E.T.I Inspection-2025

"The school ethos, captured in it's vision statement – "Moi an óige agus tiocfaidh sí" (praise the youth and they will flourish), drives the school towards its vision – that every child will work to the best of their ability to reach their full potential while forming Christian values to guide them through life. The school's inclusive and supportive ethos places the children at the centre and fosters a culture of praise that effectively builds the children's self-confidence, self-belief and willingness to take risks in their learning."

Welcome to St Patrick's
Primary School
Gortin

If you have a child joining us for the first time, we welcome you as parents and look forward to a happy and constructive association over the coming years. If you already have a child in the school, we are pleased to renew the links between us.

This booklet will provide information on the school; its aims, curriculum and activities.

Confidence in a school comes from knowing and understanding what is happening within it. We hope that you will extend your knowledge through regular contact. It is important that mutual understanding and trust should be the basis of our shared responsibility.

Parents wishing to visit the school with a view to enrolling a child may do so by making a prior appointment with the Principal - school telephone number 028 81648420. You can keep up to date with all that is happening in our school by viewing our website on –
www.stpatricksgortin.com
We look forward to seeing you then.

Mary Grugan-Principal Wed-Fri

Ciara Bradley-Principal Mon/Tues

SCHOOL DAY

Years 1 and 2 - 9.15 am - 2.00 pm
Years 3 -7 - 9.15 am – 3.10 pm
Morning Break: 10.45 – 11.00

WE HAVE A HEALTHY EATING POLICY AND THEREFORE ENCOURAGE THE CHILDREN TO EAT FRUIT AT BREAKTIME. CRISPS, SWEETS, BISCUITS, ETC. ARE NOT ALLOWED.
ONE ITEM FOR BREAK IS SUFFICIENT DUE TO THE LENGTH OF TIME AT BREAKTIME. PUPILS ARE ASKED TO BRING A BOTTLE OF STILL WATER (NOT FLAVOURED) WITH THEM DAILY. NO OTHER DRINKS ARE PERMITTED IN THE SCHOOL. OUR HEALTHY EATING POLICY CAN BE VIEWED ONLINE AT:
www.stpatricksgortin.com

MORNING CLUB

8.30 – 9.00am

Our Morning club operates from 8.30am until 9.00am Monday - Friday. The Morning club costs £1 per child per day. Your child will be provided with toast, a toasted muffin, a pancake or a piece of fruit and a drink. In order to help us plan for the breakfast club we operate a pre booking system which runs alongside our dinner system. Each Thursday a booking form will be sent home which contains the dinner and Morning club for the following week. We ask that you book into the breakfast club and send in your form and money back into school on the Friday for the following week. This system allows us to know the numbers so staff can prepare the food. We understand that it's not always possible to know in advance if you need to attend the morning club and so you are also welcome to sign your child in the morning, just take your child into the hall and you can pay on arrival.

LUNCHTIME

12.30 – 1.15 pm

School dinners are available daily - cost will be forwarded annually. A varied and nutritional menu is available and it is hoped that as many children as possible will avail of this service.

If you believe you are entitled to Free School Meals, please contact the School Secretary or EA (Tel 02882 411411). There is also a form available in the announcements section of our school website. Remember that your application for Free Meals needs to be forwarded every year.
Children bringing a packed lunch to school are supervised. Lunch boxes should be clearly labelled and contain healthy food. Suggested treats could be a plain biscuit.. Glass bottles/fizzy drinks are NOT allowed. Also, foods containing nuts are STRICTLY PROHIBITED.

BEDTIMES

For pupils to reach their full potential it is essential they get the adequate hours of sleep required for their age. Bedtimes for pupils in Foundation/KS1 should be no later than 8.00 pm. KS2 – no later than 8.30 pm. Apart from discussing TV programmes after these times, teachers are fully aware by pupil's behaviour and work rate, how much sleep they have had the previous night! As parents, it is your responsibility to ensure your child is coming into school, well rested and ready to give 100 per cent to the day's activities.

ATTENDANCE

All pupils should attend school for 185 days less exceptional closures, which the law requires. Should a child be absent from school for any reason, parents should provide a note of explanation in his/her Home-School Messages Book. In the interest of safety, no child is allowed to leave class at any time without permission from the school. All pupils not engaged in school-organised activities should have left the premises by 3:10pm.
If you have any queries about these arrangements, please telephone the school and speak to our secretary or to the Principal.

Pupils will not be allowed to leave the premises early during the school day without a written note from their parent/guardian or without first receiving permission from the Principal. In the interests of safety, if a pupil is required to leave the school early, they must be collected by their parent/guardian from the classroom and will not be permitted to leave the school grounds unaccompanied or wait outside the gate.

RULES FOR THE COLLECTION OF PUPILS & PUPIL DATA

Parents of all pupils are now required to complete an annual Data SIMS Form. We are collecting this data via an online link (below.)
https://forms.office.com/Pages/ResponsePage.aspx?id=-yeCOETeDkaBkAVAK4mNqDKkVgfN-M1LjSD7wwmajblUMEEySE5RQkVMR1pQMldGNDAxU1pWQ0kyMy4u
This link can also be accessed via the announcement section of the website. One section of this form indicates main travel arrangements and also who is responsible for the collection of the pupil. If there are any changes in

arrangements for the collection of pupils other than the 3 people named people on this form, parents MUST let the school know in advance, otherwise the child will not be released.

ACCESS CONTROL ON DOOR AND GATE

We have a security access control system on our door and gate which will operate from 9.15am so it is vitally important that pupils entering the school after 9.15am are escorted into the school by an adult to confirm entry. please use buttons on the gate and door to enter and leave.

CONSENT FORM / DATA PROTECTION

In line with GDPR, a general consent form must be completed annually. This is completed online via the link-
https://forms.office.com/e/abTNDJ7g2Q?origin=lprLink
Our Data Protection Policy & Privacy Notices can be requested from the school office.

HOLIDAYS

The school holidays/closures vary from year to year. Parents will be advised via newsletter at the beginning of the year and at the start of each term of the forthcoming breaks.

Please check your child's school bag each evening for notes from school.

ARRIVAL

School starts at 9.15 am. Unless prior arrangements have been made, no child should be in school before 9.00 am as no supervision can be guaranteed before this time. We would also ask that all children be in school by 9.15 am so that classes can begin promptly.
Children should enter the school through the front main entrance which will open at 9.00 am and go directly to their classrooms.
From 9.00 am a classroom assistant will be on duty at the front entrance to the school (most days) and a teacher will be on duty in the school hall.
In the event of late comers .... As the Classroom Assistant will not be on duty on the front door after 9.15 am we would strongly recommend that all children arriving to school late are escorted to the classroom door to ensure that they arrive in the school building safely. We would ask that parents do not enter the classroom as this can be disruptive when class has already begun.

PLEASE DRIVE SLOWLY AND CAREFULLY IN THE VICINITY OF THE SCHOOL AND WHEN PARKING PLEASE DO NOT BLOCK THE ENTRANCES TO THE SCHOOL BUILDING.

DEPARTING

For years 1 and 2, school finishes at 2.00 pm. For security reasons and lack of cloakroom space, parents should wait outside the school and the children will be brought up to them by staff.

For years 3-7, school finishes at 3.10 pm. Again, parents should wait for their children outside the school.

Also, all children should be collected promptly from school at both 2.00 pm and 3.10 pm as teachers and classroom assistants have other duties and staff development meetings to attend. Your co-operation in these matters would be greatly appreciated. Thank you.

LITTLE STARS DAYCARE (Pre School Room based in school mobile)
-3 Individual Areas...YOUNGER AGE GROUP IN GAC PREMISES close to the school.
Twinkle Tots-3 months to 2yrs old
Shooting Stars-2-4 yrs old
Bright Sparks- 4-12 yrs old
OPEN MON-FRI 7.30am-6pm
Contact Leanne-02881648250 or via Facebook
LITTLE STARS BREAKFAST CLUB and AFTERSCHOOL CLUB IS ALSO LOCATED ON SCHOOL PREMISES..

SCHOOL UNIFORM

The school uniform consists of:
BOYS - Blue Shirt, Navy Trousers, School Jumper, School Tie
GIRLS - Blue Shirt, Navy Skirt/Pinafore, School Jumper, School Tie

ALL ITEMS OF CLOTHING SHOULD BE CLEARLY MARKED WITH YOUR CHILD'S NAME AND CLASS

Jewellery should not be worn to school. Children who have their ears pierced should wear studs and not earrings.

Summer Uniform

In the summer term we encourage girls to wear a blue/white gingham dress and boys a short sleeved blue school polo shirt and navy shorts.

All children are expected to adhere to the school rules regarding uniform and parental support and co-operation are essential in this area.

PE Uniform

- Blue School Polo Shirt
- Navy Shorts
- Suitable (plimsoll type) slippers/runners
- Plain navy track-suit bottoms (no labels, stripes, etc).

THE MAIN STOCKISTS OF THE SCHOOL UNIFORM FOR ST PATRICK'S PRIMARY SCHOOL IS J.J KEMPS AND SONS NEWTONSTEWART.

BOARD OF GOVERNORS

St Patrick's Primary School has a Board of Governors responsible for managing the school. Parents and teachers are represented by those they elect to the Board.

The current members are:

Chairperson: Patrick Brolly (Chairman)
Members:

Fr Brian Donnelly (TR)
Mrs Michelle Ellis (BR)
Mr F Ward (Parent Rep)
Ms Oonagh Mc Kenna (TR Child Protection Rep)
Mrs Clare Ann Conway (EA Rep)
Mr O'Hara (Teacher Rep)
Mrs M Grugan (Principal, Secretary)
Mrs Ciara Bradley (Principal & Teacher)
Ms M McCrory (EA Rep)
Mrs Megan McElholm (DE Rep)

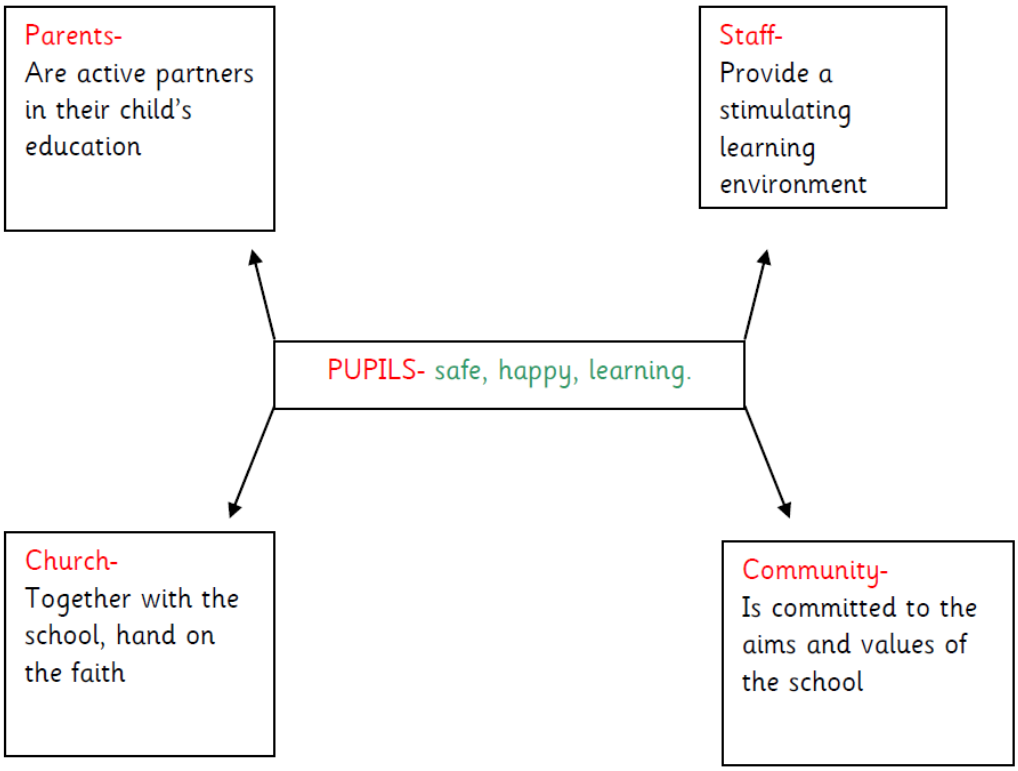
The Governors have ultimate responsibility for the overall management of the school.
Some of these responsibilities include:

1. The maintenance and promotion of the school's Catholic ethos.
2. The oversight of the curriculum and assessment.
3. Selection and promotion of staff.
4. Agreeing and applying an Admissions Policy.
5. School Maintenance- Premises and grounds.
6. Implementation of new legislation.
7. Fastening links with the local community and pursuing the objectives of mutual understanding.
8. Discipline.
9. Special Educational Needs and Pastoral Care.
10. Making decisions about the school's budget.
11. Preparing information for Parents.

We the Governors and staff of St. Patrick's Primary School believe the school to be a vital part of the Catholic Community.
We are firmly committed to:
The aims of Catholic Education

- Providing effective education for all our children
- Developing and maintaining positive pastoral care systems in our school
- Establishing close links with home, the parish and the wider community.

WORKING IN PARTNERSHIP



HOMEWORK

St. Patrick's Primary School sees a value in children engaging in homework as a means of revising work done, in involving parents in their children's learning, in informing parents about the type of work done at school and in the development of good 'work' habits from the beginning.
Homework is an integral part of every pupil's learning. Homework encompasses a variety of activities instigated by the parent or the teacher to support the pupils' learning. For example, a parent who spends time reading with a child at bedtime is helping with homework. Homework can play a positive role in raising a child's level of attainment but also we recognise the importance of free time and play for a child's growth and development. While homework is important, it should not prevent children from taking part in a wide range of out-of-school clubs and organisations that play an important part in the lives of many children.
The aims of our Homework Policy are to;
*consolidate, develop and extend work done in school and to allow pupils to practise skills taught in lessons
*to help pupils develop the skills of independent learning
*to promote a partnership between home and school to support each pupil's learning
*to develop in pupils, self-discipline and self-motivation
*to help pupils to develop good work habits for the future
We increase the amount of homework that we give pupils as they move throughout the school.
In addition, children are encouraged to read books at home and books are available in the school for borrowing. The school would welcome parental support and encouragement in both areas of homework and leisure reading.
If a pupil has special needs, homework tasks will be adapted to meet the needs of the pupil. Homework must be checked and signed each night by the Parent / Guardian.

HOMEWORK MARKING

Please check your child's Homework Weekly Schedule each evening and sign. Please also listen to their reading daily. Homework will be checked daily by the class teacher and marked for improvement each Friday.

ABOUT THE SCHOOL

The school has been on its current site in Gortin Village for the last 70 years. The school serves a rural community in and around the village of Gortin & Rouskey. There are numerous flowerbeds, rockeries, a Wildflower Garden and an orchard. We were recently awarded a Pollinator Grant and work is progressing in a number of areas around the school.

The school has access to four classrooms and a large hall. The school can also make use of the GAA pitches. We also have a Pre school room, Breakfast Club and an Afterschool room run by Little Stars Daycare.

The school is very well resourced and all the teachers use these resources appropriately to meet the varying needs of all the children.

ENROLMENT

	23/24	24/25	25/26	26/27
Year 1	11	14	13	13
Total Enrolment	84	88	91	88

SCHOOL STAFF

Principals:	Mrs M Grugan (Wednesday, Thursday & Friday) Mrs C Bradley (Monday & Tuesday)
Teachers	Mrs C Bradley (P1/2) Mrs Paula McDermott (P2/3) Mr O'Hara (P4/5) Miss Gormley (P6/7)

Secretary: Mrs Lorraine Bunting

Building Supervisor: Colm O.Neill
Cleaner: Brigid Conway

Classroom Assistants: Mrs K McBride (Yr 1/2)

Ms Rachel McBride SEN CA

Mrs S McBride SEN CA

Mrs D Morris SEN CA

Mrs L Bradley SEN CA

Supervisory Assistants: Mrs K McBride & Mrs L Bunting.

Dining Attendant: Mrs Ann Baxter

MISSION STATEMENT

Encouragement leads to Self-Belief and Self-Confidence.
Self-Belief and Self-Confidence leads to Success.
'Mol an óige agus tiocfaidh sí'

SCHOOL MOTTO-

P.R.S G-Be Positive, Respectful Smiley and Grateful!

ETHOS

Underlying our work as educators, are fundamental values and principles to which we are committed.
We believe that education is concerned with the development of the whole person academically, physically, socially, culturally, morally and spiritually.

- We believe that all children have the right to the best possible education, irrespective of gender, race, religion or ability.
- We believe that the educational process is a partnership involving the teachers, children, parents, Board of Governors and the local community.

SCHOOL VALUES

We, at St Patrick's Primary School, agree to:-
Respect each other
Embrace the Catholic Ethos
Show tolerance towards other Cultures and Beliefs
Promote a Positive Attitude
Encourage each other
Commit to the School's Vision
Treat others as we would like to be treated ourselves

General School Aims-*'Our aim is to develop each child to the full, to ensure that each and every child works to the best of their ability, whatever that ability might be. "within a relaxed family atmosphere where children develop resilience and learn to accept and learn from mistakes, ask questions, self correct throw 'can't' out the window and enjoy the craic whilst learning!"*

In summary...At St. Patrick's P.S. we are committed to developing happy, confident and independent achievers for the World Community.

HOW DO WE DO THIS..

We promote high achievement and learning for life by working with children to-

-Instil in pupils a love for lifelong learning

develop advance technological skills for more effective learning

-Motivate pupils to become more independent learners

Build self respect for others and their environment

-be flexible and adaptable for 21st century

We believe that each child will achieve success through experiencing-

-a broad and balanced and challenging curriculum

-a stimulating and motivating learning environment

-a varied programme of extra curricular activities and school visits

An ethos that is encouraging supportive and friendly

An effective partnership with home, school and the community

A variety of teaching approaches and strategies to meet the learning needs and styles of pupils

Access to a range of varied and up to date resources

We demonstrate our commitment to working as a learning community by-

Participating in ongoing self evaluation to improve on our previous best

Working collaboratively with all our stakeholders.

CELEBRATING ACHIEVEMENT

PASTORAL CARE

Through its Pastoral Care Policy and provision, St. Patrick's Primary School will demonstrate its continuing concern for the personal and social development of all our pupils, regardless of their age or ability. The school will strive to see them develop as individuals and as secure, successful and fully participating members of the school and its wider community.

We will seek to provide an environment in which our children will feel happy and secure, and where they will be able to discuss their interests and voice their fears and concerns, having confidence that they will receive a sympathetic and supportive response.
The school's Pastoral Care Policies include:

- Child Protection/Safeguarding
- Positive Behaviour Policy
- Anti-Bullying Policy
- Healthy Eating Policy
- E-safety Policy
- Pastoral Care Policy
- Health and Safety
- Intimate Care Policy
- Safe Handling Policy
- Educational Trips
- First Aid
- Reasonable Force Policy
- Settling in Policy
- Risk Assessment Policy
- Complaints Policy
- Drugs Policy
- Gifted & Talented

These Policies are available in school if parents wish to obtain copies. Parents will be consulted bi-annually on Policy Reviews and new parents will be made aware of all Pastoral Care Policies. All parents will receive a leaflet detailing the school's procedures for Child Protection on an annual basis. The Designated Teacher for Child Protection is Mrs Mary Grugan. The Deputy Designated Teacher is Mrs Ciara Bradley.

OUR STUDENT COUNCIL

Our Student Council, consisting of a group of P3 - P7 pupils, represent the views of all pupils in the school. Their role involves performing a number of duties such as Corridor Prefects, Canteen Attendants, P1 Carers and being role models for the rest of the children. They meet weekly with all pupils and have individual council meetings. At the end of each month, they have a meeting with the Principal, where they discuss what is going well in St Patrick's, any issues and suggestions for the Way Ahead!

ECO/HEALTH COMMITTEE –look after our environment new members are elected each year..

VISION FOR THE FUTURE

To continue promoting the strong Catholic ethos of the school.

To ensure that pupils and staff feel safe, happy and successful.

To maintain the high standards of pastoral care within the school.

To maintain the positive, caring environment through continued partnership between the school, home, parish and wider community.

To ensure high standards in the delivery of the curriculum and pupil achievement.

To continue to develop shared leadership through the role of co-ordinators and senior management within the school.

To ensure that the school continues to meet the requirements brought about by changes to the curriculum and ICT.

To ensure the continued professional development of all staff in order to maintain the high standards of pastoral care and teaching and learning.

To continue to incorporate curricular and pastoral changes and initiatives in whole school development.

To ensure that staff have an input into school development work.

To increase pupil participation in important decisions relating to school life.
To continue to develop the use of the outdoor environment to enhance teaching and learning.

To maintain an attractive, stimulating, learning environment for pupils and staff. To ensure continuing improvements in provision of curricular resources.

To ensure continuing improvements in security, maintenance and resourcing of the premises.

CHILD PROTECTION/SAFEGUARDING

A primary responsibility of our school is to protect the pupils in our care from any form of abuse – neglect, physical abuse, sexual and/or emotional abuse.

We seek to protect our pupils by helping them learn about the risks of abuse, helping them to recognise unwelcome behaviours in others and acquire the confidence and skills they need to keep themselves safe.

All staff have been trained in Child Protection issues and have been given clear guidance on the action necessary where abuse or neglect of a child is suspected i.e. keeping a written record of any concerns they have about a child and discussing these concerns with the designated teacher for Child Protection and the SENCO at the monthly pastoral meetings.

Staff who work with children in the school are vetted under EA and CCMS procedures. Volunteers will have a vetted member of staff present at all times.

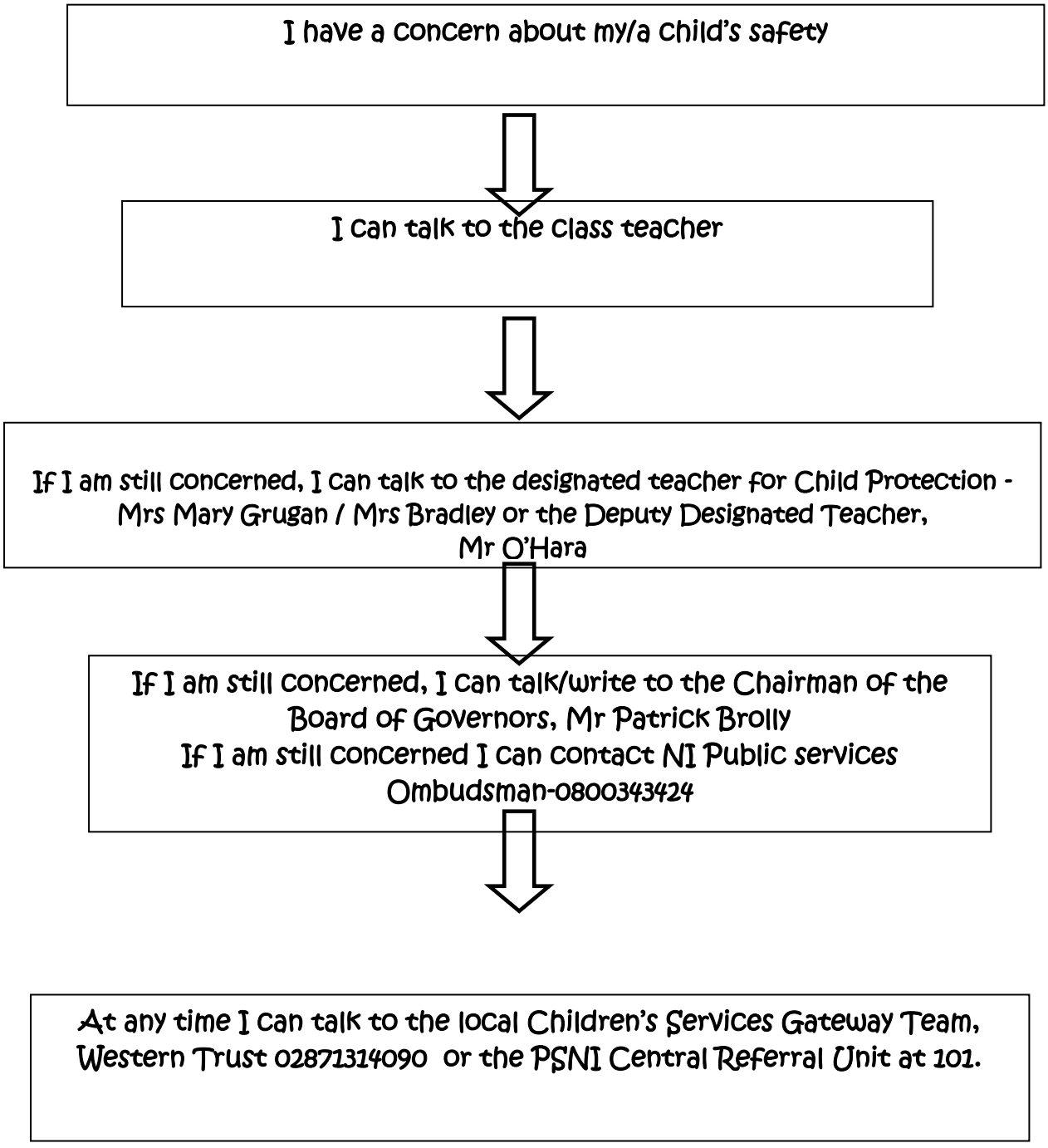
The designated teachers for Child Protection are Mrs Grugan & Mrs Bradley. In their absence, Mr O'Hara -the Deputy Designated Teacher, will assume responsibility for Child Protection matters. Our Safeguarding team also consists of Oonagh Mc Kenna B.O.G Rep and Mr Patrick Brolly, Chairperson..

If a teacher or member of the ancillary staff suspects that a child is, or has been abused, that person is lawfully obliged to report the suspected abuse (Northern Ireland Children's Order, 1995).

In reporting the suspected abuse school personnel must follow the procedures set out in the Department of Education Circulars 1999/10, 2003/13.,2015/13 (All DE circulars are available on the DE website – www.deni.gov.uk)

St. Patrick's Primary School
Safeguarding Team
Talk to the Principals - Mary Grugan & Ciara Bradley
Talk to the Designated Teachers Mary Grugan / Ciara Bradley or Deputy Designated Teacher for Child Protection Conor O'Hara
Talk to your teacher or classroom assistant
Pupils
Patrick Brolly B.O.G.
Mary Grugan Designated Teacher for Child Protection
Ciara Bradley Designated Teacher for Child Protection
Conor O'Hara Deputy Designated Teacher for Child Protection
Oonagh McKenna B.O.G. Child Protection Representative
Tel: 028 81648420
Talk to the Child Protection Governor or the Chairperson of the Board of Governors
Talk to the Principals - Mary Grugan & Ciara Bradley
Talk to the Designated Teachers Mary Grugan / Ciara Bradley or Deputy Designated Teacher for Child Protection Conor O'Hara
Talk to your child's teacher
Parents

How a Parent can make a complaint in relation to Child protection



CURRICULUM OVERVIEW

The curriculum in St. Patrick's Primary School is all the learning experiences that are present for each child, those planned by staff and those absorbed from our school ethos and environment. Since Christ is the foundation of the whole educational enterprise in a Catholic school, our entire curriculum will attempt to reflect Christ's message. When planning our curriculum, we take into account the uniqueness of each child and his/her individual needs. Our aim is to offer each child a broadly based and appropriately balanced curriculum in line with the Northern Ireland Education Order 1990. The curriculum is in a constant state of development and the staff are prepared to meet the relevant challenges. The school is providing worthwhile experiences in all the curriculum areas.

- Language and Literacy
- Mathematics and Numeracy
- Religious Education
- Personal Development and Mutual Understanding (PDMU)
- The World Around Us
- The Arts
- Physical Development

The time that children spend at school is limited and so we must plan for the children to use their time in the best possible way. We use a variety of methods of teaching including whole class, group work, partner work and individual programmes of study integrated across the curriculum. We aim to provide a curriculum which is sound in basic principles, reflects the requirements of the Northern Ireland Curriculum, and offers stimulating learning opportunities.
The learning situations we present will be relevant to children's interests and stage of development. Wherever possible the children will be stimulated by first hand experience. Our school curriculum is based on the belief that a child learns through listening, seeing and doing.

We aim to teach in an integrated way using a topic approach whenever possible. We plan our work each half term and our planners are evaluated to ensure the needs of the children are being met.

LANGUAGE AND LITERACY (bringing together reading, writing and talking and listening).

MATHEMATICS AND NUMERACY (emphasising practical and mental mathematics and thinking processes in mathematics as well as the application of numeracy across the curriculum)

RELIGIOUS EDUCATION (as a Catholic School Religious Education forms an integral part of daily teaching and learning.)

PERSONAL DEVELOPMENT AND MUTUAL UNDERSTANDING (with clear ideas of how to develop children's emotional, health and safety and community understanding). There is great potential to combine this area with the Religious Education Programme. PDMU is a key element and will have significant importance not only in school but in the wider community.

THE WORLD AROUND US
(Where Geography, History, Science and Technology have been combined into topics.)

THE ARTS (bringing together Art and design, Drama and Music.)

PHYSICAL DEVELOPMENT (focusing on the development of knowledge, skills and understanding through play and a range of physical activities.)

Whole Curriculum Skills And Capabilities
At the heart of the curriculum lies an explicit emphasis on the development of skills and capabilities for lifelong learning and for operating effectively in society. Through opportunities to engage in active learning contexts across all areas of the curriculum, children should progressively develop:
Cross-Curricular Skills:
Communication
Using Mathematics
Using Information and Communication Technology

Thinking Skills and Personal Capabilities:
Thinking, Problem-Solving and Decision-Making
Self Management
Working With Others
Managing Information
Being Creative
Policies are available from the school office on request.

SPECIAL NEEDS

St. Patrick's Primary School has a long history of commitment to providing support for all pupils with Special Needs.
In St Patrick's we all believe that all children can learn and have a right to mainstream education.
All children are welcome in our school and a child with Special Needs will be catered for. The admission arrangements and criteria remain the same for these children.
The school will liaise with parents and the relevant pre-school agencies in order to establish a base-line position and meet the child's needs appropriately.
The school has a Special Educational Needs Policy in place, which reflects practice in the school and is available for the perusal of parents.
The school aims to ensure early identification of children with SEN and to make adequate provision for them within their classroom setting.
Teachers will meet parents of pupils on the SEN Register once a term to discuss and review their IEP and provide them with a 'Ways To Help at home' Document.
We aim to provide a broad and balanced curriculum suitably differentiated to meet the needs of all children. Teachers will monitor, assess and record children's learning and progress regularly using formative and summative means of assessment in order to provide a basis for future learning and keep parents informed. Children on the SEN register are fully integrated into their class group and into the school as a whole. We believe that children should, through appropriate forms of educational provision, reach their full potential. This ideal can best be achieved involving pupils and with collaboration between teachers, parents and outside agencies where necessary.

The SENCO, who is also the Principal, is a registered Reading Recovery Teacher and works closely with all class teachers and provides help and advice in the identification and support of pupils with individual needs and meets with staff regularly to discuss Education Plans and to monitor and review the progress made by children with SEN.
We continue to develop our staffs' expertise in the area of Special Educational Needs.
The school has in place a comprehensive testing system in line with that which is recommended by EA. These tests assist in identifying and monitoring the progress of children with SEN.
When it is considered that outside help is needed because of specific or more complex difficulties, we will seek the permission of parents to enlist the help of outside professionals, such as, the Education Psychology Service.
If a pupil does not make expected progress help, advice or referral will be sought from the appropriate outside agencies. Priority will be given to those pupils assessed as being in greatest need.

RELIGIOUS EDUCATION/ASSEMBLIES

The Catholic ethos permeates all aspects of life in St Patrick's
Our Religious Education programme is based on the Alive-O series. The aim of the programme is to foster and deepen the children's faith. It takes account of the child's age, needs and capacity to learn. It helps to prepare each child for participation in the liturgy and sacraments of the Catholic Church.
Parents have the chief responsibility for the religious development of their children. In fulfilling this responsibility, which is assumed when you presented your child for Baptism, you are assisted by the teachers and priests of your parish. The religion lesson alone is not enough to promote faith. Children are influenced much more by what they hear, see and experience both at home and in school. Most important is an environment where Christian values are actively lived.
The co-operation and support of parents is indispensable at every stage of your children's religious and moral education – handing on Christian values, showing an interest in your child's RE book and what has been done in school, praying with your child and attending meetings when organised.
The school chaplain visits the school regularly and helps with the organisation of school Masses and preparing children for the Sacraments of Reconciliation and First Holy Communion in Year 4 and Confirmation in Year 7.
All occasions in the Church's calendar are celebrated for example, Christmas, Lent and Easter and the main Saints Days and Feast Days.

EXTRA CURRICULAR PROGRAMME (subject to change)

We place a major emphasis in St Patrick's on extra Curricular Activities as we aim to provide a balanced Curriculum where each pupil is given as many opportunities as possible to develop.

OUR EXTRA CURRICULAR PROGRAMME

- Handball
- Cycling Proficiency
- Gaelic Football (during and after school)
- Soccer (during and after school)
- Basketball / Boxercise
- Athletics
- Volleyball
- Swimming
- Cross-Country Running
- Rugby
- Dance
- Gymnastics
- Irish

MUSIC

- Singing
- Tin Whistle

DRAMA

St. Patrick's has a reputation for staging colourful and very professional musical shows and performances involving children from all age groups. Children from Years 3- 7 also participate in the school choir.

PROMOTION OF OUR IRISH CULTURE

- Irish language classes for each year group.
- Participation in Cumann Na Bunscoil, Gaelic Football Blitzes.
- Development of Irish Literature throughout the school.
- Scoil Spreagtha Programme/Projects based on our local area.
- St Patrick's Day of Culture.

HEALTH EDUCATION

This school is committed to the health and safety of everyone. We operate a Healthy Break Policy and hope to promote healthy snacking habits among young children, therefore, only milk/water fruit or vegetables are permitted for consumption at this time. We would appreciate it if you did not send fizzy drinks to school with your child at any time.
We will work together with parents and the local community to enable pupils to make healthy informed choices and discourage the use/misuse of drugs. Our programme of study will be based on guidelines provided by the Department of Education and will be sensitive to the age and experiences of our pupils e.g. Our Year 7 boys and girls are given separate talks about 'growing up' a part of the Love For Life Programme.
Throughout the year, pupils participate in a wide variety of workshops that promote Health and Well-being, including;

- The NSPCC visits the school and provides information on a range of child protection issues through Assemblies, talks, role-plays, puppet shows and resources.

- Primary 4 to Primary 7 children and their parents participate in Esafety personal safety and bullying programmes run by the PSNI. AND Reim Training

- P7 pupils and parents participate in Love for Life Programmes as part of RSE

- Action Cancer deliver puppet shows, assemblies and workshops based on healthy lifestyles.

- Dairy Council deliver the Food and Fitness Programme to KS1/2.

- Primary 5 pupils take part in the Northern Ireland Fire and Rescue Service talks on Fire Safety AND THE Helping Hands Programme.

- P1 – P7 pupils complete Farm Safety activities.

- Year 7 participate in the Cycling Proficiency Programme.

- Year 7 pupils complete a Heart Start Programme.

ASSESSMENT, REPORTING TO PARENTS AND RECORD KEEPING

Assessment of children's work is an integral part of school. The main purposes of assessment are to;

- Impact on learning
- Establish through a variety of means what the child knows, understands or is able to do
- Assist the teacher in planning the next steps in the child's learning

As a parent you will want to know how your child is progressing as they move through the school year.
Parents are informed of their child's progress using two methods:

- A yearly interview in the autumn term, in which the parents will be informed of the teacher's view of the child's progress. This is usually a 20 minute consultation to which both parents are invited to come along.
- Parents will receive once yearly a written report on each pupil's progress, usually mid-June.

Parents are reminded in newsletters that where there are any concerns or worries about their child at any time of the school year, to contact the class teacher or Principal who will be happy to discuss concerns.
Parents of children with special educational needs are encouraged to meet with teachers at the beginning of each new Education Plan to agree targets and discuss how they can help to support their child's learning at home.
Teacher's use their professional judgement and their own and agreed standardised tests, to assess the progress of each child. Teachers also benefit from information and concerns shared by the parent in making a judgement about a child.
Where appropriate, this information may be supplemented by information available from outside agencies such as EA, etc.
Records of pupil progress in standardised testing are held on a pupil profile which is passed on to the next teacher with samples of pupil's work. These are available for parental perusal.

LINKS WITH OTHER AGENCIES

We see the school as a vital part of the parish of Gortin and take every opportunity to contribute to the life of the parish. In order to do this, we liaise closely with our local priests and church organisations. We have established close links with our local secondary schools in order to ease each child's transition to second level education. Visits for Year 7 children to the new school are arranged throughout the year.
We avail of opportunities presented to us by the Youth Sport NI initiative, for example, football and athletics coaching. We value the Gaelic coaching provided by the Tyrone GAA. Both of these initiatives provide our pupils with opportunities to meet and interact with pupils from other primary schools in the local area.
We co-operate with and fully support the work carried out by the local health authority personnel and, when necessary, we seek the help and advice of other statutory agencies. Visitors, such as, the school nurse, doctor, dentist, educational psychologist, outreach teachers call at the school in order to cater for the needs of children.

LEARNING THROUGH PLAY

Learning through play is an integral part of Early Years education and in St Patrick's Primary School a strong emphasis is placed on well planned and well organised play for the children. Through this, the children are learning in a way which is fun and which is of relevance to them.

A less formal curriculum is planned in Years 1 and 2. Much more time will be spent on active learning and there will be a strong emphasis on the development of social. personal, language and physical skills. The introduction of a formal reading scheme will be delayed until the child is ready.

ABSENCES

If your child is unable to attend school for whatever reason you must inform the school by telephone that morning so your child can be accounted for. If you have contacted the school by telephone you will no longer have to write an absentee note for your child.
Pupils are not allowed to leave the school grounds during the day without prior permission. If your child has an appointment during school e.g. dentist or hospital, a note must be sent to the school with your child.

HEALTH AND SAFETY

Medical

In the event of your child taking ill at school, parents will be contacted immediately so that the child may be taken home. An online data collection form is forwarded at the beginning of each school year so that the school has up to date contact numbers and medical information regarding your child. It is extremely important that any change in this information is forwarded to the school immediately.

Children will be given a medical inspection by the NHS School Medical Service during the first year at school and from time to time during their stay. Parents are notified of Doctor's visits and may attend.

It is essential that any medical problems that your child may have should be discussed with the Principal or Class Teacher, as it will help the school to do what is best for your child.

Head Lice

Head lice checks are no longer the responsibility of the school or School Nurse. Please check your child's hair regularly and if a member of your family has been infected, please:

- Let the school know so that we can inform other parents to be on the lookout.
- Treat your child's hair with medication recommended by a pharmacist.
- Keep your child off school until the infection has cleared.

The school has a security system installed. All the external doors of the school will be locked while the children are in class but the keys are easily accessible in the event of a fire.

POLICY FOR PROMOTING POSITIVE BEHAVIOUR

Our Positive Behaviour Policy is based on RESPECT.. for self, other pupils and adults. As well as a General Code of Conduct used in and out of the school, each class also has a Class Positive Behaviour plan put together at the start of each year AND SHARED WITH PARENTS.. Rules are kept to a minimum and children are made aware of the reasons for having them. In those cases where there is a need, there is a pupil reflection system in place for school and home.. In any case involving a serious breach of rules parents will be involved either by receiving a written report or by being invited to come to the school to discuss the matter. Positive Behaviour Reward systems to promote positive behaviour were introduced recently. These include whole school team incentives, stickers, pencils, good notes, marble jars, homework tokens, Principal awards, class rewards and Golden Time .

The school's approach to the promotion of the general welfare of its pupils and to discipline, is based on an active concern for the general well-being of each individual child and his/her personal needs.

The school has recently reviewed its policy for Promoting Positive Behaviour in which each child is encouraged, acknowledged and rewarded. Copies of the revised policy is available on our website.

CLASSROOM "PROMOTING POSITIVE BEHAVIOUR PLANS"

As well as a general Code of Conduct for School, Canteen and Bus, each class, with their teacher on day one, will compile a Class Promoting Positive Behaviour Plan specifically for their class, containing rules, rewards, consequences discussed and agreed with everyone which will be clearly displayed in their class. This agreement will be sent home to be discussed and signed by both you and your child. It is extremely important that you give us 100% support in this area. EVERY CHILD HAS THE RIGHT TO LEARN AND NO CHILD HAS THE RIGHT TO DISRUPT THE LEARNING OF OTHERS.

Please note that we will continue with our CHOICES SYSTEM (sent home with Classroom Plan) this year. We found the format was very successful last year in promoting positive behaviour thanks to the combined supportive role of teachers and parents.

OUR CODE OF CONDUCT

- We look after school property and do not bring unauthorised toys, electronic games, cards or mobile phones to school.
- We walk quietly around the school.
- We show respect to all adults and children (by using kind words, taking turns to speak and following directions from staff...)
- We tell an adult if someone annoys us rather than fight back.
- We keep hands, feet and objects to ourselves.
- We treat others as we would like to be treated themselves.

Charging Policy

Under the Education Reform Order 1989 the Board of Governors has decided the following policy.

The policy of the school is to charge for:

- Board and lodgings on residential visits.
- The cost of any re-scrutiny of examination results if such re-scrutiny is requested by the parents.
- The cost in cash or in kind, of ingredients or materials needed for practical tasks if parents have indicated in advance a wish to own the finished product.
- Optional extra activities which are additional to the education provided by the school for the purpose of meeting the statutory requirement imposed by Article 11 (1) (a) and (b) of the 1989 Order.

Remissions Policy

The Board of Governors shall only remit charges for activities which are part of compulsory studies under the Northern Ireland Curriculum.

PARENTAL LINKS

- Progress interviews – individual parents are asked to meet their child's teacher to discuss progress. These meetings take place during the first and 2nd terms.
- Invitations to school functions/Assemblies
- Involvement in class trips
- Paired Reading Initiative
- Pin programme
- Foundation LANGUAGE Development programme
- Text System
- Curriculum Meetings
- Pre-school Programme
- School Newsletters
- Parental Curriculum Leaflets
- Involvement in preparation of Sacraments
- Sacramental Meetings
- Prizegivings/Graduation Dinners
- School Masses
- WEBSITE
- SEN Meetings
- Fundraising
- Extended Schools Programme
- Shared ED PROGRAMME

LINKS WITH THE COMMUNITY / SHARED EDUCATION

The school takes part in a Shared Education Programme with Gortin Controlled PS and St Peters PS Plumbridge,. Gortin Playgroup and Little Stars Creche run a Breakfast Club and after school Club on the school premises. We also link with our local post primary schools with several activities including STEM and Literacy Projects.. We run an extended Schools programme which promotes pupil health and wellbeing through fitness clubs, various sports, gymnastics and dance and are also part of an Extended schools Cluster led by a local post primary school where we benefit from weekly Irish Language classes and STEM projects. We also have a Shared Community and Education B.O.G Rep to work alongside the local schools and Community to organise afterschool and in-school programmes which have included Historical Society Projects such as the Townlands Project, Pearl Mussel Projects, Wildlife Club, Gardening Club, Orienteering, Christmas and Halloween Shows, E safety Parent Workshops, E safety Pupil Workshops, PATHS Programme, GAA Afterschool coaching and shared 3g Pitch, and Best Kept Village Competitions,.

INSPECTION OF DOCUMENTS

Parents or prospective parents may inspect the School Development Plan, School Policies and Schemes of Work if prior notice is given to the Principal. They are also displayed on the Parents' notice board in the Porch.

ADMISSION ARRANGEMENTS

The current policy is to admit children into the Year One class on the first day of the autumn term – i.e. children who have reached compulsory school age. (Their birthday falls before 1st July, 2022). All information regarding how to apply for a P1 place can be found on the EA Website;

https://www.eani.org.uk/parents/admissions/primary-admissions-guide

There is a new online portal system to apply for P1 places. If you still prefer a paper copy to apply, application forms can be made available from the school.

INDUCTION PROGRAMME FOR YEAR 1

The Induction Programme at St Patrick's is intended to:

- Help both parents and children in the transition from home to school
- Ease the uncertainty of starting school for children especially those who have not been in a formal pre-school setting.

In May/June the children will be invited to the school for an Induction Session.

During the Induction we will:

- Introduce the children to their future classroom, the school principal, their teacher and classroom assistant in an informal manner.
- Give parents the opportunity to discuss any worries they may have about their child starting school.
- Help parents in their role as educators of their children by encouraging active participation in their child's learning.
- Give guidance and advice, when required, on how best to prepare children for school.

During September we operate a staggered intake with a shorter day for pupils in Year 1. This means that the children can gradually adjust to a full day at school.
Information will be given to parents regarding these times and the routines of school and the Curriculum in Year 1 at the induction meeting in June.

ADMISSION CRITERIA – YEAR 1

The following criteria will be applied in the order set down 1-2 by the Board of Governors of St Patrick's Primary School, Gortin, in selecting children for admission to Year 1 in September.

Priority will be given at all times to pupils regarded by the Board of Governors, on the basis of supporting evidence by parents and/or statutory agencies, as having special circumstances, (medical, social or security reasons).

Priority shall be given to children resident in Northern Ireland.

Compulsory School Age

Only 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 2027 as defined by the new School Age (NI) Act (both groups to be treated equally) will be admitted to the school.

1 Children of compulsory school age who normally reside in the Parish of Badoney Lower.

2 Children of compulsory school age from other areas.

In the event of over-subscription in any one of the criteria, taken in order, the following Sub-Criteria will be applied in the order set down. If over-subscribed in any one of the Sub-Criteria, taken in order, final selection will be on the basis of the closeness of the home to the school as measured by shortest walking distance.

SUB-CRITERIA

(a) Children who have brothers/sisters, (half-brothers/sisters) presently enrolled in the school.
(b) Children whose parent/guardian, brother/sister, (half-brother/sister) are prior pupils of the school.
(c) Children whose parent/guardian is presently a permanent member of the school teaching/ancillary/auxiliary staff.

YEAR 1 ADMISSIONS – AFTER THE BEGINNING OF THE SCHOOL YEAR

Children who apply to enter the school during the academic year will be considered using the same criteria as for Year 1.

ADMISSIONS CRITERIA – YEAR 2-7

The following criteria will be applied in the order set down below to all pupils seeking admission to Years 2 to 7. However, the school shall not cause or permit the number of registered pupils to exceed the school's enrolment number as determined by the Department of Education. Priority will be given to pupils who are normally resident in Northern Ireland.

(1) Pupils for whom their admission would not, in the Board of Governors opinion, prejudice the efficient use of the school's resources.

In the event of there being more pupils than places available then the following Sub-Criteria shall be used.

(a) The order of application.

(b) Shortest walking distance between home and the school.

The Board of Governors (subject to their final approval), have delegated to an admissions Sub-Committee the task of selecting pupils for admission. The Sub-Committee consists of the Principal and (two) other Governors.

Complaints Procedure – At a glance

Stage One	→	Stage Two
Write to the Principal		Write to the Chairperson of Board of Governors

Time Limit

Please contact the school as soon as possible - unless there are exceptional circumstances, complaints will normally only be considered within 6 months of origin of the complaint to the school.

Stage One

When making a complaint, contact the school Principal who will arrange for the complaint to be investigated. *If the complaint is about the Principal, proceed to Stage Two.* The school requires complaints to be made in writing, where this may present difficulties, please contact the school which will make reasonable arrangements to support you with this process. (*see guidance notes for further information*).

Please provide as much information as possible including;

- name and contact details
- what the complaint is about
- what has already been done to try to resolve it and
- what you would like the school to do to resolve the complaint.

The complaint will normally be acknowledged within 5 school working days and a response normally made within 20 school working days of receipt of the complaint. This response will be issued in writing by the Principal and will indicate with reasons whether the complaint has been upheld, partially upheld or not upheld.

These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.
If you remain unhappy with the outcome at Stage 1, the complaint may be progressed to Stage 2 which is overseen by the Board of Governors.

Stage Two

If the complaint is unresolved after Stage One, write to the Chairperson of the Board of Governors (*care of the school and marked "private and confidential"*). Where this may present difficulties, please contact the school which will make reasonable arrangements to support the complainant with this process. The Chairperson will convene a committee to review the complaint. Please provide as much detail as possible as indicated above.

The complaint will normally be acknowledged within 5 school working days and a final response normally made within 20 school working days from date of receipt of the complaint. The response will be issued in writing by the Chairperson of the committee. The complainant responds in writing to the Chairperson. If dissatisfied with the response, the complainant can request a meeting with the Sub-Committee.
These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.

Northern Ireland Public Services Ombudsman (NIPSO).

If following Stage Two you remain dissatisfied with the outcome of your complaint, you can refer the matter to the Office of the Northern Ireland Public Services Ombudsman(NIPSO).

The Ombudsman provides a free, independent and impartial service for handling complaints about schools in Northern Ireland. You have the right to complain to the Ombudsman if you feel that you have been treated unfairly or have received a poor service from a school and your complaint has not been resolved to your satisfaction.

A complaint should normally be referred to NIPSO within six months of the final response from the school. The school must advise in its concluding letter that the complaint may be referred to the NIPSO if you remain dissatisfied.
Contact details for NIPSO are:

Northern Ireland Public Services Ombudsman
Office of the Northern Ireland Public Services Ombudsman
Progressive House
33 Wellington Place
Belfast
BT1 6HN

Freepost: FREEPOST NIPSO
Telephone: 02890 233821
Freephone: 0800 343424 Email: nipso@nipso.org.uk Web: www.nipso.org.uk

SCOPE OF COMPLAINTS PROCEDURE

The Complaints Procedure sets out how any expression of dissatisfaction relating to the school will be managed. By taking concerns raised seriously at the earliest possible stage, it is hoped that issues can be resolved quickly and effectively.

Some examples of complaints dealt with;

- not following school policy
- communication delays / lack of communication
- difficulties in staff / pupil relationships.

Complaints with separate established procedures.
Some examples of statutory procedures and appeal mechanisms are listed below. The list is not exhaustive. The Principal / Chair of Governors will advise on the appropriate procedure to use when the complaint is raised. ***Matters may still be referred to NIPSO, if it is felt that maladministration has occurred.***

Exceptions	Contact
• Admissions / Expulsions / Exclusion of children from school • Statutory assessments of Special Educational Needs (SEN) • School Development Proposals • Child Protection / Safeguarding	Contact www.eani.org.uk Director of Operations and Estates Sara Long Contact www.eani.org.uk Director of Children and Young People's Services Dr Clare Mangan Contact www.eani.org.uk Director of Education John Collings Contact www.eani.org.uk Director of Children and Young People's Services Dr Clare Mangan

The school will not normally investigate anonymous complaints, unless deemed by the Chairperson of the Board of Governors to be of a serious nature. The decision of whether to deal with such complaints will be at the discretion of the Board of Governors. (*see guidance notes for further information*).

WHAT TO EXPECT UNDER THIS PROCEDURE

Your rights as a person making a complaint;

In dealing with a complaint we will ensure;

- fair treatment
- courtesy
- a timely response
- accurate advice
- respect for privacy – complaints will be treated as confidentially as possible allowing for the possibility of consultation with other appropriate parties about the complaint and
- clear reasons for decisions.

Your responsibilities as a person making a complaint;

In making a complaint it is important to;

- raise issues in a timely manner
- treat our staff with respect and courtesy
- provide accurate and concise information in relation to the issues raised
- use these procedures fully and engage with them at the appropriate levels.
-

Rights of parties involved during the investigation;

Where a meeting is arranged the complainant may be accompanied but not represented by another person.
This Procedure does not take away from the statutory rights of any of the participants.

Timeframes;

Where concerns are raised with the relevant Teacher or Principal, a response will normally be provided during the meeting or within an agreed timeframe.

Stage 1 – Normally acknowledge within 5 school working days, response normally within 20 school working days.

Stage 2 – Normally acknowledge within 5 school working days, response normally within 20 school working days.

If, for any reason, the review of a complaint takes longer to complete, you will be informed of revised time limits and kept updated on progress.
If the complaint is unresolved after Stage One, write to the Chairperson of the Board of Governors (*care of the school and marked "private and confidential"*). Where this may present difficulties, please contact the school which will make reasonable arrangements to support the complainant with this process. The Chairperson will convene a Grievance Sub-committee to review the complaint. Please provide as much detail as possible as indicated above.

The complaint will normally be acknowledged within 5 school working days and a final response normally made within 20 school working days from date of receipt of the complaint. The response will be issued in writing by the Chairperson of the committee. The complainant responds in writing to the Chairperson. If dissatisfied with the response, the complainant can request a meeting with the Sub-Committee.

If, for any reason, the review of a complaint takes longer to complete, you will be informed of revised time limits and kept updated on progress.

These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.

MAKING A COMPLAINT

Equality;

The school requires complaints to be made in writing. Where this may present difficulties, please contact the school which will make reasonable arrangements to support the complainant with this process.

Unreasonable Complaints;

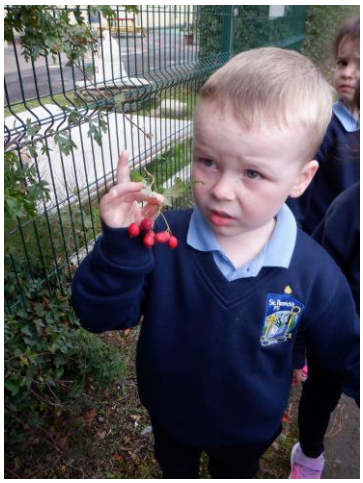
The school is committed to dealing with all complaints fairly and impartially, and to providing a high quality service to those who complain.
There will be occasions when, despite all stages of the complaints procedure having been completed and the complaints having been reviewed by the Ombudsman, the complainant remains dissatisfied. If the try to re-open the same issue, the Chair of Governors will inform them that the procedure has been completed and that the matter is now closed. If the complainant repeatedly continues to contact the school with the same issue it may choose not to respond.

The complainant responds in writing to the Chairperson. If dissatisfied with the response, the complainant can request a meeting with the Sub-Committee.

SUPPORTING CHARITIES

We believe it is important that the children gain an understanding of the imbalance in society and that there are those who are less fortunate than themselves, both in their own locality and in other parts of the world.

Recent charities we have contributed to include the NSPCC, Barnardos, Trocáire, Cancer Focus, Care for Cancer, Marie Curie, Brentwood Shoebox, Clic Sargent & MS Omagh.

CONCLUSION

Now that you have read this prospectus, We hope you have an idea of the rich and varied life your child will have whilst attending St. Patrick's P.S. You can rest assured that his/her wellbeing will be our concern at all times during his/her years here.