# St. John's Primary School



# Prospectus



'We Learn to Love and Love to Learn'

### Our School – Mission Statement

In St. John's Primary School, we aim to create a happy, calm and caring environment, where each child will be encouraged to reach their true potential and experience success in their learning and development.

Central to the creation of this environment is a commitment to the Catholic ethos which permeates all aspects of school life. It reflects the values, attitudes, beliefs and practices of our Catholic Faith and recognises the value and worth of each child through the development of self-respect and understanding.

We aim to establish a community wherein pupils, teachers, parents, support staff and Board of Governors enjoy a sense of belonging and have an important part to play. In St. John's we strive to ensure that every child will:

'Learn to Love and Love to Learn.'

# In St. John's P.S. the core values underpin all learning:

- Love of Learning
- Respect for each other
- Achievement
- Enjoyment
- Creativity
- Catholic Ethos
- Honesty
- High Expectations
- Respect for our Environment

# Aims of Our School

Providing an excellent education is our highest priority and by implementing the content and skills of the 'Northern Ireland Curriculum' we aim to:

- 1. Promote a safe, inclusive, happy and engaging environment conducive to all learning styles.
- 2. Foster caring attitudes which promote and guide to independence, self-respect, self-esteem, self-discipline, confidence, courtesy, good manners and respect for everyone.
- 3. Provide high standards of pastoral care and child protection in every aspect of school life.
- 4. Develop enquiring minds which have the ability to question and make informed decisions.
- 5. Foster a desire to learn and achieve success.
- 6. Provide our pupils with the essential life skills so they can become contributing members of society.
- 7. Work in partnership with the parents, the parish and the local community.
- 8. Develop an understanding of the world we live in, of the interdependence of people, and respect for other religious beliefs.
- 9. Encourage the Catholic ethos of the school so that the moral and religious development of each child is fully realised.
- 10. Provide equality of opportunity for all stake holders to participate in discussions and decision making in school life.

### Delivering the Curriculum

St. John's Primary School provides high quality teaching and learning, delivering the Northern Ireland curriculum for the development of the whole child in a safe, secure, happy, caring and stimulating environment. The curriculum in St. John's is provided in a way that encourages each child to develop and excel. Learning is interactive, practical and enjoyable. There is a wide use of teaching methods, balancing whole-class, group and individual activities, to engage children in effective learning.



# Starting School in the Foundation Stage

The Foundation Stage, Primary 1 and Primary 2, aims to build on children's pre-school learning experiences. It provides each child with an appropriate learning programme to develop their disposition to learn. It also aims to provide them with the skills and competencies they will need to succeed in school and future life.

The Foundation Stage endorses effective early years practice where teachers have more flexibility in terms of the topics they teach. This flexibility allows the interest of the children, encouraging them to see links in their learning and to appreciate that the skills they learn in one area can be applied elsewhere in their learning.





# Key Stages 1 & 2



Children at Key Stages 1 & 2 build on and develop the experiences provided at the Foundation Stage.

Emphasis continues to be placed on the children's personal, social and emotional development and, of course on academic achievement through an emphasis on the development of the skills of 'Communication', 'Using Mathematics', 'Using ICT' and 'Thinking Skills and Personal Capabilities'.

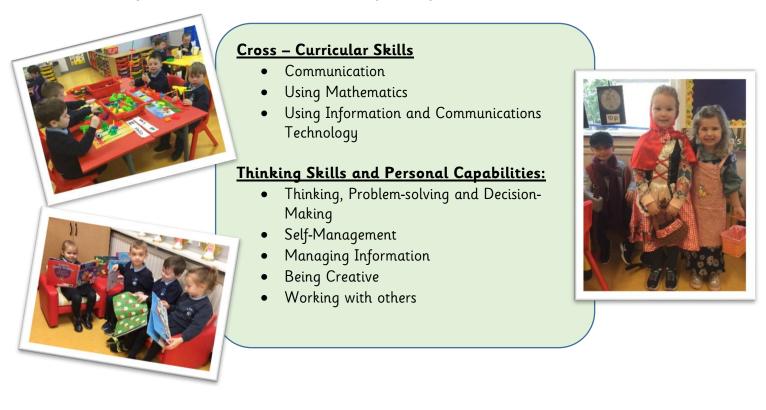
Children are provided with opportunities to develop these skills through a range of stimulating, challenging, relevant and enjoyable learning experiences across the curriculum.

# Your Child's Areas of Learning

- Language and Literacy (including Talking and Listening, Reading and Writing);
- **Mathematics and Numeracy** (focusing on the development of mathematical concepts and numeracy across the curriculum);
- The Arts (including Art and Design, Drama and Music);
- **The World Around Us** (focusing on the development of knowledge, skills and understanding in Geography, History and Science and Technology);
- **Personal Development and Mutual Understanding** (focusing on emotional development, social skills, learning to learn, health, relationships and mutual understanding in the local and global community);
- **Physical Education** (focusing on the development of knowledge, skills and understanding through play and a range of physical activities)
- **Religious Education** (focusing on faith development, including biblical stories)

### Skills and Capabilities

At the heart of the NI curriculum is the development of **skills** and **capabilities** for lifelong learning and for operating effectively in society. In St. John's we will provide children with opportunities to engage in active learning across all curriculum areas and progressively develop in them;



### Language and Literacy

Literacy is key to learning. In St. John's Primary School, we focus on developing your child's ability to understand and use language as an integral part of learning.

'Language and Literacy' is taught through the three main areas of talking and listening, reading and writing. Your child's knowledge, skills and understanding are developed within an integrated programme that connects language and literacy to the broader curriculum. We strive to ensure that each pupil can express themselves creatively, communicate confidently and interact effectively with the world around them.



### Mathematics and Numeracy

Numeracy is a key life skill, necessary for children to make informed responsible choices and decision throughout their lives. Here in St. John's mathematical ideas are developed by making use of practical materials and electronic resources and by exploring various mathematical processes.

Stimulating activities are provided for your child in the areas of 'Number', 'Measures', 'Shape and Space' and 'Handling Data'. Our children also engage in a wide range of purposeful, problem solving activities which involve them in different modes of mathematical learning, including playing, exploring and investigating, doing and observing, talking and listening, asking questions, reflecting, drafting, reading and recording.



# The World Around Us

We believe that children are innately imaginative and curious and so these dispositions are valued and nurtured in St. John's Primary School by providing your child with exciting and relevant contexts for their learning.

At St John's Primary School, we provide pupils with opportunities to ask questions about themselves and the nature of the world around them. Children learn about how things work and about the characteristics of the natural world, through investigation and discovery.





### The Arts

In St John's P.S. children's creativity is developed through every area of the curriculum and is closely linked with all aspects of learning. Art and Design, Drama and Music - known as 'The Arts' provide many opportunities for developing this creativity. Children are encouraged to express their ideas and feelings in a variety of ways with the aim that their individuality, imagination and creativity develop during their years in primary school.

### Physical Education

The purpose of Physical Education is to provide the opportunity for specific attention to be given to the physical development, health and well-being of your child.

Pupils in St. John's Primary School experience a sense of fun, enjoyment and achievement through a variety of progressively challenging activities in P.E. Pupils develop a variety of physical skills and are encouraged to participate in many individual and team sports including dance, gymnastics, athletics, games and swimming.





### Personal Development and Mutual Understanding

The development of self-esteem and self confidence among pupils is very important at St. John's. Through a variety of learning experiences and our excellent pastoral support, pupils are encouraged to develop their selfconfidence and self-esteem, to think about moral values and to develop their personal and interpersonal skills. 'Personal Development and Mutual Understanding', as a distinct Area of Learning, focuses on encouraging your child to become personally, emotionally and socially effective, to lead a healthy, safe and fulfilled life and to become a confident, independent and responsible citizen.

# **Religious Education**

We aim to develop the distinctive Catholic ethos of our school, to enrich the spiritual and moral development of your child and to foster links with the Parish of Clonfeacle. Religious Education is an important element of the school's life and is accomplished in the following ways;

- 1. Through the day to day experiences of the children in the school.
- 2. Through following the 'Grow in Love' Programme which reinforces the home/school link.
- 3. Through regular visits from local and visiting priests.
- 4. Through our weekly assemblies.
- **5.** By assisting parents in preparing the children for the sacraments of Reconciliation, Eucharist and Confirmation.
- 6. By supporting the pupils fundraise for numerous charities showing generosity and concern for others less fortunate.





# Assessing your Child's Progress

'Assessment for Learning' is an integral part of the Northern Ireland Curriculum and at St. John's we see assessment as an integral part of the learning process, as children are actively involved in their own learning.

We promote this by:

- Sharing learning intentions with children.
- $\boldsymbol{\cdot}$  Developing their awareness of the skills and knowledge that are being developed.
- Developing their awareness of the strategies they employ in their learning.



We ensure that children are given effective feedback which challenges and improves the quality of their work, as well as, giving them an immediate and positive boost to their self-esteem. We also encourage children in the use of peer and self-assessment so that they can improve their own and others work.

Children's progress is regularly monitored through a range of assessment techniques and strategies. As parents, you will be kept fully informed of your child's progress. You will have the opportunity to meet with the class teacher during term 1 and will receive a written annual report in term 3.

### Special Educational Needs

Care is taken at all times to match the curricular provision for all pupils to their particular stage of development and to take account of any difficulties or special talents which may emerge. The Code of Practice for pupils with Special Educational Needs is being fully implemented throughout the school.

If a pupil is identified by their class teacher as having a particular need, advice will be sought from the SENCO (Special Educational Needs Coordinator), parents will be informed and an individual education plan will be drawn up to ensure that the needs of the child are fully met.

When necessary the SENCO will seek advice and support from the Education Authority who will then provide additional help and resources to fully meet the needs of the child. At all times parents will be kept fully informed and given support and advice on how to best help their children at home.

### Homework

This school believes in the value of homework as it gives the child an opportunity to consolidate, reinforce and practise learning experiences from school. It also gives parents an opportunity to involve themselves in the educational development of their own children and encourages better home/school links. Children's homework will cover the full range of subjects as laid down in the N.I. Curriculum but will vary according to the needs and abilities of the children.



### Extra-Curricular Activities

In St. John's P.S. children experience a wide and varied curriculum and are given lots of opportunities to develop all aspects of their being. A range of extra-curricular activities are facilitated throughout the school year, such as: netball, basketball, hurling, Gaelic football, rounders, Cycling Proficiency, Heart Start, The Primary Maths Challenge, Eason's Spelling Bee and the Mid Ulster Schools' Swimming Gala etc. Different year groups go on school outings, such as, Ranfurly House, The Ulster American Folk Park, Lisburn Leisure Complex, Navan Fort, The Share Village and Parkanaur etc.



We also strongly encourage participation in the 'Poetry and Prose' section of the Dungannon Feis. In a school year, every class performs a themed assembly to the whole school incorporating singing and drama. We also organise annual Christmas events.

We also bring many visitors in to the school to enhance children's understanding of particular areas and to support the preventative curriculum, for e.g. storytellers, authors, NSPCC, Child Line, The Fire Service, Mid Ulster Council Representatives, Community Police Officer etc.







### Shared Education

The school participates in Shared Education which involves sharing lessons with teachers and children from the Moy Regional Primary School. Each class over a two-year cycle usually participates in two or three lessons with a shared trip to conclude the theme of the lessons.







### **General Information**

#### SCHOOL UNIFORM

Girls	Boys
Navy skirt/pinafore or navy dress trousers	Navy dress trousers/ plain navy shorts
Blue and white check summer dress	Navy sweat shirt with school logo
Navy sweat shirt with school logo	Pale blue polo shirt
Pale blue polo shirt	Black shoes or trainers
Navy tights or blue/navy socks	
Black flat shoes or trainers	

For children in the Foundation Stage (P1& P2) there is also a PE kit. Children are expected to wear a round necked white t-shirt, plain navy sports shorts (no logos please) and plimsolls. The PE kit can normally be bought in Tesco's or Asda. Plain navy tracksuit bottoms can also be worn in colder weather.

For safety reasons, children are discouraged from wearing jewellery. If children have their ears pierced, then they should wear studs and not earrings. If children do come to school with inappropriate jewellery, then they may be required to remove the items, or may not be allowed to take part in activities where it is felt that the jewellery constitutes a safety hazard.

Hair should be clean and neat. Girls with longer hair are encouraged to wear their hair tied up.

Children are asked not to bring electronic games, cameras or mobile phones to school. Chewing gum is not permitted.

#### SCHOOL DAY

School begins at 9.00am. Children should not be in school before 8.50am.

School finishes at 2pm for pupils in P1-P3 and at 3.00pm for pupils in P4-P7. All children should enter and leave the school grounds at the back gate via St. John's Church carpark.

#### **HEALTHY BREAKS**

The school operates a 'Healthy Breaks Policy' whereupon children can only have milk, water or fruit at break time.

In addition, pupils are encouraged to drink water throughout the day. Children are invited to 'top up' when they wish. The only provision is that the water must be taken from a bottle with a 'sportscap' so as to keep accidental spillage to an absolute minimum.

#### NUT FREE SCHOOL

A number of pupils in St. John's Primary School have a nut allergy and so parents should ensure that all food sent to school is nut free.

#### SCHOOL MEALS

A varied and nutritional menu is available to pupils in St. John's P.S. Menus are provided and give information of what is on offer. Parents are requested to send in dinner money on a Monday morning if possible or on a daily basis as and when needed. Dinners presently cost  $\pounds 2.60$  per day. Alternatively, pupils may bring a healthy packed lunch. All lunchboxes should be clearly labelled with the child's name and class.

#### AFTER SCHOOLS

The school aims to provide a range of after school activities throughout the year, such as, soccer, multisport activities, Gaelic football and Irish dancing etc. These are updated termly and parents are informed via the school newsletter and website.

#### SCHOOL CALENDAR OF DATES

The dates of school terms and holidays for the school year are published and shared with parents at the start of the academic year and can also be found on the school website: <u>www.stjohnsmoyps.com</u>. Reminders of school closures will be highlighted in the school newsletter and by text messaging.

#### VISITORS TO THE SCHOOL

All visitors to the school – including parents - are required to report to Reception if needing to pass on a message or to see or collect a child during the school day. This monitoring supports the school maintaining Child Protection requirements by knowing who is on the premises at any given time.

All who work in the school appreciate your cooperation with this important matter.

#### **ATTENDANCE**

It is essential that all children arrive in good time for school, properly attired in their full school uniform. All children should attend school for the 185 days which the law requires, unless there are exceptional closures. If children have to miss school for more than a few days because of illness or any other reason, then parents should notify the school to explain the absence for our records. It is school policy that the school is informed if:

- 1. Any child is absent from school. (parents are expected to ring in the morning of the absence is from illness)
- 2. Any child is leaving the school premises during the school day (for e.g. medical appointments).
- 3. Any child is not going directly home (e.g. going to someone else's house for a birthday party etc.).
- 4. Any child will not be attending swimming or PE lessons for medical or other reasons.
- 5. Any child comes to school without homework completed.
- 6. Any child who will be staying in the classroom during break times due to illness etc.

Each month the Education Welfare Officer attends the school to monitor patterns of attendance. Where there are repeated absences with no explanation given, we are required to inform the parents of the Welfare Officer's concern. If there is no improvement in the upcoming months, the Welfare Officer is required to visit the home of the particular child to investigate the matter further.

Parents are given an overall summary of attendance in their child's end of year report.

#### CHILD PROTECTION AND SAFEGUARDING

The school's Safeguarding Team comprises, Dean Kevin Donaghy (Chair of Governors), Mrs Margaret Donaghy (Designated Governor for Child Protection), Mrs McLaughlin (Designated Teacher for Child Protection), Mrs McKnight (Principal and Deputy Designated Teacher for Child Protection).

#### PUPIL WELFARE

We, in the school, work closely in consultation with parents to ensure the welfare of children in the school. Parents are urged to discuss any matters of concern 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. The Principal will be pleased to meet parents to discuss any matters of concern, at any time, although it may be appropriate to make an appointment if a lengthy discussion is needed.

#### FIRST AID

Four members of staff are fully trained to deliver First Aid in the event of an accident or emergency. Staff are not authorised to administer any form of medication. In exceptional circumstances e.g. a particular allergy, which would require an immediate response, arrangements can be made with the school principal.

#### WHAT HAPPENS WHEN A CHILD FEELS UNWELL IN SCHOOL

Should your child feel or present as unwell in school, the school will contact you to let you know and, if necessary, arrange for collection. It is therefore vitally important that the school has up-to-date contact details for all parents - as well as a contact number in the case of an emergency.

It is the policy of the school to make contact with parents should your child receive a bump to the heard. It is then left to parents' discretion whether the child stays in school or is taken home.

#### SCHOOL POLICIES

The Principal, teaching staff and Board of Governors of St. John's Primary School determine school policies in accordance with the guidance provided by the Department of Education. We have a range of policies and procedures in place which are made available to parents on routine and on request.

#### **STAYING INFORMED**

Parents are kept fully informed of everything going on in the school through newsletters, the school website (<u>www.stjohnspsmoy.com</u>), text reminders, class seesaws and parent information leaflets.

#### **CHARGING AND REMISSIONS POLICY**

Education in St John's is provided free of charge for all lessons and activities connected with the child's entitlement under the Education Reform Order 1989. The school will, as it has done in the past, appeal to parents from time to time for voluntary donations, but it is stressed that no child will be disadvantaged in any way if parents choose not to make a contribution. At certain times of the year, after school activities will be available to children (Usually Key Stage Two children). In these instances, a fee will be charged to cover costs of the coaches.

The school may also take part in "optional extras" which are not connected with the school's formal curriculum, such as visits to the theatre etc. Charges will be made for these but again it is stressed that failure to participate in any such activity will not affect a child's performance at school. Written parental consent will be required before a child participates in school trips.

### Staff in St. John's

Principal Year 1 teacher Year 2 teacher Year 3 teacher Year 4 teacher Vice-Principal / Year 5 teacher Year 6 teacher Year 7 teacher Learning Support Teacher Classroom assistants & Dinner supervisors Secretary Building Supervisor & cleaning Catering Mrs McKnight Mrs McCall Mrs Donnelly Mrs Campbell Mrs Hughes Mrs McLaughlin Mrs Hague Mr Campbell Mrs Bonner Mrs Mc Elhatton, Mrs Heatley, Mrs Conroy, Mrs Hagan, Mrs Donnelly Mrs O'Reilly Mr Cunniffe, Mrs Hughes and Mr McMullan Mrs Morrow, Mrs McKeown, Ms Rice, Mrs Smalls , Mrs Hughes

### The Board of Governors

Dean Kevin Donaghy	Trustee (chairperson)	
Mrs Joan Mc Parland	Trustee	
Mr Sean Cavanagh	Trustee	
Mr Hugh Finnegan	Trustee	
Mr Colm Donaghy	EA Representative	
Dr Katherine Rogers	EA Representative	
Mrs Margaret Donaghy	DE Representative	
Mrs Tanya Lavery	Parent Representative	
Mrs Brighid Hughes	Teacher Representative	
Mrs Louise McKnight	Principal & Secretary	

### Parental and Community Involvement

Our school encourages a partnership approach between home, school and parish for the benefit of our pupils.

The school benefits from a pro-active, supportive Parents' Support Group which organises fundraising events during each school year and supports the school in practical ways when requested.

It is important to us that the school is an integral and dynamic part of the community. In order to achieve this, we continue to reach out into the community, inviting individuals and groups to support the life and work of

the school.



### Pastoral Care

Pastoral Care permeates all aspects of school life in St. John's. It reflects the values, attitudes and beliefs of our Catholic faith and involves all members of our school community – staff, pupils, parents and the school chaplains. We strive to create an atmosphere in which children feel secure, know they are valued as individuals and reach their full and true potential, spiritually, morally, physically and intellectually. All staff are committed to creating an environment of care and trust where children are happy, confident and considerate of the needs of others. We ensure that all children have a voice in the school – our democratically elected school council ensures that everyone has their say on everything that goes on in the school.

Our pastoral policies include 'Pastoral Care', 'Promoting Positive Behaviour', 'Anti-Bullying', 'Child Protection', 'Intimate Care', 'First Aid', 'E-Safety' and Administration of Medication. These are made available to parents at the start of the school year and on request.

### Positive Behaviour Management

Good order and discipline is established and maintained in St. John's P.S. through the implementation of our Positive Behaviour Policy. In St. John's Positive Behaviour is rewarded and praised at all times. We pride ourselves on the beautiful behaviour of the children who attend this school.

The foundation of this policy is built upon the establishment of good relationships between pupils and teachers which can only be achieved by positive, stimulating teaching and learning being experienced by all children across the school. Through our Positive Behaviour Policy, we concentrate on recognising, rewarding and praising all instances of success evident throughout all areas of school life. This will be achieved by issuing individual and class rewards and by acknowledgment at assemblies and in the school newsletters and the school website etc.

In those cases, where a child has transgressed the school rules there is a graded set of sanctions specified within the school policy.

Acceptance of admission to the school implies the parents' acceptance of the school's Positive Behaviour Policy.

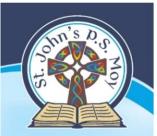


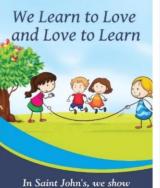


#### Concerns and Complaints

The school prides itself on close partnership with parents. Should any concern or query arise, parents are encouraged to contact the Class Teacher or Principal <u>at the earliest opportunity</u> so that matters can be discussed, resolved or dealt with.

The Principal, Teaching Staff and B.O.G seek to maintain positive relationships at all times, in the best interest of the pupil. A copy of the school's Parental Complaints Policy is available on the website or on request.





In Saint John's, we show kindness, respect, honesty and we always try our best

### Enrolling in St. John's Primary School

If you wish to enrol your child in St. John's Primary School, you must complete a Primary One Admissions digital application (available on the Education Authority's website from Jan 7<sup>th</sup> 2021) before the closing date on 29<sup>th</sup> January 2021. A copy of your child's birth certificate must also be sent to the school.

Reminders will be announced in the local press, parish and school newsletters. A copy of the school's Admission Criteria as published in the EA's website is provided below. The Board of Governors will apply the admission's criteria in the admission of pupils to the school.

Parents of Primary One children will receive an invitation to an induction day in June. This day details all aspects of school life, provides an opportunity to see the school facilities and allows the children to meet their teacher, Mrs McCall, in what will be their first classroom. Information about the routines of the school will be distributed on this day.





St John's Primary School 15 Benburb Road Moy Dungannon BT71 7SQ

**Maintained Primary School** 

Enrolment Number: 198 Admissions Number: 28

Telephone No: (028) 8778 4489 Fax No: (028) 8778 9908 PRINCIPAL: Mrs Louise McKnight CHAIR OF BOARD OF GOVERNORS: Dean Kevin Donaghy

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

The Board of Governors draws up the admissions criteria and delegates to the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes the Principal appointed by the Board of Governors for the purposes of applying the admissions criteria.

#### **ADMISSIONS CRITERIA**

When considering which children should be selected for admission, the Board of Governors/Management Committee will only take into account information which is detailed on or attached to the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school/playgroup/setting's admissions criteria is stated on the application form or attached to it.

The Principal will apply the following criteria in the order indicated to identify which children should be admitted either at initial admission to education (P1) or on transfer from another school.

- 1 Children of compulsory school age from the parish (Moy area of Clonfeacle Parish).
- 1 Children of compulsory school age from other areas.
- 2 Preference will be given to children with exceptional circumstances (medical, social or other problems) that necessitate admission to St. John's Primary School, Moy, rather than any other primary school. The circumstances should be personal and must be supported by independent and appropriate documentation, providing evidence of the circumstances being exceptional.

If oversubscribed within any of the above criteria the sub-criteria listed below will be applied in the order indicated to identify the children to be admitted.

#### **SUB CRITERIA**

- a Children who have brothers/sisters [half brothers/sisters] presently enrolled in the school.
- b Eldest child in the family.
- c Children whose parent/guardian, brother/sister (half brother/ sister) are prior pupils of the school.
- d Children for whom the school is the Catholic Maintained Primary School nearest to their home.
- e Children whose parent/guardian is presently a permanent member of the teaching/ancillary/auxiliary staff.
- f Other children.

If oversubscribed in any 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 distance using Google Maps, priority being given to those living nearest to the school.

#### **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

The school does not operate a Waiting List Policy.

#### ADMISSION TO P2 – P7

The above school will admit pupils to P2-P7 except where admission of the pupil(s) would cause the school's enrolment figure to be exceeded and to any admission not being prejudicial to the efficient use of resources.

Applications and Admissions to Primary 1			
Year	Total Applications	Total Admissions	
2015/2016	24	24	
2016/2017	39	32	
2017/2018	34	31	
2018/2019	30	30	
2019/2020	32	32	
2020/2021	28	28	

### Making a Complaint about a Teacher (other than the Principal)

(with timescales for responses)

