediately on receipt of an invoice.

Religious Education

The School is non-denominational. RE is not taught as a subject in Pre-Prep but children perform a Nativity play and attend some school assemblies.

RE taught in the Prep Department is broadly Christian and moral with some reference to other religions. They also take part in a Nativity play or Carol Service at Christmas and have regular assemblies.

If you do not wish your child to participate in any of these activities please notify the school in writing.

Numbers on roll 2014 – 15	Pre Prep	29
	Preps 1-7	126