

# St Patrick's Primary School and Nursery Unit, Rasharkin. Prospectus 2015-16

St. Patrick's Primary School and Nursery Unit  
8 Gortahar Road, Rasharkin, Ballymena, BT44 8SB

Tel: (028) 29571356  
Fax: (028) 29571016



Principal: Mr N. McCann

Dear Parents,

The staff, children and governors of St. Patrick's P.S., welcome you and your child to our school. We will do our best to ensure that the years your child spends with us will be happy and rewarding.

We pride ourselves on being a caring school, a school where everyone shares a common goal – to do the very best for the children in our care so that all pupils succeed. We believe that parental involvement and support is vital if children are to reach their potential.

This prospectus has been created to provide you with information about the school and to give you as wide a picture as possible about what it is like to be a pupil of St. Patrick's. It gives lots of practical information regarding uniform, policies and procedures so that we can work together to achieve the best educational experiences for your child.

Please feel free to contact me if you wish to find out more about what we offer, to discuss this prospectus or to arrange a visit to look around the school.

Once again, I wish your child every happiness and success during their time at St. Patrick's Primary School and I look forward to working in partnership with you to achieve this.

Yours sincerely,

*Noel McCann*  
**Principal**



# St Patrick's Primary School and Nursery Unit, Rasharkin. Prospectus 2015-16

## SCHOOL STAFF

### Board of Governors

#### **B. Carey (Chairman)**

Mr J. Mooney (Vice-Chairman)  
Mr N. McCann Principal  
Mrs B. McMullan  
Re. Fr. J. J. Murray P.P.  
Mr D. O'Neill

Mrs E. McKeever  
Mr C. Mullaghan  
Mr P. Kennedy  
Mrs M. Rafferty

### Teaching Staff

Mr N. McCann (Principal)  
Mr T. McCann (Vice-Principal)  
Mrs B. McKinney  
Mrs L. O'Céannubháin  
Miss M. McGowan

Mrs G. McFadden  
Mrs P. McCloskey  
Mrs C. McKee  
Miss E. McGarry  
Mrs A. Kennedy

Mrs M. Rafferty (Nursery teacher)

### Ancillary Staff

Mrs B. O'Mullan (Secretary)  
Mrs M. Henderson (Caretaker)  
Mrs L. Kearns (Cleaner)  
Mrs C. Cassidy (Cleaner)

### Supervisory Assistants

Mrs P. McAleese  
Mrs C. Baird  
Mrs B. Crawford  
Mrs B. Quinn

### Classroom Assistants

Mrs B. McNeill (Nursery)  
Miss C. Boyle (P1)  
Miss L. Carey (P2)  
Mrs J. O'Kane  
Mrs L. McFerran  
Miss S. O'Boyle  
Mrs B. Crawford

### Kitchen Staff

Mrs L. McMullan  
Mrs L. Kearns  
Mrs J. McNeill

### School Crossing

Mr J. Henderson

### **MISSION STATEMENT**

In our school we are committed to the values, attitudes, beliefs and practices of our Catholic faith. We recognise the role all members of our school community-children, teachers, non-teaching staff, clergy and governors have in contributing to the well-being of each child.

As a staff we work as a team, recognising the individual talents and expertise of our colleagues. We strive to create an atmosphere where all members of the school community, through their relationships with each other, experience God's love. Our teaching programmes are implemented in order to help our pupils achieve their full potential.

We recognise and value the important role which parents play in their children's education. Every effort is made to ensure parents feel welcome in the school, that they are aware of our school's policies and that together we recognise their child's needs and achievements.

Our overall mission is to provide an environment in which pupils, staff and parents can experience excellence within a caring, and supportive community.

We promote high achievement and learning for life by working with children:

- To achieve high standards in all areas of development.
- To develop a thirst for knowledge that will develop life-long learners.
- To enhance their self-esteem so that they respect themselves, others and the environment.
- To develop learners who can work independently and collaboratively.
- To help them reach their full potential and to make informed and responsible decisions throughout their lives.
- To promote equality before God.

To achieve these aims we will:

- Provide opportunities for the spiritual, moral, cultural, intellectual and physical development of pupils.
- Provide education of the highest quality with an enriching programme of extra-curricular activities.
- Promote close links between school, home and parish.
- Provide innovative teaching supported by a commitment to staff development.
- Develop a school ethos of faith, support, challenge and respect.
- Create a stimulating environment with rich, varied resources including appropriate new technologies.
- Be committed to valuing staff and pupils.

## **St Patrick's Primary School and Nursery Unit, Rasharkin. Prospectus 2015-16**

### **THE AIMS OF THE SCHOOL**

St. Patrick's Primary School is a Catholic school committed to the aims of Catholic education.

*In this school we aim:*

- To provide a broad and balanced curriculum for children of all ages promoting a thirst for knowledge that will develop independent learners.
- To provide opportunities to enhance and enrich children's learning experiences across the curriculum through the use of modern communication technology.
- To provide opportunities for the spiritual, moral, cultural, intellectual and physical development of each and every child at the school, and thereby of society.
- To prepare pupils for the opportunities, responsibilities and experiences of adult life.
- To promote close links between home, school, parish and the wider community.
- To promote pastoral care, incorporating fairness, compassion, tolerance and forgiveness, whilst setting high standards of behaviour and respect for others.
- To develop and enhance personal qualities such as personal autonomy, self-esteem and self-discipline.
- To promote a variety of experiences for the children to help them progress to the best of their ability in a variety of contexts and so experience success.
- To help our pupils appreciate their environment, both in their local community and in the wider world and to encourage them to be actively involved in caring for the environment.
- To promote healthy living.

### **HISTORY**

In 1972 St. Patrick's P.S., Dreen, St. Peter's P.S., Slaght, St. Mary's P.S., Craigs and St. Columba's Primary School in the Plains amalgamated and a new school was born - St Patrick's Primary School, Rasharkin.

The school has a current enrolment of 195 pupils made up of pupils from the village and the surrounding areas. Many of these children come from other cultural backgrounds including Poland, Lithuanian Republic, Latvia and the Ukraine.

In addition to the main school a nursery unit was opened in 2001 and offers full time provision to an additional 26 children.

## **St Patrick's Primary School and Nursery Unit, Rasharkin. Prospectus 2015-16**

### **RESOURCES**

The school is very well-resourced and all classrooms have interactive whiteboards; the school has a modern and colourful dining area for pupils and a separate hall for P.E. with its own stage for school productions.

Outside there are two large playgrounds and an outdoor learning area which was developed with Big Lottery funding. A pitch to the rear of the school has been developed for the school by St. Mary's G.A.C. with support from the parish and this has added extensively to the play and sporting facilities of the school.

### **ETHOS**

St. Patrick's P.S. provides a caring, inclusive and supportive environment for all its pupils. There are successful local community links which include a strong partnership with Rasharkin Primary School as well as links with Rasharkin Play-group, the local After-Schools Club and local post-primary schools.

Central to our school ethos are the values of self-respect, respect for others, tolerance, co-operation, forgiveness and sharing. As a Catholic school this ethos is developed primarily through our religious education programme.

Self-discipline and a sense of right and wrong are also developed through the school's Pastoral Care programme, the use of Circle Time, School Council, school assemblies and by working in conjunction with outside agencies such as the NSPCC and Save the Children. Care for the environment is very much a feature of the school and the ECO Green Flag was first awarded in 2010 in recognition of the school's commitment to environmental work.

We are also very proud of our Investors in People Bronze Award which has been given as acknowledgement of our commitment to staff and pupils.

### **THE RELIGIOUS EDUCATION PROGRAMME**

Our religion programme, which is based on the Alive-O Programme, goes beyond the basic requirements of a core Religious Education syllabus. It prepares each child for participation in the liturgy and the sacraments of the Catholic Church. Religious Education is time-tabled for each class on a daily basis but it also pervades the whole life of our school. Children participate in Masses, monthly assemblies and other celebrations of our catholic faith. St. Patrick's P.S. is a Catholic school but we welcome children from other faiths and backgrounds.

## St Patrick's Primary School and Nursery Unit, Rasharkin. Prospectus 2015-16

### THE SCHOOL DAY

The school day is timetabled as follows:

9.10 a.m.	Pupils' day begins
10.45 a.m. - 11.00 a.m.	Break time
12.00 noon	Dinner break (Key Stage 1)
12.30 p.m.	Dinner break (Key Stage 2)
12.40 p.m.	Afternoon class begins (Key Stage 1)
1.10 p.m.	Afternoon class begins (Key Stage 2)
2.00 p.m.	Day ends for P1 & P2 (P3 Mon and Fri only)
3.10 p.m.	Day ends for P4 - P7 (P3 Tues, Wed and Thurs)

### AT WHAT TIME DO LESSONS START?

Children should not be in the school grounds before 8.45 a.m. as teachers cannot accept responsibility for their safety before this time. Pupils will not be admitted to the school until 9.05 a.m. unless the weather is very inclement, in which case they will be supervised in the assembly hall from 8.45. Prompt collection of P1-P3 children at 2.00 p.m. is particularly important for two main reasons. Firstly, children feel anxious that they have been forgotten about if they are not collected on time and secondly, teachers of these classes have other teaching duties after 2.00 p.m.

It is also important that children leave the school promptly at 3.10 p.m.

**Please note:** If travelling by bus or walking, the highest standard of behaviour is expected and those walking should go directly to their respective homes as soon as possible for their own safety. It is school practice to contact parents if there are concerns about their child's behaviour or safety while travelling to or from school.

### WHAT HAPPENS IF MY CHILD IS LATE?

In accordance with attendance requirements the roll is taken twice each day, first thing in the morning and again after lunch. With the exception of bus children all pupils should be in class by 9.10.

Children who arrive late miss the start of lessons, the correcting or setting of homework and are a distraction to the other pupils in class.

Pupils arriving after 9.10 are considered late and recorded as such. Parents will be contacted if children are persistently late on arrival.

## **St Patrick's Primary School and Nursery Unit, Rasharkin. Prospectus 2015-16**

### **HOW DO I COLLECT MY CHILD EARLY FROM SCHOOL?**

All parents/guardians/visitors who come to the school to collect children or to deliver a message must report to the school office. The secretary will send for the child or deliver the message.

No visitors may walk through the school unless they have the principal's permission or are accompanied by a member of staff. This is in keeping with the requirements of Child Protection guidelines.

Children should only be collected early from school in exceptional circumstances e.g. medical appointment. Children who leave before the end of the school day are recorded as absent. A reason must be given when children leave school early.

### **HOLIDAY ARRANGEMENTS**

The school holidays for 2015-2016 are:

October 2<sup>nd</sup>, 29<sup>th</sup> and 30<sup>th</sup>

December 21<sup>st</sup> – 31<sup>st</sup>

January 1<sup>st</sup> & 4<sup>th</sup>

February 15<sup>th</sup> and 16<sup>th</sup>

March 17<sup>th</sup>, 24<sup>th</sup> to 31<sup>st</sup> inclusive

April 1<sup>st</sup>

May 2<sup>nd</sup> to 6<sup>th</sup> inclusive 27<sup>th</sup> and 30<sup>th</sup>

There are additional days to be taken for other holidays and for staff training. Details of these dates are sent home each term.

### **ATTENDANCE**

Children should not be taken out of school for family holidays during term-time. When pupils are away from school at this time they miss out on teaching which can cause problems when they return. It is not school policy to set work for pupils to do during holidays taken during term-time.

If a pupil's attendance drops below 85% the school is required to record this and as a first step parents will be contacted by letter. If attendance level does not improve the school must inform the Education Welfare Office who will then contact parents directly to address the reason for absence.

Should your child be absent for any reason a written or verbal explanation must be given.

## **COMPOSITION OF CLASSES**

We have two types of class structure - single-year classes and composite classes. Single-year classes are formed by putting together a number of children of the same age group into a single class e.g. all the primary 3 pupils into one class. This is not always possible and so we also have composite classes e.g. a P3/4 class made up of both P3 and P4 pupils. In a school of our size it is inevitable that composite classes will arise. When they do arise every effort is made to ensure that classes are balanced according to gender, ability, friendship groupings etc. We also try to ensure that such classes are kept as small as possible.

Parents are informed in writing about class arrangements in their child's end-of-year report which is sent home at the end of June.

## **HOMEWORK**

It is school policy to set regular homework for all classes as it is regarded as an integral part of pupils' learning. Parents should recognise that this is an important activity which should be supervised and carried out away from distractions such as the television. We would encourage parents to work closely with teachers in relation to homework and ensure that homework given is completed in full. School books which are sent home should be taken care of and if lost parents may be asked to pay for replacement copies.

It should be noted that homework may not always be written work. Reading and the learning of work are also very important aspects of homework. In P1 and P2 homework is of a more practical nature. It is still important that it is completed and all resources returned to school. Parents should contact the school if they have any concerns about their child's homework, similarly teachers will inform parents if they wish to discuss a child's homework.

Children who are sick are not expected to do homework. Work will not be sent home to children who are sick unless the absence is long-term and the pupil is able to complete it.

## **COSTS**

We ensure that activities organised wholly or mainly during the school day are made available for all pupils at no cost to parents. Parents are asked, however, to contribute to the cost of school trips and swimming lessons. These costs are often subsidised by school funds and so charges are kept to a minimum. Pupils who receive music tuition from NEELB staff will be charged for this service. The Board of Governors reserve the right to make charges for optional extras.

## **HEALTH and SAFETY**

We are committed to ensuring the health and safety of all children while they are at school. They will be supervised at all times in all places. The school building is monitored regularly for potential hazards which if identified are dealt with immediately. Procedures are in place to deal with accidents when they occur and for dealing with children who become ill during the day. Children are also taught lessons dealing with personal health, care and safety.

To assist us in the above we would ask parents for co-operation in the following:

### **1. Collecting and leaving children at school**

In the interests of safety parents are asked to park in the school car park and guide their children across the road.

**Please do not park in the spaces reserved for the school buses.**

### **2. Medication**

In keeping with guidelines staff cannot administer medicines to pupils. If your child requires medication during the school day it is important that you contact the school office.

### **3. Jewellery**

In keeping with Health and Safety guidelines hooped ear-rings are not permitted at any time due to the risk of injury. Pupils may be asked to remove items of jewellery if staff feel they pose a health and safety risk.

### **4. Playtimes**

It is school policy that children go outside at break and lunchtime every day weather permitting. Pupils are supervised by staff during all playtimes.

### **5. Illness**

Pupils should, of course, only attend school when they are well enough to do so. If your child is too ill to go out to play at break or lunch time then he/she should not be in school. When pupils take ill during the school day we will contact you immediately.

### **6. Physical Education**

P.E. is a compulsory part of school education and all children are expected to participate. Pupils from P3 to P7 change for P.E. lessons and for after-school sports.

### **7. Personal Details**

The school must be informed if there are any changes during the school year to any of the following:

Change of address

Change of contact persons

Change of telephone numbers

Any medical condition that the school is not already aware of.

## **St Patrick's Primary School and Nursery Unit, Rasharkin. Prospectus 2015-16**

### **BREAK and LUNCH (no Nuts)**

We work with our community dental team and dietician to help create a health promoting school environment. To this end we operate a Healthy Break policy and only allow the following snacks to be taken:

- Fruit or vegetables
- Milk or water
- Any bread based products (sandwiches, pancakes etc.)

If, for medical reasons, your child has other dietary needs you should contact the school.

At break-time the school tuck-shop sells a wide range of fruit at a cost of 25p per item. Toast is also available at 25p per slice.

The school canteen provides a varied and excellent menu at a cost of £2.50 per day. Please keep packed lunches healthy, **nut free**, and have minimal packing. Milk is available each day and is ordered at the start of each term. Milk costs 20p per day.

All monies sent to school should be bagged and labelled with your child's name.

### **CULTURAL and SPORTING ACTIVITIES**

We are closely involved with the Youth Sport Programme and try to offer a range of after-school activities to our pupils throughout the year such as soccer, netball, tennis and basketball. These courses run for five-weekly sessions and are taken by qualified coaches assisted by staff from our school.

In addition to these sports, our own staff work with other qualified coaches to develop interest and skills in Gaelic football and hurling/camogie.

Our pupils participate in competitions with other schools. These help develop a pride in our own school, teamwork, discipline and respect.

Some of the other activities that we offer include swimming for P5-P7 children (which is a statutory part of the school's curriculum) and cycling proficiency. Music is another very important part of school life. Tuition is offered in flute, guitar, ukulele, violin and cello and the school's own traditional group also features pupils who play the harp, tin whistle and flute.

### **PARENT/TEACHER ASSOCIATION**

A new Parent/Teacher Association has been formed to strengthen home/school links, to help raise money to provide trips for our pupils and to widen the experiences of the children. Parents who are interested in joining the PTA should contact the school office.

## **THE SCHOOL UNIFORM**

All pupils are expected to wear the school uniform which gives them a sense of pride and identity and removes the difficulties of peer pressure associated with dress sense. The school uniform also helps to develop the right mind set for school-work, supports positive behaviour and discipline and so ensures more effective teaching and learning.

The school uniform can be purchased from the official supplier, **Select Schoolkidz**, Church Street, Ballymena. For your convenience the uniform is available in the shop all year round and many of the items can also be purchased in other shops and stores.

The school uniform consists of the following items only:

- School sweatshirt ( green with logo)
- School polo shirt ( white )
- Skirt/trousers ( grey)

Sportswear is not part of the school uniform and should not be worn by pupils at any time as a substitute for the school uniform. Please ensure that all items of uniform are clearly labelled throughout the year as names can wash off after cleaning.

## **PUPILS' PROPERTY**

Pupils should not bring valuables to school. Mobile phones, electronic games or devices are not permitted in school and the school does not accept responsibility for the loss of pupils' personal belongings.

While the wearing of any type of jewellery is not permitted during P. E. we strongly discourage the wearing of jewellery at all times. Sometimes jewellery is a distraction to the wearer and other pupils and there is always the risk of small items getting lost or broken. This is often a source of distress to pupils and is, as already noted, a risk to safety during P.E. lessons and other physical activity.

All items of property, all pieces of uniform and P.E. gear should be clearly marked throughout the year so that if found can be returned correctly.

## **PASTORAL CARE POLICY STATEMENT**

We pride ourselves on the high quality of our pastoral care programme which was recognised in our last inspection as being one of the strengths of the school.

Pastoral care permeates all aspects of school life and reflects the values, attitudes, beliefs and practices of our Catholic faith. It involves all members of our school community: children, teaching and ancillary staff and all the other adults who contribute to the well-being of each child.

The atmosphere of our school is based upon good relationships between staff, pupils and parents. As a staff we work as a team recognising individual talents and expertise.

## **St Patrick's Primary School and Nursery Unit, Rasharkin. Prospectus 2015-16**

Through our pastoral care policy we endeavour to provide our pupils with:

- A pleasant, caring and safe environment where each child is helped to develop mentally, physically and emotionally.
- The right to be listened to, to be respected, and treated equally so that self-confidence and self-esteem can be developed.
- Opportunities to take responsibility and develop clear attitudes and values in a moral context.
- The ability to develop and maintain healthy relationships.
- The ability to recognise unwelcome behaviour in others and acquire the confidence and skills they need to keep themselves safe.
- The right to be treated as a valued member of our school community regardless of home background or academic ability.

### **DISCIPLINE POLICY STATEMENT**

Teaching and learning cannot take place effectively without effective discipline. We believe that positive approaches must be used to maintain school discipline. Our approach will closely correspond with the general aims of the school. Careful consideration will be given to the needs of the individual pupil.

The main elements of this positive approach will be:

- Suitable curriculum content
- Classroom organisation
- Teaching methods
- Good pupil /teacher relationships in an atmosphere of mutual trust
- Pupils are given opportunities to share concerns and become involved in school decisions through the use of Circle Time and School Council

Discipline is fostered by encouraging a sense of respect for others and their property. We wish to ensure that our school is a happy, secure and caring environment in which to learn and play.

In order to achieve this all pupils are expected to follow the school's rules. All decisions made in relation to pastoral care are made in the best interests of the children in our care.

Staff are committed to ensuring acceptable codes of behaviour which a parent would reasonably insist upon at home.

## **St Patrick's Primary School and Nursery Unit, Rasharkin. Prospectus 2015-16**

Parents will be consulted if the school has a concern about their child's behaviour.

As a school is, in many ways, an extension of the home, it is important that parents and teachers work together.

**When a child is enrolled at St. Patrick's P.S. parents are expected to support the ethos and policies of the school.**

### **ANTI –BULLYING PROCEDURES**

In St. Patrick's P.S. we aim to create an atmosphere where children who feel they are being bullied, or those who are aware of it, feel that they will be listened to and that action taken will be swift and firm whilst at the same time recognising the concerns of pupils involved. In the light of this, it is essential that the school is made aware of any suspected incidents as soon as they arise.

Bullying is considered to be a serious offence and will be treated as such. The bully must be made aware that the behaviour is unacceptable and has caused distress. The victim must realise that revenge is not appropriate.

Every effort will be made to resolve the problem through counselling of both parties, and, where and when appropriate, sanctions will be applied.

Parents of both the victim and the bully will be informed of the situation and also how it has been dealt with.

If the alleged bullying behaviour persists, further action will follow. Sanctions will be considered by the Principal in consultation with the relevant teacher, taking into account the nature of the incident.

When staff believe bullying is happening they will talk to pupils concerned and find out what has been going on. If appropriate, these pupils may be asked to write an account of the incident. It is the school's view that the most effective way of dealing with bullying is through the continued and determined actions of all members of staff.

Teachers will be vigilant at break and lunchtimes in the playground and other areas when opportunities for bullying are presented. Teachers will also be aware of inappropriate language by pupils both inside and outside the classroom, and try to prevent such behaviour.

Teachers will use methods which encourage co-operative work, as well as encouraging pupils to extend their relationships beyond a small group of close friends for example through the use of Circle Time.

Personal Safety programmes are part of our pastoral care procedures and are used to help pupils develop a range of skills including assertiveness and communication, enabling them to recognize dangerous situations and develop strategies for dealing with them.

**ANTI-BULLYING POLICY**

Bullying is "deliberately hurtful behaviour, repeated over a period of time, where it is difficult for the victim to defend him/ herself."

(Pastoral Care in Schools: Child Protection)

Bullying is not the same as isolated acts of aggression which are dealt with through a school's Discipline Policy.

Bullying is **repeated and continuous behaviour** which makes other people feel uncomfortable, insecure or threatened.

Forms of bullying can be roughly classified as:

**Physical** – hitting, kicking, spitting, taking or hiding or damaging possessions.

**Verbal** – threats, name calling/slugging (including sectarian, homophobic or racist name calling), teasing, insulting.

**Emotional** – excluding someone from social groups, tormenting, spreading rumours.

**Nonverbal** – giving looks, being unfriendly, writing hurtful notes.

We aim to provide pupils with a pleasant and safe environment where each child is helped to develop mentally, physically and emotionally.

**SPECIAL NEEDS POLICY STATEMENT**

It is our aim to address the needs of pupils who have special educational needs at any time during their school life.

A child has special needs if he or she has a learning difficulty which calls for special educational provision to be made.

There are 5 stages to our provision:

**Stage 1** A teacher raises a concern about a child's progress

**Stage 2** An Individual Education Plan (usually called an IEP) is drawn up with action planned to address this concern.

**Stage 3** If the concern is not addressed the school consults with an outside agency e.g. an educational psychologist and an assessment is carried out.

**Stage 4** Depending on the outcome of the assessment the school may feel unable to meet the child's needs as part of normal teaching and an application is made for specific help.

**Stage 5** In exceptional circumstances this may lead to specific help being offered to a child such as classroom assistant support.

## **St Patrick's Primary School and Nursery Unit, Rasharkin. Prospectus 2015-16**

Parents are always kept informed of this process. Individual Education Plans are filed in pupils' records for teacher planning and are discussed with parents at Parent/Teacher Meetings.

The school has a member of staff with specific responsibility for coordinating Special Educational Needs.

### **DRUGS POLICY**

The aims of our policy are:

- To promote positive attitudes towards personal health
- To help pupils come to an understanding of appropriate and inappropriate behaviours
- To help pupils distinguish between useful and harmful drugs and to consider their use, abuse, benefits and harm
- To help pupils acquire decision-making skills

In school it is our aim to clarify the distinction between prescribed and illicit drugs for pupils. The illicit use of any legal drugs or the use of illegal drugs on the school premises will not be tolerated.

In the event of a drugs related incident occurring the staff will follow the guidelines set down by the NEELB.

### **MEDICAL INFORMATION REQUIRED BY THE SCHOOL**

When your child starts school you will be asked to complete a form requesting information about any illnesses, name of local GP and appropriate contact names and telephone numbers. It is vital that you complete this form as fully as possible as this information is processed into our computer system. This is also the information that will be accessed in the event of an accident or emergency so we must have as full a picture as possible.

### **SICKNESS**

When a child is sick or injured the school will attempt to contact the parents/guardians. In cases of emergency when a parent/guardian cannot be contacted, the doctor may be contacted or the child brought to the medical centre or hospital.

In all cases, it will be the policy of the school to act in the interests of the child.

### **INFECTIONS**

On rare occasions we may have to advise a parent to keep a child at home in order to allow a particular complaint or infection to clear up. If this is the case we will consult with you first and keep you as informed as possible. Please remember that we will be acting in the best interests of all the children in our care.

## **MEDICINES**

Teachers cannot be responsible for administering medicines in school. If a child requires these he/she should stay at home until the illness ceases.

Alternatively parents can make arrangements with the secretary to call into school to administer the medicine themselves. Separate arrangements are made when pupils have on-going medical needs such as asthma and epilepsy.

**The school must be informed at all times of such conditions.**

## **CHILD PROTECTION**

It is the responsibility of the school community to ensure that every child can develop in an environment free from abuse. We firmly believe that **the welfare of the child is paramount** and it is on this fundamental principle that we have based our Child Protection Policy. We believe that abuse can fall into one or more of the following categories:

### **1. Neglect**

The actual or likely persistent neglect of a child or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or persistent failure to carry out important aspects of care, resulting in significant impairment of the child's health or development, including non-organic failure to thrive.

### **2. Physical Injury**

Actual or likely deliberate physical injury to a child, or wilful or neglectful failure to prevent physical injury or suffering to a child.

### **3. Sexual Abuse**

Actual or likely exploitation of a child. The involvement of children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate the social taboos of family roles.

### **4. Emotional Abuse**

Actual or likely persistent emotional ill treatment or rejection resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child. All abuse involves some emotional ill treatment. This is where it is the main or only form of abuse.

Our Child Protection Policy has been drawn up following the guidelines of CCMS and DENI and details the procedures which will be followed should there be a case of abuse involving a child in our school.

## **St Patrick's Primary School and Nursery Unit, Rasharkin. Prospectus 2015-16**

The policy covers the following areas:

- Principles on which the policy is based
- The role of the Designated and Deputy Designated teachers
- Procedures which will be followed should there be an incident of child abuse
- Integrating Personal Safety into the Curriculum
- Procedure which will be followed where a complaint has been made about a member of staff
- Vetting of volunteers
- Image management
- Changing of clothes

### **VETTING**

Parents, students on work placement/teaching practice and other volunteers are from time to time involved in supervising pupils. When doing so they are always accompanied by a member of our school staff. No one can come into the school to work with children unless appropriate checks have been made.

Adults visiting the school or dropping off children are not allowed beyond the main entrance and at no times are allowed in other parts of the school building unless accompanied by a member of staff.

### **IMAGE MANAGEMENT**

The school has responsibility for the protection of pupils in relation to photographs and videos. Permission is sought from parents when pupils are enrolled so that photos can be used in relation to school life.

### **TOILETING ACCIDENTS**

To ensure the comfort and welfare of Foundation Years' pupils (P1 and P2) the arrangements relating to toileting accidents are:

If a child has had an accident he/she will be helped by the teacher or assistant, if necessary, to change and parents will be informed.

Written permission by persons with parental responsibility must be given before this arrangement can be put in place.

## **St Patrick's Primary School and Nursery Unit, Rasharkin. Prospectus 2015-16**

### **DUTY OF CARE**

If the school has concerns about the welfare of a pupil or is given information relating to a Child Protection matter then we are legally bound to deal with the matter according to procedures under the guidance of CCMS, NEELB and Social Services.  
A full copy of the Child Protection Policy is available from the school office.

If parents are concerned about the treatment of their/a child, the diagram below outlines the procedure to follow.

### **HOW A PARENT CAN RAISE A CONCERN**



**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 Teacher,  
Mr T. McCann  
or  
Deputy Designated Teacher Mr N. McCann  
Tel:02829571356**



**If I am still concerned I can talk to the chairman of the Board of Governors,  
Mr Brendan Carey**



**At any time I can talk to the Social worker – Ballymoney 276 64101  
Or  
Police Care Unit – Ballymena 028256 53355**

## **St Patrick's Primary School and Nursery Unit, Rasharkin. Prospectus 2015-16**

### **CODE OF CONDUCT**

Teachers and pupils have drawn up a Code of Conduct which is a summary of the rules of the school. We expect all pupils to follow the Code of Conduct to maintain a safe and happy school environment.

We would ask all parents to spend some time discussing these important rules with their children.

We look after ourselves and other pupils.

We look after school property.

We never do anything that might cause hurt to ourselves or others.

We move quietly and safely around the school.

We are good learners and do our best.

We show respect to the staff who work in our school.

We are honest and truthful.

### **HOME LIAISON POLICY STATEMENT**

We involve parents in their children's education and create an ethos of understanding and openness in home/school relationships. We also aim to help parents develop a positive role in complementing and supporting the work of the school in educating their children. We keep parents fully informed about school matters through our new school website, monthly newsletters, regular information bulletins and by sending home copies of school policies.

Written reports are sent out in June informing parents of pupils' progress. Parents are also given an oral report of their child's progress around Halloween and again in February. This means that parents receive information about their child's progress each term of the school year.

Should a teacher have any particular concerns about a child's progress or behaviour parents will be invited to come to the school to discuss the matter.

### **RAISING A CONCERN**

If you have any worries or concerns about any aspect of your child's education it is important that you contact the school immediately.

We assure all parents that concerns are treated seriously and every effort made to ensure that a satisfactory outcome is reached. It is important that the following steps

## **St Patrick's Primary School and Nursery Unit, Rasharkin. Prospectus 2015-16**

are taken should a concern arise.

- a) A parent should contact the office to arrange a time to discuss the concern with the class teacher. The matter may be resolved by phone at this stage.
- b) Parents may, if they prefer, request a meeting with the class teacher to discuss concerns raised.
- c) If a parent is not satisfied with the outcome of the meeting the principal may be contacted by phone or by letter to discuss the complaint.

A full copy of the school's Complaints Procedure is available from the school office. This outlines the full procedures which are followed when a complaint arises.

### **ASSESSMENT and REPORTING**

The results of Statutory Assessment tests for P4 and P7 pupils are sent home to parents with the end-of-year report. It is school practice for regular assessment to be carried out to evaluate the progress of pupils and the success of teaching strategies used.

The following are some of the common forms of assessment used:

- Teacher observations and oral questioning
- Regular ongoing assessment such as weekly spelling tests and tables
- Correction of written work in class
- Evaluation at the end of a lesson by pupils and teacher
- Tests at the end of a teaching topic
- End-of-year tests
- Formal standardised tests in mathematics and reading in May
- Statutory Assessment of P4 and P7 pupils in April
- Individual levelling of pupils' work in English and mathematics
- INCAS, an assessment carried out in the first term for P4-P7 pupils

Parents are given the opportunity to discuss their child's progress at the Parent/Teacher Meetings which take place usually at the end of October and again at the end of February. Written reports are sent home towards the end of June giving an overall assessment of progress which has been made during the school year.

Copies of reports of Primary 7 pupils are sent to the secondary schools to which they are transferring. It is also our school practice to send copies of all reports to another school if a pupil transfers there during their Primary 1 to Primary 6 years.

Parents can also request a meeting to discuss their child's progress at other times of the year by making an appointment through the school secretary. If we have a concern about a child's progress parents will be invited to discuss the matter.

## St Patrick's Primary School and Nursery Unit, Rasharkin. Prospectus 2015-16

### END OF KEY STAGE RESULTS 2014-5

The results of Statutory Assessment tests for P4 and P7 are sent home to parents with the end-of-year report

There were no assessment results available from the Department of Education in June for Northern Ireland.

### OPEN ENROLMENT – ADMISSIONS INFORMATION

#### Details of the respective functions of the Board of Governors and the Principal in relation to admission to the school.

The Board of Governors draw up and review the admissions policy for the school and delegate authority to the principal to enact the criteria. When necessary the Board of Governors will constitute a sub-committee to implement the policy.

#### Admissions criteria to be used in event of the school being oversubscribed.

#### The criteria are listed in order of priority.

**Criterion 1** Children of compulsory school age who normally reside in the parish of St Mary's, Rasharkin.

**Criterion 2** Children of compulsory school age from other areas.

**Criterion 3** In the event of over subscription in any one of the criteria, taken in order, the following sub-criteria will be applied in the order set down.

If over-subscribed in any one of the sub-criteria, taken in order, final selection will be on the basis of the closeness of the home to the school as measured by the shortest distance as measured by Google maps.

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

School Year	Total Applications	Total Admissions
2013/2014	21	21
2014/2015	29	29
2015/2016	32	32

## **St Patrick's Primary School and Nursery Unit, Rasharkin. Prospectus 2015-16**

### **INSPECTION REPORT 2014-15**

Thank you for choosing our school for your child. We are very proud of our school and we believe that we offer a high quality education to all of our pupils. In the 2014-15 school year the school was inspected by the Education and Training Inspectorate (Department of Education). In the report they stated:

- The quality of education provided by this school is outstanding
- The quality of pastoral care is also outstanding
- The children are highly motivated
- They display high levels of independence
- They respond very positively to opportunities which extend their thinking and enable them to be creative
- The quality and accuracy of the children's written work across the Curriculum is of a very high standard
- The overall findings of the inspection were:
  - Achievements and standards in literacy and numeracy—outstanding
  - Provision for literacy — outstanding
  - The quality of leadership and management— outstanding

A full copy of the report is available through the school office.