



St. Brendan's  
Primary School  
& Nursery Unit

PROSPECTUS

Welcome To...

# Saint Brendan's Primary School



## **Dear Parents/Guardians**

### **Welcome to St. Brendan’s Primary School & Nursery Unit**

I am delighted that you have placed your child in St. Brendan’s PS & Nursery Unit and hope that he/she enjoys many happy years with us. Of all the Irish saints St. Brendan was said to be the most adventurous. He is often referred to as ‘St. Brendan the Navigator’ as he went on many journeys.



Life is a journey, dreams to chase, goals to reach and people to meet. As your child embarks on this exciting stage of their journey into education I want to assure you that we will, as a team, strive to ensure that your child’s time in St. Brendan’s will be a happy one where he/she achieves his/her full potential in a safe and secure environment.

We are a dynamic and progressive school with a wonderful team of experienced professionals who strive to provide the best for every child who joins us.

There is nothing as important as helping a child to grow as an individual, to develop skills that will steer them through life in an ever changing world and to challenge them to make the very most of their unique talents. It is a demanding job but the rewards are beyond compare when we see what can be achieved.

We very much appreciate the support of our whole school community and the strong partnership we have between home, school and parish. It is our policy to begin and maintain an open and close relationship with our parents/guardians, whose support we value so much. If, at any time, you have any concerns or questions, please do not hesitate to contact the class teacher, the Head of Key Stage, the Vice Principal or Principal. We will be happy to assist you in any way we can.

In January 2015 we were inspected by ETI and I am delighted to report that they found our children to be confident and enthusiastic learners. They commented that our pupils enjoy engaging with their peers and taking part in challenging activities, in which they demonstrate very well their ability to think flexibly and complete investigations. ETI also reported that our children’s behaviour is exemplary and that they respond very well to the positive ethos in all of the classrooms.

I am immensely proud of our school and of our pupils.

This booklet contains some information on many aspects of school life. I do hope that you find it useful.

Mrs L French  
Principal

**‘You must be the change you wish to see in the world.’  
Mahatma Gandhi**

# St. Brendan's Primary School & Nursery Unit

## Mission Statement

*As a Christian community founded on the belief that the Catholic school has an important function in the community, we in St. Brendan's Primary School, strive to promote our faith, create a caring, happy and secure environment, where we celebrate diversity, where every individual is treated with dignity and respect, whilst being given the opportunity to develop their gifts and talents.*

The Governors and staff of St. Brendan's are firmly committed to -

- the maintenance of high standards of teaching and learning so that all children have the best chance possible to achieve their potential.
- the development of a partnership between home and school, giving parents the opportunity to become involved in and to contribute to the work of the school.
- The promotion of the spiritual, moral, cultural, personal, intellectual, emotional and physical development of each individual pupil.
- the arrangements for pastoral care to be integrated with, and reflected in, the daily life of the school.
- the development of the personality and abilities of each child so that he/she learns to be independent and self-motivated.
- the maintenance of the school premises and grounds, in order to create an attractive and stimulating environment.

We see our school community as an integral part of the family of God and consider the links which we forge between the home, parish and the wider community as a vital part of the work of the school.



## General Information

St. Brendan's is a Catholic Maintained Primary School with a Nursery Unit.

<b>School Address:</b>	St. Brendan's Primary School & Nursery Unit Moyraverty Craigavon BT65 5HS
<b>Telephone:</b>	02838341037
<b>Fax:</b>	02838316036
<b>Email:</b>	info@stbrendans.craigavon.ni.sch.uk
<b>Website:</b>	www.stbrendansprimaryschool.com
<b>Principal:</b>	Mrs L French
<b>Vice Principal:</b>	Miss P McCooe
<b>School Secretary:</b>	Mrs A Brankin
<b>Chairperson of Board of Governors:</b>	Mrs P Hagan
<b>School Enrolment:</b>	450
<b>Age Range:</b>	3 – 11
<b>Co -educational</b>	





## Staff 2019/2020

<b>Principal</b>	Mrs L French
<b>Vice Principal</b>	Miss P McCooe
Nursery 1	Mrs C Diamond
Nursery 2	Mrs C McAlinden
Primary 1	Mrs C O'Hara
Primary 1	Mrs C Judge
Primary 2	Mrs U Mallon
Primary 2	Mrs C Corr
Primary 3	Mrs K Graham
Primary 3	Mrs P McAtamney
Primary 4	Mrs G McAlinden
Primary 4	Mr A Murphy
Primary 5	Miss S McCaffrey
Primary 5	Mr D McCourt
Primary 6	Mrs R Mulholland
Primary 6	Mr K Rafferty
Primary 7	Miss P McCooe
Primary 7	Mr G O'Hara

<b>Literacy Support</b>	Mrs J Magee
<b>Numeracy Support</b>	Mrs R McDonald
<b>VP/SENCO/P2 Release</b>	Mr D Grimley
<b>School fChaplain</b>	Fr. J Byrne
<b>Assistant Chaplain</b>	Sr. Rosemary

### Office Staff

<b>Executive Officer</b>	Mrs A Brankin
<b>Clerical Officer</b>	Mrs R Rennie

### Classroom and General Assistants

<b>Nursery 1</b>	Mrs L Thompson
<b>Nursery 1</b>	Mrs A Culbert
<b>Nursery 2</b>	Miss V Lavery & Mrs M Conlon
<b>Nursery 2</b>	Miss M McConville
<b>Primary 1</b>	Mrs C Russell
<b>Primary 1</b>	Mrs U McKeever

<b>Primary 1</b>	Mrs R McMullan
<b>Primary 2</b>	Mrs C Thompson
<b>Primary 2</b>	Mrs C McAreavey
<b>Primary 2</b>	Mrs M McGurk
<b>Primary 2</b>	Mrs C Kerr
<b>Primary 3</b>	Mrs O Mackin
<b>Primary 3</b>	Miss McKeever
<b>Primary 4/5/7</b>	Mrs McDonald
<b>Primary 5</b>	Mrs M Friel
<b>Primary 6</b>	Mrs C Cooney
<b>Primary 6</b>	Miss J McVitty
<b>Primary 7</b>	Mrs A Gribbon
	Miss C Towe

### **Support including Literacy and Speech and Language**

Mrs M McConville

### **Supervisory Staff**

#### **Senior Supervisor**

Ms F McKeever  
Mr G McDowell  
Mrs B Magee  
Mrs M Friel  
Mrs A Gribbon  
Miss J McVitty  
Miss C McKeever

### **Cleaning Staff**

#### **Caretaker**

Mr G McDowell  
Ms F McKeever  
Mrs B Magee  
Mrs C Cooney

### **Catering Staff**

#### **Unit Supervisor**

#### **Catering Assistant**

#### **Catering Assistant**

#### **Catering Assistant**

#### **Catering Assistant**

Mrs M O'Hagan  
Mrs M Stewart  
Mrs K Hughes  
Miss M McShane  
Mrs A Culbert



# St. Brendan's Primary School and Nursery Unit

## Board of Governors 2019/2020

<b>Chairperson:</b>	Mrs P Hagan
<b>Vice Chair:</b>	Dr G Adams
<b>Secretary:</b>	Mrs L French
<b>Designated Governor for Safeguarding:</b>	Mr S McKeagney
<b>Parent Representative:</b>	Mr C O'Kane
<b>Teacher Representative:</b>	Mrs U Mallon
<b>Minutes Secretary:</b>	Miss P McCooe
<b>Additional Governors:</b>	Mrs M McStravick Mrs G McCusker Mrs K McGouran Mrs A Toman





## What Are Their Responsibilities?

The Governors are ultimately responsible for the overall management of the school. They are required to meet for a minimum of three times each year, but in practice meet more often than this.

Some of their duties include:

1. The oversight of the curriculum
2. The control of the budget
3. The provision of information to parents
4. The selection of staff
5. The maintenance of the premises (shared responsibility with the Education Authority).
6. The Admissions Policy
7. Fostering links with the local community and pursuing the objectives of mutual understanding.

During our inspection (January 2015) ETI acknowledged the governors continued support to the Principal and staff in ensuring our pupils reached their full potential. ETI evaluated that there can be a high degree of confidence in the governors of St. Brendan's; this is the highest level attainable.



## School Aims

St. Brendan's Primary School and Nursery Unit offers a curriculum that is balanced and broadly based and which promotes the spiritual, moral, cultural, intellectual and physical development of the pupils.

Within the context of the broad aims for the Catholic School, St. Brendan's will seek to develop in its pupils:

1. The whole person based upon the life and teachings of Christ.
2. A sense of self-respect, self confidence and self reliance and an awareness of and sensitivity towards the needs of others.
3. An understanding of the world and their place in it and a respect for the religious and cultural values of others.
4. Lively enquiring minds, an ability to question, to debate and to think for themselves.
5. The ability to work hard and succeed at tasks, to work independently of and with others and to have an appreciation of the views of others.
6. The knowledge, skills and practise abilities they will need throughout their lives, at work and play in an ever changing world.



## School Uniform P1 - P7

### Boys

- Grey Trousers
- White or grey shirt
- Bottle green jumper with school crest
- Blue, grey and green tie - available from school
- Black shoes
- Summer term – grey shorts

### Girls

- Grey skirt or pinafore
- White shirt
- Bottle green jumper/cardigan with school crest
- White knee socks or green/grey tights
- Blue, grey and green tie - available from school
- Black, flat shoes
- Summer term – green and white checked dress
- All head/hair accessories should be of school colours

We would ask you to purchase flat black shoes for your child which he/she can open and close by himself/herself. For PE children in Primaries 1 – 3 should wear plimsolls. These should be labelled and brought in at the beginning of the school year and kept in school.

Primary 4 – 7 pupils must wear the correct PE uniform. This consists of a green round neck + shirt with school crest, navy blue shorts or tracksuit bottoms. These are available to buy at J & R Fashions, North Street, Lurgan.

**PLEASE ENSURE THAT ALL ITEMS OF CLOTHING ARE CLEARLY MARKED WITH YOUR CHILD'S NAME.**





## Times of School Day

**8am – 9am**

**9.10am Sharp:**

**10.30 – 10.45am:**

**12Noon – 12.35pm:**

**12.40 - 1.15pm:**

**2pm:**

**2 – 3pm:**

**3pm:**

### **BREAKFAST CLUB**

School Day Begins For All Pupils

Mid Morning Break

Lunch for Primary 1 – Primary 3 Pupils

Lunch for Primary 4 – Primary 7 Pupils

School Day Ends at 2pm for Nursery – P3 Pupils

### **AFTER SCHOOL CLUB**

School Day Ends at 3pm for Primary 4 – 7 Pupils

## School's Profile

St. Brendan's is a mixed nursery and primary school of boys and girls situated near the centre of Craigavon catering for children in the age range of 3 – 11. The present enrolment is 450 with an admission number of 81.

In a semi-rural setting, St. Brendan's school building encompasses a purpose built Nursery Department, an Early Years Department and a Key Stage 1 and 2 Department. We also have a library, assembly hall, ICT suite, sensory room/garden, dining hall and administration block. Outside there are two mobile classrooms, two large playgrounds, an all weather pitch and a grass football pitch.

Because of the demands of the curriculum across a wide range of subjects, it is important to have as many specialists as possible. All of the teachers in St. Brendan's have the wide range of skills needed to cover all aspects. The Inspection Team recorded that the key characteristics of the teaching and learning that they witnessed was the choice of activities, which engaged, enthused and enabled the children to apply their learning in meaningful contexts.

The Education Authority provides us with specialist support for children with speech and language difficulties, hearing problems and those on the autistic spectrum, as well as for children with specific literacy difficulties. Instrumental tuition is also available. We have successfully introduced a Reading Partnership Programme in the school over the past number of years. Classroom assistants work with a selected number of children on an individual basis. We also benefit from technology including interactive whiteboards, smart boards and iPads. The use of ICT in our school was fully endorsed by ETI when they commented that our pupils use of ICT competently and enjoy working with the various devices and age appropriate software.

St Brendan's also offers a wide range of extra curricular activities which include Netball, Soccer, Gaelic, Choir, Literacy and Numeracy Booster Clubs, Talking Partners, Rocket Maths, Coding Club, Board Games, Art Club, Eco Club, Quiz Club and French Club. We also welcome Healthy Kidz who hold fitness and games across the key stages.

There is a strong tradition of success in many of these activities with St. Brendan's crowned Northern Ireland Champions on five occasions and



Ulster Champions fifteen times. Our choir has had the honour of performing with The Three Tenors Ireland in The Market Place, Armagh and at the Peace Proms in the SSE Arena. These were fabulous experiences, which we will treasure for many years to come.



After School and Breakfast Club. These will cost £2 per day or £10 per week – These should be booked in advance.

We also participate in a number of competitions as well as quizzes. We have been Chapter Winners of the Credit Union Quiz for the last two years as well as recently reaching the final of a Road Safety Competition held across Northern Ireland.

St. Brendan's also has a strong tradition of fund raising, having raised an estimated £15,000 for Third World and local charities over the past number of years. A school fund, supported by parents, allows equipment to be purchased in order to benefit our pupils.



Our Parents' Support Group continues to go from strength to strength; our discos continue to be very popular. Our parents organise fundraising events which have helped develop our school playgrounds with amazing equipment which inspires our children, develops their social skills, team building and their fine and gross motor skills, hence enhancing physical development. We have recently created a Sensory Room as well as a Sensory Garden which has proved very beneficial.

Our Parent Support Group also funded the purchase of a defibrillator and organised a Fun Day to celebrate our 40th anniversary. We are indebted to all those involved in our Parent Support Group who work tirelessly to improve our school environment. **Please contact the school office if you would wish to join this group.**

The Inspection Team who visited highlighted how we as a school value and encourage the positive contribution our parents make in further developing their role in their children's education. They reported that we have an extensive range of extra-curricular activities and after school arrangements which benefit the children's learning and development as well as supporting their families.

## Visiting the school

It is the aim of St. Brendan's Primary School to involve parents in the education of their children and to inform them as fully as possible about their child's progress. At all times parents are welcome to discuss any issue with the class teacher, Head of Key Stage, Vice Principal or Principal.

### Entrants to Nursery

As part of our Induction procedures in the summer term, parents are invited to bring their child for a short play session in the nursery. This provides an opportunity to meet the staff and see the classroom prior to starting. There will be a settling in period beginning in September when we timetable a staggered intake. We also hold an Induction meeting for parents at a later date when they are given an overview of the Nursery Department and receive further information/documentation .

### Entrants to Primary 1

All parents are invited to a meeting in the summer term to view the school, meet staff and hear the school policies.

There is a short period of "staggered intake" at the beginning of September to allow children to settle.

### Entrants who have previously attended another school

An interview will be held with the Principal. Parents will be welcomed to view the school premises. A meeting can be arranged with the prospective teacher(s) of the child/children.

### Visits organised by the school

All parents will receive information leaflets and documentation when attending a year group meeting at the beginning of each academic year. Parents will be invited to the school to take part in activities such as Prayer Services, Sacraments, Open Days, Assemblies, School Events, Prize Giving etc. Other visits will be organised as part of topics throughout the year. Primary seven pupils enjoy a residential trip to Shannagh-More Outdoor Education Centre in Newcastle. Parents will also be invited to attend an information meeting to inform them about the curriculum as well as other events that will occur in individual year groups throughout the year. These sessions will also offer tips as to how children can be supported both academically and pastorally.

## Pastoral Care

We continue to promote the close co-operation between school and home. This was recognised during our recent inspection by ETI. They commented that our provision was very good in both the nursery and within the school and recognised that our pupils have a great respect for each other, including those of different nationalities and culture. As a school we were very proud that ETI identified how our pupils play a meaningful and valuable role in the life of the school and that their opinions and views are sought and acted upon.

In line with the policy of maximising the potential of each pupil, our school recognises that it has a responsibility to do everything possible to care for each pupil's well being. The school will endeavour to provide a comfortable and safe environment for learning. Our Pastoral Care Policy is circulated to parents and is available in the school.

## Healthy Eating

Our school operates a Healthy Eating Policy and asks all parents/guardians to co-operate. Children are encouraged to have fresh fruit or bread based snacks (sugar free) at break time. Milk can also be purchased each half term.

We were delighted when ETI reported that the school and nursery unit gives outstanding attention to promoting healthy eating and physical activity, hereby encouraging the children to adopt and maintain healthy lifestyles.

This is an area which we work hard to promote on a daily basis in school.



## Positive Behaviour Policy

St. Brendan's maintains a written policy on Positive Behaviour in school as part of the school's pastoral care arrangements.

The school's policy on Positive Behaviour and Discipline reflects the basic Christian ethos of the school which, as a Catholic Maintained School, seeks to foster the genuine Christian values of respect for, and tolerance towards others, the ability to forgive, gentleness, honesty and politeness.

In creating and developing these attitudes and values, the major influences are undoubtedly the home background and wider parish community. Good manners and courtesy are taught in every home and we expect the children to practise these same qualities whilst in school and on the way to and from school. We respectfully ask parents to support us in promoting positive behaviour.

As a school we encourage pupils to follow our Behaviour Code. This is based on five principles:



## Homework

Homework does not always involve written work. In primary one and two reading will form the basis of the homework. In all other classes reading, spelling, the learning of tables as well as literacy and numeracy tasks will form the basis of homework most evenings.



## Charging and Remissions Policy

Education in St. Brendan'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, as it has done in the past, appeal to parents for voluntary donations, but it is stressed that no child will be disadvantaged in any way if the parents/guardians are unable to make a contribution. It has to be pointed out however, that the wide range of activities which children experience could not be maintained without the voluntary contributions made by parents.

All money sent to the school must be sent in a separate labelled envelope to assist administration. To encourage independence, allow your child to bring all monies to their class teacher.

### Dinner Money

Parents are regularly informed of dinner money charges as set by The Education Authority. The dinner menu is sent out monthly. Parents may pay on a daily, weekly or monthly basis. Cheques are made payable to the The Education Authority Southern Region and not the school, therefore they must be paid for in advance. It is very important that all dinner monies are settled by the end of each month. The Education Authority inform the school regarding those entitled to free school meals. Outside this entitlement, or until the entitlement begins, the parent must make payment for the dinners.



## After School Clubs

After School Clubs which are organised and delivered by the staff of St. Brendan's will charge £5 per term. This is to assist with running costs in the delivery of the club. It will also be used for any travel costs for the group to attend venues. Extended Schools' Clubs organised by outside agencies will determine their own costs.

### Instrumental Music Tuition

Music tuition is offered by the Education and Library Board's peripatetic music staff and is taught during school hours. The school is charged by the the Education Authority's peripatetic music staff for the tuition and this cost must be mostly met by the parents of the children benefiting, but it is also subsidised by school funds. It is extremely affordable when compared with private tuition costs.



### School Funds

Parents are asked for a voluntary contribution of £10 per family per term for School Funds. This is used to pay for a number of items that may not be affordable through the school budget. These include materials for school plays, ceremonies, as well as extra resources for Christmas or Sporting activities. In addition to the termly contribution, funds are also raised by the Autumn Sponsored Bounce/ Fun Day.

## Security

The safety and security of your child is of paramount importance to the Governors and Staff of St. Brendan's. With this in mind we ask anyone arriving in the school to report to the office first.

If a visit requires taking a child out of class e.g. for a medical appointment, then the parent/guardian signs at the office and the child is brought there. Security arrangements are always being updated and parents will be informed. All gates, with the exception of the front office, will be locked at 9.15am each morning.

### Children Leaving School Premises

1. No child is permitted to leave the school premises during the day without the permission of the Principal or Vice Principal.
2. All notes from parents/guardians requesting permission for their child to leave school before the end of the school day for a medical/other appointment are given to the class teacher and then sent to the school office.
3. All parents/guardians who visit the school to take a child out must report to the office to complete the signing out book. Telephone requests from parents/guardians are dealt with similarly, but ultimately children will only be allowed out if a parent collects them from the main office.
4. Children in Nursery – Primary 3 will remain in the care of the class teacher until collection takes place at 2pm.



## General Information

Nursery children can come into their foyer area for each class at 9am and the teacher will welcome the child and parent at 9.10am. This is a valuable time for exchange of information relevant to how the child is that morning. In September, during the settling in time, Primary one children may come straight into the classroom from 9am and class begins at 9.10am. Children from primary two to seven will stay in the playground until 9.10am, unless it is raining. Staff will be on duty in the playgrounds from 9am to supervise pupils prior to the beginning of school. **Pupils should not arrive on school premises before 9am.**

All pupils from Primary 2 – 7 will form lines following a teacher's instruction when the whistle is blown at 9.10am. As supervision is provided, parents do not need to remain in the playground.

- From the beginning of October when 'settling in' is complete, Primary one pupils will also remain in the playground until 9.10am.

Each teacher will escort his/her class into school. Parents need not accompany any child into class.

The removal of coats and changes of footwear should be left to the Teacher/ Classroom Assistant and to the child. When class ends for primary one – three at 2pm children will be brought to the adjoining corridor from where the class teacher can identify the waiting parent/guardian/child minder. There is an after school club for children from nursery to primary three where children can stay until 3pm. For children who are walking to and from school it is important that parents/guardians emphasise with their child that they should come straight into the school yard in the mornings (not before 9am) and go straight home when school finishes. Their safety is of utmost importance and parents/guardian should monitor this carefully. If a parent/guardian does not feel their child can do this safely then a responsible adult should accompany them to school and collect the child from school at 3pm. Children are reminded at various stages throughout the year about keeping safe outside school and about "Stranger Danger" procedures. Watches and jewellery, particularly earrings, must not be worn during PE or games lessons. The wearing of rings and earrings is a particular hazard in school, especially in the gymnasium or playground. If children do wear an earring/ earrings, this must be a stud.

## Information for Parents

In the first term, a leaflet giving general information on each year group will be distributed.

Letters of information or permission will be sent out as and when required, but usually on a Tuesday or Thursday.

All parents/guardians will regularly receive information on school events, holidays, achievements etc. Information is also sent by text, so it is very important that we have the **correct telephone number**.

Parents will receive a written report on their child annually at the end of the third term.

Several events are organised throughout the year to support and assist Parents/Guardians.

The Board of Governors of St. Brendan's realises that the information provided in this Prospectus is limited and parents/guardians are welcome to make arrangements with the Principal, Mrs French, to discuss any needs regarding their child's education.

We would like to take this opportunity to thank Parents/Guardians for their support in the past which has enabled us to maintain and to increase the opportunities available for both our parents and our pupils.





## Child Protection Leaflet for Parents/Guardians

How a Parent can make a complaint



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 Teachers for Child Protection, the Vice Principal and the Special Needs Co-ordinator.



If I am still concerned I can speak to the Principal.



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



At any time I can talk to a Social Worker  
(Tel. no. 08007837745) Mon- Fri  
9am-5pm or the Police (Tel. no. 101)



## Our Safeguarding Team

**Principal :** Mrs L French

**Chairperson of Board of Governors:** Mrs P Hagan

**Designated Governor for Child Protection:** Mr S McKeagney

**Designated Teacher for Child Protection:** Miss P McCooe

**Deputy Designated Teacher :** Mr K Rafferty

**Nursery Designated Teacher :** Mrs C Diamond

We incorporate Personal Safety Strategies into our assemblies during the first term. Children are made aware of the people who they can speak to if they have any worries or concerns in school. We use a 'Duck on the Door' symbol to identify where they may find these staff members. It is important to also speak with your child at home to ensure they know how to ask for help and that their class teacher is the first person that they approach if necessary.

The visiting Inspectorate Team highlighted that our school has comprehensive arrangements in place for safeguarding children, which reflects the guidance issued by the Department of Education. In discussions with the inspectors, our children spoke enthusiastically about how the adults listen to their views and take their opinions into account when making changes to school routines. In addition our pupils reported that they feel safe and secure in school and know what to do if they have any concerns about their well being. This is the highest standard that can be achieved.



## If Children Live .....

If children live with criticism, they learn to condemn

If children live with hostility, they learn to fight

If children live with ridicule, they learn to be shy

If children live with shame, they learn to feel guilty

If children live with tolerance, they learn to be patient

If children live with encouragement, they learn confidence

If children live with praise, they learn to appreciate

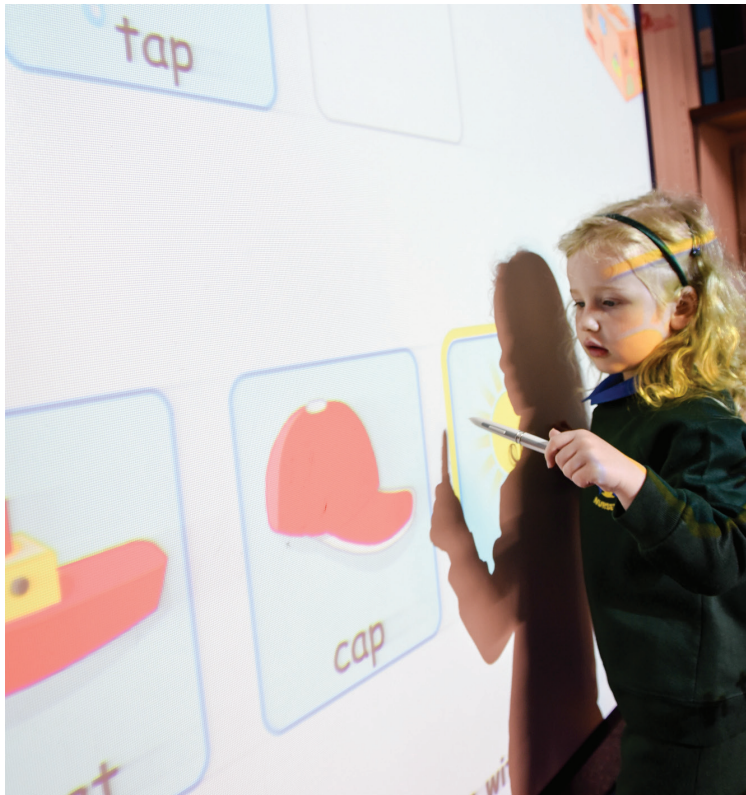
If children live with fairness, they learn justice

If children live with security, they learn to have faith

If children live with approval, they learn to like themselves

If children live with acceptance and friendship,

they learn to find love in the world





ST. BRENDAN'S PRIMARY SCHOOL  
& NURSERY UNIT  
MOYRAVERTY,  
CRAIGAVON  
CO. ARMAGH  
BT65 5HS

Telephone: 028 3834 1037