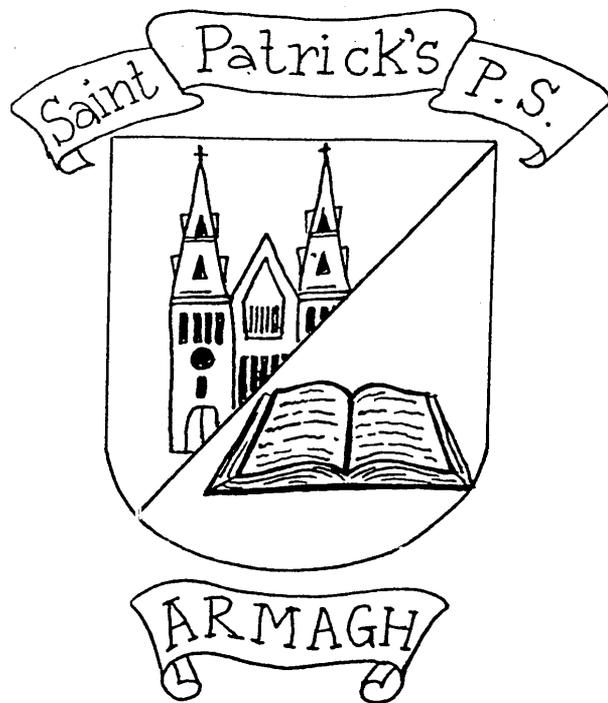
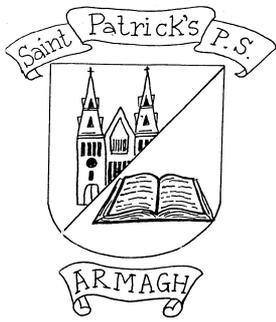


St Patrick's Primary School



SCHOOL PROSPECTUS
2018-19

"We Care, We Share, We Learn"



St Patrick's Primary School

Loughgall Road, Armagh BT61 7NL

Principal: Sean Mc Kinley

Tel: 028 3752 3773

Fax: 028 3751 0878

Website: www.stpatricksparmagh.com

December 2017

Dear Parent/Guardian,

We extend a warm welcome to you and your child to St. Patrick's Primary School. We would like to extend a very special welcome to those of you whose children are attending for the first time. We hope that, as you find out more about our school, it proves to be an extension of the atmosphere and environment which exists within your own family and a place in which you feel your child would be happy to learn. Those parents who have children already attending the school (or have had in the recent past) should find the routine familiar and helpful.

We value our close working relationship with parents because it is in working together that the best can be achieved for the children. We aim to keep in close contact throughout your child's years in this school.

We have designed this booklet to give you basic information about school life and hope you find it both informative and useful. Should you require clarification or further information about any aspect contained within, please do not hesitate to contact the school.

If your child enrolls and commences their primary school journey with us, as they develop, you will be given further booklets to keep you informed and help you understand what we in St Patrick's are attempting to achieve.

We hope that when your child eventually leaves St Patrick's they will have evolved as well developed persons who can look back on their primary schooling with fond and pleasant memories.

*Sean Mc Kinley
Principal*

OUR SCHOOL MISSION STATEMENT:

"We Care, We Share, We Learn."

AIMS OF THE SCHOOL:

St. Patrick's Primary School aims to provide a high quality learning experience for all by:

- Creating a happy, enjoyable and safe learning community;
- Promoting the enrichment of pupil life, spiritually, morally, culturally, intellectually, physically, emotionally and socially;
- Helping prepare children for the opportunities, responsibilities and experiences of adult life;
- Providing a caring, Christian, Catholic environment in which children are provided with opportunities to grow in confidence and self-esteem;
- Enriching a child's knowledge, experience, imaginative understanding and their awareness of moral values and capacity for enjoyment and success;
- Instilling an appreciation of their own uniqueness and importance;
- Fostering personal attitudes of appreciation and tolerance of others;
- Nurturing a pleasure and enjoyment in learning;
- Developing mutual relationships with parents, the parish and school community.

Our school aims are rooted in and find expression through our personal, Christian values of:

Faith	Understanding
Love	Friendship
Respect	Fun
Honesty	Trust
Fairness	Forgiveness
Tolerance	Achievement

We ask all members of our learning community to support and promote our shared aims, mission, values and ethos.

St Patrick's Primary School
Loughgall Road
Armagh
BT61 7NN

Maintained Primary School

Enrolment Number: 505
Admissions Number: 72

Telephone No: (028) 3752 3773
Fax No: (028) 3751 0878
Email: info@stpatricksp.s.armagh.ni.sch.uk
Website: www.stpatricksp.s.armagh.com

PRINCIPAL: Mr Sean McKinley
CHAIR OF BOARD OF GOVERNORS: Mrs A Rath

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 an Admissions Sub-Committee, which includes the Principal, the responsibility for applying the criteria for admissions. Any reference herein to the term Board of Governors, includes any Sub-Committee appointed for the purposes of applying the admissions criteria.

ADMISSIONS CRITERIA:

The Board of Governors will apply the following criteria in the order indicated to identify which children should be admitted either at initial admission to education or on transfer from another school. When considering which children should be selected for admission, the Board of Governors 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's admissions criteria is submitted at the time of application.

1. Children of compulsory school age who normally reside in the Parish of Armagh.
2. Children of compulsory school age who reside outside the Parish of Armagh.

If oversubscribed within either 1 or 2 the following sub-criteria will be applied:

- i. Children who, at the date of their application, have a child of the family in attendance during the 2017/2018 school year.
- ii. Children who are defined as Looked After Children (LAC) as defined by the Children (NI) Order 1995.
- iii. Children who, at the date of their application, have a child of the family who previously attended the school.
- iv. Children whose parent/guardian is presently a permanent member of the school teaching/ancillary/auxiliary staff.
- v. Children whose parent/guardian is a prior pupil of the school.
- vi. Preference will be given to children with exceptional circumstances (medical, social or other problems) that necessitate admission to St Patrick's Primary School, Armagh rather than any other primary school. The circumstances should be personal to the child and must be supported by independent and appropriate documentation, providing evidence of the circumstances being described as being exceptional. The exceptional circumstances must be made known at the time of application.
- vii. The remaining places will be allocated strictly in order of chronological age starting with the eldest. In the event of 2 children being of the same age, final selection will be on the

basis of the initial letter of the child's surname as recorded on the child's birth certificate, in the order set out below:

E M Y K T S L Mac Z Q O G N A M c I H F V P R W D B C U J X

This order was determined by randomised selection of letters of the alphabet (selection with a clear audit trail). In the event of surnames beginning with the same letter, the subsequent letters of the surname will be used in alphabetical order. Should 2 children have the same surname, the alphabetical order of the first Christian name, as recorded, will be the deciding factor. (This sub-criterion will also be used in the event of oversubscription within any other sub-criterion).

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's policy on the consideration of applications to Primary One after the open enrolment procedure concludes is available from school directly. Similarly, the school operates a Waiting List in respect of applications to Years 2-7.

ADMISSION TO P2 – P7

The school will admit any pupil provided all of the following are fulfilled:

1. A pupil will be considered for placement provided the school enrolment number will not be exceeded.
2. Preference will be given to those for whom St Patrick's is the nearest or most accessible school.
3. Consideration will be given to the number of children in the class to which applications are being made. Preference will be given where admission will not cause the class size to exceed 30 children.
4. A pupil will be refused admission where the Board of Governors is of the opinion that the admission of the child to the school would prejudice the efficient use of resources. (Article 13(5) Education (NI) Order 1997).
5. Where a limited number of places exist, preference will be given to those who make earliest application.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2015/2016	82	78
2016/2017	81	79
2017/2018	65	63

SCHOOL AND MANAGEMENT INFORMATION:

St Patrick's Primary School is a Catholic maintained school built in 1969 to replace the Old Banbrook Infant School. Since then the accommodation has continued to increase and the school now caters for up to more than 500 children, boys and girls in the age range 4-11 years. There are presently 23 members of teaching staff employed and the admissions figure allocated by the Department for September 2018 is 72 children.

Like all schools, we have a Board of Governors responsible for overseeing our affairs. The current Chairperson is Mrs Anne Rath.

As a Catholic school, our aim is to create an environment within which the children will experience the Christian way of life. We believe that every child is of equal worth and every person has something positive and unique to contribute.

By enrolling your child in St. Patrick's Primary School, parents and guardians are in agreement with the philosophy and aims of the school as outlined in our school's policy documents.

Our curriculum is designed to encourage children to become independent learners.

SCHOOL LEADERSHIP TEAM:

PRINCIPAL:	Mr. S. Mc Kinley
VICE-PRINCIPAL	Mrs. C. O' Shea (Key Stage 1)
SCHOOL LEADERSHIP TEAM:	Mrs. C. Thornton (Foundation Stage)
	Mrs. C. Gilroy (Key Stage 2)
	Mrs G. Perry (Key Stage 2)
	Ms C. Agnew (Special Education Needs)

BOARD OF GOVERNORS:

CHAIRPERSON:	Mrs. A. Rath (Trustee)
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TRUSTEES:	Rev. Fr. T. Mc Hugh
	Mrs. A. Murphy
	Mr. K. Donnelly

E.A. REPRESENTATIVES:	Mrs. C. Doran
	Mr. S. Mc Kinney

D.E.N.I. REPRESENTATIVES:	Mrs. C. Mc Cann
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PARENT REPRESENTATIVE:	Mrs. E. Cafolla-Conway
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TEACHER REPRESENTATIVE:	Mrs. G. Perry
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VISITING THE SCHOOL:

At our school, we aim to involve parents in the education of their children and to keep them fully informed in relation to their children's progress. The arrangements for consultation are:

BEFORE ENROLMENT:

Parents/guardians of prospective P1 pupils may make an appointment, at any time, to meet the Principal / Vice-Principal and view the school. In December, we organize an **OPEN DAY** for parents and their children, to allow them to visit the school, talk with staff and get a glimpse of the curricular and extra-curricular experiences on offer to our pupils.

AT ENROLMENT:

Depending on enrolment numbers and further to discussion with pre-school leaders, all children are admitted in small groups to the Primary 1 class in the first week of term.

AFTER ENROLMENT:

Parents are very welcome to come to school to discuss their child's progress at any time. Parents should contact either their child's teacher directly or telephone the office where arrangements will be made for a parent/guardian to speak with the Principal or Vice-Principal at a mutually convenient time.

Parents are also encouraged to attend curriculum evenings, parent courses, Parent - Teacher Meetings, parenting courses, class assemblies, Christmas concerts and many other events which go to make up a child's primary school life in our school.

ARRANGEMENTS FOR ADMISSION:

It is to be understood that acceptance of a place in our school is an undertaking to abide by the policies, rules and regulations of the school.

An introductory meeting for parents whose children are starting school is held in June of each year. At this meeting, an Induction Booklet, Data Collection forms and relevant policy documentation are distributed.

As a school, we have strong, reciprocal working relationships with our local pre-school providers. Our Primary 1 teachers will meet with the local Nursery School teachers in Term 3, prior to admissions in September. This is a very important meeting as it allows us to find out how each child has progressed in Nursery and also provides important information regarding individual pupil needs.

It is the policy of our school to arrange our **Primary 1** intake taking account of gender, age, any known additional learning need requirements and relevant advice from our pre-school providers.

It is also our policy to review class compositions at the end of each year, but specifically at the end of Foundation Stage (P2) and Key Stage 1 (P4). At this time, classes may be re-constituted with the aim of ensuring optimal educational provision for all pupils is realised and the most effective and efficient use of resources within the school is achieved.

CURRICULUM POLICY STATEMENTS:

It is the policy of the Board of Governors of St Patrick's that all the pupils will be offered their full entitlement under the Northern Ireland Curriculum within the resources available and the school will go beyond that entitlement where there are particular abilities among the staff.

GENERAL PRINCIPLES:

The staff wish to nurture each child's natural sense of wonder so that they leave St Patrick's with good working habits and a desire to learn more. We consider it important that children learn to apply themselves to the work in hand and that they gradually assume responsibility for their own learning.

PARENTAL COMPLAINTS:

There is a common agreed policy in schools for dealing with complaints that might arise in relation to school administration and its responsibilities. This policy is presently under review (2017-18). If there arises a situation where a parent/guardian wishes to make a complaint, these should be directed initially to the child's class teacher. If this is not feasible, parents should put their complaint in writing to the Principal. If the matter is not resolved, the complaint must be put in writing to the Board of Governors of the school and addressed for the attention of the Chairperson. If the complainant is still dissatisfied with the outcome of the investigation into their complaint, they can refer the matter to the Office of the Northern Ireland Public Services Ombudsman (NIPSO). A working policy detailing how complaints are dealt with is available from school.

CURRICULUM DETAILS:

The Northern Ireland Curriculum aims to empower young people to achieve their potential and to make informed and responsible decisions throughout their lives.

The objectives of the Curriculum are:

- 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 the environment.

These curriculum objectives will infuse the Cross-Curricular Skills of Communication, Using Mathematics, Using ICT and Thinking Skills and Personal Capabilities: Managing Information, Working with Others, Problem Solving, Decision Making, Self Management and Being Creative.

The Areas of Learning:

- The Arts;
- Language and Literacy;
- Mathematics and Numeracy;
- Personal Development and Mutual Understanding;
- Physical Education;
- The World Around Us;
- Religious Education.

These areas of learning will incorporate Assessment for Learning and will promote and encourage Learning Experiences and foster attitudes and disposition.

Parents will be kept informed of any changes in the Curriculum as they occur.

In addition to the more academic subjects, St Patrick's has a long tradition of extra-curricular provision and achieving excellence in Music, Art and Drama and Sport. All pupils will be engaged in singing and music-making using percussion. We have the assistance of Music tutors from the Education Authority for the following instruments: string, wind, brass and percussion. The school choir performs at many events throughout the year.

ASSESSMENT:

Parents are kept informed of their children's progress through meetings and an end-of-year written report. Parents are invited into school in Term 1 to discuss their child's initial progress and development (including behaviour) with the class teacher. Parents are also invited in to meet with their child's teacher during Term 2 (depending upon year group). Parents are welcome at any time during the year to come to school to meet with the teacher or Principal by appointment. A written report for each child is provided to parents in the final term.

Assessment is an integral part of teaching and learning within our school. Through informal class observation, weekly assessments and also more formal baseline, screening, and standardised assessments, an educational profile of each child is produced. All this assessment is on-going and necessary for teachers to plan their short and long term programmes. During the year, samples of children's work in Literacy, Numeracy and ICT in all classes are collected and used for internal standardisation and assessment.

SCHOOL POLICIES:

Inspection of any documents, required to be made available under Department of Education regulations, may be seen by appointment. Essential school documents will be made available on the school web site.

THE SCHOOL DAY:

8.45 am	Playground supervision begins
9.00 am	Class Begins for all Year Groups
10.30 am - 10.45 am	Morning Break for P1 - P3 Year Groups
10.45 am - 11.00 am	Morning Break for P4 - P7 Year Groups
11.55 am - 12.40 pm	Dinner P1 - P3
12.45 pm - 1.30 pm	Dinner P4 - P7
2.00 pm	School ends P1 - P2 (P3 in Term 1/2)
3.00 pm	School ends P4 - P7 (P3 in Term 2 and 3)

HOLIDAY ARRANGEMENTS:

At the beginning of Term 1, parents are provided with a school holiday list for the academic year. The school calendar is also available to view on the school website.

In the event of school having to close unexpectedly, (eg, adverse weather, electricity power supply disruption,,,) or any other form of emergency closure, every attempt will be made to notify parents using our text service and other arrangements as detailed in our Emergency School Closure policy and procedures, to enable them to make alternative arrangements. Parents are asked to ensure school has an up-to-date record of addresses and telephone numbers including mobiles.

RELIGION:

In our school, all children are welcome to grow in their own faith. As a Catholic school, we promote the ethos, values and practices of Catholic education. The school shares with the parents and the Church responsibility for each child's moral and religious education. It is important that all three partners work together to nurture this spiritual development.

We believe that faith in Jesus Christ is central to each child's personal and intellectual development. In St Patrick's, Religious Education is much more than a subject in the class timetable because it permeates the whole life of our school, holding a central position in every aspect of the curriculum. We achieve this through the totality experience in the school and through a religious programme based on the recently updated "Grow In Love" series which is being introduced, on a rolling basis, throughout the school.

Our school uses a range of opportunities to worship and celebrate through attendance at weekly school assemblies, sacramental meetings, prayer services and parish events.

The children in Primary 4 are prepared for the Sacrament of Penance and First Holy Communion and in Primary 7 children are prepared for and receive the Sacrament of Confirmation.

Our school chaplain, Fr. Thomas McHugh, visits school regularly to participate in the assist in the development of faith provision within the school. There are Prayer Services for Primary 1, 2 & 3. There are class masses for P4 and P7 to which parents are invited. P4 - P7 classes attend Mass in St Patrick's Cathedral at other times throughout the year.

During "Catholic Schools Week" we hold a special Prayer Service for Primary 3 grandparents.

CHILDREN WITH ADDITIONAL LEARNING NEEDS:

Throughout their school journey, some pupils may experience difficulty in fully accessing the curriculum and may require additional support to assist in their learning. This individualised support may be best provided through working with their teacher / another teacher in a small group setting, access to more specialised educational programmes and resources or the support of outside educational personnel to meet specific need. In our school, each class teacher will have initial responsibility for providing support to those children who require additional educational help. This support will usually be provided in the child's own classroom, but on occasions, the child may be withdrawn in small groups for additional support in literacy or numeracy with a support teacher. Our school works closely with staff within our Education Authority in determining identified children's additional needs and access to support available.

ORGANISATION:

Classes in the school are of mixed ability groups usually within the same age range. In exceptional circumstances the need may arise to have some vertically grouped classes, classes comprising of children from two year groups (composite classes). This depends on the number of pupils in each year group, staffing arrangements and financial considerations. Composite classes are arranged using specific criteria including gender, age and pastoral care. Teachers use a combination of group and whole-class teaching. Extra consideration is given to children in need of support with their learning.

HOMEWORK:

The school sees a value in children engaging in homework as a means of revising work completed in class, reinforcing new concepts taught and as a means of working closely with parents as shared educators of their child/ren. Homework tasks are also invaluable in finding our personal or project based information, in involving parents in their children's studies and in the development of good work habits. The responsibility for overseeing completion of homework is that of the parents. Copies of the school's homework policy can be accessed from the school's website or is available on request from the school office.

PASTORAL CARE ARRANGEMENTS:

The school recognises its responsibility to do everything to care for each pupil's physical and emotional well being and with this in mind will endeavour to provide a comfortable and safe environment for learning. The class teacher is concerned not only for the pupil's educational progress but also for his/her personal and social development.

St Patrick's has a very strong commitment to Home-School Links. School Policy is to involve all teachers and all parents in creating an open, welcoming atmosphere for educational co-operation to take place. We are most grateful for the help and support we receive from parents.

Every effort is made to ensure that parents are made aware of the school's aims, objectives and policies and of their child's individual needs, progress and achievements. Parents are kept informed through meetings and reports of their children's progress. There are class meetings with parents in each year group in the early part of the school year. These are followed by pre-arranged meetings with parents of individual children. Parents are given a formal invitation in October to discuss their child's progress and behaviour with their child's teacher. Parents may at any time during the year see the class teacher or Principal by appointment.

The school supports the principle that every child has the fundamental right to be safe from harm. This principle is embodied in our Pastoral Care Policy. We wish to ensure that there are arrangements in place, which protect children from physical, social, emotional and intellectual harm. The school implements a Personal Safety Programme.

A copy of the school's Pastoral Care Policy is given to all new parents and is also available on the school's website and on request from the school office.

In all cases, it is school policy to act in the best interests of the child.

SAFEGUARDING & CHILD PROTECTION ARRANGEMENTS:

We in St. Patrick's take very seriously our safeguarding responsibilities and seek to promote a clear and supportive safeguarding ethos, coupled with specific guidance for all stakeholders which informs our policies and practices in ensuring each child is safe and secure.

Our Child Protection Policy has been drawn up in consultation with all school stakeholders and in accordance with current regulations.

We have an established School Safeguarding Team comprising of:

- **Designated Teacher (Mrs Leah Mc Aleavey);**
- **Deputy Designated Teacher (Mrs Colleen O' Shea);**
- **Deputy Designated Teacher (Ms Niamh Kerr);**
- **School Principal (Mr Sean Mc Kinley);**
- **Designated Governor for Child Protection (Mrs Cathy Mc Cann);**
- **Chair of Governors (Mrs Anne Rath)**

PUPIL SAFEGUARDING:

If parents have any concerns in relation to any aspect of Child Safeguarding, they should contact the school and speak to the Designated Officer for Child Protection, Mrs Mc Aleavey or in her absence, Mrs O'Shea / Ms Niamh Kerr as Deputy Designated Teachers. The Principal is also a member of the school's safeguarding team and can be contacted regarding any concerns. Child Protection information leaflets and policy are also available on school's website and on request from the office.

If a parent wishes to collect his/her child during class time and it hasn't been notified in writing to the child's teacher in advance, they must seek permission from the Principal / Vice-Principal. Pupil withdrawals from school should be kept to a minimum. On the occasion of a child being removed from school during the course of the day, a parent /guardian should report to the office and arrangements will be made for the child to meet them there. The withdrawal should be recorded in the appropriate book.

Under NO circumstances should a parent/guardian go directly to a child's classroom with a message or to arrange for their withdrawal from school.

Holidays during term time are not in line with agreed Departmental of School Attendance Policy and can therefore not be approved of.

If a child is absent from school, due to sickness, medical appointments etc., we ask that parents telephone school to make the teacher aware. Upon the child's return, a written note should accompany the child, detailing the reason for the absence.

During the course of a school day, if a child is sick or injured, it is agreed policy that school will telephone the child's contact list as provided by parents to inform the parent, or agreed representative, where possible. The parent should then arrange for the child to be collected at the school.

We seek to work closely with members of the Education Authority's Education Welfare Team to assist with issues relating to pupil attendance matters.

PROMOTING POSITIVE BEHAVIOUR:

Good, positive discipline is essential to create an environment conducive to effective learning. The school wishes to promote and reward good behaviour. While the school has a discipline management structure outlined in the Positive Behaviour Management Policy, parents are primarily responsible for the behaviour of their children.

In school, we try to avoid discipline problems by valuing pupils' achievements, giving encouragement and praise for effort, celebrating pupil achievement and success and developing good self-esteem among our pupils. Each month there is a special awards assembly to celebrate their success.

It is school policy to promote courtesy, mutual respect, good manners and consideration for others at all times.

The children are also expected to have respect for themselves, other pupils, all adults, for the school buildings and for the property of others. In the interests of the children, we would ask parents for their co-operation and support in the whole area of behaviour and discipline.

A copy of our School Positive Behaviour Policy which includes details of school rules and sanctions will be made available on the school's website.

DRUGS EDUCATION:

The school has developed a Drugs Education Policy which is integrated into our Health Education Policy, our Personal Safety Programme and Religious Education. The emphasis of this programme is on the dangers involved in the misuse of tobacco, alcohol, medicines and other substances where appropriate.

With older pupils this will include advice on the dangers of drug abuse and the developing of skills to help resist negative pressures.

SPORT AND EXTRA-CURRICULAR ACTIVITIES:

It is the aim of the school that pupils experience as wide a range of sporting activities as possible. Participation in certain team games helps pupils to develop such personal qualities as the ability to share, cooperate and to compete as a team member.

The school has a well-equipped gymnasium for Physical Education and is fortunate in having a football pitch adjacent to the school for use when weather permits.

The school makes use of the swimming pool in the local leisure centre and all children in Primary 5, 6 and 7 have swimming lessons weekly. As well as developing their swimming skills, it enables the children to compete with other schools in the annual Apple Blossom Swimming Gala.

The school is very keen to involve children in sporting activities and opportunities are provided for competition with other schools in Gaelic Football, Hurling and Camogie. There is a Gaelic Football Spring League for boys and girls leading to a coveted place in the School Football Squad.

Coaching sessions are offered for a number of sports eg camogie, hurling, soccer, basketball and athletics with the help of qualified coaches.

Other Extra-Curricular Activities include a French Club, and Irish Dancing.

BREAKFAST CLUB:

St Patrick's has an established Breakfast Club which operates five days a week from **7.45am - 8.45am** where up to a maximum of 30 children can be catered for.

Further details, including booking and pricing are available from school directly.

AFTER SCHOOLS PROGRAMME:

St Patrick's has a healthy and active Afternoon Fun Club which also operates 5 days a week with 3 sessions:

Session 1: 2.00-3.00pm;
Session 2: 3.00 - 4.00pm;
Session 3: 4.00 - 5.00pm.

Both of these Clubs are very popular and further details are available by contacting the school.

Attendance of pupils at these clubs must be agreed in advance with respective staff as there are upper limits to numbers in attendance at any individual session as well as specific staffing considerations that must be planned to ensure acceptable supervision levels are in place

SCHOOL UNIFORM:

The school uniform consists of a jade green sweatshirt, a navy/white polo shirt and navy trousers, tracksuit bottoms or skirts which can be bought locally. The sweatshirt has the school badge embroidered on it. Children are also required to dress appropriately for physical education in the school gymnasium. (T shirt, shorts and trainers)

CHILDREN HELPING OTHERS:

We always encourage our children to take an interest in those who are in need. We collect in school for many charitable concerns, causes and organisations. The children are encouraged to give a little from their own pocket money or to deny themselves some small treat so that they may be conscious of making some personal sacrifice for others.

A special effort is made during the season of Lent for Trócaire.

There may be sponsored events held during the year to help raise money for various charities.

ADDITIONAL INFORMATION:

In line with the recent DE Healthy Food for Healthy Outcomes - Food in Schools Policy(2013) schools are required to communicate with parents and children the recommendations within this policy: (www.deni.gov.uk/food-in-schools-policy.htm). Our school and Governors endorse the recommendations within the policy and ask parents to consider reducing/stopping the practice of sending chocolate bars, crisps, sweets and fizzy drinks in the child's lunch box. In the interests of safety, drinks should be in plastic containers or flasks.

SCHOOL MEALS:

School meals are provided in the school dining hall. The cost at this time is **£2.60** per meal. Parents of pupils who take school meals regularly are requested to pay for the week's meals on the first school day of the week.

Children have free access to milk, water and fresh fruit.

Application Forms for entitlement to free school meals/ uniform allowances (FSM) are available from the school secretary.

SCHOOL LUNCHES:

Parents are requested not to give solely chocolate bars and fizzy drinks in the child's lunch box. In the interests of safety, drinks should be in plastic containers or flasks.

Glass bottles and tins are **NOT** permitted.

We presently have a number of pupils throughout the school with diagnosed FOOD ALLERGIES. We have specifically pupils with diagnosed NUT ALLERGIES and ask that all parents take note when selecting items for their child's lunchbox.

HEALTHY BREAK / SNACK:

Pupils can purchase a healthy fruit 'snack-pack' and bottles of water at breaktime in school.

SCHOOL MILK:

Semi-skimmed milk is provided in school for those who wish to have it. The only proviso is that once your child undertakes to have a third of a pint of milk daily he/she is committed to taking it throughout the year. The cost per carton is set at the beginning of the academic year and the money is normally collected for the whole term at the start of each term. As the dairy charges for all cartons which are delivered, we regret that no refunds can be made for children's absences from school.

CHARGING AND REMISSIONS POLICIES:

Charging and remissions policies are in accordance with regulations laid down by the Department of Education.

Due to increasing financial constraints impacting on schools, parents are asked to help offset the cost of specific curriculum provision eg. music tuition, swimming, transport...

The school may, from time to time, appeal to parents for voluntary contributions for school trips and admissions to events but it is stressed that no child will be disadvantaged in any way if parents choose not to make a contribution.

Written parental consent will be required before a child participates in school trips.

DATA PROTECTION:

Our school requests from parents information relating to their children that may be personal or sometimes sensitive. The school seeks to comply with relevant Data Protection legislation and ensures that all appropriate systems and policies are put in place to safeguard this data. Parents will always be informed of the reason for the request for personal information and how the information is to be processed. At no time will the school provide parents information to third parties unless directly related to their educational provision.

CONCLUSION:

The Board of Governors of St. Patrick's Primary School realises that the information contained in this prospectus is limited. Parents are very welcome to make arrangements with the Principal to visit the school to discuss our plans for meeting your needs regarding your child's education.

School policies are provided to parents on a regular basis. These policies are reviewed and updated annually.

The information provided in this Prospectus is correct at time of going to press.

Any significant changes to the information contained herein will be communicated to parents as necessary.