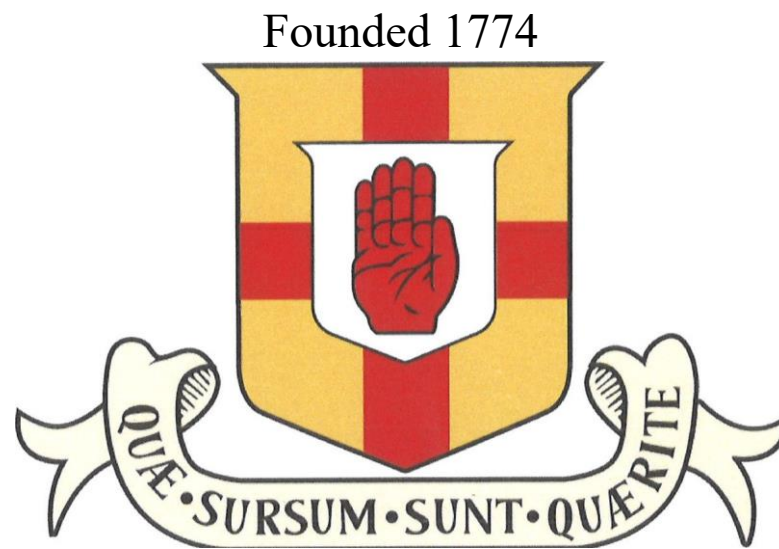




Friends' School Lisburn

Preparatory Department Parent Handbook 2026-27

Prep Office: 028 9266 9198

After School Club: 07516 108075

Email: prep@friends.lisburn.ni.sch.uk

CONTENTS

Mission, Vision & Values	3
Preparatory Department Staff	4
Term Dates	5
The School Day	5
Fees and Costs	6
Uniform	6
Communication with School	10
Newsletter	10
Safeguarding	10
Data Collection	11
Attendance and Punctuality	11
Access to the School	11
Drop-off and Collection	11
Parking	12
Wraparound Care	13
Healthy Eating	14
Lunch	14
Administration of Medicine	15
First Aid	15
Houses	15
Behaviour	15
Special Educational Needs and Learning Support	16
RE and Assembly	16
Extracurricular Activities	16
Music Tuition	17

***This information is essential to the smooth running of our School, please read it carefully.
We appreciate your cooperation in following the procedures outlined.
Thank you***

MISSION, VISION & VALUES

Mission Statement

Friends' School prioritises the equal value of every individual before God, while fostering social awareness through service to others. We aim to cultivate a caring, supportive community where pupils, staff, and parents are collectively committed to excellence. Guided by our motto from the New Testament book of Colossians, *Quae sursum sunt quaerite*, we encourage everyone to "seek those things that are above".

Our Preparatory Department Vision

- Within the Preparatory Department, our aim to develop 'excellence within a caring, supportive community' encompasses pupils, parents and staff.
- We are committed to working in partnership with our school family to empower improvement for all.
- We strive for and value excellence. We recognise that all have unique strengths and weaknesses. We develop our natural talents and work hard to overcome difficulties together. We aspire to reach our potential and to support others in doing the same.
- We embrace our Quaker ethos and live by our ASPIRE values. We prioritise our own and others' well-being.
- We listen to each other and value everyone's voice. We foster connections with our community and work in partnership with them to strive for excellence in all we do.

ASPIRE

Our values underpin everything we do in school and are encapsulated in the word ASPIRE, which stands for Adventure, Sustainability, Peace, Integrity, Respect and Equality. These are values we seek to model in our everyday lives and which we want each of our pupils to nurture.

We aspire to **live adventurously**, to take risks in our learning and grasp the opportunities available to us to explore the world around us.

We aspire to **live sustainably**, to make good use of our resources and reduce our impact on the environment.

We aspire to **live at peace** with ourselves and others, to nurture our wellbeing and to resolve conflict where we see it.

We aspire to **live with integrity**, to be honest in our dealings with others and to be true to our values.

We aspire to **show respect** to ourselves and others, to nurture our talents and to build our school community.

We aspire to **promote equality**, to value everyone for who they are and to celebrate the contribution they make. Our values are drawn from our Quaker heritage and are still relevant today.

TEACHING STAFF

PRINCIPAL: Stephen Moore (on secondment)

ACTING PRINCIPAL: Steven Alexander

HEAD OF PREPARATORY DEPARTMENT: Ruth Watson

PASTORAL CARE & EARLY YEARS LEAD TEACHER: Clare Monteith

CURRICULUM & ASSESSMENT LEAD TEACHER: Leigh Lunn

LEARNING SUPPORT CO-ORDINATOR: Ruth Connolly

PREP 1: Clare Monteith

PREP 2: Rosanna Smyth

PREP 3: Kathryn Park

PREP 4: Matthew Gleave

PREP 5: Emma Anderson

PREP 6: Ruth Connolly

PREP 7: Leigh Lunn

LEARNING SUPPORT TEACHER: Jade Preston

SUPPORT STAFF

BURSAR: Jill McKee

ASSISTANT BURSAR: Pamela Daniel

PREPARATORY DEPARTMENT SECRETARY: Cherith Boyd

ACTING PRE-PREP LEADER: Ruth Agnew

ACTING PRE-PREP ASSISTANT: Zara Wright

CLASSROOM ASSISTANTS: Judith Anderson, Kathy Boyd, Anabella Duncan, Cathy Flack, Louise Garrett, Cathy Stevens, Rhoda Walker, Sarah Walsh, Chloe Wright

WRAPAROUND CARE MANAGER: Cathy Stevens

AFTER SCHOOL ASSISTANTS: Danielle Norwood, Jocelyn Robinson

TERM DATES 2026-27

Autumn Term: Monday 24 August — Friday 18 December

Bank Holiday: Monday 31 August

Autumn Half Term: Monday 26 October — Friday 30 October

Spring Term: Monday 4 January — Friday 19 March

Spring Half Term: Monday 8 February — Friday 12 February

Summer Term: Monday 5 April — Wednesday 30 June

Summer Bank Holidays: Monday 3 May & Monday 31 May

Staff Development Days – school closed for pupils

Friday	25 September 2026
Friday	16 October 2026
Monday	25 January 2027
Wednesday	17 March 2027
Wednesday	21 April 2027
Tuesday	4 May 2027
Thursday	20 May 2027
Tuesday	15 June 2027

Please note there are three additional staff development days included in the calendar for 2026-27 to allow for TransformED training.

THE SCHOOL DAY

Pupils gather in the playground from 8.30 am. They will be supervised from this time and should not be left unattended before then. Breakfast Club is available from 8.00 am if required.

School starts promptly at 8.45 am.

School ends for Prep 1-Prep 3 at 2.00 pm. Prep 3 remain in school until 3.00 pm (2.40 pm on Friday) after the Easter break.

School ends for Prep 4-7 at 3.00 pm from Monday to Thursday and 2.40 pm on Friday. There is a short afternoon break at 2.00 pm for older classes.

Separate arrangements for the school day in Pre-Prep and the settling-in period in Prep 1 are contained in the respective induction booklets.

FEES & COSTS

Pre-Prep Fee	£4,250
Prep 1-Prep 7 Fee	£7,500 inc. VAT
Capital Fee	£70
AVC	£150
Lunch	£3.50 per day, to include main course and dessert/fruit.
Breakfast Club	£3.50 per day
After School Club	£6.00 per hour; £4.00 from 5.00-5.30 pm

Additional costs include uniform, school day trips and residentials and any extracurricular activities you choose provided by external providers.

SCHOOL UNIFORM

The Official School Outfitters for uniform are:

- McCalls of Lisburn, Market Street, Lisburn
- Warnocks, 791-793 Lisburn Road, Belfast

A 20% discount is available from both during June and July.

Branded items of PE Kit may be purchased from the Online School Shop <https://friends-school-lisburnshop.myshopify.com/collections/fsl-prep> Please purchase navy shorts and a red PE top (not a polo top) for PE.

Due to a change in legislation and as a result of the parent survey carried out earlier this year, school uniform rules have been relaxed for 2026-27. All items you currently possess remain acceptable uniform.

Please ensure that all clothing and footwear are clearly and permanently labelled so lost items can be returned promptly. We are affiliated with My Nametags, which provides high-quality, durable labels. The school receives 24% commission on all orders, which supports educational initiatives. To order, visit www.MyNametags.com and use school ID 59764.

Please note that any item of School Uniform or PE clothing which contains either the school badge or the words 'Friends' School Lisburn' may only be bought from the Official School Outfitter or Online School Shop.

WINTER UNIFORM

Winter uniform can be worn all year round.



Girls

- Green blazer with school badge
- Green tunic (pinafore style)
- White long-sleeved shirt
- School tie
- School pullover
- Green striped regulation knee-length socks or green tights
- Black leather school shoes
- Green regulation coat or plain, dark coloured coat

Boys

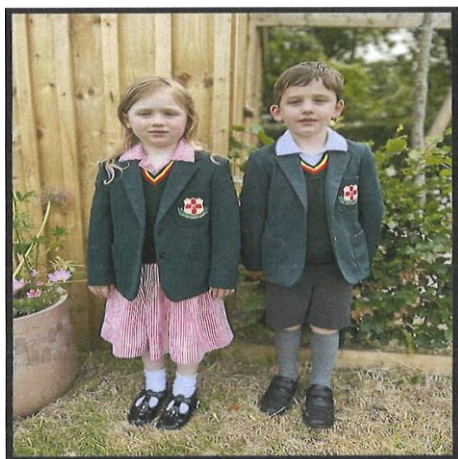
- Green blazer with school badge
- Prep 1-4: Mid-grey shorts (trousers may be worn during inclement weather)
- Prep 5-7: Mid-grey trousers
- Grey long-sleeved shirt
- School tie
- School pullover
- Grey knee-length socks with shorts Grey ankle-length socks with trousers
- Black leather school shoes
- Green regulation coat or plain, dark coloured coat

Plain dark green gloves, hats and scarves are essential in winter. Pupils may also wear commemorative FSL250 hats, which are available on the Friends for Life website <https://friends-for-life.org.uk/product/fsl-nogginbeanie-kids-size/>.

Pupils in Pre-Prep to P2 will require wellies to be kept in school.

SUMMER UNIFORM

Summer uniform is optional. Your child may wear winter uniform throughout the year if you prefer. Summer uniform is permitted after the Easter holiday, until the end of October.



Girls

- Green blazer with school badge
- Prep 1-4: regulation red striped cotton dress with white ankle socks
- Prep 5-7: regulation striped blouse or white polo shirt with school badge (available from school shop) or plain white polo shirt with green tunic and green striped regulation knee-length socks
- School pullover
- Black leather school shoes
- Red baseball cap

Boys

- Green blazer with school badge
- Prep 1-4: Mid-grey shorts
- Prep 5-7: Mid-grey trousers or shorts
- White polo shirt with school badge (available from school shop) or plain white polo shirt
- School pullover
- Grey knee-length socks with shorts Grey ankle-length socks with trousers
- Black leather school shoes
- Red baseball cap

JEWELLERY

For safety reasons, pupils should not wear jewellery in school, except for watches and one pair of ear studs.

Smart watches are not permitted.

SCHOOL BAGS

Your child will receive a Friends' School Preparatory Department book bag, which should be brought to school every day. They may bring another school bag of their own choice.

PRE-LOVED UNIFORM

Our pre-loved uniform collection is managed by Prep parent Ashleigh Bell. Items are free of charge, although donations to school funds are welcome. Please ask the school for contact details if required.

PE AND SPORTS KIT

The clothing listed below is required for PE lessons and gymnastics sessions at Salto and for certain school events such as Sports Day. Children are permitted to come to school in their kit on PE days or if they have a sports club as an extracurricular activity.

Some changes have been made to relax the PE uniform requirements due to legislation introduced by the Department of Education.



Prep 1-4 Girls and Boys

- Regulation red sports top
or a similar, plain red sports top
- Plain navy shorts, any make
- Regulation green Canterbury tracksuit
bottoms or similar style plain navy tracksuit
bottoms, any make
- Regulation red zip top
- White ankle socks (Prep 4 need
red hockey socks for term 3)

Prep 5-7 Girls and Boys

- Regulation red sports top
or a similar plain red sports top
- Plain navy shorts, any make OR green
regulation skort for girls
- Regulation green Canterbury
tracksuit bottoms or similar style
plain navy tracksuit bottoms, any
make
- Regulation red zip top
- White ankle socks and red hockey
socks

Prep 4-7 classes will attend swimming classes at Lagan Valley Leisureplex as part of the PE curriculum. Girls will need a plain black swimsuit, and boys will need plain black swim jammers. A swimming cap is required for long hair. Optional school-branded swimming hats are available from the school office for €8.00.

COMMUNICATION WITH SCHOOL

We value the strong relationship between parents and staff and believe that good home-school communication is key to success.

Mornings and end-of-day pick-up times are busy, so there may not be enough time or privacy for a conversation. To speak with your child's teacher or Mrs Watson, you are always welcome to contact the office to arrange an appointment or phone call. Mrs Boyd, our Preparatory Department Secretary, is available on 028 92669198 from 8.30 am to 3.00 pm, and an answerphone is available if needed. You can also email the school at prep@friends.lisburn.ni.sch.uk

School messages are sent through Parent Mail. If your child is new to the school, this will be set up once they are enrolled.

Teachers use the Seesaw app to share class news. Parent-Teacher consultations take place in October and February, and a written progress report is provided at the end of the school year.

Parent workshops are held from time to time to share information about curriculum or whole-school matters.

The Grammar School telephone 028 92 662156 will be answered until 4.30 pm daily.

You may also wish to follow our social media pages:

Facebook: Friends' Preparatory School Lisburn

Instagram: fslprep

NEWSLETTER

The School Newsletter will be sent monthly. This contains information about past and upcoming school events. It is also used to celebrate pupil success in and out of school on the 'Proud Cloud'. Please send any submissions for out-of-school achievements to prep@friends.lisburn.ni.sch.uk with the title Proud Cloud.

CHILD PROTECTION AND SAFEGUARDING

Safeguarding children is at the core of all we do. If you have any concerns about your own child or another child in the school, please contact the Safeguarding and Child Protection Team, Mrs Watson (Designated Teacher) or Mrs Monteith (Deputy Designated Teacher) to discuss. Our core safeguarding policies will be sent to you at the start of term.

DATA COLLECTION

To ensure that the data we have on file is accurate, a data collection sheet will be sent electronically to parents before the academic year begins. Please return this as soon as possible. If any information changes during the year, please advise the office immediately. All data is held in accordance with the Data Protection Act.

ATTENDANCE AND PUNCTUALITY

Please ensure your child arrives at school on time. Pupils arriving after 8.45 am miss valuable learning and may disrupt the class.

For safeguarding reasons, please telephone or email the office each day your child is absent due to illness.

Following vomiting or diarrhoea, children should remain off school for 48 hours after the last episode, in line with Public Health guidance.

We cannot approve holidays during term-time. However, we understand that occasional family events mean that time off is required. Please email Mrs Watson via prep@friends.lisburn.ni.sch.uk in advance to let us know if your child will be away from school.

If you need to collect your child from school early for an appointment or other reason, please make sure you sign out using the office register. This is to comply with fire safety regulations.

ACCESS TO THE SCHOOL

For security reasons, parents and visitors must report to the school office on arrival. If Mrs Boyd is unavailable, please use the buzzer at the main entrance and speak to a member of staff on the intercom.

Security doors remain locked during the day and there is no access to classrooms without permission from a member of staff.

DROP-OFF AND COLLECTION

Vehicles should not exceed 5 mph and there should be no overtaking on school grounds. Please be aware of zebra crossings, especially when close to parked cars.

MORNING DROP-OFF

A morning drop-off system operates within the school grounds which can be used by all parents. Please note that no cars should be in the school grounds before 8.30am unless using Breakfast Club. The system works as follows:

- Cars follow the one-way system.

- Cars may only stop in the designated Drop-Off Zone (past the school building, on the left-hand side by the hedge).

The Drop-Off Zone accommodates a maximum of 6 cars at a time. Cars should proceed to the furthest point available in the Drop-Off Zone. Pupils should exit the car onto the footpath side and make their way to the playground, or into school on a wet day. It is imperative that pupils leave the car as quickly and safely as possible. Junior Road Safety Monitors will be present at drop-off time to guide cars and pupils around the system.

AFTERNOON PICK-UP

All Pre-Prep parents can drive into school and park in the car park to collect their child.

If you are not collecting a Pre-Prep pupil, only drivers with a permit may drive into school at P1-3 or P4-7 pick-up times.

If you feel that you require a permit, application must be made in writing to the school office. If you do not hold a permit, you should park your car outside the school grounds and collect your child from the school gate. Permits should be displayed on the dashboard when in school grounds. As pupils may be moving around the grounds, permit holders should enter the school grounds no more than five minutes before pick-up time (i.e., 1.55 pm for 2.00 pm pick-up or 2.55 pm for 3.00 pm pick-up). The system works as follows:

- Cars follow the one-way system.
- Cars may only stop in the designated Pick-Up Zone (past the school building, on the left-hand side by the hedge).

The pick-up zone accommodates a maximum of 6 cars at a time. Cars should proceed to the furthest point available and wait in the car for a member of staff to bring their child out. Pupils should enter the car using the footpath side as quickly and safely as possible. After pick-up, cars must leave the school premises promptly.

PARKING

Parking is available in the car park at the end of the drop-off and pick-up zone for Pre-Prep parents. Prep 1-7 parents or carers should only use the car park if you need to enter the school building to speak to a member of staff, or if you are assisting or volunteering in a class, or have other special circumstances agreed with the school.

Cars must not park on the hill or opposite the drop-off zone. It is not safe for children to cross the road as driver visibility is poor. Parking arrangements for school events, e.g., parent-teacher interviews and school productions, will be communicated near the time of the event.

If your child attends Breakfast Club, please use the car park opposite the dining hall and drop your child off from 8.00 am onwards. Please be mindful that this is a staff car park and may experience high traffic volumes. If you are collecting your child from After School Club before 3.15 pm, please park outside the school grounds, unless you are a permit holder or a pre-prep parent, to ensure safety as pupils move freely around the school. If you are picking your child up from 3.15 pm onwards, you may use the car park.

WRAPAROUND CARE

Wraparound Care begins on Tuesday 25 August. All sessions must be booked in advance through the ParentPay app.

The Breakfast Club runs every morning in the School Dining Hall from 8.00 am and costs £3.50 per day. Children are offered cereal, toast and fruit juice. To ensure a smooth transition, please arrive by 8.20 am at the latest, so that your child is ready to accompany staff to the playground at 8.30 am to join their classmates.

Please do not leave your child any earlier than 8.00 am, as staff will not be available. You should accompany your child into the Dining Hall on arrival to ensure they are safely handed over.

After School Club will operate daily until 3.00 pm for Pre-Prep and until 5.30 pm for Prep 1-7. The rate for 2026-27 is £6.00 per hour until 5.00 pm, and £4.00 for the final half-hour from 5.00 pm to 5.30 pm. Upon arrival, children receive a healthy snack before choosing from structured activities such as arts and crafts, construction toys, board games, library time, and outdoor play.

Collection routines vary according to your chosen pick-up time. Younger children who stay until 3.00 pm, so that they can leave with older siblings, will be escorted directly to the pedestrian gate. For collections at any other time, please ring the intercom buzzer, and staff will bring your child to you.

Mrs Tinsley, a former Prep parent, visits the After School Club during the school year to teach Bible lessons on Tuesday afternoon. Please speak to Mrs Watson or Mrs Stevens if you do not wish your child to take part in this.

If you use childcare vouchers or have questions about payments, please contact Mrs Stevens using the email address below. For any last-minute updates or emergencies, you can reach the club by calling or texting 07516108075, or by emailing prepASC@friends.lisburn.ni.sch.uk

HEALTHY EATING

We encourage children to bring healthy snacks to school to help them stay alert, concentrate in class, and work towards their five daily portions of fruit and vegetables. Children in Pre-Prep and Prep 1 receive a daily snack directly from the school as part of the Foundation Stage curriculum, there is no additional charge for this. Pupils in Prep 2-7 should bring their own snack to school. Once children stay in school until 3.00 pm (from Easter in P3), they may bring a second snack to eat at afternoon break around 2.00pm if they wish.

Suitable snack ideas include fresh or dried fruit, cheese, and vitamin-rich vegetable sticks such as celery, cucumber, peppers, or carrots. You may also send in wholegrain- or oat-based snacks like breadsticks, plain pretzels, banana bread, malt loaf, oat or rice cakes, small pitta breads, or flapjacks, provided they are completely nut-free.

As an occasional treat, children are permitted to bring crisps on Wednesdays only.

To ensure children stay properly hydrated throughout the day, please send them to school with water in a clearly named, sports-style water bottle to drink during class. Please also keep in mind that we are an allergy-aware school, meaning no nut products of any kind should be included in your child's lunchbox. With your continued support, we hope to help our pupils develop positive, lifelong healthy eating habits.

LUNCH

Pupils have full flexibility with their lunchtime meals and may choose to have school dinners every day, bring packed lunches every day, or opt for a combination of both. All menus and school dinner bookings are managed through the ParentPay app and paid for in advance.

Each day, the school kitchen prepares two hot meals, a vegetarian option, and soup alongside a choice of sandwich. The current cost is £3.50 per day, which includes a main course paired with either a dessert or fresh fruit.

If your child has any special dietary requirements, we can arrange for you to speak directly to the kitchen staff so we can accommodate their needs. Finally, please remember that we are an allergy-aware school, meaning no nut products of any kind should be included in your child's packed lunchbox.

ADMINISTRATION OF MEDICINE

Medication should be given at home whenever possible. However, we understand that some pupils need to receive medicine regularly in school as part of a long-term plan to manage a chronic condition, and we will work with you to establish a plan for this.

If you require school staff to administer medicine to your child in the short-term, please complete an 'Administration of Medication' form, available from the school office, and hand the medicine directly to a member of staff. Please do not send medicines into school with your child.

If your child needs an asthma inhaler or EpiPen kept in school, parents are responsible for ensuring it is in date and replaced when needed.

The School Nurse may administer medication, if she considers it necessary and you have given permission on the Data Form at the start of the academic year.

FIRST AID

Staff will provide basic first aid for minor accidents, such as cleaning cuts and grazes, applying plasters, or using ice packs. If your child receives first aid, a note will be sent home in their bag. Pupils may be referred to the School Nurse if staff consider this necessary. Please indicate your permission for first aid on the Data Form issued at the start of the academic year.

HOUSES

All pupils are placed in one of four houses from Prep 4 onwards: Aughrim, Collin, Croob or Divis. If your family is affiliated with a particular house, we will ensure that your child follows that tradition if you wish. Older classes line up in their houses at the end of play in the playground, earn behaviour points and compete in a range of sporting competitions during the year.

BEHAVIOUR

We have very high expectations for good behaviour in Friends' Preparatory Department. Our 'Respect' Behaviour code is used throughout the school. If your child receives a consequence card, you will be informed. Good behaviour is reinforced positively, including the use of House Points in Prep 4-7, Class of the week in Prep 1-3.

Bullying-type behaviour is not tolerated; any incidents will be dealt with in accordance with our policy and current legislation.

SPECIAL EDUCATIONAL NEEDS

Our Learning Support Co-ordinator, Mrs Connolly, is available to support parents with any issues regarding additional needs. Please do not hesitate to discuss any concerns you may have about your child's development, learning or behaviour with the class teacher or Mrs Connolly. Early identification and intervention are key to helping your child achieve their potential.

Mrs Preston is our new Learning Support Teacher; she is timetabled to work with individuals and small groups. If your child is withdrawn from class to work with her, you will be informed. Mrs Preston will be available during Parent-Teacher Interview weeks to meet with you. Mrs Connolly and Mrs Preston can be contacted at PrepSEN@friends.lisburn.ni.sch.uk

RE AND ASSEMBLY

Prep Assembly is held each Friday in the Grammar School Assembly Hall. It is an opportunity to engage in collective worship and to celebrate pupil or team achievements. While it has a Christian focus, we ensure that it is inclusive of all faiths. Throughout the year, each class has the chance to lead assembly for the other classes.

The Religious Education (RE) Curriculum is currently under review and will shift from a purely Christian focus to one that includes other faiths. It is compulsory to teach RE in Northern Irish schools; however, parents have the right to withdraw their child from RE lessons or collective worship. Please inform Mrs Watson if you do not wish your child to take part in assembly, RE classes or the Nativity Play.

SALTO AND SWIMMING

As part of the PE curriculum, all children in Pre-Prep to Prep 7 take gymnastics lessons at Salto for one term each year. From Prep 4 onwards, each class also has swimming lessons in Lagan Valley Leisureplex for one term each year. There is no additional charge for this.

EXTRACURRICULAR ACTIVITIES

Blocks of extracurricular activities are available to book each term. These are led by staff or high-quality external providers. Staff-led clubs are usually free of charge.

Past providers have included The Active Hour, Gavin McAuley Badminton, Eureka Seekers, Sew Ready, Artworks Mini-Masters Art, Down Academy of Performing Arts and CK Coaching. Specific dates will be sent out at the start of the academic year. Outside providers will organise registration and payment with you before each block commences. Prep 1 will be offered extracurricular activities from November onwards.

MUSIC TUITION

As an optional extra cost, we offer music tuition for Key Stage 1 and 2 pupils in guitar and drums and we will re-introduce piano this year. We can arrange lessons in other instruments in conjunction with the Grammar School. We also offer speech & drama tuition from Prep 1 onwards with CUE Academy.

Booking and payment information will be sent out at the start of term.

