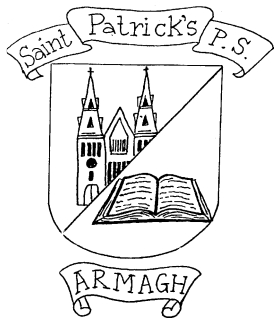




SCHOOL PROSPECTUS 2023-2024

"We Care, We Share, We Learn"



St Patrick's Primary School

Loughgall Road, Armagh BT61 7NL

Principal: Sean Mc Kinley

Tel: 028 3752 3773

Fax: 028 3751 0878

Website: www.stpatricksparmagh.com

Dear Parent/Guardian,

December 2022

We extend a warm welcome to you and your child to St. Patrick's Primary School. We would like to extend a very special welcome to those parents for whom this is their first experience of the transition from pre-school to primary school education. We hope that, as you find out more about our school, it proves to be an extension of the atmosphere and environment which exists within your own family and a place in which you feel your child would be happy to learn and develop.

We value our close working relationship with parents because it is in working together that the best can be achieved for our children. We would aim to keep in close contact throughout your child's years in this school.

We have designed this booklet to give you basic information about school life and hope you find it both informative and useful. Should you require clarification or further information about any aspect contained within, or in relation to the enrolment process, please do not hesitate to contact the school.

OPEN DAYS: We plan to host 2 OPEN AFTERNOON SESSIONS to provide parents with an opportunity to visit our school, view our facilities and speak with staff. These will take place on:

WEDNESDAY 11 JANUARY 2023	1.30 - 3.00pm
THURSDAY 12 JANUARY 2023	1.30 - 3.00pm

Over recent years, in the absence of face-to-face Open Days, we recorded a '**virtual tour**' of our school for parents to view. This recording is still accessible through the school website, and is yet another means for parents to gain some insight into life for pupils within our school.

<https://www.stpatricksparmagh.com>

If your child enrolls and commences their primary school journey with us, as they develop, you will be given further policy documents and information to keep you informed and help you understand what we in St Patrick's are attempting to achieve.

We hope that when your child eventually leaves St Patrick's they will have evolved as well developed young people who can look back on their primary schooling with fond and pleasant memories.

If any parent has any questions in advance of the opening of the online enrolment process on Tuesday 10 January 2023, please do not hesitate to contact school directly by telephone on 028 37523773 or email info@stpatricksparmagh.com and a member of staff should be able to assist you with any inquiries.

Sean Mc Kinley
Principal

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ST. PATRICK'S PRIMARY SCHOOL:

St. Patrick's is a co-educational primary school serving the greater Armagh area. The school's excellent reputation is formed on 3 primary tenets:

1. *Literacy, Numeracy, ICT and Special Education needs provision are at the heart of a broad and balanced curriculum;*
2. *A strong caring ethos is reinforced by supportive pastoral care structures where mutual, positive relationships are fostered;*
3. *A wide range of curricular and extra-curricular opportunities and experiences are offered to develop each child's skills and potential to the full;*

OUR SCHOOL MISSION STATEMENT:

"We Care, We Share, We Learn."

AIMS OF THE SCHOOL:

St. Patrick's Primary School aims to provide a high quality learning experience for all by:

- Creating a happy, enjoyable and safe learning community;
- Promoting the enrichment of pupil life, spiritually, morally, culturally, intellectually, physically, emotionally and socially;
- Helping prepare children for the opportunities, responsibilities and experiences of adult life;
- Providing a caring, Christian, Catholic environment in which children are provided with opportunities to grow in confidence and self-esteem;
- Enriching a child's knowledge, experience, imaginative understanding and their awareness of moral values and capacity for enjoyment and success;
- Instilling an appreciation of their own uniqueness and importance;
- Fostering personal attitudes of appreciation and tolerance of others;
- Nurturing a pleasure and enjoyment in learning;
- Developing mutual relationships with parents, the parish and school community.

Our school aims are rooted in and find expression through our personal, Christian values of:

Faith	Understanding
Love	Friendship
Respect	Fun
Honesty	Trust
Fairness	Forgiveness
Tolerance	Achievement

We ask all members of our learning community to support and promote our shared aims, mission, values and ethos.

St Patrick's Primary School
Loughgall Road
Armagh
BT61 7NN

Maintained Primary School

Enrolment Number: 505
Admissions Number: 72

Telephone No: (028) 3752 3773

Fax No: (028) 3751 0878

Email: info@stpatricksp.sarmagh.ni.sch.uk

Website: www.stpatricksp.sarmagh.com

PRINCIPAL: Mr Sean McKinley

CHAIR OF BOARD OF GOVERNORS: Mrs Anne Murphy

RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATION TO ADMISSIONS:

The Board of Governors draws up the admissions criteria and delegates to an Admissions Sub-Committee, which includes the Principal, the responsibility for applying the criteria for admissions. Any reference herein to the term Board of Governors, includes any Sub-Committee appointed for the purposes of applying the admissions criteria.

OPEN AFTERNOON SESSIONS:

We will host Open Afternoon sessions for prospective parents from 1.30 - 3.00pm on both Wednesday 11th and Thursday 12th January 2023.

Further information and advice is accessible through our school website:

<https://www.stpatricksp.sarmagh.com>

ADMISSIONS PROCESS:

During the admissions procedure, when applying the criteria, punctual applications will be considered before late applications are considered. The application procedure opens on 10 January 2023 at 12noon (GMT) and an application submitted by the closing date of 27 January 2023 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 27 January 2023 and up to 4 pm on 31 January 2023 will be treated as a late application, this is also the last date and time for processing a change of preference in exceptional circumstances. After 4 pm on 31 January 2023 no applications will be processed until after the close of procedure on 27 April 2023.

The EA's online portal for Primary 1 applications opens on 10 January 2023. As part of the EA's Digital Admissions Application process for 2023-24, for those parents who nominate **St. Patrick's Primary School** as their **first preference school**, an original, full birth certificate for each child applying for a place in Primary 1 in September 2023 should be provided. This can be uploaded to the EA Parent Portal or provided directly to school **on/before 4.00 pm (GMT) on 31st January 2023**.

(Any additional supporting documentation relating to a child's application should also be provided directly to school on/before this date.)

ADMISSIONS CRITERIA:

The Board of Governors will apply the following criteria, in the order indicated, to identify which children should be admitted either at initial admission to education or on transfer from another school. When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on, or attached to, the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is submitted at the time of application.

PRIORITY OF CRITERIA:

1. Priority will be given to children who reside in the Parish of Armagh.
2. Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, including those children whose parents deferred their admission to primary school in September 2022 as defined by the new School Age (NI) Act (both groups to be treated equally).
3. Priority will be given to children resident in Northern Ireland at the time of their proposed admission to the school before those who are not so resident.

If oversubscribed within 1-3 above, the following sub-criteria will be applied.

- i. Children who, at the date of their application, have a child of the family in attendance during the 2022/2023 school year.
- ii. Children who, at the date of their application, have a child of the family who previously attended the school.
- iii. Children who are defined as a Child Looked After (CLA) as defined by the Children (NI) Order 1995.
- iv. Preference will be given to children with exceptional circumstances (medical, social or other problems) that necessitates admission to St Patrick's Primary School, Armagh rather than any other primary school. The circumstances should be personal to the child and must be supported by independent and appropriate documentation, providing evidence of the circumstances being described as being exceptional. The exceptional circumstances must be made known at the time of application.
- v. Remaining places will be allocated according to alphabetical order on the basis of the initial letter of the child's surname as recorded on the child's birth certificate, in the order set out below:

N R A M L C W Z J V O B Y K O' S M c T E U I M a c H D X Q F P G

This order was determined by randomised selection of letters (selection with a clear audit trail). In the event of surnames beginning with the same letter, the subsequent letters of the surname will be used in alphabetical order. Should 2 children have the same surname, the alphabetical order of the first Christian name, as recorded, will be the deciding factor. (This sub-criterion will also be used in the event of oversubscription within any other sub-criterion).

DUTY TO VERIFY

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application. If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

WAITING LIST POLICY

The school's policy on the consideration of applications to Primary One after the open enrolment procedure concludes is available from school directly. Similarly, the school operates a Waiting List in respect of applications to Years 2-7.

ADMISSION TO P2 – P7

The school will admit any pupil provided all of the following are fulfilled:

1. A pupil will be considered for placement provided the school enrolment number will not be exceeded.
2. Preference will be given to those children who reside in the parish of Armagh.
3. Consideration will be given to the number of children in the class to which applications are being made. Preference will be given where admission will not cause the class size to exceed 30 children.
4. A pupil will be refused admission where the Board of Governors is of the opinion that the admission of the child to the school would prejudice the efficient use of resources. (Article 13(5) Education (NI) Order 1997).
5. Where a limited number of places exist, preference will be given to those who make earliest application.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2020/2021	59	59
2021/2022	61	56
2022/2023	42	42

SCHOOL MANAGEMENT INFORMATION:

St Patrick's Primary School is a Catholic maintained school built in 1969 to replace the Old Banbrook Infant School. Since then the accommodation has continued to increase and the school now caters to more than 420 children, boys and girls in the age range 4-11 years. There are presently 20 members of teaching staff employed and the admissions figure allocated by the Department for September 2023 is 72 children.

In September 2022, the Department of Education granted formal approval for the establishment of 2 **Learning Support** classes within our school, to complement the existing mainstream provision.

Like all schools, we have a Board of Governors responsible for overseeing our affairs. The current Chairperson is **Mrs Anne Murphy**.

As a Catholic school, our aim is to create an environment within which the children will experience the Christian way of life. We believe that every child is of equal worth and every person has something positive and unique to contribute.

By enrolling your child in St. Patrick's Primary School, parents and guardians are in agreement with the philosophy and aims of the school as outlined in our school's policy documents.

Our curriculum is designed to encourage children to become independent learners.

ST PATRICK'S PRIMARY SCHOOL MANAGEMENT TEAM:

PRINCIPAL:	Mr. S. Mc Kinley
VICE-PRINCIPAL	Mrs. C. O' Shea (Learning Support Unit)
SCHOOL LEADERSHIP TEAM:	Mrs. C. Thornton (Foundation Stage)
	Mrs. C. Gilroy / Mrs I. Knipe (Key Stage 1)
	Mrs G. Perry (Key Stage 2)
	Ms C. Agnew (Special Educational Needs)

BOARD OF GOVERNORS:

CHAIRPERSON:	Mrs. A. Murphy (Trustee)
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TRUSTEES:	Rev. Fr. B. Matthews
	Mrs. E. Cafolla-Conway
	Mr. K. Donnelly

E.A. REPRESENTATIVES:	Mrs. C. Doran
	Mr. S. Mc Kinney

D.E.N.I. REPRESENTATIVES:	Mrs. C. Mc Cann
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PARENT REPRESENTATIVE:	Mrs. A. Byrne
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TEACHER REPRESENTATIVE:	Mrs S. Cole
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VISITING THE SCHOOL:

At our school, we aim to involve parents in the education of their children and to keep them fully informed in relation to their children's progress. The arrangements for consultation are:

BEFORE ENROLMENT:

Parents/guardians of prospective P1 pupils may make an appointment, at any time, to meet the Principal / Vice-Principal and view the school. In January, we will host **OPEN DAY sessions** for parents and their children, to allow you to visit the school, talk with staff and get a glimpse of the curricular and extra-curricular experiences on offer to our pupils.

AT ENROLMENT:

Depending on enrolment numbers and further to discussion with pre-school leaders, all children are admitted in small groups to the Primary 1 class **in the first week of the Autumn term.**

AFTER ENROLMENT:

Parents are very welcome to come to school to discuss their child's progress at any time. Parents should contact either their child's teacher directly or telephone the office where arrangements will be made for a parent/guardian to speak with the Principal or Vice-Principal at a mutually convenient time.

Parents are also encouraged to attend curriculum evenings, parent courses, Parent - Teacher Meetings, parenting courses, class assemblies, Christmas concerts and many other events which go to make up a child's primary school life in our school.

ARRANGEMENTS FOR ADMISSION:

It is to be understood that acceptance of a place in our school is an undertaking to abide by the policies, rules and regulations of the school.

An introductory meeting for parents whose children are starting school is held in **June** of each year.

As a school, we have strong, reciprocal working relationships with our local pre-school providers. Our Primary 1 teachers will meet with the local Nursery School teachers in Term 3, prior to admissions in September. This is a very important meeting as it allows us to plan for each child's transition from pre-school into primary school.

It is the policy of our school to arrange our **Primary 1** intake taking account of gender, age, any known additional learning need requirements and relevant advice from our pre-school providers.

It is also our policy to review class compositions at the end of each year, but specifically at the end of **Foundation Stage (P2)** and **Key Stage 1 (P4)**. At this time, classes may be re-constituted with the aim of ensuring optimal educational provision for all pupils is realised and the most effective and efficient use of resources within the school is achieved.

CURRICULUM POLICY STATEMENTS:

It is the policy of the Board of Governors of St Patrick's Primary School that all the pupils enrolled will be offered their full entitlement under the Northern Ireland Curriculum within the resources available and the school will go beyond that entitlement where there are particular abilities among the staff.

GENERAL PRINCIPLES:

The staff wish to nurture each child's natural sense of wonder so that they leave St Patrick's with good working habits and a desire to learn more. We consider it important that children learn to apply themselves to the work in hand and that they gradually assume responsibility for their own learning.

PARENTAL COMPLAINTS:

There is a common agreed policy in schools for dealing with complaints that might arise in relation to school administration and its responsibilities. In St. Patrick's, we take all concerns seriously and look to make every effort to resolve matters as quickly as possible. At all times we look to establish and maintain open communication between our parents and staff. The policy for our school has been recently reviewed (September 2022) and is available from our school website or directly through the school office.

CURRICULUM DETAILS:

The Northern Ireland Curriculum aims to empower young people to achieve their potential and to make informed and responsible decisions throughout their lives.

The objectives of the Curriculum are:

- To develop the young person as an individual;
- To develop the young person as a contributor to society;
- To develop the young person as a contributor to the economy and the environment.

These curriculum objectives will infuse the Cross-Curricular Skills of Communication, Using Mathematics, Using ICT and Thinking Skills and Personal Capabilities: Managing Information, Working with Others, Problem Solving, Decision Making, Self Management and Being Creative.

The Areas of Learning:

- The Arts;
- Language and Literacy;
- Mathematics and Numeracy;
- Personal Development and Mutual Understanding;
- Physical Education;
- The World Around Us;
- Religious Education.

These areas of learning will incorporate Assessment for Learning and will promote and encourage Learning Experiences and foster attitudes and disposition.

Parents will be kept informed of any changes in the Curriculum as they occur.

In addition to the more academic subjects, St Patrick's has a long tradition of extra-curricular provision and achieving excellence in Music, Art & Drama, and Sport. Parents can request the assistance of Music tutors from the Education Authority for instrumental tuition. We also have a piano tutor who visits school to work with pupils.

ASSESSMENT:

A range of cumulative and summative assessment tools are used by teachers to inform them of a child's ability, aptitude and progress. Parents are kept informed of their children's progress, primarily through:

- a. Parent - teacher meetings for P1-7 (**Term 1**) at which parents and teacher meet to discuss a pupil's progress;
- b. Parent - teacher follow-up meeting for P1s (**Jan-Feb**);
- c. An annual written pupil profile (report) which provides summative information (**Term 3**);
- d. Assessment data sent home through weekly/termly class tests and completion of standardised assessment tests (**P3-7**);
- e. Informal conversations / meetings between parents and their child's teacher, as required.

Parents are welcome at any time, during the year, to come to school to meet with their child's teacher or Principal by appointment.

Assessment is an integral part of teaching and learning within our school. Through informal class observation, weekly assessments and also more formal baseline, screening, and standardised assessments, an educational profile of each child is produced. All this assessment is on-going and necessary for teachers to plan their short and long term programmes. During the year, samples of children's work in Literacy, Numeracy and ICT in all classes are collected and used for internal standardisation and assessment.

SCHOOL POLICIES:

Inspection of any documents, required to be made available under Department of Education regulations, may be accommodated by appointment. Essential school documents will be made available on the school web site. In the first term, following enrolment in Primary 1, parents will be directed to key Pastoral Care policies or provided with hard copies, as appropriate.

COMMUNICATION:

Virtually all of our communication sent out to parents takes place through **our school communication app**. Once enrolled / admitted, parents are provided with details of how to download this app. This is our primary communication tool and allows us to communicate instantly with parents, especially in cases of emergency.

SPECIAL OR ADDITIONAL EDUCATIONAL NEEDS PROVISION:

STATEMENT OF INCLUSION FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS OR DISABILITY

The following policy has been produced in accordance with the Education (Northern Ireland) Order 1996 and the Special Educational Needs and Disability (Northern Ireland) Order 2005.

In line with the above legislation, as an inclusive school, St. Patrick's PS seeks to follow the principles of:

- Developing our culture, policies and practices to include pupils;
- Integrating pupils with SEN/disability in the everyday life of the school;
- Developing clear lines of communication between school and parents of children with SEN/disability;
- Establishing systems of support and ensuring use of appropriate strategies;
- Offering choice and incorporating the views of parents and children;
- Providing access to a broad and balanced curriculum for all pupils;
- Actively seeking to identify and remove barriers to learning and participation so as to afford all children the opportunity to achieve their personal potential;
- Safeguarding the interests of all children at all times.

We are an inclusive school and look to educate each child in line with their needs and ability. Throughout their school journey, some pupils may experience difficulty in fully accessing the curriculum and may require additional support to assist in their learning. This individualised support may be best provided through working with their teacher / another teacher in a small group setting, access to more specialised educational programmes and resources or the support of outside educational personnel to meet specific need. In our school, each class teacher will have initial responsibility for providing support to those children who require additional educational help. This support will usually be provided in the child's own classroom, but on occasions, the child may be withdrawn in small groups for additional support in literacy or numeracy with a support teacher. Our school works closely with staff within our Education Authority in determining identified children's additional needs and access to support available.

LEARNING SUPPORT PROVISION:

From September 2020, in partnership with the Education Authority, our school established a Temporary Resource Unit Provision in accommodating pupils from Primary 1-4 who hold a statement of Additional Special Educational Need and where small group provision is deemed the most suitable and appropriate form of education in best meeting their individual needs.

In September 2022, the Department of Education (DE) granted formal approval to St Patrick's PS for 2 x Learning Support classes (P1-4 and P5-7). If any parent has any questions in relation to this provision, please make contact with school and a member of staff will assist you with your inquiries.

NEWCOMER FAMILY PROVISION:

Our school is committed to providing for the needs of children and parents for whom English is an additional language. As well as promoting our ethos of integration, children from Newcomer families can receive additional small-group withdrawal support in school.

THE SCHOOL DAY:

School gates open at 8.40am and all pupils proceed directly to class through designated entrances.

8.45 am	Class Begins for all Year Groups (there is no morning supervision, pupils proceed directly to their class upon arrival in school.)
10.30 am - 10.45 am	Morning Break for P1 - P3 Year Groups
10.45 am - 11.00 am	Morning Break for P4 - P7 Year Groups
11.55 am - 12.40 pm	Dinner P1 - P2
12.30 pm - 1.15 pm	Dinner P3
12.45 pm - 1.30 pm	Dinner P4 - P7
2.00 pm	School ends P1 - P2 (P3 in Terms 1 & 2)
3.00 pm	School ends P4 - P7 (Monday - Thursday) (P3 in Term 3)

Friday 2.00pm School ends for ALL PUPILS at 2.00pm each Friday.

BREAKFAST CLUB:

St Patrick's has an established Breakfast Club which operates five days a week from **8.00am - 8.45am** where the needs of primarily children of working parents can be catered for.

Further details, including booking and pricing are available from school directly.

AFTER SCHOOLS PROGRAMME:

St Patrick's offers an **Afterschool Fun Club** which operates 5 days a week. This provision is prioritised for working/single parents and numbers attending are dictated by health and safety guidelines issued from the Department of Health and Communities.

SCHOOL UNIFORM:

The school uniform consists of a jade green sweatshirt, a navy/white polo shirt and navy trousers, tracksuit bottoms or skirts which can be bought locally. The sweatshirt has the school badge embroidered on it. Children are also required to dress appropriately for physical education in the school gymnasium. (T shirt, shorts and trainers). During the summer months, girls are permitted to wear a green check dress, as appropriate. Our uniform is available to purchase from local retail outlets in Armagh.

Children are required to attend school daily in their appropriate school uniform and ensure their presentation is acceptable in both appearance and ensuring the health and safety of themselves and others.

School uniform can be purchased from **'Dessie's'** clothing shop in Armagh.

ORGANISATION:

Classes in the school are of mixed ability groups usually within the same age range. In exceptional circumstances the need may arise to have some vertically grouped classes, classes comprising of children from two year groups (composite classes). This depends on the number of pupils in each year group, staffing arrangements and financial considerations. Composite classes are arranged using specific criteria including gender, age and pastoral care.

Our Special Educational Needs Co-ordinator (**SENCo**) **Ms. C. Agnew** works closely with teachers and support staff to identify, assess and plan for the needs of pupils who may require additional or tailored learning support or programmes of intervention.

HOMEWORK:

Our school sees value in children engaging in homework as a means of revising work completed in class, reinforcing new concepts taught and as a means of working closely with parents as shared educators of their child/ren. Homework tasks are also invaluable in providing opportunities for personal or project based research, in involving parents in their children's studies and in the development of good work habits.

ONLINE LEARNING TASKS:

Over recent years, teachers have incorporated the setting of weekly online homework tasks into homework schedules. These activities are uploaded to **Google Classroom** for pupils to complete. Online teaching resources including Accelerated Reading, Mathletics & Studyladder have been purchased by school for pupils to access. Staff within our Learning Support use **See-Saw** as their primary online learning platform.

The responsibility for overseeing completion of homework is that of the parents. Copies of the school's homework policy is available on request from the school office.

PASTORAL CARE ARRANGEMENTS:

The school recognises its responsibility to do everything in its power to care for each pupil's physical and emotional well-being, and with this in mind, will endeavour to provide a comfortable and safe environment for learning.

St Patrick's has a very strong commitment to Home-School Links. We are most grateful for the help and support we receive from parents.

Every effort is made to ensure that parents are made aware of the school's aims, objectives and policies and of their child's individual needs, progress and achievements. Parents are kept informed through meetings and reports of their children's progress. Parents are given a formal invitation in October to discuss their child's progress and behaviour with their child's teacher. Parents may at any time during the year see the class teacher or Principal by appointment through the school office.

The school also seeks to engage with outside agencies in providing parents with the opportunity to attend workshops exploring themes such as: **reading, phonics, maths skills acquisition, internet safety, promoting positive mental health in children, and other topics as identified.**

A copy of the school's Pastoral Care Policy is given to all new parents and is also available on the school's website and on request from the school office.

SAFEGUARDING & CHILD PROTECTION ARRANGEMENTS:

We in St. Patrick's take very seriously our safeguarding responsibilities and seek to promote a clear and supportive safeguarding ethos, coupled with specific guidance for all stakeholders which informs our policies and practices in ensuring each child is safe and secure.

Our Child Protection Policy has been drawn up in consultation with all school stakeholders and in accordance with current regulations.

We have an established School Safeguarding Team comprising of:

- **Designated Teacher (Mrs Colleen O' Shea);**
- **Deputy Designated Teachers (Mrs Niamh Donnelly & Ms Cathy Agnew);**
- **School Principal (Mr Sean Mc Kinley);**
- **Designated Governor for Child Protection (Mrs Cathy Mc Cann);**
- **Chair of Governors (Mrs Anne Murphy).**

PUPIL SAFEGUARDING:

If parents have any concerns in relation to any aspect of Child Safeguarding, they should contact the school directly and confidentially ask to speak with the Designated Officer for Child Protection, **Mrs O'Shea**, or in her absence, **Mrs Donnelly / Ms Agnew** as Deputy Designated Teachers. The Principal is also a member of the school's safeguarding team and can be contacted regarding any concerns. Child Protection information leaflets and policy are also available on school's website and on request from the office.

If a parent wishes to collect his/her child during class time and it hasn't been notified in writing to the child's teacher in advance, they must seek permission from the Principal / Vice-Principal. Pupil withdrawals from school should be kept to a minimum. On the occasion of a child being removed from school during the course of the day, a parent /guardian should report to the office and arrangements will be made for the child to meet them there. The withdrawal should be recorded in the appropriate book.

Under NO circumstances should a parent/guardian go directly to a child's classroom with a message or to arrange for their withdrawal from school.

Holidays during term time are not in line with agreed Department of Education School Attendance Policy and can therefore not be approved of.

If a child is absent from school, due to sickness, medical appointments etc., we ask that parents telephone school to make the teacher aware. Upon the child's return, a written note should accompany the child, detailing the reason for the absence.

During the course of a school day, if a child is sick or injured, it is agreed policy that school will telephone guardians as notified on the child's contact list, provided by parents to inform the parent, or agreed representative, where possible. The parent should then arrange for the child to be collected at the school.

We seek to work closely with members of the **Education Authority's Education Welfare Team** to assist with issues relating to pupil attendance matters.

St Patrick's Primary School : SAFEGUARDING OUR PUPILS

If a parent has a potential child protection concern:

I have a concern about my/ a child's safety



I can talk to the class teacher



If I am still concerned, I can talk to the Designated Teacher for child protection – **Mrs Colleen O' Shea**; / Deputy Designated Teacher for child protection- **Mrs Niamh Donnelly / Ms Cathy Agnew** or the Principal – **Mr Sean McKinley**



If I am still concerned, I can talk/write to the Chair of Board of Governors – **Mrs Anne Murphy**



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



At any time I can talk to the local Children's Services Gateway Team at **028 37415285** or the PSNI Central Referral Unit at **028 9025 9299**

PROMOTING POSITIVE BEHAVIOUR:

Good, positive discipline is essential to create an environment conducive to effective learning. The school wishes to promote and reward good behaviour. While the school has a discipline management structure outlined in the Positive Behaviour Management Policy, parents are primarily responsible for the behaviour of their children.

In school, we try to avoid discipline problems by valuing pupils' achievements, giving encouragement and praise for effort, celebrating pupil achievement and success and developing good self-esteem among our pupils. We have weekly assemblies and special monthly KINDNESS and CURRICULUM AWARDS ASSEMBLIES to acknowledge and celebrate pupil success.

It is school policy to promote courtesy, mutual respect, good manners, appropriate appearance and consideration for all members of our school community at all times.

The children are also expected to have respect for themselves, other pupils, all adults, for the school buildings and for the property of others. In the interests of the children, we would ask parents for their co-operation and support in the whole area of behaviour and discipline.

A copy of our **School Positive Behaviour Policy** which includes details of school rules and sanctions is available on the school's website.

OUR PUPIL VOICE:

School Council:

Pupils from P4-7 are democratically elected onto our School Council, whose purpose is to provide a 'pupil voice' on matters related to school life. Led by Ms Savage, the Council meet regularly and discussing issues and formulating ideas to make school a better place for all.

School ECO Committee:

Our school achieved Green Flag status in 2016 and this status has been renewed in 2019. Our active Eco Committee is made up of pupils from P4-7 and led by Mr Kelly. Under their Eco Schools Charter, this active team look to monitor and suggest improvements to strategies to make school a 'greener' environment.

We have also been actively involved with **Sustrans Active School Travel Programme** for over 4 years and, led by Mrs Smith, we actively encourage and promote the 'Walk to School' initiative and others similar to it.

COLLABORATION THROUGH SHARING IN EDUCATION (CASE):

Since 2017 our school has been involved in the **CASE PEACE IV Shared Education Programme** through our partnership with Hardy Memorial Primary School, Richhill. This year all our year groups are involved in this collaboration involving over 700 pupils.

This partnership sees pupils participate in shared curriculum based projects, involving both face-to-face and online exchanges throughout the course of the year.

SPORT AND EXTRA-CURRICULAR ACTIVITIES:

It is the aim of the school that pupils experience as wide a range of sporting activities as possible. Participation in certain team games helps pupils to develop such personal qualities as the ability to share, cooperate and to compete as a team member.

The school has a well-equipped gymnasium for Physical Education and is fortunate in having a football pitch adjacent to the school for use when weather permits.

The school makes use of the swimming pool in the local leisure centre and all children in Primary 5, 6 and 7 have swimming lessons weekly. As well as developing their swimming skills, it enables the children to compete with other schools in the annual Apple Blossom Swimming Gala.

The school is very keen to involve children in sporting activities and opportunities are provided for competition with other schools in Gaelic Football, Hurling and Camogie. There is a Gaelic Football Spring League for boys and girls leading to a coveted place in the School Football Squad.

Coaching sessions, provided through school staff expertise, funded Departmental initiatives, or external qualified coaches are offered for a number of sports eg Gaelic, Camogie, Hurling, Rugby, Soccer, Golf, Athletics, Cross-country and Multi-Sports, and with the help of qualified coaches.

Other Extra-Curricular Activities offered to pupils include a French Club, Irish Dancing, ICT, Coding Club, and Art Club.

Over recent years, school has been involved with **The Healthy Kids** organisation in providing a broad range of curricular and extra-curricular activities for our pupils.

CHILDREN HELPING OTHERS:

We always encourage our children to take an interest in those who are in need. We fundraise in school for many charitable concerns, causes and organisations. The children are encouraged to give a little from their own pocket money or to deny themselves some small treat so that they may be conscious of making some personal sacrifice for others.

A special effort is made during the season of Advent for St. Vincent de Paul and during Lent for Trócaire. There may be sponsored events held during the year to raise money for various charities.

ADDITIONAL INFORMATION:

In line with the most recent DE Healthy Food for Healthy Outcomes - Food in Schools Policy (2013), schools are required to communicate with parents and children the recommendations within this policy: (www.deni.gov.uk/food-in-schools-policy.htm). Our school and Governors endorse the recommendations within the policy and ask parents to consider reducing/stopping the practice of sending chocolate bars, crisps, sweets and fizzy drinks in the child's lunch box.

SCHOOL MEALS:

School meals are provided in the school dining hall. Meals are prepared onsite by our Meal's Kitchen staff. The cost at this time is **£2.60 per meal**.

Booking and payment for school meals **MUST BE** completed online through a **PARENT PAY website**.

Parents are required to register their child/ren using the unique Username/Password provided by school and **bookings for meals must be completed by 4.00pm on the Sunday evening** prior to the next school week.

Children entitled to receipt of Free School Meals (FSME) must also register and book meals through this online method.

Children attending dinners have free access to milk, water and fresh fruit.

FSME APPLICATION:

Application Forms for entitlement to free school meals/ uniform allowances (FSME) can be downloaded through the EA's website. A new application must be completed each year, with parents advised to ensure this is done early in the summer months so as for it to be processed in advance of our return to school in September.

SPECIAL DIETARY REQUIREMENTS:

Our Meals Kitchen Staff will require ALL parents to complete a **Special Dietary Form**, where request is made for special provision to be made, due to a child having had a diagnosis of a food allergy / requirement for special diet.

SCHOOL LUNCHES:

Parents are requested to seriously consider not providing chocolate bars and fizzy drinks in their child's lunch box, but healthier alternatives in their place. In the interests of safety, drinks should be in plastic containers or flasks. Glass bottles and tins are **NOT** permitted.

HEALTHY BREAK / SNACK:

Pupils from P2-P7 are encouraged to partake in a healthy break / snack in school at breaktime. Fruit and water are suggested.

PRIMARY 1 SNACK TIME:

Primary 1 staff operate their own **Snacktime** arrangements and parents receive further information on this during our Induction sessions in June.

PUPILS WITH ADDITIONAL MEDICAL NEEDS:

*We presently have a number of pupils throughout the school with diagnosed FOOD ALLERGIES. We have specific pupils with diagnosed **NUT ALLERGIES** and ask that all parents take note when selecting items for their child's lunchbox. We request that no nuts or foods containing nut products are sent in to school.*

CHARGING AND REMISSIONS POLICIES:

Our school's Charging and Remissions policies are in accordance with regulations laid down by the Department of Education and a child's entitlement under the Education Reform Order.

Due to increasing financial constraints impacting on schools, parents are asked, at times, for contributions to help offset the cost of specific curriculum provision eg. music tuition, swimming, specialised sporting activities... At no time will a pupil be denied access to activities based on payment.

Similarly, activities may be planned outside of the formal curriculum, and the school may request payment from parents for these eg. class trips, school trips and admissions to events, but it is stressed that no child will be disadvantaged in any way if parents choose not to make a contribution.

Written parental consent will be required before a child participates in a school trip or visit necessitating out of school travel.

DATA PROTECTION:

Our school seeks to ensure compliance with the most recent data protection GDPR / DPA (2018) policy and legislation. We take our lead from our local Education Authority in devising, adopting and maintaining a Data Protection policy which outlines our reasons for collecting personal data, how we process this personal information and how we seek to implement our school's data management procedure in safeguarding this data.

Our school requests from parents, information relating to their children that may be personal or sometimes sensitive. The overriding rationale for this is our need to request and process this information in the best interests of the child. Parents will always be informed of the reason for the request for personal information and how the information is to be processed.

At no time will the school provide parents' information to third parties unless directly related to their educational provision.

CONCLUSION:

The Board of Governors of St. Patrick's Primary School realises that the information contained in this prospectus is limited and is required to change in line with renewed Departmental policy. Parents are very welcome to make arrangements with the Principal or Vice-Principal to visit the school to discuss our plans for meeting your needs regarding your child's education.

School policies are provided to parents on a regular basis. These policies are reviewed and updated as required.

The information provided in this Prospectus is correct as reviewed to coincide with the EA's Admissions Process.

Any significant changes to the information contained herein will be communicated to parents as necessary.

CELEBRATING 50 YEARS OF EXCELLENCE IN EDUCATION

1969 - 2019



For Further Details
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