



# Prospectus

2018/19

“Finding  
Success In  
Every Child”

*Achieved top band status in ETI  
Inspection September 2015.*

**OUTSTANDING**

*Pupils' skills and dispositions:*

*Pastoral Care:*

*Provision for SEN:*

*Leadership and Management:*

*St. Jarlath's P.S.  
89 Charlemont  
Road,  
Blackwatertown.  
Co. Tyrone  
BT71 7HH*

*Principal:  
Mrs J S Loughran  
B.Ed (Hons) M.Ed  
PQH (NI)*



 Telephone:

028 3754 8826

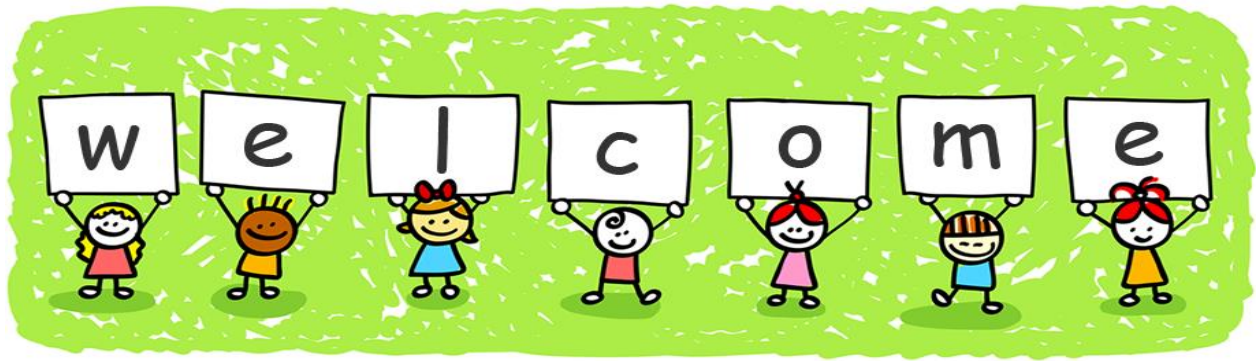
 Fax:

028 3754 8826



E-mail:

*info@stjarlaths.dungannon.ni.sch.uk*



Dear Parents/Guardians,

May I take this opportunity of welcoming you and your child to St. Jarlath's P.S. We wish to thank you for placing your child in our care and we want to assure you that we at St. Jarlath's P.S. pride ourselves on the intimate family atmosphere that ensures that each child is treated as an individual and with respect and is encouraged to develop their full potential.

This booklet has been designed to give you the basic information we think you need to ensure that your child will enjoy their stay at the school.

Should you find you require more information about a particular aspect, please ring to make an appointment to see either myself or another member of staff.

It is only by good communication between home and school that we can build an open and harmonious relationship that will both support and encourage your child's development throughout their stay at St. Jarlath's Primary School.

Yours sincerely,

J S Loughran  
PRINCIPAL



# School Profile



St Jarlath's is a co-educational primary school for day pupils only. It was opened in 1974, to serve the educational needs of children in the 4 to 11 years age group in the Southern area of Clonfeacle Parish, to include the villages of Blackwatertown and Benburb together with their rural surroundings. Provisional enrolment numbers for the 2018/19 school year have been determined by the Department of Education as 205 with an admissions number of 29.

**Accommodation** is in seven classrooms, four of which form the Key Stage One section of the school. Classrooms are grouped around a common open area which is used as additional teaching space or for communal gatherings as required. A spacious multi-purpose hall facilitates a variety of indoor activities including PE, concerts etc and also serves as a dining hall.

In addition to a central reference library, each class has access to its own quiet reading area and fiction library. The school is adequately resourced in all respects, each class having access to the full range of computer and audio-visual equipment.

Of modern design, St Jarlath's is set in spacious rural surroundings providing excellent play areas with an abundance of greenery and trees to facilitate much of the environmental needs of the primary school.



# PHIL SOPHY

In St. Jarlath's P.S. we are committed to the aims of Catholic Education and are concerned first and always with trying to ensure that every child feels happy and secure as a valued member of our school community.

All members of staff are fully committed to providing for your child's intellectual development at all times. We also place equal emphasis on providing an environment within which he/she can grow and develop as a person – spiritually, morally, emotionally and physically.

If at any time you feel that your child has a worry or problem – real or imaginary – please do not hesitate to bring it to our attention. Very often his/her little “problem” can be easily resolved but we rely on you to tell us about it as soon as it becomes apparent. In fact at all times we urge you:

**“Please talk to us - not about us.”**





# Curriculum

## POLICY STATEMENT



It is the policy of the Board of Governors, that the school will implement and deliver the Northern Ireland Curriculum, having regard to the needs, experience, interests, aptitudes and stage of development of the pupils together with the resources both human and physical, available to the school.

## AREAS OF STUDY

St Jarlath's offers a curriculum that is balanced and broadly based, covering the five major areas of study namely:

Language  
and Literacy



Mathematics  
and Numeracy



World  
Around Us



The Arts



Physical  
Development and  
Movement



Personal  
Development and  
Mutual Understanding



Religious  
Education



and the Cross Curricular skills of:



Communication

Using Mathematics

Using ICT

alongside Thinking Skills and Personal Capabilities



## **CURRICULUM DELIVERY**

In our teaching we use a variety of methods – whole class, groups, individuals – and pupils frequently explore subject areas through a thematic or topic approach. In their planning and delivering of lessons, teachers take great care to provide for differentiation, i.e. to ensure that materials are presented at a variety of levels to cater for the wide range of abilities (or difficulties) normally found among children in all mixed ability classes.

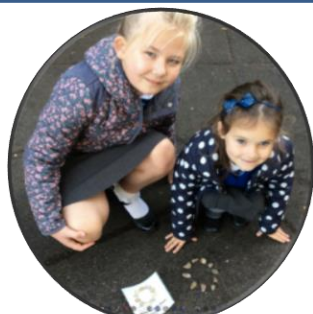
Children are introduced to the use of computers as early as possible, with every classroom being equipped with at least two computers. The older children will also be introduced to electronic mailing and the internet. In addition, we have a set of 30 class ipads. The school has a separate policy for the Acceptable use of the Internet, which is available for inspection on request.

We are also deeply committed to promoting a positive attitude to books and the ownership of books, with children from their earliest years being provided with many opportunities to hear and read stories, to avail of the well-stocked class libraries, the central library and the Annual Book Fair. Parents are encouraged to take an active role in their child's reading by becoming involved in our Paired Reading Programme.

Teachers will review programmes of study and topic themes to ensure progression, non-repetitiveness and continuous stimulation of pupils. Evaluation and revision will be carried out at the end of each year in order to take account of educational changes and developments.

## **BROAD AIMS OF THE SCHOOL**

The school will seek to prepare the pupils for the opportunities, responsibilities and experiences of adult life. It will aim to maximise the potential of each pupil, to develop self-confidence and the capacity to live as independent self-motivated adults.



# EDUCATIONAL AIMS





During their years at our school it is hoped that pupils will learn;

to read fluently and accurately, with understanding, feeling, discrimination and enjoyment.

to develop a legible style of handwriting and satisfactory standards of spellings, syntax, punctuation and usage;

to communicate clearly and confidently in speech and writing, in ways appropriate for various occasions and purposes;

to listen attentively and with understanding;

to learn to acquire information from various sources, and to record information and findings in various ways;

to apply computational skills with speed and accuracy;

to understand the applications of mathematical ideas in various situations in home, classroom, school and local area;

to observe living and inanimate things, and to recognise characteristics such as pattern and order;

to word process as a tool to enhance literacy skills.

to access and make appropriate use of information technology as per the school's internet policy.

to master basic scientific ideas;

to investigate solutions and interpret evidence, to analyse and to solve problems;

to develop awareness of self and sensitivity to others, to acquire a set of moral values and the confidence to make and hold to moral judgements, and develop habits of self-discipline and acceptable behaviour;

to be aware of the geographical, historical and social aspects of the local environment and the national heritage, and to be aware of other times and places;

to acquire sufficient control of self or of tools, equipment and instruments to be able to use music, drama and several forms of arts and crafts as means of expression;

to develop agility and physical co-ordination, confidence in and through physical activity, and the ability to express feeling through movement.

to be selective of their choices in securing a healthy lifestyle.





## POSITIVE BEHAVIOUR POLICY

In drawing up a policy for behaviour in a modern Primary School, we must bear in mind at all times, the reasons for so doing. The main purpose of deciding on a behaviour policy is the building of an atmosphere in which respect for others, respect for property and safety and an attitude of responsibility intertwined with a cheerful willingness to participate in the learning process to the best of one's ability.

Towards these ends, the main participants – children, teachers and parents must play a constructive role. Emphasis is on the development of a positive code of conduct for the whole school, with rules being kept to a minimum and children being made aware of the reasons for having them. To this end pupils will be encouraged at the start of each new year to draw up a set of classroom rules.



*Each parent will be provided with a Positive Behaviour Policy, on their child's entrance to school. They must agree to help the school to put into effect this policy.*



# School Rules!



In order to achieve good discipline we have some rules which we will implement fairly and consistently.

### General

- School uniform should be worn by all pupils.
- School starts, with morning prayer, at 8.40a.m. for all classes.
- Pupils are expected to arrive at school properly equipped for the day's lessons.
- Pupils cannot leave the school grounds without permission. The class teacher must be informed in writing of any changes in a pupil's normal "home-going" travel arrangements.
- Pupils wishing to leave school early, e.g. for medical appointments, should be collected by parents or have a letter informing the school of the proposed absence. Children will not be released to the care of strangers or other juniors.
- Pupils in P.1 to P.7 require a change of clothes for P.E.
- Pupils are not permitted on the school grounds outside school hours.
- Pupils in Key Stage One are permitted to go to the toilet when necessary and pupils in Key Stage Two are encouraged to go to the toilet during their break and lunch times to limit disruption to teaching time.

The use of mobile phones within the school is strictly prohibited. In exceptional cases, and at parents' request, a phone may be deposited in the secretary's office before classes commence and collected in the afternoon when classes have concluded.

## Our School Rules

### Use of building

- Running is prohibited within the school building except when P.E. lessons are in session.
- Pupils must put litter in the bin
- Pupils will not loiter in the toilets or classroom at break times
- Pupils must not play on grass, unless permitted by supervisor or teacher





## Safety

- Glass bottles or containers should not be carried by pupils for use at lunch/snacks.
- All pupils should keep to their respective play areas.
- Jewellery, except wrist watches, should not be worn for reasons of safety. Hairstyles should be kept neat and tidy – no colouring of hair is permitted. All jewellery must be removed during PE activities, as per statutory guidance Safe Practice in PE, 2016.
- Pupils travelling by bus must remain seated and belted at all times for their own safety and that of the bus driver's. Any incidents of misconduct will be thoroughly investigated and dealt with appropriately.

## Courtesy

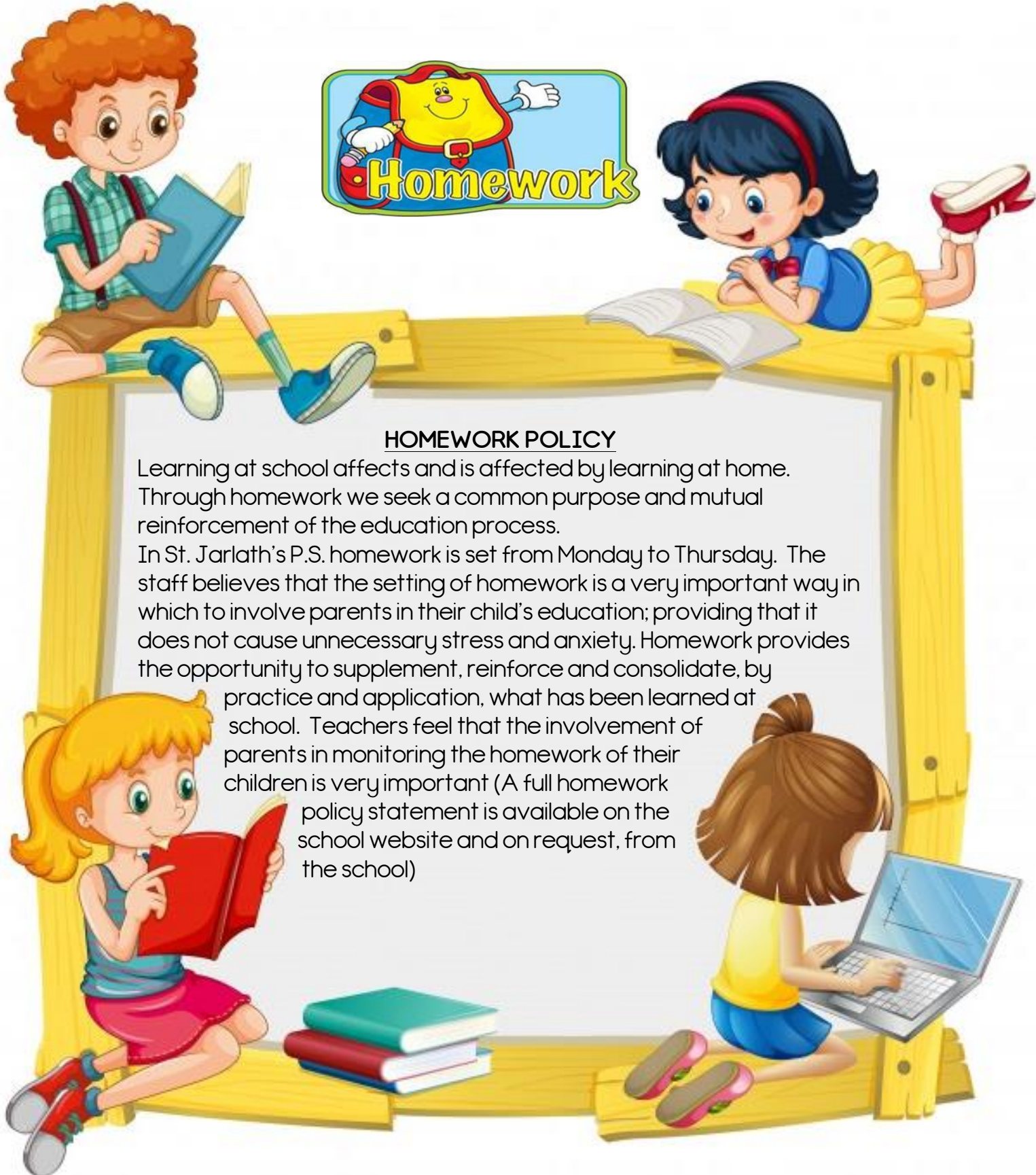
- All school property, including books, equipment, furniture, the building, grounds, etc. must be treated with respect.
- Pupils may not enter store rooms without permission.
- Courtesy and good manners are expected from pupils in their contacts with all members of staff, both teaching and ancillary, including visitors to the school e.g. substitute teachers or the local priests.
- Pupils must knock before entering a room
- Pupils must obey staff directions
- Pupils must not use inappropriate language in school towards staff or other pupils.
- Pupils should greet visitors to their classroom with an appropriate welcome
- Pupils must not use physical violence of any description against another pupil or staff member

At all times one theme or emphasis carries through the general and class rules of the school and that is one of **RESPECT** for school property, the teachers, others property, themselves and the other children of the school. If, as parents you have any concerns about your child's safety at school please inform the class teacher or principal by following the correct procedures. It is only by working in partnership that we will be able to care for your children fully. The school's behaviour policy will be kept under review and you, as parents, will be invited to comment on it.



## PUPIL PROGRESS

Pupils progress is carefully monitored and recorded at all stages. Information compiled by the class teacher is added to the pupils' file which is passed on to the following teacher at the end of the school year. Parents are invited to meet the child's teacher in October and also in June on receipt of the child's written report.



## HOMEWORK POLICY

Learning at school affects and is affected by learning at home. Through homework we seek a common purpose and mutual reinforcement of the education process.

In St. Jarlath's P.S. homework is set from Monday to Thursday. The staff believes that the setting of homework is a very important way in which to involve parents in their child's education; providing that it does not cause unnecessary stress and anxiety. Homework provides the opportunity to supplement, reinforce and consolidate, by practice and application, what has been learned at school. Teachers feel that the involvement of parents in monitoring the homework of their children is very important (A full homework policy statement is available on the school website and on request, from the school)





# School Hours



School begins at 8.40 a.m. for all pupils, with the following finishing times being applicable:

All pupils will have a 15-minute break from 10.30 – 10.45 am. We operate a Boost Better Breaks Scheme which means that pupils may only drink milk or water at break time and eat fruit, vegetables or bread based snacks.

A highly successful After School Supervision Club was introduced in 2014 for P1 and 2 pupils who may stay until 2:30pm. This club costs £2 a session.

P.1–P.2  
1.30 p.m.



P.3–P.7  
2.30 p.m.

The school doors will be open to receive pupils from **8.30 a.m.** All pupils, not engaged in school organised activities should be left the premises by 2.45 p.m.



## SCHOOL UNIFORM

The school appreciates your help in ensuring that pupils come to school each day in the correct uniform:

There is a school uniform as agreed upon at a meeting of parents. It consists of a royal blue pullover or cardigan bearing the school crest with grey trousers, pinafore or skirt. Boys wear a grey shirt and the girls a white blouse. The uniforms are available in Dessies, Armagh with the tie available in the school office. All pupils must wear plain black shoes.



## HOLIDAY ARRANGEMENTS

The school will be closed during the months of July and August and for all statutory holidays. Information about other closures such as Holy Days of Obligation, Christmas, Easter and School Development Days will be sent to parents as the need arises.

**Term dates (as a guide):**



**Autumn term:** 3<sup>rd</sup> September – 21<sup>st</sup> December 2018

**Spring term:** 7<sup>th</sup> January – 18<sup>th</sup> April 2019

**Summer term:** 29<sup>th</sup> April – 28<sup>th</sup> June 2019

*All other school closures will be notified to parents in September 2018*

*In the event of an emergency closure every attempt will be made to notify parents in order for them to make alternative arrangements*



## ARRANGEMENTS FOR PASTORAL CARE

In line with the policy of maximising the potential of each pupil the school recognises that it has a responsibility to do everything possible to care for the pupils well-being, be it physical or emotional. The school will endeavour to provide a comfortable and safe environment for learning.

The school is a caring community that effectively develops the academic, personal, social and spiritual potential of each child. Pastoral care requires a caring commitment by our teachers to guide and advise pupils and thus permeates all activities in the school. In St Jarlath's, our system of pastoral care will exemplify fairness, compassion, tolerance and forgiveness while at the same time setting high standards of respect, self-discipline, commitment and generosity. All staff in the school, both teaching and ancillary, work as a team to provide de pastoral care in the atmosphere of an extended family. The role of parents is especially important in that teachers should be made aware of any difficult home circumstances that might cause the child any stress or anxiety.

Due to the nature of primary education it will be the responsibility of each class teacher to look after the needs of the children in his/her classroom. Class teachers will attempt to resolve the worries of new pupils and to relieve their anxieties. The school's designated teacher for Pastoral Care is **Mrs Jacqueline Campbell**, while **Ms Mary Smyth** is Deputy Teacher for Pastoral Care. Pastoral Care teachers and the Principal would be grateful for information about any difficult home circumstances that may be causing distress or anxiety.

When a child is sick or injured the school will, in the first case, attempt to contact the parent or a relative. If this is not possible the child will, in severe cases be brought directly to the hospital. In those less serious cases it would be appreciated if the parent would nominate an emergency contact if they were unavailable.

**A full copy of the school's Pastoral Care Policy is available on request and each new family will be furnished with one when their child enters school.**

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

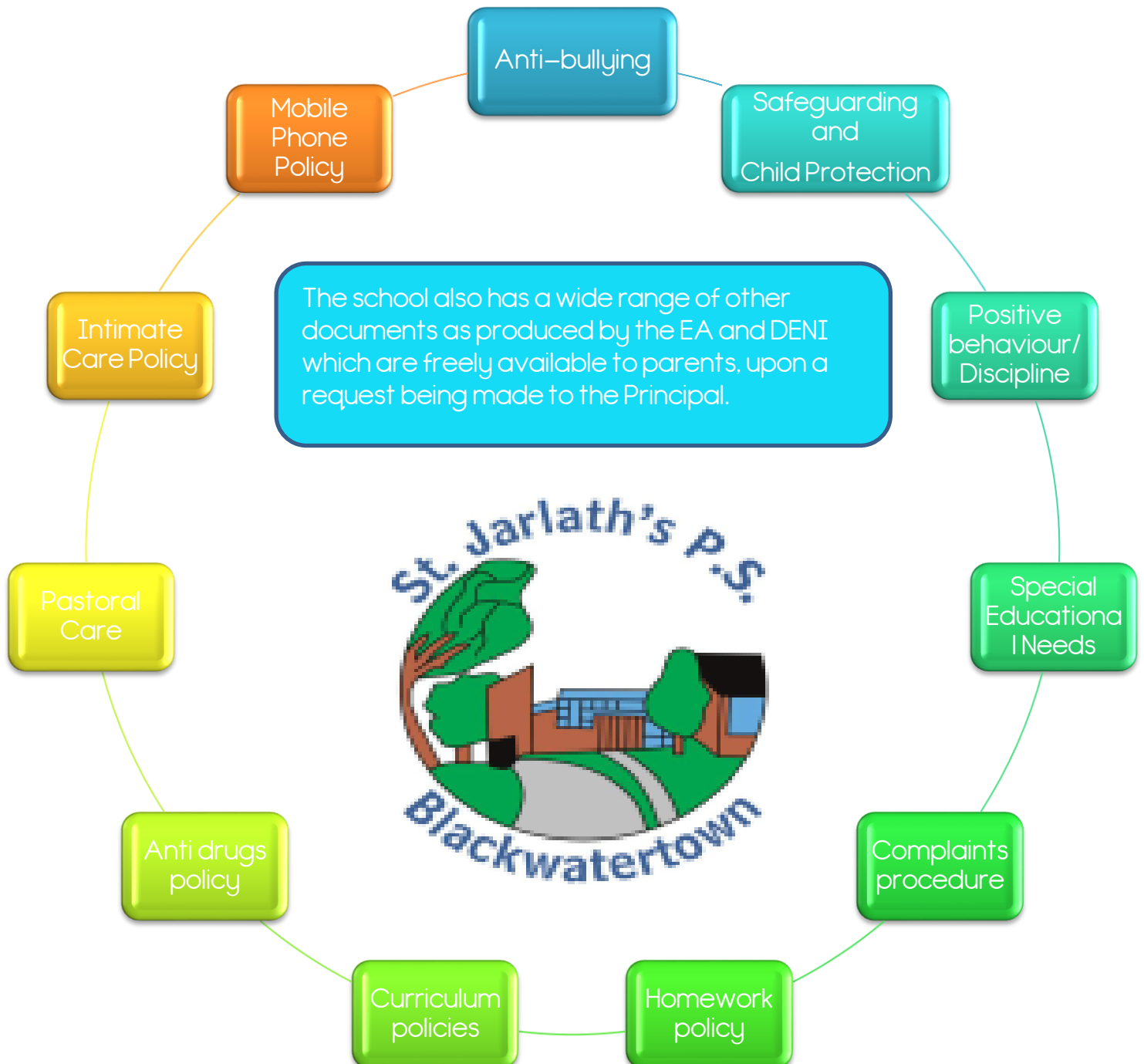


## DRUGS EDUCATION POLICY

As part of the school's Health Education Policy pupils are educated about the dangers of smoking, alcohol and illegal drugs. Drugs education is also approached through Religious Education and Science lessons. The aim is to educate the pupils with the facts, as appropriate to their age. Pupils in P7 take part in the, "I'm Special, You're Special" programme organised by the E.A.

## POLICIES AVAILABLE TO PARENTS

At St. Jarlath's P.S. the staff, in consultation with outside agencies, has established a range of policies all aimed at ensuring that the pupils in our care receive the best possible education. These policies are also aimed at safe guarding the needs of teachers and staff as well. Parents are welcome to request copies of these policies in order to familiarise themselves with their contents. These policies include:



## CATERING FOR PUPILS WITH SPECIAL EDUCATION NEEDS

Some of the children attending the school will have special educational needs, arising from physical incapacity or learning ability. A child is considered to have special educational needs if he/she has a significantly greater difficulty in learning than the majority of children of the same age group. It is important that children with special needs are identified at the earliest possible stage. Parents are in the best position to observe their child's development and are encouraged to consult with the class teacher, should some difficulty become apparent. Identification is not an end in itself, but sets in motion the process whereby teacher and parent decide on the best programme suitable for the child.

In St Jarlath's, this is usually achieved through working within the existing class but with additional help. If in spite of this assistance a child is unable to cope, the Code of Practice for Special Needs will be followed and should the child's teacher consider the need for professional advice from such agencies as the Special Education Department of SELB, the school psychologist or medical authorities, the parent will always be consulted first and consent sought. The teacher responsible for the monitoring of Special Needs is **Mrs Jacqueline Campbell**.

These matters will always be approached discreetly and with sensitivity.

**(A copy of the school's Special Educational Needs policy is available on request.)**

### PROCEDURES FOR KEEPING PARENTS INFORMED ABOUT THEIR CHILD'S PROGRESS

Parents will be informed of their child's progress by:

1. A yearly interview with the class teacher in October in which parents will be informed of the school's view of their child's progress
2. A detailed written report in June. Any information available from formal assessment procedures of the N.I. Examination and Assessment Council will be issued. These will allow for a comment by parents or the setting up of an interview for a fuller discussion on the results and report, if requested by parents.

If a parent has a concern about their child's progress, outside of these formal arrangements, an appointment can be made to discuss this with the class teacher on Tuesday, Wednesday or Thursday between 2:30 and 3:30pm.

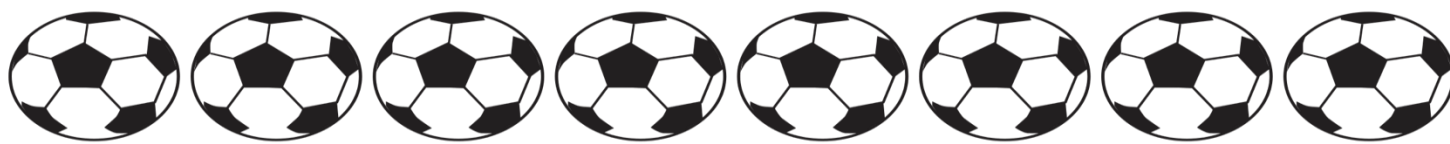


## ARRANGEMENTS FOR RELIGIOUS EDUCATION

As most of our pupils are Catholic, the school will seek to build on the knowledge of Christ and the early experience of the Christian way of life, given to the pupils in their own homes.

We aim to be complementary to the Christian home, to create the atmosphere of a believing community and to be concerned for the individual child as someone who is helped become more Christ like.

Permeating all school activities is the strong Catholic Ethos, which our children experience as a result of the partnership that exists between the home, the school and the church. The formal religious course followed is the Alive O series, with its emphasis on the uniqueness of every child as a cherished creation of God. Children are prepared for the Sacraments of Penance, Eucharist and Confirmation and parents will be involved in attending pre-sacramental meetings, school Masses and other Liturgical events.



### EXTRA CURRICULR ACTIVITIES



Extra curricular activities add a valuable dimension to the education process. The children are encouraged but not compelled, to participate at the local feis in Dungannon in such areas as recitation, singing and recorder playing. A wide range of sporting activities are available and the school's Gaelic football team and basketball team competes in the primary school's league and tournaments. In the summer months, children from P4–7 have the opportunity to remain after school for games including football, basketball, netball and camogie. There is also the opportunity to take part in Fun Francaise ( P1 – P7) and traditional music classes.



The pupils who are transferring to secondary school take part in the National Cycling Proficiency Scheme.



As and when information of Educational or Games Activities, which involve travelling or parental support, becomes available parents will be contacted and parental permission sought.



### CHARGES AND REMSIIONS POLICY

Education in St Jarlath's is provided free of charge for all lessons and activities connected with the child's entitlement under the Education Reform Order. The school may, however, take part in optional extras which are not connected with the school's formal curriculum and charges will be made for these. Written parental consent will be required before a child participates in educational outings.



### ATTENDANCE

We in St. Jarlath's P.S. pride ourselves in the attendance rate of our pupils.

If for any reason a child is absent from school we require a note of explanation from parents. The Education Welfare Officer monitors attendance. If a child's attendance falls below 85% parents will be contacted. The taking of holidays during term time is discouraged and will be recorded as an unauthorised absence.

### VISITING THE SCHOOL

It is the aim of St. Jarlath's P.S. to involve parents in the education of their children and to inform them of their progress as fully as possible.

The arrangements for consultation are

#### Before enrolment

##### **(a) Entrants to P.1:**

All parents of prospective reception and P.1 children will be invited to meet the child's teacher and view the classroom in June 2018. Parents will be issued with a booklet, compiled by our Foundation/ Key Stage 1 Co-ordinator, giving useful suggestions as to preparing your child for school and helping him/her through these important formative years.

##### **(b) Entrants who have previously attended another school:**

- (i) An interview will be arranged with the Principal.
- (ii) Parents will be invited and welcome to view the school premises
- (iii) A meeting can be arranged with the Principal for consultation with the prospective class teacher or teachers.

### After Enrolment

- (a) Parents will be invited to attend the school, on an appointment basis, in the month of November to meet their class teacher to discuss academic and general progress.
- (b) Parents are invited to the school to take part in such activities as Open Evenings, Parent Support Group activities, Christmas Celebrations, C.C.M.S. week, Concerts and sports activities as occur from time to time.
- (c) Parents will be welcome to meet their child's teacher to discuss June reports, if they so wish.
- (d) Parents of all children are welcome by appointment at any time during the school year. The appointment is essential to ensure that the teacher has the necessary time and preparation for the visit so that the child's progress can be discussed in a positive and meaningful manner. Teachers are normally available for consultation after 2.30 pm on Tuesday, Wednesday and Thursday.
- (e) Parents of children who will be transferring to secondary education will be invited to provide advice and guidance on the completion of transfer forms.

### Parent requested

Parents are very welcome to come to school to discuss their children's progress. To avoid disruption of classroom work the following procedures should be carried out:

(1) **Emergency:** Parents should **ring** the school or contact the Principal. An interview can then be arranged.

(2) **Non-Emergency:** Parents should ring the school or contact the Principal by letter who will arrange an interview at a mutually convenient time. This should be done within two days of the request having been made unless it is received on a Thursday or Friday.

**Acceptance of admission to St. Jarlath's Primary School is an acceptance of all school policy and practice. Parents should therefore request a copy of any policy they wish to view before accepting a place for their child. All policies are available from the Principal.**

### ASSESSMENT PROCEDURES

Pupils will be tracked on entry to St. Jarlath's and the information from this data will be combined with other forms of assessment, e.g. classroom work, class tests, teacher and classroom assistants' observations and knowledge of pupils to make informed choices about the direction each child needs in order to fulfil their potential.

*External assessment is subject to UNION advice at the present time*

### COMPLAINTS PROCEDURE – POLICY STATEMENT

At St. Jarlath's Primary School we are committed to listening about our service. We will use this information, wherever possible, to help maintain and improve our service. We encourage and welcome all comments and views, both positive and negative.

This policy is designed to establish a clear mechanism for the resolution of complaints which can be verbal, written taped or e-mailed. Our comments/ complaints policy is outlined below.



## AIMS:

Our complaint procedure aims to:

provide an efficient and thorough system through which issues are effectively addressed,

facilitate the school in providing the best possible service for it's pupils and the local community.

provide a simple, speedy and accessible service that respects confidentiality.

be courteous and respectful.

address issues arising from complaints in a fair and honest manner within the timescale set out.

treat individuals and groups with openness, equality and inclusiveness.

keep people informed of progress and the final outcome of the issues raised.

be simple, easily accessible and easy to use.

These procedures do not replace or supplement other established procedures and/or appeals mechanisms in such areas as Child Protection, Special Education, Admissions, Suspensions and Expulsions etc.

In addition, where it becomes evident at an early stage that the nature of your complaint may give rise to future disciplinary action, these procedures will be set aside in favour of other established Disciplinary Procedures.

We are not able to deal with anonymous complaints and therefore these procedures do not provide for a resolution of anonymous complaints except for the referral of child protection concerns to the appropriate child Protection Procedures and Guidelines.

## WHAT TO EXPECT UNDER THESE PROCEDURES.

Your rights as a person making a complaint

In dealing with your complaint we will ensure that you receive:

fair treatment;

courtesy;

a timely response;

accurate advice;

respect for your privacy –  
concerns will be treated as  
confidentially as possible  
allowing for the possibility that  
we may have to consult with  
other appropriate Agencies  
about your complaint;

reasons for our decisions.

Where there are grounds to your complaint we will acknowledge this and address the issues you have raised. Similarly, we will ensure that you are clearly advised where we believe that there are no grounds to your complaint.

## YOUR RESPONSIBILITIES AS A PERSON MAKING A COMPLAINT.

In raising an issue we would expect that you:

raise issues in a  
timely manner;

treat our staff  
as professionals,  
in a non-  
threatening  
manner and with  
respect and  
courtesy;

provide  
accurate and  
concise  
information in  
relation to the  
issue you raise;

use these  
procedures fully  
and to engage in  
them at the  
appropriate  
levels

In addition, we would expect that you have a reasonable grounds for making a complaint and are not seeking to invoke these or other procedures as a means of dealing with issues that are more appropriately dealt with in other ways.

## MAKING A COMPLAINT

### Stage 1

- Informal
- Speaking with the Teacher concerned.

### Stage 2

- Informal
- Speaking with the Principal.

### Stage 3

- Formal
- Writing to the Principal.

### Stage 4

- Formal
- In writing to Governor Sub-Committee.

If you are unhappy about the school's implementation of the policy, you can refer your complaint to Northern Ireland Public Services Ombudsman

A full copy of the Complaints Procedure will be given to each new family in September and is always available on request.

### FURTHER INFORMATION

The Board of Governors of St. Jarlath's P.S. realises that the information given in this prospectus is limited and parents are welcome to make an appointment to see the Principal, to visit the school and discuss any needs you have in relation to your child's education.

*Any changes to this information will be forwarded to parents as soon as it becomes available.*