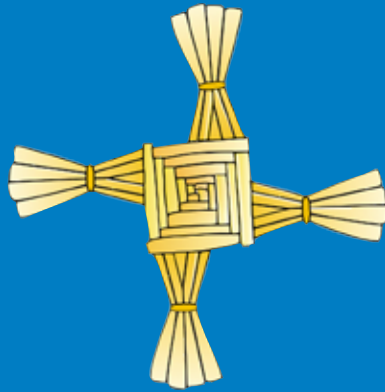


St Brigid's Primary School Mountfield



“Be The Best You Can Be”

**Prospectus
2021 - 2022**



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Mountfield
Omagh
Co Tyrone
BT79 7PT

Catholic Maintained
Co-Educational
Age Range 4 - 11

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St Brigid's Primary School

Dear Parent(s)

You are welcome to St. Brigid's Primary School Mountfield. St. Brigid's provides a high quality education founded on Catholic principles, recognising the needs of each individual and valuing the contribution of the home, parish and the wider community. We respect each other's culture, language and beliefs. A recent inspection by ETI in January 2014, found the school to be providing a 'very good' quality of education for the pupils. It commented on the high quality of teaching with *'the majority of lessons observed to be very good to outstanding'*.

As a small, rural school, the children's personal development and self-esteem are paramount to the inclusive ethos of our school. Our children have opportunities to learn and play in a caring, yet challenging and stimulating environment. The Inspectorate commented on the *'Outstanding Pastoral Care'* provision within the school. It is essential that we work in partnership with parents and the community. Co-operation between staff, pupils and parents is at the core of our school values.

This prospectus gives an insight into the life and work of the school. However, in order to appreciate the real atmosphere of the school you are cordially invited to visit the school at your convenience or contact the school for further information. Confidence in your child's school comes from seeing, knowing and understanding what happens there.

Rosena Tracey
PRINCIPAL



Mission Statement

St Brigid's encourages each individual to develop his/her full potential by being challenged and valued academically, spiritually, physically and emotionally.

The school exists to serve the Catholic community through the provision of a caring and effective Catholic Education. By fostering a pleasant and disciplined environment our children will become responsible and contributing members of society, aware of their own self worth.

Aims For The Pupils

St Brigid's Primary School promotes high achievement and learning for life by encouraging the pupils to:

- Develop spiritually, emotionally, socially, academically and physically to the best of their ability
- Develop self-confidence, self-esteem and independence
- Have respect for themselves, others and the environment
- Develop a spirit of curiosity and enquiry
- Become motivated, life-long learners
- Achieve high standards across the curriculum
- Work independently and collaboratively
- Acquire skills and attitudes which equip them to take their place in modern society





Aims of the School

- To promote the Catholic ethos of the school by preparing the children for the sacraments and by helping them develop a sense of fair play, tolerance, respect and responsibility towards others, their views, attitudes and possessions.
- To create a friendly, relaxed, enriching environment in which the child will be happy and as a consequence develop and progress in partnership with both teacher and child.
- To continue to develop good parent/teacher relationships for the benefit of the child, the parent and the teachers.
- In meeting the requirements of the Common Curriculum and using the Cross Curricular Themes, it is our aim:
 - to provide the opportunity to develop each child's full potential
 - to help them to work individually as each members of a group
 - to develop a satisfactory level of proficiency in English, Mathematics and World Around Us
 - to participate in and enjoy the creative areas of the curriculum so as to derive pleasure and appreciation
 - to develop skills in P.E. and widen their interests in recreational activities
 - to make the children aware of their environment and their society by encouraging responsibility and care for their locality
 - broadening their horizons in focusing their attention on other cultures, climate and geographical locations past and present.
- To encourage the child to improve his/her self-concept and feel at ease in the company of adults and peers.
- To develop in the child a sense of responsibility as a member of the community.
- To enable the child to develop a set of Christian attitudes and beliefs.
- To encourage Year 7 children to develop confidence, skills and attitudes that are necessary to adapt to post-primary education.

Staffing

STAFF (SEPTEMBER 2019)

Principal: Years 1/2	Mrs R Tracey
Vice-Principal: Years 5 - 7	Miss B McGlinchey
Years 3 - 4 Teacher:	Miss M Garry
Job Share / ATP:	Mrs C McElroy
Foundation Assistant:	Mrs S O'Neill
SEN Classroom Assistant:	Mrs D Cunningham
SEN Classroom Assistant:	Mrs S Wilson
SEN Classroom Assistant:	Mrs K McCrystal
SEN Classroom Assistant	Mrs O McElhone
Secretary:	Mrs C McWilliams
School Meals Supervisor:	Mrs K McCrystal
Supervisory Assistant:	Mrs S O'Neill
Caretaker:	Mr I Hawkes

Board of Governors

Mrs M Bradley	Chairperson / DE Representative
To be appointed	Trustee
Mr F Haughey	Trustee
Mr F Kelly	Trustee
Mrs C McCloy	Trustee
Mrs D McCullagh	EA Representative
Mrs L Meenan	EA Representative
Mrs I McCullagh	Parent Representative
Miss B McGlinchey	Teacher Representative
Mrs R Tracey	Secretary

The Board of Governors has overall responsibility for the managing and functioning of the school. The Governors meet regularly and take an active interest in and support the work of the school.



The Curriculum

The Curriculum aims to promote a child-centred education. There are 3 stages within the Primary School:

Foundation Stage	(Years 1 and 2)
Key Stage 1	(Years 3 and 4)
Key Stage 2	(Years 5, 6 and 7)

Foundation Stage

This builds on the valuable work undertaken at preschool. During Foundation Stage teachers will be able to teach at a pace which is developmentally appropriate for very young children. There is a strong emphasis on play based learning as well as personal, social and emotional development.

Key Stages 1 and 2

Here pupils will be encouraged to make connections in their learning and see the relevance in what they are studying. There is an increased emphasis on Personal Development across the curriculum.

The Curriculum

- Children will be encouraged to take responsibility for their learning, make choices and decisions about their learning and reflect upon what and how they are learning.
- The reduced content of the Curriculum allows more flexibility for teachers to follow the learning interests of the children.
- There is an emphasis on the children acquiring the skills to become independent learners.
- The curriculum will move away from distinct subject areas into areas of learning.
- Encouraging children to make connections between things that they have learnt.
- Encouraging children to take risks and cope with new challenges in their learning.
- No child will be held back from learning. Rather each child will be encouraged to progress at his/her own pace without feeling pressure to compete with others in the class.

Structure of the Primary Curriculum

1. The curriculum for the Foundation Stage and Key Stages 1 and 2 is set out in 6 Areas of Learning:
2. Language and Literacy (including Talking and Listening, Reading and Writing)
3. Mathematics and Numeracy (focusing on the development of mathematical concepts and numeracy across the curriculum)
4. The Arts (including Art and Design, Drama and Music)
5. Personal Development and Mutual Understanding (focusing on emotional development, social skills, learning to learn, relationships, mutual understanding in the local and global community).
6. The World Around Us (Geography, History, Science and Technology - focusing on the development of knowledge, skills and understanding)
7. Physical Education (focusing on the development of knowledge, skills and understanding through play and a range of physical activities).

Induction Programme for Year 1

Parents are informed of the outcome of their application for admission to Year 1 in March/April.

The Induction Programme for St Brigid's is primarily an aid to help both parents and children in the transition from home to school, especially for those children who have not attended Nursery or Playgroup.

In May/June parents and children will be invited to the school to participate in the Induction Programme. This will give an opportunity for:

- Children to familiarise themselves with their new classroom and to meet with their teachers and classroom assistant
- Parents to discuss any concerns or worries about their child starting school
- Teachers to speak to parents about school routines and through a series of workshops explain the workings of the Foundation Stage
- Teachers to inform parents of the valuable role they play as educators of their children at home and how they can best prepare their children for school
- Speakers from outside agencies will be invited to speak to the parents on topics such as healthy eating, dental hygiene, visiting the library, etc.
- Through the Cluster Group parents and pupils participate in - Speech and Language workshops, Play and Stay, and Phonological Awareness





Curriculum

LITERACY

Language development consists of reading, writing, talking and listening. At Foundation and Key Stage 1 there is active learning through a play programme and a daily literacy hour.

In Years 1 to 4 Rigby Star is the main reading scheme complemented with Oxford Reading Tree and in Year 4 pupils are introduced to novels. In Key Stage 2 pupils are encouraged to become independent readers. This is supplemented by Literacy World Resources.



The school has a wide range of both fiction and non-fiction library books and the children are encouraged to make full use of this extensive range.

The pupils celebrate World Book Day through a variety of literacy activities.

Linguistic Phonics is taught throughout the school. The Paired Reading and Reading Partnership Programmes are offered as extra support.

The pupils participate in reading programmes called Lexia and Reading Eggs.



I.C.T. PROVISION



In all classes I.C.T. is used as a valuable tool for teaching and learning. All classrooms are equipped with an Interactive Whiteboard, iPads, laptops and computers. Pupils use appropriate programmes, apps and websites to consolidate learning.





Curriculum

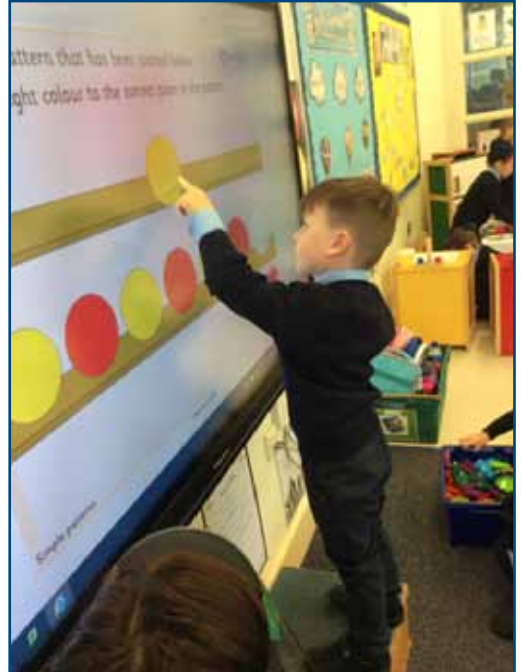
NUMERACY

The children are provided with valuable practical experiences which enable them to develop:

- Processes in Mathematics
- Number
- Measures
- Shape and Space
- Handling Data

Emphasis is placed on mental strategies, processes and learning through experience as well as the other traditional areas of mathematical study.

Textbooks in use throughout the school are New Heinemann and Apex Maths. The children are encouraged to learn mathematics through practical methods. A mental maths lesson is an integral feature of each mathematics lesson. Children access Mathletics and use IZAK 9 as a useful practical resource. A Maths Day provides an opportunity for the children to participate in games and other mathematical activities. We embed an ethos of problem solving and investigations through which children are encouraged to take risks and become independent learners.





POSITIVE BEHAVIOUR

Discipline in the school is fostered by the encouragement in each child of a sense of respect for others and their property, based on self-discipline. Positive behaviour is encouraged by reinforcing the child's self-esteem and following the PATHS Programme.

Everyone in the school community is expected to act in a positive and caring manner towards each other. To achieve this school rules will be implemented consistently, firmly and fairly.

Class teachers will reward pupils for good work/behaviour with stickers/stars. At the end of each month during assembly, the Principal's Award is presented to a pupil from each year group for good work, behaviour, progress or for some other achievement. Children's photographs are displayed in the front foyer of the school.

The Principal and staff will consult parents in the event of any serious problems arising with a particular child.

ANTI-BULLYING

Bullying constitutes a distressing and damaging form of abuse. It can take the form of physical, verbal or an indirect form. No form of bullying will be tolerated in the school.

Staff are asked to be vigilant at all times to the possibility of bullying occurring and will take immediate steps to prevent it from happening. The victim will be reassured and protected while the bully will be disciplined. Consequently both sets of parents will be contacted.

Any complaint made by a parent that their child is being bullied will be investigated fully and if the claim is substantiated, immediate action will be taken.

Behaviour will be carefully monitored until staff are satisfied that the bullying has stopped.

Appropriate sanctions will be imposed upon the child who is bullying. Parents should talk to their children about school and if they have any worries do not hesitate to contact the school.

Copies of the school's Anti-Bullying Policy and Positive Behaviour Policy are distributed to parents and are available from the school.





Homework

Homework is given on a regular basis. The aim is to familiarise parents with the work their children are doing at school, while helping children to consolidate their learning independently at home.

The main purpose of homework is to:

- Extend school work and thereby consolidate and reinforce learning
- Provide an opportunity for parents to support their children's learning
- Inform parents about their child's work and ability
- Give parents an awareness of the work being done in school
- Encourage children to develop self-discipline and good study skills
- Give children the opportunity to achieve their full potential

Note - there will be certain times that homework may not be assigned, e.g. last few days at end of term, Sports day and other occasions in the school calendar.

Parental Support for Homework

- Homework will be given within your child's capability and is usually related to work being covered in school.

Parents should:

- Ensure that your child has a quiet place in which to concentrate
- Encourage homework tasks to be completed early in the evening
- Be involved in and help with reading, learning new words
- Help the child with learning tables, spellings, number facts
- Encourage neatness

Marking Homework:

Homework will be monitored by the child's class teacher. This does not imply that each child's work will be marked individually every day. Some will be marked by the teacher, other pieces will be corrected by the child/peers under the guidance of the teacher. Time spent preparing and marking homework must be kept to a minimum so as not to encroach on teaching time.

Homework Activities

- Learning - spellings, prayers, tables, poems, etc.
- Reading - independent reading, word recognition, listening to parents read, paired reading, comprehension.
- English Written Work - writing stories, comprehension, grammar, dictionary work.
- Parental involvement in Numeracy - maths games and problem solving.





Religious Education

The Catholic ethos permeates all aspects of school life in St Brigid's

Religious education is taught through the Grow in Love Programme and this is used to prepare the children for the Sacraments of Reconciliation and First Holy Communion in Year 4 and for Confirmation in Year 7.

An assembly is held on a weekly basis. Parents are invited to the school to take part in the celebration of St Brigid's Day by making crosses and to our school assembly for St Patrick's Day.

The main occasions in the Church year are also given prominence: Christmas (the children put on a nativity play), Lent and Advent (pupils read at Sunday Mass and prepare the Advent Wreath) and Easter.

Parents are encouraged to become involved in the preparation of their children for the Sacrament of Reconciliation and First Holy Communion through the 'Do This in Memory of Me' Parish Programme.

The children are encouraged to help those less fortunate than themselves by contributing to various appeals throughout the year, e.g. coffee morning for Trocaire, Marie Curie, Shoebox Appeal, etc.



Sport

Through the Physical Education Programme the pupils develop physical and sporting abilities while being provided with the opportunity to develop team skills. The pupils have experience of Games, Athletics, Dance and Gymnastics. Additionally, the pupils participate in a range of curricular and extra-curricular sporting activities, outdoor pursuits and events including:

- Gaelic
- Basketball
- Swimming
- Cultural Dance
- In School Yoga
- Active Community Sports
- Netball
- Sports Day
- Fun 4 All





PUPIL WELFARE

All the staff work closely together in consultation with parents to ensure the welfare of children in the school. Parents are encouraged to discuss any matters of concern with staff whenever they feel this is advisable. Parents are strongly advised to discuss such matters with the class teacher in the first instance. Often potential problems can be avoided if they are dealt with quickly. We would stress the importance of the class teacher dealing with concerns as far as possible. Where it may be necessary to take the matter to the Principal, it may be appropriate to make an appointment.

HOME/SCHOOL CONTACT

The teaching staff actively encourages parental contacts with the school as we recognise that parental support is essential in the development of the child. Parents will be invited to meet their child's teacher on a formal basis in the first term. Throughout the year if they wish to discuss the progress of their child they should make an appointment to discuss their child's progress. Such meetings should take place after class and the parents should contact the class teacher to arrange a suitable time.

Parents may contact the Principal about any matter at any time when the school is open. However, this should, as far as possible, be out of teaching time to keep class disruption to a minimum.

SPECIAL EDUCATION PROVISION

Care is taken at all times to match the curricular provision for all children to their particular stage of development and to take account of any particular difficulties or special talents which they show.

There are currently procedures in place for identification of pupils with Special Educational Needs (SEN). It is important to have close collaboration between pupils, parents, teachers, classroom assistants and the relevant outside agencies where necessary to provide the best for the child.

Special Needs is the responsibility of all teachers but it is co-ordinated by the SENCO who provides help and advice in the identification and support of pupils with individual needs. The SENCO liaises closely with class teachers and external agencies to ensure that the needs of individual children are being adequately met.

Special Needs provision may take place within the classroom or during short periods when pupils are withdrawn from class, enabling them to have more individual teaching. Parents are regularly consulted and updated on their children's progress.

We offer:

- Broad and balanced curriculum catering for all children's needs
- After school activities
- Parental involvement through workshops and PTA support group
- Breakfast Club from 8.15am
- Sustrans - Bronze Award, Cycling Proficiency, Walk to School Week, Ditch the Dark
- Sentinus Junior Innovators, Sentinus Workshops
- Eco Schools - Green Flag Award - Pupils' Eco Committee
- STEM Challenge
- Best Kept School - Highly Commended



School Uniform

School uniform is compulsory and must be worn.

Boys	Navy trousers School navy sweatshirt Light blue shirt Navy/sky blue tie
Girls	Navy skirt/pinafore School navy sweatshirt Navy/sky blue tie Black/navy shoes
P.E. Uniform	Light blue T-shirt with school crest Navy shorts Appropriate footwear for PE



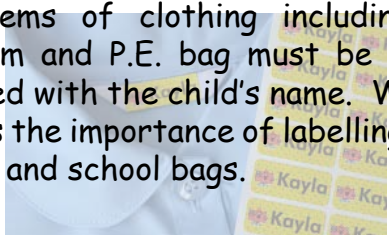
(Children are expected to change into suitable clothing for P.E.)
P.E. uniform available from Select Kidz

All children are expected to adhere to the school rules regarding uniform and it is hoped for the co-operation of parents in this matter.

NB Tracksuit bottoms are not an acceptable part of our school uniform.

NAMES ON CLOTHING

All items of clothing including P.E. uniform and P.E. bag must be clearly labelled with the child's name. We also stress the importance of labelling lunch boxes and school bags.



SCHOOL MEALS

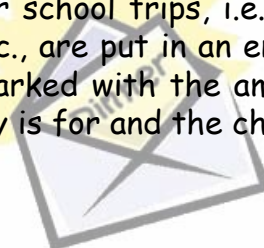
School meals are available in the school at the current cost of £2.60 per day. Dinner money should be paid to School Secretary on Monday mornings. We also request that you send in the correct amount of dinner money in a labelled envelope.

HEALTHY BREAK

There is a healthy eating policy and children are provided with a fruit and snack break. Crisps, sweets, nuts, biscuits and yoghurts are not allowed. Milk is provided by the school at break-time or children may choose to drink water. Drinking water is encouraged throughout the day.

MONEY

It is important that all monies sent to school for school trips, i.e. Feis, Milk, Music, etc., are put in an envelope and clearly marked with the amount, what the money is for and the child's name.





Extra-Curricular Activities

Some activities may take place out of school hours. Over the last number years, these have involved Cookery, Film Club, Running Club, Gardening Club, Core NI, Yoga, Lego Club, Football, Athletics and a variety of school trips. Usually trips are organised for classes to places of interest connected with the curriculum. The continuation of these activities will depend on the voluntary contributions of parents towards the costs.

Pupils from the school participate in a range of inter-school quizzes and sports including the Credit Union Quiz and Inter-Schools' Netball/Football tournaments.

The Year 5, 6 and 7 pupils participate in the Cycling Proficiency Scheme. They are trained after school in the school grounds. Pupils have the opportunity to enter the Cycling Proficiency examination and on successful completion will receive a certificate.

Pupils in Foundation Stage, Key Stage 1 and Key Stage 2 have an opportunity to learn Irish throughout the year through the Primary Languages Programme.



Music and Drama



Nuala Sweeney teaches singing to all classes and tin whistle to children in Years 3-7. The pupils provide tin whistle accompaniment for assemblies and school concerts. The school choir perform at Holy Communion and enhance Liturgical Services throughout the school year.



Foundation and Key Stage 1 pupils take part in the Musical Pathways Programme delivered by the Education Authority

Drama is a requirement of the Northern Ireland Curriculum. The school uses the expertise of an outside drama tutor to help teachers deliver the full curriculum. Drama develops children's confidence and builds their self-esteem.





Enrichment Opportunities

Dental Health
Heart Start
Fire Safety
Wrap-Around Care
School Nurse
Learning Support
Principal's Award
Book Club
Making Learning Fun
Study Buddies
Monthly Newsletter
Digital Storysacks
Swimming Programme
ICT
Credit Union
PDMU / PATHS Programme
Mathletics
Reading Eggs
Cookery Club
Links with Secondary Schools - Effective Transition Programmes
Basketball
Netball
Music - Tin Whistle, Choir
Gaelic Coaching
Cultural Heritage - Irish, St Brigid's Day
Sacramental preparation
School Assemblies
Visiting Author
Environmental Awareness
Eco-schools - Green Flag status
Welcome Students on Work Experience
Yoga Club
Writing Workshops
Sports Day
Early Years' Induction
Inter School Quizzes
Trips - Gortin Glens, Navan Fort, Palace Stables
Cycling Proficiency
Feis - Art & Craft, Irish, Poetry
Breakfast Club 8.15am - 8.55am
School Council
Active Community Sports
Awards for All - Big Lottery Funding
Pastoral Care
Health Promoting School - Gold Award
Generations for Peace Sport, Kid Art
Liturgical Ceremonies
Animation Club
Drama - School Productions
Gardening
Extended Schools Project - links with other schools (Primary and Secondary)
Maintain excellent home/school links
Lexia Reading
Support for Charities - Barnardos, NSPCC, Trocaire, Shoebox Appeal
Film Club
Lego Club
STEM Project - Technology



Admissions Criteria

St Brigid's Primary School
4 Lenagh Road
Mountfield
Omagh
BT79 7PT
Tel / Fax No: 028 8077 1327
E-mail: info@stbrigidsp.mountfield.ni.sch.uk

Catholic Maintained
Co-Educational
Age Range 4-11
Roll: 56

Principal: Mrs Rosena Tracey

Chair of Board of Governors Mrs Marian Bradley

Admissions No: 13

Enrolment No: 94

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

In the event of over-subscription after the sub-criteria have been applied in order, admissions will be decided by the Principal in conjunction with a Sub-Committee of the Board of Governors.

The following criteria will be applied in the order set down 1-2 by the Governors of St Brigid's Primary School in selecting children for admission to Year 1 in September 2021. Priority will be given, within the application of each criterion, 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.

ADMISSIONS CRITERIA - YEAR 1

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 7 January 2021 at 12 noon (GMT) and an application submitted by the closing date of 29 January 2021 at 12 noon (GMT) will be treated as a punctual application. An application received after 12 noon (GMT) on 29 January 2021 will be treated as a late application.

- 1 Children of compulsory school age who normally reside in the village of Mountfield, Cappagh Parish or surrounding area.
- 2 Children of compulsory school age from other areas.

In the event of over-subscription in any 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 the shortest walking distance.

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

There will normally be one admission date in September and parents intending to send their child to St Brigid's must enrol before 30 January 2020. Admissions Criteria for admission to Year 1 will apply.

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.

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 form.

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

Should a vacancy arise after placement letters have been issued, all applications for admission to Primary 1 that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until the end of the academic year. The school will contact parents in writing if a child gains a place in the school by this method. A child's name will be automatically added to the list. Parents should contact the school if they wish for their child to be removed from the list.

ADMISSIONS CRITERIA - YEARS 2-7

In the first place admissions to Year 2 to 7 will be decided by the Principal. In the event of over-subscription admissions will be decided by the Principal in conjunction with a Sub-Committee of the Board of Governors.

Applications and Admissions to Primary 1

Year	Total Applications	Total Admissions
2018/2019	13	13
2019/2020	4	4
2020/2021	9	9

Charging Policy

All children in NI are entitled to a free education. However, in this era of cut backs, schools are finding it increasingly difficult to provide the extras to enhance the curriculum.

For this reason, from time to time, we ask parents for voluntary contributions in support of activities organised by the school.

We often have to make charges for optional extras such as music tuition, which is provided to develop the talents of children.

The PTA provide much needed resources through their fundraising events.





The School Day

Breakfast Club available 8.15am - 8.55am

School Hours

Infant classes (Years 1-2)	9.05am - 2.00pm
Middle and Upper Primary (Years 3-7)	9.05am - 3.05pm
Wrap-Around Care	3.05pm - 5.15pm

Children are requested not to arrive at the school before 8.55am as no supervision is available before then.

It is also important that children are collected as soon as possible when classes end as long as delays can be quite stressful to children.

Morning break - Years 3 - 7	10.30am - 10.45am
Morning break - Years 1 - 2	10.45am - 11.00am
Fruit Break - Years 1 - 2	10.30am - 10.45am
Fruit Break - Years 3-7	10.45am - 11.00am
Dinner	12.15pm - 1.00pm

The school should **always** be informed of any change in the normal routine of bringing or collecting a child from school.

Absences

Telephone Number: (028) 8077 1327

When a child is absent from school we would appreciate a telephone message or word from a brother or sister at the school followed by a note from the parents on the child's return to school.

If a child is coming to school late, a message would be appreciated so that we know the child is safe.

At St Brigid's Primary School we:

- Have respect for teachers, other adults and each other
- Always work hard
- Show consideration for other pupils in the playground - no bullying/dangerous play
- Walk in the corridor and classrooms
- Wear full uniform
- Show good manners
- Take care of books and equipment





Pastoral Care

We in St Brigid's Primary School have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our Pastoral Care Policy. We aim to provide a caring, supportive and safe environment valuing individuals for their unique talents and abilities. We seek to protect our pupils by helping them to learn about the risks of possible abuse, helping them to recognise unwelcome behaviour in others and acquire the confidence and skills they need to keep safe.

Care of the children in our charge influences everything we do. Pastoral Care is an integral element of our Homework Policy, Marking Policy, Discipline Policy and Assessment Policy.

Pastoral Care is a key element in our approach in the delivery of Cross Curricular themes particularly Health Education and EMU. Our religious Programme 'Grow in Love' highlights the uniqueness of each human being and emphasises the development of self-respect and respect for others.

Child Protection

One of the primary responsibilities of the school is to protect the children in our care from any form of abuse - physical abuse, neglect, sexual and/or emotional abuse.

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

All staff have been trained in Child Protection issues and have been given clear guidance on the necessary action 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 (Mrs R Tracey) or deputy designated teacher (Miss B McGlinchey) for Child Protection.

All staff, volunteers and parents who work with children are vetted under Education Authority guidelines.

Parents are issued with a copy of the school's Child Protection Procedures.

If a teacher or any other member of staff suspects that a child is being, or has been, abused they are lawfully obliged to report the suspected abuse. In doing so they must follow the procedures set out by the Department of Education.



Procedure where the school has concerns, or has been given information about possible abuse by someone other than a member of staff

Member of staff completes the Note of Concern on what has been observed or shared and must ACT PROMPTLY. Source of concern is notified that the school will follow up appropriately on the issues raised.



Staff member discusses concerns with the Designated Teacher or Deputy Designated Teacher in his/her absence and provides Note of Concern.



Designated Teacher should consult with the Principal or other relevant staff before deciding upon action to be taken, always taking care to avoid undue delay. If required advice may be sought from a CPSS officer.



Child Protection referral is required

Designated Teacher seeks consent of the parent/ carer and/or the child (if they are competent to give this) unless this would place the child at risk of significant harm then telephones the Children's Services Gateway Team and/or the PSNI if a child is at immediate risk. He/she submits a completed UNOCINI referral form within 24 hours.

Designated Teacher clarifies/ discusses concern with child/ parent/carers and decides if a child protection referral is or is not required.

Child Protection referral is not required

School may consider other options including monitoring the situation within an agreed timescale; signposting or referring the child/parent/carers to appropriate support services such as the Children's Services Gateway Team or local Family Support Hub with parental consent, and child/young person's consent (where appropriate).

Where appropriate the source of the concern will be informed as to the action taken. The Designated Teacher will maintain a written record of all decisions and actions taken and ensure that this record is appropriately and securely stored.

How a Parent can make a Complaint in relation to Child Protection

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 / Deputy Designated Teacher
for Child Protection

Mrs Tracey (Principal)

rtracey803@c2kni.net

or

Miss Mc Glinchey (Vice-Principal)

bmcglinchey820@c2kni.net



If I am still concerned, I can talk/write to the
Chairperson of the Board of Governors

Mrs Marian Bradley



If I am still concerned I can contact the NI Public
Services Ombudsman

Tel: 0800 343 424

At any time a parent can talk to a Social Worker at
the Gateway Team (Western Trust).

Tel: 028 7131 4090

Or the PSNI at the Central Referral Unit
Tel: 999 (Emergency) or 101 (Non-Urgent)



Parental Involvement

Parental involvement with the school is actively encouraged and highly valued. We believe the support of parents is essential in working with the school for the child's benefit and a positive parent/school relationship is sought.

Annual interviews are arranged to give parents the opportunity to learn about pupils' progress. Throughout the year the Principal and staff are available to meet parents, at mutually convenient times, to discuss pupil welfare or curriculum matters. Parents are encouraged to participate in school events.

A variety of programmes designed to enhance parental involvement at various stages of pupils primary career are available. These include:

- Sacramental Preparation Meetings
- Early Years Induction Programme
- Paired Reading/Book Fair
- School Trips
- Assemblies
- Parent/Teacher Association
- School Productions - Christmas/Summer
- Fundraising
- Parent/Teacher Meetings
- School Sports Day
- Liturgical Events
- Monthly newsletters highlighting school events



Parents and visitors to the school should report to the office on entering the school



St Brigid's PTA

St Brigid's Primary School is proud to enjoy the support of an excellent Parent Teacher Association.

The PTA arrange social and fundraising events designed to allow parents the opportunity to come together and at the same time provide additional funding for the school.

Parents are invited to participate in all functions. We value their positive contribution and support for St Brigid's. We are indebted to them for their hard work and commitment.



Health/Drugs Education

ADMINISTRATION OF MEDICATION

Medication will only be administered by the teacher/classroom assistant following written notification from the parent.

Parents will be asked to provide the school with contact telephone numbers where they can be contacted in the event of an accident/emergency

This school is committed to the health and safety of everyone.

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.

Communication With Parents

Our aim is to keep parents informed at all time. We do this through:

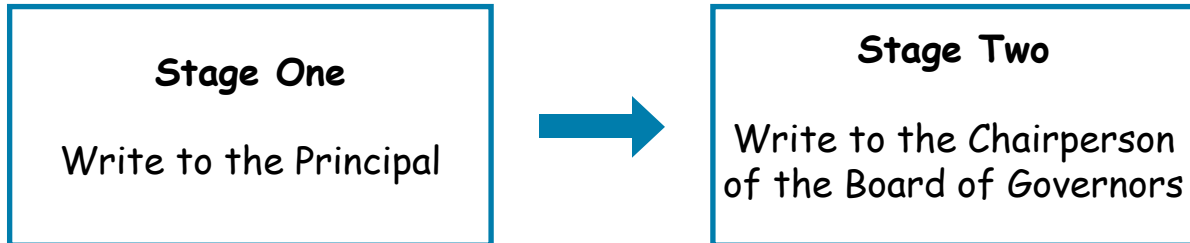
- Monthly News Sheet - outlining events, news items, diary dates for the coming month.
- Our school website www.stbrigidsmountfield.com
- SchoolsNI App
- Our Facebook page
- Teachers2Parents
- SeeSaw - examples of your child's work and photographs can be uploaded for you to see and comment on throughout the day.
- Invitations to meetings, workshops, parents assemblies, liturgical events, prize giving, PTA activities and concerts.
- Invites to parents to meet with the teacher to discuss your child's progress if necessary.
- Annual Reporting to parents when parents are invited to the school to discuss their child's progress in October. A written report is compiled by each teacher and sent to parents in June.
- Telephone calls.
- Parents can contact the school, preferably outside teaching hours, to discuss any issue with the Principal or staff.





Handling Complaints in St Brigid's Primary School

COMPLAINTS PROCEDURE - AT A GLANCE



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
- what you would like the school to do to resolve the complaint.

The complaint will normally be acknowledged within five 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.



Handling Complaints in St Brigid's Primary School

Stage Two

If the complaint is unresolved after Stage 1, 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 details as possible as indicated above.

The complaint will normally be acknowledged within five 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.

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

Northern Ireland Public Services Ombudsman (NIPSO)

If following Stage 2 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: 028 9023 3821

Freephone: 0800 34 34 24

Email: nipso@nipso.org.uk

Web: www.nipso.org.uk

