

St Oliver Plunkett's Primary School Forkhill



School Prospectus



Dear Parents,

May I extend to you and your child a very warm welcome from all at St. Oliver Plunkett's Primary School. It is a caring school where everyone shares a common goal - to do the very best for all our children.

As a catholic school our overriding aim is to establish and foster Christian values for life, to do this it is essential that we work in partnership with all our parents and the Parish Community. Indeed the success of our school depends on good co-operation between staff, pupils and parents.

Our school Prospectus is an informative document about our school and hopefully will answer any questions you might have. However, should you require any further information please do not hesitate to contact the school.





Saint Oliver Plunkett's Primary School
91 Main Street
Forkhill, Newry
BT35 9SH



Tele: 02830 888374 Fax No. 02830 888374

Email: info@stoliverplunkett.forkhill.ni.sch.uk

Principal: Mr. Kevin Woods

Vice principal: Mr Ciaran Monaghan

Chairman of Board of Governors: Mr Pat Toner

Enrolment 2014/15: 145

Admission 23

School Management type: Maintained

ADMISSION OF CHILDREN OF COMPULSORY SCHOOL AGE.

1. Children who reside in the Parishes of Forkhill , Dromintee and Upper Creggan, which form part of the school's traditional catchment area.
2. Children who will have a sibling or siblings attending during the 2014/2015 school year.
3. Children of permanent employees of the school.
4. Children who have had a sibling previously attend the school.
5. Children whose parents attended the school.
6. Children of families with Exceptional Circumstances (social, medical or security) that necessitate admission to St Oliver Plunkett's Primary School rather than any other school. The Board of Governors has a duty to verify any claim for exceptional circumstances therefore the Exceptional Circumstances must be made in writing at the time of application and must include written evidence for e.g. from a GP, Social Worker, Employer etc. The acceptance of Exceptional Circumstances is at the discretion of the Board of Governors.

ADMISSIONS CRITERIA FOR ADMISSION TO YEARS 2 - 7

The Board of Governors of St Oliver Plunkett's Primary School has determined that the following criteria shall be applied in the order set down below to all pupils seeking admission to Years 2-7:

1. Children who reside in the Parishes of Forkhill, Dromintee and Upper Creggan, which form part of the school's traditional catchment area.
2. Children will be considered for enrolment provided that the school will not exceed its enrolment number as determined by the Department of Education.
3. Children will be considered for admission provided that, in the opinion of the Board of Governors, they would not prejudice the efficient use of the school's resources.
4. Children who have siblings presently enrolled in the school.
5. Children whose parent/guardian is presently a permanent member of the school teaching/ancillary/auxiliary staff (or who have been appointed to take up imminent employment in the school).
6. Pupils regarded by the Board of Governors, on the basis of written and other evidence supplied by the parents/guardians and statutory or other agencies, as having special circumstances eg medical, social or security reasons.

In the event of oversubscription in any one of the criteria for admission to any year, children will be selected for admission as follows:

1. In order of age starting with the oldest, established by date-of-birth as entered on their Birth Certificate.
2. Where two or more children have the same date of birth selection for admission will be based on the initial letter of the surname (as entered on Birth Certificate) as based on the alphabet
3. In the event of surnames beginning with the same initial letter the subsequent letter of the surname will be used in alphabetical order
4. In the event of two identical surnames the alphabetical order of the initials of the forenames will be used
5. In the event of two identical forenames lots will be drawn to establish priority.

TEACHING STAFF INFORMATION

Principal	Mr. K Woods
Vice Principal:	Mr. C Monaghan
Teaching Staff	Mrs. S Morgan Mrs. P McKenna Mr. T Hannaway Mrs. J Meehan Miss M Murphy



Additional teaching staff are employed each year to assist with Learning Support, Music, Sport and Irish Dancing.

School Chaplin	Rev Fr. J. Heagney
Parish Support	Sr Declan O'Callaghan

ANCILLARY STAFF

Classroom Assistants	Mrs S. McKeever Miss E. McCoy Miss R.Hamill
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Secretary	Miss E.Shannon
Buildings Supervisor	Mr M Treanor Mrs S. Canning
Supervisory Assistant	Miss E.Shannon Mrs H. Shannon

Senior Cook	Mrs M. King Mrs A.Treanor
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In addition to our permanent staff the school receives support from the S.E.L.B. Curriculum Support Team.

Vision

*To help our children be all that they can be and more,
supported by parents, staff and community.*

Ethos

St. Oliver Plunkett's Primary School provides a caring environment, helping to develop confident, independent and enthusiastic learners who feel safe, valued and happy.

We believe that every child matters and through the teachings of the Catholic Church promote an understanding and acceptance of others.

With the support of the wider community we hope that each child will be equipped with the skills they need for lifelong learning and becoming productive members of society.

Aims

- To provide a balanced and enriched curriculum where every child has the opportunity to develop and grow as independent, confident learners, achieving their own potential.
- To help children acquire knowledge, skills and concepts and the motivation to use them.
- To help children understand the society and environment in which they live.
- To promote and foster moral, spiritual and religious values as based on the teachings of the Catholic Church.
- To encourage high standards of behaviour and discipline and promote respect towards others.
- To begin to prepare children to become responsible, caring and contributing members of their community.
- To develop a respect for the cultures and values of others, whilst fostering an appreciation of their own culture.
- To value, promote and celebrate the work and achievements of pupils, staff and community.
- To promote an ethos of personal development and meaningful pastoral care for staff so they are empowered to support all children.

- To foster effective relationships with all partners of the school.

ACCOMMODATION AND RESOURCES

St Oliver Plunkett's is a newly built co-education Primary School for the Parish of Forkhill, which opened in September 2012. The new building is situated beside St. Oliver Plunkett's Church in Forkhill.

This modern, bright, well resourced school consists of the following accommodation:

- 5 classrooms all with computerised interactive white boards,
- 2 resource areas outside each cluster of classrooms to extend and enrich the learning opportunities. One of these is also designated as an ICT interactive suite.
- A multi-purpose sports/assembly hall with fitted climbing frames,
- A large multipurpose room
- Staff room and office accommodation

CLASS DIVISION

For the school year 2017/18, classes will be as follows:

Primary 1/2
Primary 2/3
Primary 4
Primary 5
Primary 6
Primary 7



This arrangement may change each year due to year group sizes, teaching staff and accommodation. Every effort will be made to ensure that a year group which has been split one year will be rejoined as a group the next year. The management of the school reserve the right to determine the manner in which classes/years are grouped and decisions taken are final. We can assure parents that no child will be placed in a class based on their academic attainment unless they have been informed of the need to do so prior to final decisions being taken.

HOLIDAY ARRANGEMENTS

Information about school closures is sent to parents/guardians at the beginning of each year, term and month. Staff training days cannot always be arranged before the beginning of the school year, but we will strive to ensure at least two weeks notice prior to such days in order that parents have enough time to organise childcare arrangements.

Emergency closure: From time to time situations may occur which enforce school closure. Reasons for such may include; failure of heating systems, poor road conditions or emergency evacuation. On such rare occasions we seek your co-operation where it is impossible to give any prior warning. The school will strive to ensure that information regarding an exceptional closure will be forwarded to all parents via a texting service. It is very important that the school office has a current contact number on file so that parents can be reached by phone call or text.

THE SCHOOL DAY

Please note lessons begin at **9.00 a.m.** No child should be on the school premises prior to 8.45 am., unless by prior arrangement with the principal. At no time should any pupil be in or on school property without the presence of a teacher.

Foundation/Key Stage 1

P1 - P3 9.00 a.m. - 2.00 p.m.
(P3 pupils will remain in school until 2.45pm after Christmas)

P4 9.00 a.m. - 2.45 p.m.

Key Stage 2

P5 - P7 9.00 a.m. - 2.45 p.m.



****** The school welfare officer insists that any pupil absent from school for whatever reason must inform the office **either by phone or by letter next day as to the reason for the absence.** The welfare officer will contact the parents of any child who is repeatedly absent. We ask that parents avoid this situation arising by ensuring their child is at school, unless they have a valid reason not to be.

****If a pupil has to leave school early, for any reason, the parent must contact the school and give details. Parents must sign their child out at reception and also sign them in on their return.**

**** To ensure the safety of all children Saint Oliver Plunkett's operates a restricted access policy. KS1 children may be collected **outside the front door** at 2. p.m. and KS2 pupils at 2. 45 p.m. All visitors to the school must seek admittance at the front door, clearly stating the nature of their visit to Saint Oliver Plunkett's P.S. We ask that all parents observe this as they are also unfamiliar adults to many children.**

VISITING AND REPORTING

It is the aim of Saint Oliver Plunkett's Primary School to involve parents in the education of their children and to inform them as fully as possible about their children's progress. The school's policy on reporting and disclosure is in accordance with Department of Education, Southern Education and Library Board, Catholic Council for Maintained Schools and teaching union recommendations.

The arrangements for visitation are as follows:



Before Enrolment

1. Entrants to P1

Prospective parents will be invited to meet with the Principal and class teacher in June before P.1.

2. Entrants who have previously attended another school

- a. An interview will be arranged with the Principal.
- b. Parents will be welcome to view the school premises.
- c. A meeting can be arranged with the prospective teacher of the child.

After Enrolment

Parents will be invited on an appointment basis to visit the school during the academic year to meet with the class teacher and discuss progress, behaviour or any issues, which concern the welfare of the pupils.

Parents of children who will be transferring to Second level education will be invited to an interview with the principal on an appointment basis to provide advice and guidance on the completion of the transfer report form. Copies of the transfer arrangements will be distributed to the parents of P7 pupils.

In St. Oliver Plunkett's there are close links between Home and School. Special Needs or problems are dealt with on an individual basis. If there is a concern about academic progress or behaviour, parents are contacted.

Communication with Parents

We are committed to open communication with our parents and value all that you can tell us about your child. If you have a concern about your child's progress or need to discuss any issue with the class teacher, we will strive to meet you as quickly as possible.

Parents are very welcome to contact the school at any time to discuss their children's progress. If a parent has a concern it will be dealt with in accordance with our school policy on Parental Concerns and be time bound. It is not advisable or in fact satisfactory to try to talk to a teacher in the morning or at the end of the day when the teacher is trying to ensure that all children are leaving the school safely. To avoid disruption of classroom work and for your own convenience the following procedure should be followed - **an appointment to meet the Principal or class teacher should be made through the school secretary.**



PASTORAL CARE

At Saint Oliver Plunkett's pastoral care permeates all aspects of school life and the school has been deemed 'outstanding' in this area by the Inspectorate. It reflects the values, attitudes, beliefs and practices of our catholic faith and involves all members of our school community. We strive to create an atmosphere where God's love is experienced by all members of our school family. As a staff we work as a team, respecting each other's roles and recognising individual talents and expertise. We are concerned with the needs and well being of each child and with the approaches and programmes we implement in order to aid his/her personal development.

It is the responsibility of each class teacher to cater for the physical and emotional well being of the pupils in his/her class. It is important that the school is kept fully informed by parents of any 'factors' or 'changes', which may affect the development of a pupil in our care. Any information given to the school will be treated confidentially and only shared with staff on a need to know basis.

Any pupil who may be experiencing 'difficulties' in any aspect of school life should be encouraged to approach Mrs. McKenna (Designated Teacher for Child Protection), Mr. Hannaway (Deputy Designated Teacher for Child Protection), Mr Woods (Principal) or indeed **any** member of the school staff.

Positive Behaviour

"Good discipline is essential if education is to take place and children are to develop and become responsible adults."

Positive Behaviour within the School is founded on self-respect and respect for others. Emphasis is placed on a positive approach in helping children to work together in a calm and thoughtful atmosphere. The school works closely with parents in all disciplinary matters and aims to share a common framework of values and expectations.



General Behaviour

Our school rules require all our pupils:

1. To be punctual
2. To respect their own and other pupils' property
3. To play together
4. To wear school uniform and follow rules regarding personal appearance.
5. To move through the school quietly and safely (no running)
6. To respect the right of others to enjoy school
7. To resist the need for sweets/treats of any kind during break time.
Fruit and milk/water only to be taken during break time as part of our Health Eating Programme.



Learning Support Special Educational Needs

In addition to normal classroom differentiation a child may need to be monitored more closely or require more support for their learning due to the issues listed below. Our children all develop in different ways and may also learn differently. It is very important that parents recognise this and that the school and parents work together for the good of the child.

There are five stages in Special Needs Provision and at each stage children are set targets to achieve within a time frame, which means they are being monitored and supported in more depth:

Stage 1 - Child monitored and supported within the classroom setting

Stage 2 - Child may be withdrawn for additional teaching or receive more support in class through team teaching

Stage 3 - School will access support from external agencies

Stage 4 - Application for a Statement of Special Needs

Stage 5 - Child holds a Statement of Special Needs

[Placement on the Learning Support Register](#)

Children may be placed on the Learning Support Register for a variety of reasons, when a concern arises regarding their progress following differentiated learning opportunities. These concerns may include:

- Little or no progress evident even when area of weakness has been targeted
- Difficulty in developing literacy or numeracy skills, resulting in poor attainment
- Communication and/or interaction difficulties which continue to persist despite the provision of a differentiated curriculum
- Persistent behavioural or emotional difficulties which are not alleviated by behaviour management techniques employed by the school
- Has physical or sensory problems and continues to make little or no progress despite the provision of specialist equipment
- Frequent absences
- Child significantly ahead of their peer group
- Difficulties at home

The class teacher is normally the person who highlights a child as having a particular difficulty within their class and this will be supported by evidence on progress and attainment. The parent may also inform the school of a particular need or concern, arising from medical or other professional evidence. The stage at which the child is placed on the register is dependent upon the level of support needed.



Child Protection

It is important that all children in our care feel safe and happy. All members of staff have received child protection training and two staff are designated teachers for child protection:

Mrs. Patricia McKenna - Designated Teacher for Child Protection

Mr. Thurlough Hannaway- Deputy Designated Teacher for Child Protection

If a Parent has a concern regarding the safety of any pupil, they should inform the school. When such concerns are reported, the designated teacher will be informed and will deal with the issue in line with school policy.

HOW A PARENT CAN VOICE A CONCERN

Talk to the class teacher.

If still concerned talk to **Mrs. McKenna (Designated Teacher for Child Protection)** or **Mr. Hannaway (Deputy Designated Teacher for child Protection)**

If still concerned talk to Mr Woods (Principal)

If still concerned write to the Chairman of the Board of Governors (Mr. Fintan Burns).



Photography

Photographs play a major part in recording children at work in the new curriculum. Children are proud and delighted when they see their images on display throughout the school and thoroughly enjoy looking back over school photographs. In line with school policy we ask that parents sign a consent form at the beginning of Primary 1 which will allow us to include their child in school photographs and digital images, during their seven years in St. Oliver Plunkett's. If parents wish to withdraw their consent, they must do so in writing.

Intimate Care

In order to safeguard children and staff the school has an Intimate Care Policy and asks parents at the beginning of P.1 to sign an Intimate Care Agreement Form. This requires parents to agree to staff being involved in changing their child if a wet accident occurs, but calls on parents to be available to change their child if they soil themselves. At all times, the dignity of the child is paramount.



Accidents

At St. Oliver Plunkett's we are very aware of Health and Safety, but we also realise that children need to run and play. If your child is seriously hurt during the day, he/she will be checked by the First Aid Officer and any incident will be reported in the School Accident Book. Depending on the severity of the incident we will contact you as soon as possible.

Medicines

Parents please note that no member of staff may administer medicines without a consent form being signed.

It is also vital that the school is kept informed of any allergies and/or conditions which may affect the child's daily routine in school or their contact with others.

SCHOOL UNIFORM

It is our wish that as many children as possible should wear the school uniform. The uniform adds to our ethos and allows each pupil to feel a part of the school family. St. Oliver Plunkett's School Uniform is available from McEvoy's, Newry.

Boys

Navy school sweatshirt with crest

White polo shirt with or without school crest

Navy trousers or plain navy tracksuit bottoms

Black shoes

Girls

Navy school sweatshirt with crest

White polo shirt with or without school crest

Navy pinafore/skirt

Black shoes



P.E. Uniform

Primary 1 - 4 Children to wear plain navy tracksuit bottoms on PE days and trainers. No PE shirt is required as children remove their jumpers and wear their white school polo shirts.



Primary 5 - 7

Navy shorts & royal blue t.shirt with crest

Navy socks

Plain navy tracksuit bottoms (without logos or stripes)

Trainers

Blue hoodie with crest for wearing during PE sessions only when the weather is cold.

The uniform (comprising the t shirt, shorts and sports bag) can be purchased through the school office.

Pupils in P5-7 must wear normal uniform to school and will have the opportunity to change in school.

Health and Safety

In line with Health and Safety Policy we ask parents to remember the following:

- All long hair should be tied neatly back in a pony tail
- Children should not wear rings or bracelets, but wristwatches are permitted
- Necklaces must be worn beneath uniforms at all times
- Only stud earrings are permitted - one in each ear.
- Nail varnish is not permitted



CHARGING AND REMISSIONS POLICY

Education is provided free of charge for all lessons and activities connected with the child's entitlement under the Education Reform Order.

The school may appeal to parents for voluntary donations to enhance school funds.

The school reserves the right to request subscription for activities which require such funding.

THE SCHOOL'S INVOLVEMENT IN SPORT



Saint Oliver Plunkett's allows the pupils the opportunity to experience a wide range of sporting activities, as part of our physical education programme and indeed our extra curricular activities. Each pupil by the end of Key Stage 2 will have had the opportunity to participate in and enjoy a broad range of activities - Gaelic Football Skills, Dance, Athletics, Dodgeball, basketball. Participation in sport creates an awareness of healthy lifestyles and well being and the benefits of working as a team. In the school we use our classrooms and playground for our P.E. activities. We are also fortunate that we have the use of the Peadar O'Doirnin Gaelic facilities. It is also important that children can benefit from local expertise and specialists instruction.

EDUCATION IN RELATION TO DRUG AND SOLVENT ABUSE

All schools are legally and indeed morally obliged to have a policy of Education relating to substance abuse. As a Catholic school this area is framed within the overall academic and pastoral aims of the school as is governed by the ethos towards which the school aspires.

- A. Saint Oliver Plunkett's aims to develop and increase the self-esteem of all our pupils.
- B. Through assembly and PSHE Programme create awareness about substance abuse and associated problems.
- C. At KS2 through the R.E programme and PSHE promote the development of self-management skills required to respond to social/peer pressure and to deal with the probability of 'the offer situation'.
- D. Provide all staff with the appropriate training to enhance their skills and knowledge in dealing with substance abuse.
- E. Support Health Education in school by positive promotion of the concept of preventive health education as part of our school pastoral care policy.
- F. Provide information to parents/guardians.
- G. Liaison with parents and other agencies

**The school must comply with all legal requirements placed upon it.
Reporting procedures are as follows

EDUCATION IN RELATION TO SUBSTANCE ABUSE

The principal will investigate and record any concerns. A written record will be kept of each stage in the reporting procedure. The incident will be reported to all relevant agencies, Parents/Guardians, Board of Governors, C.C.M.S., S.E.L.B., and Social Services.

Concern:

Principal

Parent - School Chaplain

Relevant Agencies

****School management of substance related problems will take account of the full range of substance, cigarettes, alcohol, solvents, prescribed medication and illicit drugs.**

