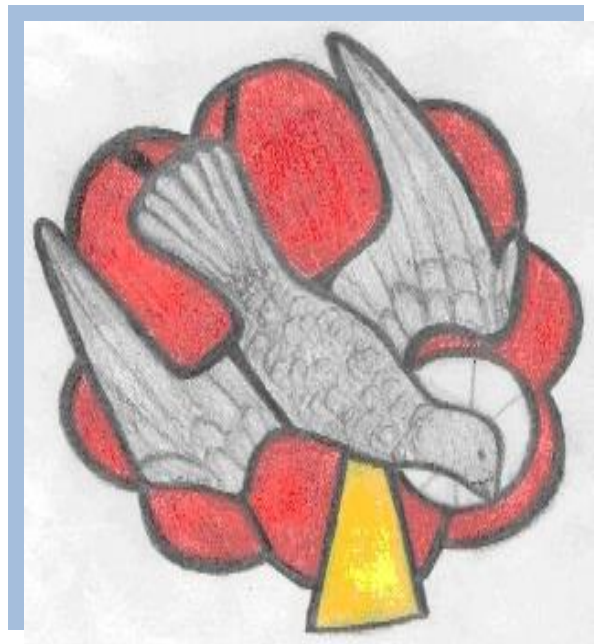


St Mary's Gortnaghey, P.S.



SCHOOL PROSPECTUS

2017-2018

eti

The Education and Training Inspectorate -
Promoting Improvement

Key stage 2
IT Accreditation Scheme



eti

The Education and Training Inspectorate -
Promoting Improvement



Welcome to St Mary's Gortnaghey, P.S.

Our original school opened in 1891 and is in a beautiful rural setting in Gortnaghey Village, four miles from the town of Dungiven. The current building opened in 1983 and we enjoy a bright and well equipped school in lovely surroundings. It is a '**community school**' active in the heart of the community and is locally referred to as 'the best little school in Ireland!'

The school has a long and proud history and the staff endeavour to live up to our reputation as a child centred school, which ensures that each pupil achieves their potential in a nurturing, caring and faith based environment.

Currently the school caters for 71 pupils with a teaching staff of 4; they are enthusiastically supported by seven Classroom Assistants, Caretaker, part time Secretary and a School Meals Supervisor.

St Mary's Gortnaghey P.S. is a co-educational school catering for pupils from 4-11 years. It is proud of its caring, happy and friendly ethos and we work closely with parents and the local community. The school has 'state of the art' equipment with computers and interactive whiteboards in each classroom. All pupils have supervised access to the internet to assist the delivery of the curriculum, and we have newly developed a state of the art ICT suite.

The school grounds are spacious and well maintained and provide a stimulating environment for play and recreation. In the last Academic year we saw a new redevelopment of the play equipment on the school grounds. The school also has access to the Community Centre to enhance provision.

The school is well supported by the community, the local parish and the GAA. Sport plays a significant part of the curriculum and ensures healthy and active pupils.

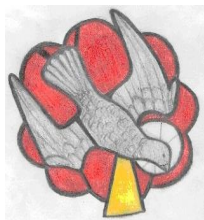
We are fortunate to receive funding for Extended Schools activities and work in close partnership with other local schools. The school has also received a grant from The Big Lottery Fund.



SCHOOL VISION

As a staff, we are all aware of our school's collective past and present achievements. We are striving to contribute for the benefit of future generations to that legacy. In order to empower young people to develop their potential and to make informed and responsible decisions throughout their lives, St. Mary's Gortnaghey PS will help children to:-

- achieve values and beliefs in keeping with the school's Catholic ethos
- become autonomous, to grow in self-confidence and begin to establish a sense of independence
 - develop their full potential in all areas of their development and foster respective strengths and talents
 - develop respect for themselves and their environment
- develop appropriate literacy skills and to nurture a love of reading
- develop mathematical concepts and skills and know how to apply and use them in everyday life
- become adept in the safe use of ICT as a means for lifelong learning and communication
 - appreciate how others have communicated through the arts and encourage them to utilise the arts for self-expression
- develop a knowledge, understanding and respect of the world and its varied cultures including an awareness of their own culture and identity
- attain and demonstrate high standards of behaviour and cultivate a positive work ethic
 - develop an awareness of healthy lifestyles, options and choices



General School Information

Title: St Mary's Gortnaghey Primary School

Address: 82 Gortnaghey Road
Dungiven
Co Derry
BT47 4PZ



Telephone: 028 777 41984

Fax: 028 777 42934

E-mail: info@gortnagheyps.dungiven.ni.sch.uk

Principal: Mr F Lagan

P1/2: Mrs Shauna McNicholl

P3/4: Miss Oonagh Kerlin

P5: Mrs Ciara Walsh

P6/7: Mr F Lagan & Miss Aine O'kane

Classroom Assistant- Foundation/KS1-Mrs Noreen Murphy

Classroom Assistants- Mrs Josephine O'Neill
Mr Damian Brolly
Mrs Katrina Archibald
Mrs Geraldine Granleese
Miss Orla Daly

Breakfast Club Supervisors- Mrs Noreen Murphy

Caretaker: Mr Seamus McComway
Secretary: Mrs Nuala Mc Intyre
Kitchen: Mrs Marina McEleney



St Mary's Gortnaghey PS

THE BOARD OF GOVERNORS

The Board of Governors oversee the general running of the school and are ultimately responsible for the education provided. There are nine members of the Board of Governors representing the DENI (1), WELB (2), Trustees (4) Parents (1) and Teachers (1). The school attempts to attract as wide a range of experience as possible on its Board of Governors.

The term of office of the Board of Governors is four years - the current panel took office in December 2009 and their period of office has been extended until October 2014.

Parents have an opportunity to become a Governor. Parents can be proposed and elected to the Board of Governors and elections are held once every four years and normally take place at the AGM.

Current members of the Board of Governors

Representing the DENI: (1) Mr Colm McCloskey

Nominated by Trustees: (4) Fr Joseph
Mr Cormac McCloskey (Chairperson)
Mrs Noeleen O'Hara
Mr Shane McCartney

Nominated by WELB: (2) Mrs Nolene Burke
Miss Julie McCullagh

Elected by Parents: (1) Mrs Aine Hazlett

Teacher Representative (1) Miss Oonagh Kerlin (Secretary)

School Principal: (1) Mr Francis Lagan



Members of Staff:

Principal

Mr Francis Lagan

Teachers

Mr F Lagan

Miss Oonagh Kerlin

Mrs Shauna McNicholl

Mrs Ciara Walsh

Miss Aine O'Kane

Associate Staff

School Secretary

Mrs Nuala Mc Intyre

Classroom Assistants

Mrs Noreen Murphy

Mr Damian Brolly

Mrs Josephine O'Neill

Mrs Katrina Archibald

Miss Orla Daly

Mrs Geraldine Granleese

Breakfast Club Supervisors

Mrs Noreen Murphy

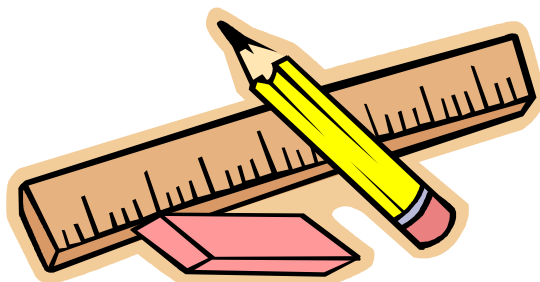
Caretaker

Mr Seamus McConway

Canteen Supervisors

Mrs Marina McEleney

Mrs Noreen Murphy





SCHOOL TIMETABLE

Arrival Time: - 8.15am- 8.55am- Breakfast Club
8.55am-9am Arrival in school

Parents are asked to arrange for children to arrive in school not earlier than 8.55am but before 9am, unless they are partaking in Breakfast Club.

(On the First Monday of the month the school day begins with mass in the chapel, children go directly to the chapel)

Morning Break: - 10.45am-11am

Lunch: - 12.30pm-1.15pm (school dinners charged at £2.55)

Class Ends: - For the first week of September class ends for P1 children before lunch at **12.30pm**. from 11th September onwards class finishes at 2pm.
For P2 children class ends at **2pm**
For P3 - P7 class ends at **3pm**

Children will be dismissed from the Main Door.
Parents are asked in the interests of Child Protection,
to adhere to these rules.

Morning Break:

All children have a supervised morning break of 15 minutes.

Healthy Eating

The school has adopted a Healthy Eating/Smart Snacks policy and encourage healthy snacks of cheese, yogurt or fruit.

SCHOOL UNIFORM

This school has a uniform. The uniform has a School Logo, which represents the school family of St Mary's Gortnaghey. It comprises of:

Pale blue shirt/blouse

Navy trousers/skirt

Royal Blue V-necked jumper

Blue striped tie

Uniform available from Ferguson Fashion Derry and Jon Paul Fashions Limavady

PE Kit

Black plimsolls for P1 and P2 children

P3 - P7 Children have a change of clothes for PE i.e. T-shirt, shorts and trainers

All clothes, especially anoraks, coats and slippers must be marked or labelled with the child's name.

The school cannot accept responsibility for items mislaid if they are not marked with the child's name

STARTING SCHOOL

Making a good start at primary school is very important. Children need to feel content and secure in their new environment, to build a good relationship with the class teacher and to be able to interact with the other children in the class.

This will introduce them gradually to the school environment. During this time parents will be given an insight into how school operates and an idea of the types of activities their child will be engaged in during the first year at school.

During September the teacher will observe your child to identify what he/she knows, understands and can do. This will allow us to recognise progress throughout the year.

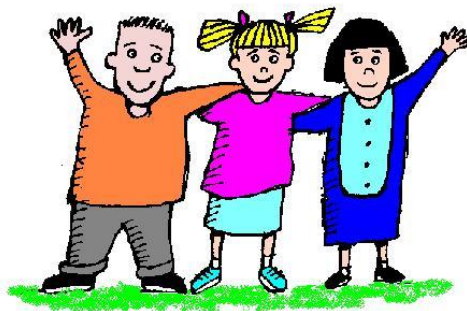
Timetable for Assessment

First Week of September: Parents will receive a letter giving a date and time of the first interview with your child's class teacher. At this meeting **you** will have an opportunity to tell the class teacher about your child.

Mid-September to Mid-October: Teachers will observe and record your child's development.

End of October/November: Your child's teacher will meet with you to discuss their progress.

During the first week of September Primary 1 children will go home before lunch at 12.30. Again, this is to allow children to settle in gradually.



CHILD PROTECTION POLICY STATEMENT

All children have the right to be protected from everyone known to them both inside and outside school.

In the light of this all staff (including ancillary staff) have been made aware that St. Mary's Gortnaghey PS has an appointed Designated Teacher, Miss Oonagh Kerlin and deputy designated teacher, Mrs Shauna McNicholl.

The Designated Teacher has made all staff aware of the different types of abuse to which children may be subjected (physical, sexual, emotional, verbal, and bullying) and how the signs of abuse can be recognised. Any concern /disclosures of abuse, by anyone known to the child, must in the first instance be reported to the Designated Teacher.

In line with his/her statutory responsibility, the Designated Teacher will take advice from and/or report any disclosures of abuse to the relevant authority, in our case the local Health and Social Services Trust.

No undertaking will ever be given to staff, parents or children not to take advice and/or to report concerns/disclosures of abuse to the relevant authority.

Regular contact will be kept with the local Social Services Office and factual reports will be furnished in respect of children who are of concern to Social Services.

'Stranger Danger' will be addressed as a safety issue in all year groups.

The Principal and Designated Teacher will report to the Board of Governors on the effectiveness of the Child Protection Policy and will liaise with the Governors to update the policy in the light of official directives or practical experience.

Child Protection Policy



A Child Protection Policy operates in St. Mary's, Gortnaghey. Its aim is to protect our pupils by ensuring that everyone who works in our school - teachers, non-teaching staff and volunteers - has clear guidance on the detection and inter-agency management of situations where abuse or neglect of a child is suspected. The overriding concern of all caring adults must be the care, welfare and safety of the child and the welfare of each child is our paramount consideration.

In all their contact with pupils, staff in St. Mary's, Gortnaghey follow the guidelines and procedures described in the DENI publication "Pastoral Care In School Child Protection" (1999). The following principles form the basis for our child protection activity:

Children should be listened to and taken seriously;

- In any incident the child's welfare must always be paramount; this overrides all other considerations;
- A proper balance must be struck between protecting children and respecting the rights and needs of parents and families; but where there is conflict the child's interests must always come first;
- Children with disabilities are children first and have equal rights to protection. However, they may have particular needs, which require specialist attention.

In particular, the central principle our staff support is that every child has the fundamental right to be safe from harm and to have proper care given to their physical, emotional and spiritual well-being.

In all cases of suspected child abuse, the action that will be taken in St. Mary's, Gortnaghey is that of informing Social Services, WELB and CCMS. The school will NOT be involved in investigating the suspected abuse.

How the procedures work:

- * Disclosure/Concerns regarding abuse or neglect↓
- * Designated Teacher for Child Protection informed (in the case of St. Mary's, Gortnaghey, Miss O Kerlin is the Designated teacher and Mrs S McNicholl is the Deputy Designated teacher).



Principal/ Miss O Kerlin informed.
Plan of action agreed

either:
No referral (Parents
informed of school concern)

or:
Referral to social Services
and EA. CCMS also
informed

School will continue to monitor pupils as appropriate.

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



RELIGIOUS EDUCATION

As a Catholic Maintained School, the religious ethos of the school is intended to provide an environment in which basic Catholic principles are the guide to all activities. This is in keeping with the school's responsibility to parents who have elected to send children to a Catholic school on the understanding that the religious ethos of the home is mirrored in the day-to-day life of the school. These principles are reflected in the School Mission Statement.

Catholic ethos is created through formal and informal religious education. The children follow a structured religious programme entitled 'Alive O' supplemented by material from the Diocesan Religious Adviser and the school chaplains. An RSE (Relationship and Sexual Education) component is also included.

Children also experience and participate in a range of special liturgical celebrations throughout the year, which give expression to the ideas taught in the classroom. Parents and members of the local community are invited to attend these liturgies.

Informally, the promotion of good relationships within the school and between parents and the school and the fostering of the partnership between parents, priests and teachers contributes to the creation of the overall Catholic ethos of St. Mary's Gortnaghey PS



DISCIPLINE

School is a community where children, teachers and others live and work together each day. How we behave towards each other is important for the overall happiness of the school and for the effectiveness of the work we do.

Discipline in school is about relationships and in a Catholic school is based on the respect and dignity due to each individual. Children are taught to respect themselves and to show this self-respect in the way they go about their day-to-day activities in work and play.

Children are also taught to respect others by: -

- Following school /class rules that are made to allow all children to work and play in a secure and contented environment;
- Following the directions given by those in authority;

ROLE OF PARENTS

The support and co-operation of parents is essential in maintaining good discipline in school. Teachers and parents must always keep in mind that we are working in partnership to help the child develop and to reinforce patterns that are required for a child to become a caring and considerate person both within and outside the school.

Should problems arise we will keep parents informed and seek their support in solving them.

Very occasionally, where a child's persistent, serious, bad behaviour affects the work or well-being of other children in the school, sanctions may reluctantly have to be employed. These can range from missing out on some privilege, to short term exclusion by the Principal or expulsion by the Board of Governors.

Parents will be advised in writing of any sanction applied.



THE CURRICULUM

The Education (Curriculum Minimum Content) Order (Northern Ireland) 2007

Statutory Requirements Relating to the Curriculum

The statutory Northern Ireland Curriculum for Foundation Stage to Key Stage 2 is a balanced and broadly based curriculum which includes the following:

At Foundation Stage:

Areas of Learning Contributory Elements

Language and Literacy

Talking/Listening/ Reading/Writing

Mathematics and Numeracy

Number/Measures/Shape and Space/Sorting/Patterns and Relationships

The Arts

Art and Design/Music/Drama

The World Around Us

History/Geography/Science

Personal Development and Mutual Understanding

Personal Understanding and Health
Mutual Understanding in the Local and Wider Community

Physical Development and Movement

At Key Stages 1 and 2:

Areas of Learning Contributory Elements

Language and Literacy

Talking and Listening/Reading/Writing

Mathematics and Numeracy

Processes in Mathematics/Number/Measures
Shape and Space/Handling Data

The Arts

Art and Design/Music/Drama

The World Around Us

History/Geography/Science and Technology

Personal Development and Mutual Understanding

Understanding
Personal Understanding and Health
Mutual Understanding in the Local and Wider Community

Physical Education Physical Education

More detailed information is available on DENI website:

www.deni.gov.uk 'curriculum and assessment'

In addition to the statutory programmes of study, St Mary's Gortnaghey PS also offers a range of extra-curricular activities

Assessment

New methods of assessing your child have been developed in line with the reforms of the 2007 Education Order.

Pupils shall be assessed: throughout the year in accordance with any guidance provided by NICCEA.

Each pupil in:

The second year of Key Stage 1 (Primary 4) and in each year of Key Stage 2 (P5-P7)

In addition the school will maintain a continuous careful check on each child's development and progress through the curriculum, testing and recording as appropriate. A written report at the end of the year will be available to parents and become a component of a pupil profile.



SPECIAL EDUCATION PROVISION

Care is taken at all times to match the curricular provision for all children to their particular stage of development and to take account of any particular difficulties or special talent, which they show. Where provision beyond what can be given by the class teacher is required, every attempt is made to provide appropriate help via extra support.

Parents will always be consulted before any special help is provided for their child and a regular update on progress will be given.

HOMEWORK

It is part of school policy that all children are asked to do homework.

For parents, homework provides an opportunity to show their support for schoolwork and a means of knowing at first hand the type and quality of the work of which their child is capable.

For children, homework reinforces work already introduced at school and gives them a chance to work independently on their own.

Parents are requested to supervise and sign both reading and written homework on a daily basis.

ORGANISATION OF LEARNING

Classes are organised in year groups with the class teacher responsible for the children in his/her own class. Within each class different groupings may be employed from time to time as determined by the type of work being undertaken and the most advantageous management of the class for the teacher.

As St Mary's Gortnaghey PS is serving a rural community pupils are taught in composite classes (mixed age)

The organisation of these classes is reviewed annually so that the most urgent needs of the children are met.



OUT-OF-SCHOOL AND AFTER SCHOOL ACTIVITIES

Many activities take place out of normal school hours. The variety and details of these will change from time to time, depending on the expertise and interests of individual members of staff and the availability of the activities generally.

- A wide programme of educational visits is also in place for all classes. .
- All education visits are planned so as to help broaden the children's experiences and to enrich the delivery of the curriculum.

The continuation of many of these activities, following the introduction of new statutory requirements under the Education Reform Order, will depend on the voluntary contributions of parents towards the cost. The school's policy on charging and remissions is contained in the appendix of this prospectus.

APPLYING FOR A PLACE AT ST MARY'S GORTNAGHEY PS

Parents who wish to enrol their child at St. Mary's Gortnaghey PS should:-

- * obtain from the school or Public Library or WELB Office, an application form and a copy of the booklet published by the WELB giving advice on admissions;
- * Complete an application form and return it to the school together with a birth certificate.

Only children who have reached compulsory school age i.e. whose fourth birthday falls on or before 1 July 2018 will be considered for admission.

The school will notify parents as soon as possible if they have been accepted for a place.

The Admission Criteria that will be used by the Board of Governors in selecting children for admission to the school is given below.

Applications 2017	8 children	Admitted 2017	8 children
Applications 2016	14 children	Admitted 2016	14 children
Applications 2015	9 children	Admitted 2015	9 children
Applications 2014	3 children	Admitted 2014	3 children
Applications 2013	12 children	Admitted 2013	12 children
Applications 2012	8 children	Admitted 2012	8 children
Applications 2011	8 children	Admitted 2011	8 children

ADMISSIONS CRITERIA - YEAR 1

The following criteria will be applied, in the order set down, by the Board of Governors of St. Mary's Gortnaghey PS, in selecting children normally resident in Northern Ireland at the time of their proposed admission to Year 1 in September. Priority at all times will be given to pupils, regarded by the Board of Governors, on the basis of supporting evidence by parents and/or statutory agencies, as having special circumstances, (medical, social, security. factors), which would make it desirable that the applicant attend this school rather than another school



St. Mary's Gortnaghey PS

ANTI-BULLYING POLICY



Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a **TELLING** school. This means that **anyone** who knows that bullying is happening is expected to tell the staff.

Objectives of this Policy

- * All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
 - * All governors and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
 - * All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
 - * As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
 - * Bullying will not be tolerated.
 - *

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving. Schools have a responsibility to respond promptly and effectively to issues of bullying. All staff is aware of the following:

Signs and Symptoms

Procedures

Outcomes

Prevention

A detailed copy of this policy is available from the school on request

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HELP ORGANISATIONS:

Advisory Centre for Education (ACE)	020 7354 8321
Children's Legal Centre	0845 345 4345
KIDSCAPE Parents Helpline (Mon-Fri, 10-4)	0845 1 205 204
Parent line Plus	0808 800 2222
Youth Access	020 8772 9900
Bullying Online	www.bullying.co.uk

Charging and Remissions Policy

In line with the requirements of the Northern Ireland Educational Reform Order 1989, it is the policy of the Board of Governors to:-

- * Maintain the right to free education for all pupils;
- * Establish that activities organised wholly or mainly during school time should be available to all pupils;
- * Require parents to pay charges for board and lodgings for their children on residential trips, taking account of any relevant remission arrangement;
- * Confirm its right to invite voluntary contributions for the benefit of the school or in support of activities organised by the school;
- * Make charges in respect of optional extras, as determined by the Board of Governors.

A copy of the full charging and remissions policy is available at the school for inspection by parents.

Voluntary Contributions

In the case of activities within school time which the school cannot afford, the school will attempt to subsidise these by asking in advance for voluntary contributions from the parents of those children directly involved. Such requests for contributions will indicate the actual costs to the school and suggest a suitable contribution. All the children in the group will take part in the activity whether the parents have contributed or not. In cases where contributions are such that the school (through the school fund) cannot make up the short fall, the activity will not take place and all the contributions already made by the parents for the specific activity will be returned to them.

Breakages/Losses

The BOG reserves the right to seek to recover from parents the whole or part of the cost of breakage/wilful damage and losses incurred as a result of a pupils' behaviour.

Documents

A selection of documents issued by various statutory bodies in relation to educational matters is available for consultation at the school by prior appointment.

You may discuss any issues that are not included in this booklet with the Principal.

November 2017



