



***St John's English  
Primary School  
Prospectus  
2025/26***

September 2025

Dear Parent/Guardian

I want to take this opportunity to welcome pupils and parents back to St John's Primary School for the new school year.

A particular welcome is extended to our new pupils and parents - we trust that you will soon feel part of the St John's Primary School community. We believe that a partnership with parents is vital and we look forward to working with you in the best interests of your child/children in the year ahead.

As a Catholic school, we are fundamentally committed to developing and fostering Christian values for life. To achieve this, it is essential we work together in partnership with all pupils and the community. We wish to create a co-operative and harmonious relationship with and between pupils, staff and parents. Your support will be invaluable to us as we encourage and provide your child with the very best standard of education during their time spent at St John's.

This booklet is designed to help ensure that the relationship between home and school is as smooth as possible and summarises what we feel are the most important pieces of school policy and information.

The information included, while detailed, is not exhaustive as it would be impossible to cover every aspect of school life in such a short booklet. The information in this booklet is subject to change as the year progresses and policies and procedures are reviewed. If this happens you will be informed of any changes/amendments.

If you require any further information or clarification on any aspect of this booklet or school life, please do not hesitate to contact me.

Yours faithfully

Niall Morgan

Principal

[nmorgan358@c2kni.net](mailto:nmorgan358@c2kni.net)

## Contents

St John’s Eglsh Primary School .....	6
Admissions .....	6
Respective Functions Of The Board Of Governors And Principal In Relation To Admissions.....	6
Admissions Criteria .....	6
Duty To Verify .....	6
Mission Statement of the School.....	7
The Hallmarks of our School .....	7
Our Vision for St John’s Eglsh Primary School .....	7
Term Dates & Holidays 2025/2026 Year.....	9
Term 1 .....	9
Term 2 .....	9
Term 3.....	9
Staff: 2025/2026 .....	10
Teaching Staff.....	10
Board of Governors.....	10
Accessibility.....	11
Appearance .....	11
Assemblies .....	11
Assessment .....	11
Attendance/Punctuality.....	11
Banned Items .....	12
Early Morning Club.....	12
Breaktime and Lunchtime Supervision .....	12
Bullying.....	12
Charging and Remissions Policy.....	12
Charity Collections .....	13
Communication with Parents .....	13
Meetings with Staff.....	13
Notes/Letters/Messages.....	13
Parent/Teacher Meetings .....	13
Website .....	13
Text Messaging Service.....	13
Class Dojo.....	13

Annual Reports .....	13
Concerns/Complaints.....	14
Curriculum.....	14
Daily Times .....	14
Data Protection .....	15
Eco School .....	15
Educational Visits/Trips.....	15
Emergencies.....	15
Emergency Evacuation Procedure .....	15
Entering and Leaving School .....	15
Morning Arrangements.....	16
Extra-Curricular Activities/Extended Schools Programme .....	16
Fire Drill.....	16
First Aid .....	16
Gum Shields .....	17
Head lice.....	17
Health and Safety.....	17
Health Promoting School .....	17
Homework.....	18
Instrumental Tuition .....	18
Internet Safety .....	18
Intimate Care .....	18
Medical.....	18
Medicines:.....	18
Mobile Phones/Smart Watches .....	19
ParentPay/Cash.....	19
Notes/Calls/Emails to School .....	19
Pastoral Care/Safeguarding/Child Protection.....	19
If a Parent Has a Potential Child Protection Concern Within the School .....	21
Physical Education .....	22
Positive Behaviour Management Policy .....	22
Pupil Council.....	22
Pupil Information .....	22
Reading .....	22

Accelerated Reader .....	23
Religious Education .....	23
Removing Pupils Early from School .....	23
School Dinners and Packed Lunches.....	23
School Uniform .....	24
Sickness/Injury .....	25
Smoking.....	25
Social Media .....	25
Special Educational Needs .....	26
Spellings and Tables/Maths Facts.....	26
Stationery/Equipment .....	27
Swimming.....	27
Use of Images Policy .....	27
Walking to and from School.....	27

## **St John's Eglish Primary School**

**Address:** 57 Eglish Road, Portadown, Armagh. BT621NL

**Tel:** (028) 38851743

**Email:** nmorgan358@eglish.portadown.ni.sch.uk

**School website:** <https://www.stjohnspseglis.com/>

**Management Type:** Catholic Maintained

**Enrolment Number:** 50

**Admission Number:** 7

**Age Range of pupils:** 4 – 11 years old

**Principal:** Mr N. Morgan

**Chairperson of the Board of Governors:** Mr P. McQuade

**Board of Governors:** Very Rev. G. Campbell P.P., Mr P. Smith, Mr K. McNeice, Mrs R. Derry,

Mr J. McGilly, Mrs E. Rickard, Mrs C. Tiffney

**Teachers' Representative:** Miss V. McGeown



### **Admissions**

**Enrolment Number:** 50

**Admissions Number:** 7

#### ***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***

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

1. Children of compulsory school age who normally reside in the Parish of Loughgall and St. John's Eglish is the nearest Catholic Maintained Primary School.
  - i. (Children who have a deferred September 2024 school age will be considered equally to those of a compulsory school age September 2025)
2. Children of compulsory school age who have brothers or sisters in attendance during the 2024/2025 school year.
3. Children who have attended Apple Blossom Playgroup.
4. Children with special circumstances (social, medical or security). The special circumstances must be made known at the time of application. The Board of Governors reserves the right to seek confirmation of the special circumstances from a statutory body.
5. The remaining places will be allocated on the basis of the proximity of the child's home to school as measured by the A to B tool on Google Maps UK.

#### ***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.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Application	Total Admissions
2022/23	18	18
2023/24	14	14
2024/25	21	21

### **Mission Statement of the School**

*Shaping Knowledge, Shaping Futures*

*Our school aims to consider the uniqueness and individual needs of its pupils by delivering a broad, balanced differentiated and relevant curriculum. Each child is considered as a whole person developing skills, concepts and attitudes necessary for the opportunities and experiences of the future. We aim to prepare children to reach their full potential as responsible citizens. Our school aspires to value everyone associated with it, irrespective of age, position, race, gender, background or ability. We endeavour to motivate, support and inspire personal, spiritual, emotional and educational growth in a safe and secure environment. We aim to unite, parents, pupils, governors, staff, support officers and the local community, through agreed school policies, which aim to deliver a quality educational service.*

### **The Hallmarks of our School**

Where every person is valued, and every child is known and cared for.

Where cooperation is preferred to competition and all successes are shared.

Where difficulties are talked through, and compassion and forgiveness are present.

Where equal opportunities are given, and lively enquiring minds are developed.

Where the well-being of our school community is at heart.

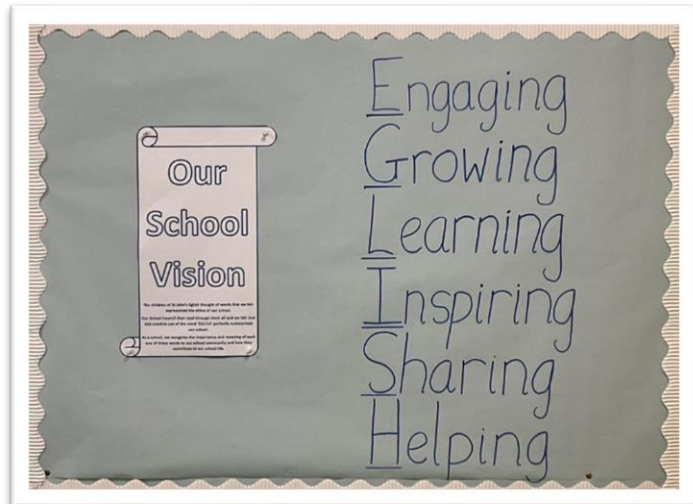
### **Our Vision for St John's Eglisch Primary School**

Our vision for St John's Eglisch is something that we have recently evaluated ensuring that its ownership is shared throughout our school by completing questionnaires (parents & governors) and group sessions with pupils.

At the heart of our school vision will always be to have a strong, vibrant catholic ethos present in the school, productive relationships, high standards, and well-developed staff.

The children of St John's English thought of words that we felt represented the ethos of our school. Our School Council then read through them all and we felt that this creative use of the word 'GLISH' perfectly summarised our school.

As a school, we recognise the importance and meaning of each one of these words to our school community and how they contribute to our school life.



Our vision incorporates:

Planning and teaching perspective

- Planning is done on a whole school basis.
- Priorities are agreed and appropriate targets set.
- All staff, parents, BOG are involved in the decision-making process.
- Teachers have clear roles and responsibilities based on their expertise and experience.
- Effective teaching and learning are the norm.
- Teaching and learning is consistently monitored and evaluated.
- There is ongoing curricular development.
- Assessment and reporting procedures are used to improve standards.
- Work is consistently marked, and feedback is constructive.
- Teachers put the children's needs at the heart of the process.

Learning Perspective

- Learning is stimulating and challenging
- Planning matches what is taught.
- A broad and balanced curriculum is offered.
- Children's needs and talents are catered for regardless of ability.
- Children's success is celebrated.
- Children become independent learners and use ICT as part of the learning process.

Parental involvement perspective

- There is a good communication network with parents.
- The school makes parents feel welcome and offers regular and constructive feedback on the attainment of children.

Pastoral care perspective

- Positive relationships are promoted where both pupils and parents feel valued and staff enjoy working in a pleasant environment.
- Positive self-esteem and mutual respect is promoted, and children feel ownership of the school.

- Children feel safe and secure in a positive atmosphere.
- Positive discipline strategies are highlighted, and pupils rewarded.
- Pupils are involved in forming the rules.
- Child protection procedures are in place to support the children.
- Extra-curricular activities are offered.

## **Term Dates & Holidays 2025/2026 Year**

*\*All dates are inclusive*

### **Term 1**

Monday 1<sup>st</sup> September – Friday 19<sup>th</sup> December

Holidays

- Monday 27<sup>th</sup> October – Friday 31<sup>st</sup> October
- Monday 22<sup>nd</sup> December – Friday 2<sup>nd</sup> January

### **Term 2**

Monday 5<sup>th</sup> January – Thursday 2<sup>nd</sup> April

Holidays

- Monday 9<sup>th</sup> – Friday 13<sup>th</sup> February
- Monday 16<sup>th</sup> & Tuesday 17<sup>th</sup> March
- Friday 3<sup>rd</sup> – Friday 10<sup>th</sup> April

### **Term 3**

Monday 11<sup>th</sup> April – Tuesday 30<sup>th</sup> June

Holidays

- Monday 4<sup>th</sup> May
- Monday 25<sup>th</sup> , Tuesday 26<sup>th</sup> & Wednesday 27<sup>th</sup> May

School will finish at 11am on the last day of each term.

*Note: Removing pupils during term time is not recommended; please try not to book holidays or other trips during the school term. Staff cannot prepare work in advance for children who are on holidays and very often these children miss vital work during their absence. The school is also required to inform the EA when a child is removed from school for a holiday. This information is recorded and may be used by the EA in appropriate situations, i.e. Special Educational Needs Assessments or Child Protection issues.*

## **Staff: 2025/2026**

### ***Teaching Staff***

#### **Teaching Staff**

P1 – Miss Valerie McGeown – 13

P2 – Mrs Aoife Kane – 21

P3/4 – Miss Caoimhe O’Neill – 21 – P3 (14); P4 (7)

P4/5 – Miss Breffni Hughes – 25 – P4 (12); P5 (13)

P6/7 – Mr Niall Morgan / Mrs Cohen – (23) – P6 (14); P7 (9)

#### **Secretary**

Mrs Denise Dougan

#### **Classroom Assistants**

Mrs Gemma Mulholland

Miss Hannah Henderson-Curran

Miss Clare Mackle

Miss Myah Cullen

#### **Caretaker**

Mrs Jackie West

#### **Patrol / Supervision**

Mrs Denise O’Neill

#### **Dinner Lady**

Mrs Marian Devlin

## **Board of Governors**

The Board of Governors is responsible for the overall management of the school and ensuring that all statutory requirements are met. The Governors delegate to the Principal the day-to-day management of the school.

The main responsibilities of the Board of Governors are:

- The implementation, delivery and oversight of the curriculum
- The management and control of the allocated budget
- The provision of information for parents
- The recruitment and selection of staff
- The maintenance of the premises (Shared responsibility with EA)
- The Admissions Policy
- The fostering of links with the local community and pursuing the objectives of Mutual Understanding

### **Accessibility**

Parking is available in Annaghmore GAA club car park. If you require any special assistance to enable you to visit the school, please contact the office.

### **Appearance**

We would prefer that no pierced jewellery of any kind be worn in school. However, one pair of stud earrings will be allowed. Children are permitted to wear a watch (which must be removed for PE) but no bracelets, wrist chains or rings are permitted for Health and Safety reasons. A necklace or chain may be worn but must be under the school uniform and must be removed for PE. No badges/stickers other than birthday or school related ones are to be worn on the uniform. It is imperative that appropriate footwear is worn to school for outdoor play and especially on PE days. There is also a school PE kit which can be purchased from Rolo Sports.

### **Assemblies**

Pupils attend Assembly together every Monday which is led by Mr Morgan and on occasion children from different class groups, school council or the Eco-Club. School assemblies are used to promote the Catholic Ethos of our school as well as to give information on special events, keep children informed on the Safeguarding of the school, to highlight the Preventative Curriculum and to celebrate the successes of children inside and outside of school. If your child has achieved an award or done something special outside school, we would like to hear about it in assembly.

### **Assessment**

Parents are kept regularly informed about the outcomes of all Assessments. In October, Parent/Teacher meetings take place to discuss pupils' progress. At the end of the school year, a written Annual Report is issued to parents. This report can be discussed with the class teacher.

### **Attendance/Punctuality**

We recognise and stress the importance of the learning and teaching within the classroom. Regular attendance and systematic learning go hand in hand and children whose attendance is poor will have difficulty in reaching their full potential. Children should be at school at all times unless prohibited by illness or medical appointments. Each month the School's EWO (Educational Welfare Officer) carries out an Attendance Audit with the Principal. Pupils whose attendance falls below 85% will be identified. In this case, if there is not a genuine reason for absence, a letter will be sent out to you. If there is no improvement, a second letter will be sent out. If, after the second letter, there is still no improvement, the Principal will make a Referral to the Education Welfare Service. Due to Department of Education Guidelines, a present mark can only be given if a pupil is in school.

### **Banned Items**

Under St John's Primary School Rules, a number of items are banned from school for reasons of value, potential to cause disruption or for health and safety reasons. In particular, the following MUST NOT be brought to school: Gaming Devices, mobile phones., tippex, chewing gum. (This is not an exhaustive list and may be added to where and when necessary)

### **Early Morning Club**

Our Early Morning Club is run by the Parent Group and is open to all P1-7 pupils. This operates daily from 8.15am in the Old School Building. If you require the Breakfast Club, you should book this in advance on a weekly basis by the Friday of the week before by contacting Ethna or Andrea from the Parent Group. Breakfast Club is paid for directly to the Parent Group.

### **Breaktime and Lunchtime Supervision**

Breaktime supervision will be undertaken by the Classroom Assistants and Mrs D O'Neill. On wet days during break and lunch time, the pupils remain in their classrooms and are supervised by those on duty. During lunch the dining room will be supervised by the Supervisors and Classroom Assistants. Pupils will eat and then go outside. Lunchtime supervision outside will be undertaken by Mrs D O'Neill and the Classroom Assistants.

### **Bullying**

All members of the school community of St John's Primary School are completely opposed to bullying behaviour and will not tolerate it. Members of the school community have a right to work in a secure and caring environment. We also have a responsibility to contribute, in whatever way we can, to the protection and maintenance of such an environment. The School has a detailed Addressing Bullying Policy in place which is available on the 'Policies' section of the school website.

### **Charging and Remissions Policy**

Education in St John's Primary School is provided free of charge for all lessons and activities connected with the child's entitlement under the Education Reform Order.

The school will 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. The school may take part in 'optional extras' which are not connected with the school's formal curriculum, such as trips. Charges will be made for these, but it is again stressed that failure to participate in these will not affect a child's performance at school. If a trip does go ahead, no child will be refused a place or discriminated against because his/her parents were unwilling or unable to make a contribution.

Permission will be requested on the Permissions Request Form at the beginning of the year and parents will be informed of all trips in advance of them taking place.

In cases of hardship, the school invites families to apply, in confidence, for a remission of all or part of the charge where an activity is chargeable.

## **Charity Collections**

This year we will again be selecting a number of charities to support, and these will be given a particular focus on separate occasions during the year. Details of these charities will be forwarded to parents at the appropriate time. Thank you for your continued generosity and support for all our charity work.

## **Communication with Parents**

At St John's Primary School we believe that a partnership with parents is vital. An important part of this partnership is communication. We are a paperless school, the majority of information will be sent to you electronically using our website, Dojo app or text.

The school endeavours to communicate with parents in the following ways:

### ***Meetings with Staff***

If you need to speak to the teacher, please contact the teacher via the Dojo app to arrange a suitable time. Teachers will only respond during normal working hours; please do not expect a reply beyond 4pm each day.

### ***Notes/Letters/Messages***

Notes/Letters/Messages are sent out from school as and when required using the school Dojo app.

### ***Parent/Teacher Meetings***

One Parent/Teacher Meeting is normally held during the school year. The meeting will be in October. It is vital for your child's education that you attend this meeting. This will be a face-to-face meeting.

### ***Website***

St John's Primary School has its own website which can be accessed on <https://www.stjohnspseglis.com/home/>. This is a great way to keep in touch with what is going on in school.

### ***Text Messaging Service***

The school operates a text messaging service to get important information to parents. Please ensure we have up to date mobile numbers for you.

### ***Class Dojo***

The Class Dojo platform is used by all staff as its main method of communication with parents. There will be a weekly schedule sent out on a Friday afternoon/Monday morning. Please ensure you have notifications turn on for Dojo.

### ***Annual Reports***

This is a written report on your child sent out every year at the end of June.

## **Concerns/Complaints**

At St John's Primary School we believe in a strong partnership with parents and communication between home and school is a vital part of this. Meetings can be arranged with staff when raising general queries / concerns.

Parents should contact their child's class teacher, Mr Morgan as Principal or Miss McGeown as Designated Teacher for Child Protection with any worries or concerns.

The School has a Complaints Policy which is available on the school website.

If you are unhappy with any aspect of your child's educational provision, please do not hesitate to raise this with the school as soon as possible.

## **Curriculum**

At St John's Primary School, children are taught a broad and balanced curriculum which is in line with the statutory Northern Ireland Curriculum. The aim of the Northern Ireland Curriculum is 'to empower young people to achieve their potential and to make informed and responsible decisions throughout their lives.' It has three objectives:

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

There has been a major shift from content to skills within the Curriculum. The Cross-Curricular Skills which underpin all our teaching and learning are:

- Communication
- Using Mathematics
- ICT

There are 7 Areas of Learning:

1. Language & Literacy
2. Mathematics & Numeracy
3. The World Around Us
4. The Arts (Music, Art & Drama)
5. Personal Development and Mutual Understanding (PDMU)
6. Physical Education (PE) (Physical Development in Foundation Stage)
7. Religious Education (RE)

## **Daily Times**

School hours are as follows:

- Early Morning Club 8:15 – 9:00am
- School Gate Opens 9:00am
- Class Begins 9:15am
- Break Time 10:45 – 11:00am
- P1-3 Lunch Time 12:15 – 1:05pm
- P4-7 Lunch Time 12:45 – 1:35pm
- P1-3 Home Time 2:15pm
- P4-7 Home Time 3:15pm

## **Data Protection**

Any personal information we hold on our pupils and their families is kept safe and secure and is fully compliant with GDPR (General Data Protection Regulation). We keep this information so that we can keep your children safe and give them the best possible education during their time at St John's. Further information about how we store and use data can be found in our Data Protection Policy and Privacy Notice. You can read these on our website at <https://www.stjohnspseglissh.com/our-school/policies/>

## **Eco School**

St John's Primary School is an Eco School and holds Green Flag status. This means that we endeavour to be environmentally friendly in many ways. An Eco Committee is elected each year.

## **Educational Visits/Trips**

Your child will go on educational visits or trips during the school year. There may be a charge for these and your permission must always be received to facilitate these. Given the current challenging financial situation that schools face, we rely on parental subscriptions to make these trips possible. If not enough parents pay for a trip, it may have to be cancelled (See Charging and Remissions Policy)

## **Emergencies**

Clearly there will be occasions when emergency situations arise, especially for leaving school early. Do not hesitate to contact the school via phone or class Dojo should you require.

## **Emergency Evacuation Procedure**

Should it become necessary for everyone to completely evacuate off the site, pupils will be taken to Annaghmore GAA Club. Parents will be sent a text message informing them of this and asking them to pick their child/children up at the GAA Club as soon as possible.

## **Entering and Leaving School**

There are now two entrances to St John's Primary School for pupils and parents.

Morning Drop-Off is via the gate beside the Playground. Parents should park on the Old Building side of the road with children being crossed by Mrs O'Neill, who is our crossing patrol lady.

P1-3 Pick Up is at the gate outside the P1-3 classrooms. Parents should park on the new building side of the road and wait for their child to be brought from the classroom.

P4-7 Pick Up is from the top gate beside the Playground. Parents should park on the Old Building side of the road with children being crossed by Mrs O'Neill.

To ensure the safety of children and adults, everyone must remain on the footpaths at all times and

use the appropriate crossing.

Parents use the drop off and pick up zones at their own risk. The school will not accept responsibility for damage, accident or loss.

We would again ask all parents with cars who are dropping off and picking up children to exercise caution during these times as children and adults are crossing the road frequently.

In the interest of School Security and the safety of your children, the gates are locked, and we have door entry systems at the main door to the school. If you need access to the school during the day, please press the buzzer and wait.

### ***Morning Arrangements***

The school day begins at 9:15am, when all pupils should be in school and the school gates open at 9:00am. Parents are reminded that, as far as possible, pupils should not be on school premises before 9:00am. Staff supervisory duty begins at 9:00am when the school gates are opened. We encourage punctuality but discourage standing outside in the cold/wet before the bell. Children who arrive between 9:00 and 9:15 will stay in the playground on dry days or go to the canteen to read quietly on wet days. Children should have a coat for colder mornings.

### **Extra-Curricular Activities/Extended Schools Programme**

Afterschool club with Mrs O'Neill and Miss Henderson is available for P1-3 and is from 2:15-3:15pm. The cost is £10 per week regardless of how many days your child attends – there is no daily rate. This is to help cover the costs of staffing and resources.

Other extra-curricular activities will be available throughout the year and parents will be notified of these opportunities via Class Dojo.

### **Fire Drill**

Fire Drill is practised regularly, and a notice of Emergency Evacuation Procedures is displayed in each classroom and corridor areas in red frames. Each teacher is aware of his/her particular duties. Fire alarms are tested weekly, and extinguishers are serviced regularly.

### **First Aid**

The school has three qualified First Aiders who will treat your child in the event of an accident. They are:

- Mr Morgan
- Miss McGeown
- Miss Henderson-Curran

If your child receives First Aid in school, you will be informed via Class Dojo. We have a policy of contacting parents when there has been a serious head injury. All serious accidents will be logged on

Accident Report Forms and reported to the Education Authority.

### **Gum Shields**

All pupils playing Gaelic Football in school MUST have and wear a gum shield. These can be purchased in any good sports shop. This is to protect your child from injury and follows GAA advice.

### **Head lice**

The issue of head lice is an ongoing one for schools. Furthermore, the School Medical Service no longer involves School Nurses in any aspect of dealing with this problem other than issuing advice.

Accordingly, we ask all parents to check their children's hair regularly and respond appropriately. If you become aware that your child has head lice, please inform the school immediately. If this happens our school Policy is that we inform the parents of the other pupils in the class without naming names.

### **Health and Safety**

The school will endeavour to provide a comfortable and safe environment for learning following the EA's Health & Safety Policy. Due to the nature of Primary education it will be the responsibility of each class teacher to look after the pastoral needs of the children in his/her class.

All staff will have responsibility for Pastoral Care both in the context of their classroom and the wider school community.

### **Health Promoting School**

St John's Primary School is a Health Promoting School, and it will be the policy of the school to:

- Create a healthy environment
- Create a positive social environment
- Provide facilities for exercise and leisure
- Support the school health services
- Promote positive attitudes to health
- Promote a sense of responsibility regarding individual, family, community health
- Encourage a healthy lifestyle

In order to do this:

- The School has a Healthy Eating Policy with pupils only allowed to eat healthy snacks at breaktime – all snacks will be eaten in the classroom
- Pupils are encouraged to bring water into school
- Class Groups are rewarded for Healthy Snack/Lunches
- The Canteen offers pupils a healthy, varied and balanced diet in line with the National Nutritional Standards. The school does not have any say in the dinner menu – this is the same menu for all EA schools.

## **Homework**

Homework is seen as an important part of each child's education. All parents are asked to give some time each evening to talk with their child/children about schoolwork and to check over homework. Expected homework for each class group can be found in our Homework Policy.

## **Instrumental Tuition**

Pupils in P4-7 get the opportunity to learn the violin through the EA Music Service who send a tutor into school. These year groups also have the opportunity to learn the Tin Whistle with Mr Ryan McGarrity.

Unfortunately, the school is not able to cover the cost of these. They require both dedication and commitment for those who wish to take part.

## **Internet Safety**

All parents must sign an Acceptable User Policy before their child is allowed to use the Internet. The importance of Internet Safety is stressed by all teachers and the PSNI work in conjunction with the school to encourage this on a regular basis. A large amount of guidance and information is available on the school website.

## **Intimate Care**

The school has an Intimate Care Policy. All parents of Foundation Stage pupils must sign this at the beginning of the school year.

## **Medical**

A Medical Register is kept for every class. It is the responsibility of parents to inform the school regarding any medical condition concerning their child.

In the case of pupils with medical conditions e.g. asthma, all parents are responsible for informing the school in writing regarding the prescribed treatment and of ensuring that their child has the correct medication available when needed.

Any pupil, who has asthma, must always have a blue reliever inhaler with them in school. This should be stored securely in the child's classroom by their teacher. The pupil's name should be marked clearly on the inhaler. The school keeps an Asthma Register and this is updated regularly.

Please ensure that the school is updated of any medical conditions that your child may have.

### ***Medicines:***

We prefer to avoid administration of medicines to pupils by staff. There may be occasions, however, when it will be necessary. If this is the case, parents must in advance notify the class teacher in writing. More information can be found in the school's First Aid and Administrations of Medicines Policy which is available on the school website.

### **Mobile Phones/Smart Watches**

These are banned in school for pupils. If a pupil is found to have one with them, it will be removed, and a parent will be asked to collect it at the end of the school day.

Staff abide by a Mobile Phone Policy also. Their phone must be on 'silent', and they must not use it during class time or in front of pupils at other times, unless in case of emergency.

### **ParentPay/Cash**

The school operates a cashless system using ParentPay. If a parent wishes to top up their account using cash, there will be one day per month allocated for this. All cash should be sent to school in a sealed envelope marked with the child's name, class and which account the money is designated to e.g. dinners, after schools, music etc. Should a parent have any issues they should contact the Principal directly using the Dojo app or by phone call.

The school cannot be responsible for the loss of money or valuables on the premises.

If a pupil finds money, they are encouraged to be honest and hand it in.

### **Notes/Calls/Emails to School**

The occasions when information is required are as follows:

1. After an absence: This should give the dates, the child was absent and an explanation for this absence. The school computerised record system requires a "reason for absence" when attendance data is entered. This should be done through private message on the Dojo app to the child's teacher.
2. To allow children to remain indoors at break and lunch time: It is reasonable for children to stay indoors at breaktime and lunchtime if they are getting over an injury or period of illness. However, we would not expect such requests to be open-ended.
3. To get your child out early: We need to know the time and the reason why a pupil has to leave early. Normally these are for dental appointments, family commitments etc. These requests should be made through private message on the Dojo app to the child's teacher.

### **Pastoral Care/Safeguarding/Child Protection**

Designated Teacher: Miss McGeown

Deputy Designated Teacher: Mr Morgan

The above members of staff and the Designated Governor for Child Protection, Mrs Derry and the Chairperson of the Board of Governors Mr McQuade make up the school's Safeguarding Team.

The Staff and Governors of St John's Primary School have both a primary and a collective responsibility for the welfare and safety of the pupils in our care. The Vision for the school states we aim to provide 'educational growth in a safe and secure environment'. There has been a strong tradition of caring for our pupils in the progressive stages of their academic, spiritual, personal, social and emotional development. By doing so, we hope to assist each individual to apply himself/herself fully and confidently to the learning process and hence to acquire the skills, attitudes, concepts and knowledge necessary for a successful and satisfying school and future life.

In particular, we aim to help pupils to:

- Feel a sense of worth and dignity.
- Experience success and achievement.
- Develop their talents to the full.
- Assume a sense of respect and responsibility towards themselves and others.

General Focus: Since the pastoral dimension permeates all activities, there is a caring commitment by all teachers and adults to every aspect of school life, creating a community in which the atmosphere is ordered yet sympathetic, and where learning is carried out in a happy classroom where each pupil is treated as an important individual.

Specialised Focus: The class teacher has a detailed knowledge of each pupil in the class and aims to develop good inter-personal relationships and provide a wide variety of experiences and extra-curricular activities, in an atmosphere of positive discipline where self-esteem is enhanced.

The link between home and school is of vital importance and teachers value the contribution of parents in supporting and informing them about any relevant aspect of the pupils' welfare.

A Child Protection Policy operates in St John's Primary School. Its aim is to protect our pupils by ensuring that everyone who works in our school has clear guidance on the detection and procedures involved where abuse of a child is suspected. The overriding concern of all caring adults must be the safety of the child and the welfare of our pupils is our paramount consideration. We have not only a moral, but also a legal responsibility to pass on concerns about possible abuse.

In all their contact with pupils, staff in St John's Primary School follow the guidelines and procedures described in the DE publication 'Safeguarding and Child Protection in Schools – A Guide for Schools (2017).

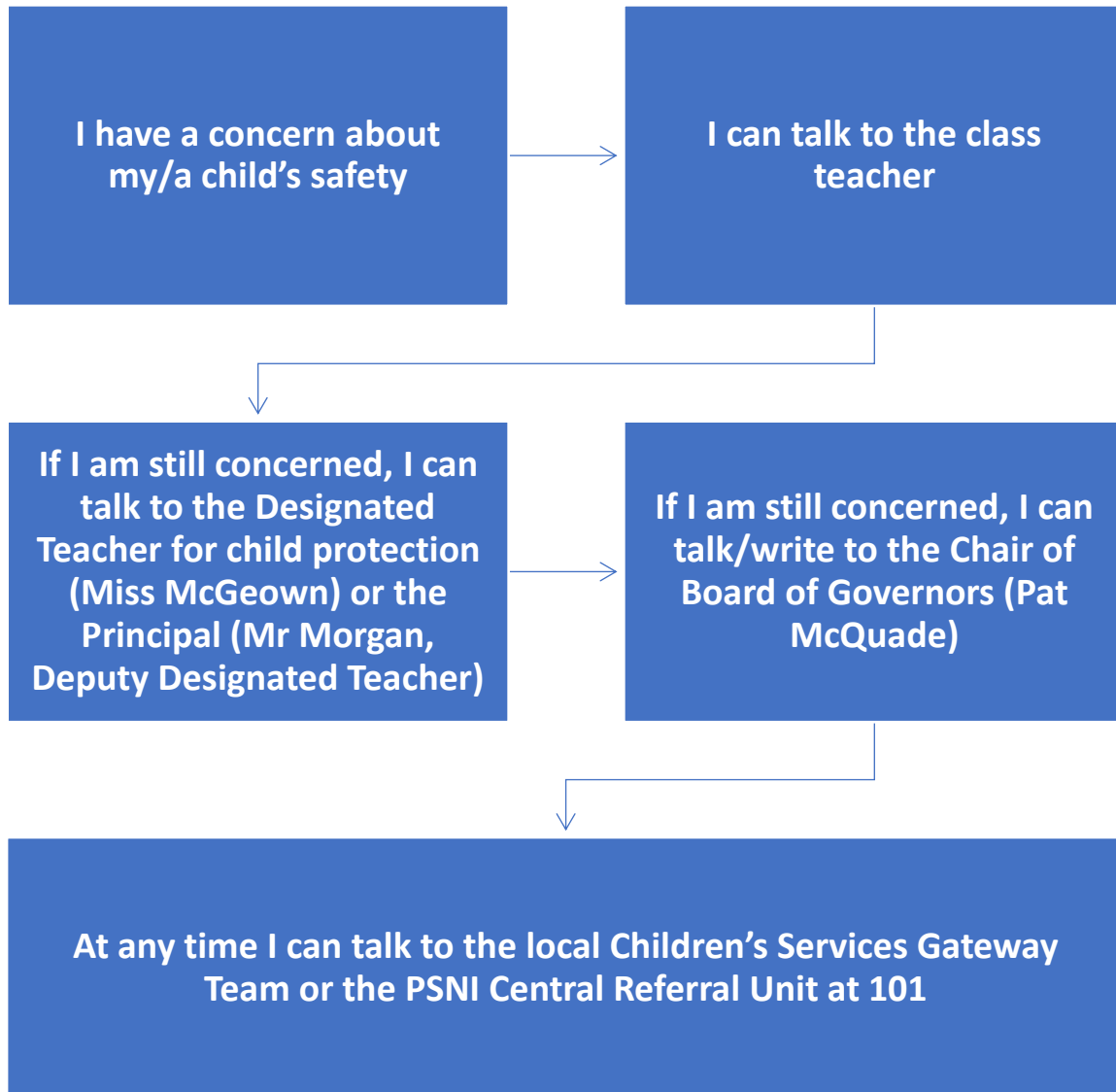
The following principles form the basis of our Child Protection Policy:

- The child or young person's welfare is paramount
- The voice of the child or young person should be heard
- Parents are supported to exercise parental responsibility and families helped stay together
- Partnership
- Prevention
- Responses should be proportionate to the circumstances
- Protection
- Evidence based and informed decision making

It should be noted that information given to members of staff about possible child abuse cannot be held 'in confidence'. In the interests of the child, staff may need to share this information with other professionals. However, only those who need to know will be told.

If you require a full copy of the Child Protection Policy, it can be found in the policies section of the website.

***If a Parent Has a Potential Child Protection Concern Within the School***



In all cases of suspected child abuse, the action that will be taken in St John's Primary School is that of taking of, and following, appropriate advice from Social Services and the EA.

If you have escalated your concern as set out in the above flowchart and are of the view that it has not been addressed satisfactorily, you may revert to the school's complaints policy. This policy should culminate in the option for you to contact the NI Public Services Ombudsman (NIPSO) who has the legislative power to investigate your complaint.

If a parent has a concern about a child's safety or suspect child abuse within the local community, it should be brought directly to the attention of the Children's Services Gateway Team.

## **Physical Education**

PE is a very important part of the School Curriculum, and we would ask you to ensure that your child is dressed appropriately on PE days, as they will not be able to phone home for this. There is a school PE uniform available for purchase through Rolo Sports, please enquire to the Principal for more information on this. Children who do not have the PE uniform are allowed to wear their Annaghmore GAA jerseys on PE days but should wear their school jumper.

Your child must have a note to be excused from PE.

## **Positive Behaviour Management Policy**

The aim of our school is to provide a working, caring and happy environment in which the potential of every child is realised. We aim to achieve discipline in the school by positive, rather than negative, means with the support of the parents. The school is aware that:

- Every child is an important human person entrusted to us by parents and society and worthy of unconditional respect for his/her dignity.
- Every teacher is an important person and professional entrusted with the education and care of our children and entitled to the support and respect of parents, school management and society.

Our Positive Behaviour Policy is available on the school website.

## **Pupil Council**

The School has a Pupil Council which has elected class representatives from Year 4 to Year 7. The Pupil Council meets regularly with Mr Morgan to discuss ideas.

We believe that this is an important part of PDMU and also gives pupils responsibility and allows them to feel ownership of the school.

## **Pupil Information**

Data Capture Forms are updated annually in June. However, parents MUST inform school as soon as possible of any changes in address, telephone number or emergency contact details. We treat this information as strictly confidential in line with GDPR but it is essential that it is accurate, particularly where contact must be made in an emergency. We cannot stress the importance of notifying the school of any changes in contact information enough, please keep us up to date. If we are unable to contact a parent/carer in the event of an emergency, we will have no option but to refer this to Social Services or contact the Police. Changes in other circumstances or health details should also be communicated to the school as soon as they are known. The School keeps a Medical Register, and it is vital for the wellbeing of your child that this is kept up to date.

## **Reading**

Please support and encourage your child when reading. When your child encounters a difficulty, rather than always telling him/her the word, encourage him/her to try out different strategies, e.g. If the problem word is 'kicking' you could ask:

What do you see at the beginning? (k)

Middle? (ick)

And/or end? (ing)

Or you could ask:

Is there anything in the picture that might help? (e.g. there could be a football)

Or you could say:

Try that again and think what would fit. (re-read the sentence and think of a word that would fit and make sense).

As you encourage this checking for cues, your child will become more adept at doing this for him/herself.

Most importantly, enjoy reading together!

### **Accelerated Reader**

We use an Independent Reading Programme called Accelerated Reader for children in Years 4 - 7. Accelerated Reader is a digital program designed to motivate children to read, encourage reading for pleasure and improve comprehension. The software allows teachers to assess current reading levels and create a personalised reading plan to support each child in the development of vital literacy skills. Further information about Accelerated Reader can be given on request to your child's teacher on Class Dojo.

The average amount of reading suggested by Accelerated Reader is 25 minutes per day. Teachers will set aside time every day for Accelerated Reader time in class and we would be grateful if parents could ensure that their children read at home. Thank you in advance for your cooperation.

### **Religious Education**

St John's Primary School is an inclusive school and welcomes pupils from all backgrounds. Religious Education will be available to all children. Parents may remove their children from these classes on the grounds of conscience and the school will make alternative provision for them. P4 and P7 pupils are prepared for First Holy Communion and Confirmation if this is the parent's wish.

### **Removing Pupils Early from School**

We ask that removing pupils early is kept to a minimum. This MUST be arranged with the Class teacher in advance. No pupil will be allowed to leave the school grounds alone during the school day; they must be collected by an adult.

### **School Dinners and Packed Lunches**

Dinners cost £2.60 per day. Parents should top up their ParentPay accounts but do not have to book dinners online. Each morning teachers will mark children for dinner or lunch which will automatically charge the parents account.

The dinner menu is available on the school website. We would encourage parents to use the menu to talk to your child/ren about what they are having for lunch. If it is something that they do not like, consider sending in a packed lunch.

Please ensure packed lunches are healthy and balanced with for example sandwiches and fruit. A reminder that crisps, chocolate and sweets should be kept to a minimum and no fizzy drinks are permitted in school.

The school does not have any say in the dinner menu – this is the same menu for all EA schools.

## School Uniform

School Uniform (as listed below) must be worn at St John's Primary School. It is important as it promotes the ethos of the school and gives pupils a sense of identity with the school. With everyone in uniform, the school has a 'smarter' appearance. We would appreciate parents' help in ensuring their children are wearing full uniform every day. The policy of pupils wearing a school uniform aims to:

- Give children identity and help make them feel part of the school community.
- Allow them to feel pride in themselves.
- Add to the overall ethos and atmosphere of the school.
- Promote equality by ensuring that pupils do not feel different in the clothes that they wear.
- Take pressure off parents with regard to providing clothes each day for their children to wear.
- Help with Safeguarding, Child Protection, Security and Health and Safety as our pupils can be easily recognised and distinguished.
- Promote the image of the school in public.

Boys:

- Navy St John's sweatshirt
- Sky blue polo top (short or long sleeved)
- Navy tracksuit bottoms or grey trousers (Shorts may be worn in warm weather)

Girls:

- Navy St John's sweatshirt
- Sky blue polo top (short or long sleeved)
- Navy tracksuit bottoms, skirt or pinafore (Shorts may be worn in warm weather)

Other Uniform Information:

- ***All items of clothing should be clearly marked with the owner's name.***
- Uniform grants are available from the EA. This is applied for in a similar way to Free School Meals on the EA website.
- For Health and Safety reasons, shoes should be flat, enclosed and have non-marking soles.
- Hoodies are not permitted in school (unless school leavers hoodie)
- Coats – Every pupil should have a coat for school, and these should be worn by pupils in the cold weather. We enforce the wearing of coats at break and lunch time during the Winter months.

## **Sickness/Injury**

If a child is sick at home, we ask parents to be sensible about keeping their child away from school until they are well again. Sending pupils into school who are unwell risks spreading illnesses to other pupils and staff. If your child should contract any of the following, we ask that you inform the school immediately:

- Chickenpox
- Measles
- Scarlet Fever
- Whooping Cough
- Mumps
- Slapped Cheek

If a child has vomiting or diarrhoea it is recommended that pupils are kept at home for 48 hours after the last instance of vomiting/diarrhoea.

A more detailed list of illnesses and recommended times to keep children at home is available on: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

When a child is sick or injured, the school will in the first case, attempt to contact the parent with a view to asking them to come to school to collect the child. If this is not possible in the case of injury, then the child will be taken to the local Health Centre or to hospital. In all cases, it will be the School Policy to act in the best interests of the child.

## **Smoking**

Smoking (including e-cigarettes) is not permitted anywhere in the school grounds. Please extinguish cigarettes before arrival on school premises.

## **Social Media**

An increasing number of pupils are indicating that they have access to, or regularly use, social media platforms such as Snapchat. We would like to remind parents/guardians that these platforms are AGE RESTRICTED, and it is the view of the school that they SHOULD NEVER be used by any primary school aged pupil.

It is the responsibility of parents/guardians to be fully aware of what their child is doing online. The school will not become involved in situations where pupils behave inappropriately on those platforms outside of school. Should instances of online bullying and abuse be reported to the school by concerned parents, we will advise those parents how to report the incident to the appropriate authorities. It is up to you to keep your child safe from internet bullying while at home.

We suggest that you use the following 5 measures to ensure that you can monitor your child's mobile phone/tablet to ensure their safety:

1. Agree that you can have access to their phone whenever you want; check the phone regularly.
2. Make sure you know what apps they are using (age appropriate) and know all their passwords for these apps.
3. Look at and monitor the history of their calls, messages, contacts, website and pictures.
4. No child needs their phone after 8:30pm or before 8:30am. No child needs his/her phone in the bedroom at night.
5. At all times talk to your child regarding the dangers of social media. Remember 1 out of 5 children talk to a stranger every day through social media.

This advice does not mean that we agree with your child having access to social media but, if you insist on letting your child use it, then this advice will hopefully help to keep them safe.

For further information check out:

<https://www.stjohnspseglis.com/parents-area/esafety/>

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

[www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents)

## **Special Educational Needs**

St John's Primary School promotes an inclusive ethos; all pupils are offered access to a broad, balanced and relevant curriculum and given every opportunity to develop to their full potential while being educated alongside their peers.

A child has special educational needs if he or she has a learning difficulty which calls for special educational provision to be made. A learning difficulty means significantly greater difficulty in learning than the majority of children of the same age or a disability, which makes it difficult for the child to use the same educational facilities as other children. Classroom activities are organised and differentiated to ensure that all pupils receive work at their level and are suitably challenged. More able children are offered extension activities while children with learning difficulties have access to a comprehensive programme of remediation, including in-class and withdrawal support, Reading Partnership and, if necessary, Peripatetic Support.

The school complies with the requirements of the Code of Practice for Special Educational Needs, and we believe in a policy of early intervention. All pupils who require Learning Support are listed on a SEN Register. Initially, teachers keep Records of Concern on pupils before they formally go on to the Register. Education Plans are formulated in consultation between the class teacher and the SENCO. These are then discussed with and signed by parents. We believe that the SEN Register should not be a static document and that pupils should be constantly moving either up or down the stages.

Miss McGeown is the Special Education Needs Co-ordinator (SENCO).

## **Spellings and Tables/Maths Facts**

You can help your child to learn their spellings by encouraging them to use the following method.

**LOOK** at the word carefully and in such a way that you will remember what you have seen

**SAY** the word aloud by pronouncing it carefully

**COVER** the word so that you cannot see it

**WRITE** the word from memory, saying it softly to yourself as you are writing

**CHECK** what you have written. If you have not written the word correctly, do not alter it, instead go back and repeat all these steps

Please ensure that your child understands the meanings of the words they are learning to spell.

It is important that your child learns his/her Maths facts at the appropriate stage. Please spend a little time in the evenings, when appropriate, revising these basic Maths facts.

## **Stationery/Equipment**

Pupils need to arrive in school ready to work. This means that they must come prepared with school Bag and required books. Children will be provided with any equipment that they need in school.

## **Swimming**

P4 - 7 pupils go swimming to the South Lakes Leisure Centre, on Tuesday, on a rota basis. P4/5 in Term 1 and P6/7 in Term 2.

This is a very important part of the PE curriculum and a vital life skill. Please ensure that your child has their swimming gear in school on the allocated day as the bus will leave at 10:45am.

If a child is unable to swim due to illness a note must be sent to the class teacher by Dojo. Consent is covered on the Data Capture Form. The school covers the full cost of lessons for children but do ask for a contribution towards the cost of the travel.

## **Use of Images Policy**

During the school year there are many occasions when pupils are photographed – e.g. Newspaper photos, display boards, website etc. – or videoed – e.g. concerts, classroom activities, etc. Your consent to a photo/video of your child being taken and used in school is required annually.

If parents are attending events in school, we ask that they only photograph or record their own child/children. We also ask that these images are not placed on Social Media.

## **Walking to and from School**

As this is the start of the school year parents are asked to again go over these SAFETY RULES with their children.

- Never go away with anyone unless one of your parents has told you to.
- If your mother/father is supposed to pick you up from school and someone else turns up - do not go with them - tell a teacher or return to the office.
- If approached keep your arms tucked in so you cannot be grabbed. Run straight home or to someone you know.
- If offered sweets, toys or a ride home in a car - take nothing. Don't trust people you don't know.
- Never stop to play in a lonely place and try to be home before dark - always tell your parents where you will be.
- A stranger may pretend he knows you but never let anyone touch you, hold your arm or try to cuddle you.
- If you feel someone is watching you or following you home from school, tell the teacher or your parents.
- Remember - no one will be cross if you are wrong.
- Some strangers can look nice - don't go with them. If in doubt - shout for help as loudly as you can and run away.

Parents should let the school know if their child/ren have permission to walk to and from school.