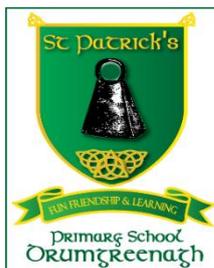


# St. Patrick's Primary School, Drumgreenagh



## School Prospectus 2023- 2024



**St. Patrick's Primary School**  
**40, Longstone Hill Road,**  
**Rathfriland.**  
**BT34 5BT**  
**Telephone: 028 406 305 87**  
**[www.stpatricksdrumgreenagh.com](http://www.stpatricksdrumgreenagh.com)**

**Principal: Mrs N. Magee**  
**Email: [nmagee351@c2ken.net](mailto:nmagee351@c2ken.net)**

Dear Parents/Guardians,

On behalf of the Governors and staff of St. Patrick's Primary School, I would like to extend a very warm welcome to you and your child. We are delighted that you have chosen St Patrick's for your child's education and we hope that he/she will enjoy many happy years in our school.

St. Patrick's Primary School is a Catholic school. We aim to provide a high standard of education for our pupils in a happy and caring environment. We hope that, over the course of your child's time in St Patrick's, your child will achieve his / her full potential and develop skills, knowledge and self-esteem and a love of learning.

This prospectus is intended to give you an insight into the work of our school, and to address any queries you may have; we have included information on the curriculum we offer and the experiences available to our pupils.

Partnership between the home and school is at the heart of our ethos. We hope that we will develop a successful relationship based on mutual respect and a desire for your child to succeed.

Yours sincerely,

*Mrs. N. Magee*

Mrs Nessa Magee

Principal

## School Staff 2023/2024

<b>Primary One/ Two</b>	Ms E. Mc Conville/ Mrs A. Kane Ms A. Mc Alinden Mrs D. Devine (SEN)
<b>Primary Three</b>	Mrs N. Magee / Mrs A. Kane Ms A. Mc Alinden Ms K. O' Keeffe (SEN)
<b>Primary Four/ Five</b>	Mrs P. Mc Caughey Mrs O. Watters (SEN) Mrs J. O' Hare (SEN)
<b>Primary Six/ Seven</b>	Mr P. Keenan Ms L. Magee (SEN)
<b>Clerical Officer</b>	Mrs J. O' Hare
<b>Supervisory Assistants</b>	Ms A. Mc Alinden Mrs J. O' Hare Ms L. Magee Mrs O. Watters Mrs D. Devine
<b>Building Supervisor</b>	Mrs D. Fitzpatrick
<b>Catering Assistant</b>	Mrs J Mc Givern

The School Day				
	P1 – P3		P4 – P7	
<b>Session 1</b>	8:45am 10:15am	–	8:45am 10:30am	–
<b>Break</b>	10:15am 10:30am	-	10:30am 10:45am	-
<b>Session 2</b>	10:45am 12:05pm	-	10:45am 12:05pm	-
<b>Lunch</b>	12:05pm 12.50pm	–	12:05pm 12.50 pm	–
<b>Afternoon</b>	12.50pm 1:45pm	–	12.50 pm 2:45pm	–

The **school doors open promptly at 8.40 am**. The school day will begin at 8.45am.

Roll call and dinner numbers are sent to the office at 9.00 am each morning

School finishes at 1.45 pm (sharp) for Primary One-Three and 2.45pm sharp for Primary Four –Seven.

Please ensure that your child arrives in school on time and is collected from school promptly; Late arrival can cause upset to the pupil and disruption to the class. Late arrival is recorded on SIMS.

## SCHOOL UNIFORM

### BOYS

Green jumper (crest)  
 White shirt  
 Navy trousers  
 Navy/Emerald school tie  
 Plain black shoes (not trainers)

### GIRLS

Green cardigan/jumper (crest)  
 White shirt  
 Navy pinafore/skirt  
 Navy/Emerald school tie  
 Navy socks/tights  
 Plain black shoes (not trainers)

### P.E. Uniform

**(To be worn to school on designated P.E days only)**

Navy sweatshirt (crest)  
 Navy jogging bottoms  
 White polo (no team jerseys)  
 Trainers

## Summer Uniform

### Girls

Green and white gingham dress  
 (no shorts or leggings visible below the dress hem)  
 Green school cardigan  
 White ankle socks (NOT TIGHTS)  
 Black shoes (NOT BOOTS)

### Boys

Navy shorts, short sleeved white shirt  
 school tie, green school jumper  
 ankle socks, trainers/ black shoes

### PE Uniform (Girls and Boys)

Navy school sweatshirt  
 Plain navy shorts  
 White/ Black Ankle socks  
 Trainers / Black Shoes

- **A pair of plain stud earrings may be worn**
- **Hair must be natural in colour**

## Uniform Suppliers

### Mc Evoy's Drapery

13, Monaghan Street  
Newry  
BT34 6BB

Telephone: 028 302 62294

### S & M Shoes

Main Street  
Rathfriland  
BT34 5PS

Telephone: 028 406 31443

## Uniform Recycling Scheme

In summer the Friends of St Patrick's organise a uniform sale. The donated items on sale are in excellent condition and can be purchased for a fraction of the retail cost. The Uniform Sale takes place during July/ August, please keep an eye of the Friends of St Patrick's PS Drumgreenagh Facebook site for the date.

## School Meals



School dinners are served at 12:05pm (P1-3) and 12.25 pm (P4-7). Meals cost £2.60 each day (Jan 2024). Dinner money is paid via the School Money Payment App. Meals must be booked and paid for on the School Money App at least a day before.

The school menu will be available on the school website - [www.stpatricksdrumgreenagh.com](http://www.stpatricksdrumgreenagh.com)

**The meals are prepared in the Central Meals Kitchen in Rathfriland; the order is phoned in to the Central Kitchen at 9.30am and the exact number of meals is delivered to the school. We are unable to add extra meals after the 9.30 am deadline.**

Application for free school meals is completed online via the Educational Authority Website – <https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants/apply-for-free-school-meals-uniform-grants>

## Healthy Break Policy

To promote healthy eating the school operates a healthy break policy. In every class from Primary One to Primary Seven the children are **only permitted to eat a healthy snack at break time**. A healthy snack is a small piece of fruit, a piece of cheese or a yoghurt.

## Communication

### Home – School Partnership

A strong relationship between school and home is essential to the health and wellbeing of pupils, parents and staff and crucial to the children's success. We value your role as educators and encourage you to become actively involved in the education of your child.

As a small school we rely on the support of our parents in a myriad of ways – through their assistance with events, their suggestions for the children's activities and their help with fundraising. When your child is enrolled in the school, we would ask you to consider joining the Friends of St Patrick's PS group. The group relies on the support of parents/ guardians and it is a great way of getting to know the other parents/ guardians. As an active group the Friends support the school's work and help us to provide a range of activities for all of the children. You will find more information of the Facebook Page – Friends of St. Patrick's PS, Drumgreenagh.

### Text Messaging

We use a text messaging service, this service is linked to parent/ guardians' phones, so it is **essential that the telephone number we have is your current number**. The information we have on addresses/ telephones/ emails/ medical conditions is stored on the SIMS system, this is managed by c2k.



### Email

School letters and important information will be emailed to the address you register on your child's enrolment in the school. **It is your responsibility to ensure that the email information we hold for your child is in use**. A text alert will be sent when information is sent via email. Information on the February Parent/Teacher meetings will be sent to the registered email address.



### School Website

The main source of information on school events is the school website – [www.stpatricksdrumgreenagh.com](http://www.stpatricksdrumgreenagh.com)

The website is used to upload photos and information on school events. The dinner menu and the school holiday calendar can be accessed on the website.



## Parent Teacher Communication

If you have a query or concern about your child, please do not hesitate to contact the school and arrange an appointment to speak to your child's teacher. An arranged appointment – whether by telephone or in person – will ensure that the member of staff has sufficient time to speak to you.

There are other, more formal, arrangements for parent meetings. In the second term there will be an opportunity to discuss your child's progress with his/ her teacher.

At the end of the third term, you will receive a detailed report on your child's progress.

## Absences from school

Every school must record details of pupils' attendance and absence at school. We do this at the beginning of the morning and at the start of the afternoon session, therefore your child will receive two half-day mark per day.

If your child is going to be absent from school, (e.g. for an unavoidable appointment) then you should let the school know as soon as possible. If your child has been absent due to an unexpected event such as bereavement or illness, then you must, in line with our school's attendance policy, inform the school on the first day of absence. This can be done by telephone or email and should be confirmed with a written note when your child returns to school. If the absence is likely to be prolonged, the information provided will enable the school to assist with homework or any other necessary arrangements.

If you fail to tell us why your child has not been present, then we will record that period of absence as being unauthorised.

The 2023/2024 school holiday list is available on the school website, please consult the list before booking a holiday. Children who are absent from school for holidays during term-time are recorded using the code – Family Holiday (Not Agreed) – and will be the subject of scrutiny by the Educational Welfare Services.

The Education Welfare Service (EWS) has access to the attendance information for each pupil if your child is missing school without good reason, schools and the EA have the authority to investigate pupil absence.

### **Other Communication**

Please inform the school via telephone or email if your child is

- Suffering from any medical condition or taking medication
- Unable to take part in any school activity for medical reasons

- Being collected early or by someone unknown to the school

If you wish to speak privately to your child's teacher, please telephone the school office and arrange a suitable appointment time.

## The Curriculum



Your child's time in primary school will be broken into three phases -

- Foundation Stage - Nursery/ Primary One/ Primary Two
- Key Stage One - Primary Three and Four
- Key Stage Two - Primary Five, Primary Six and Primary Seven

You will find further details on the curriculum on the website: [www.nicurriculum.org.uk](http://www.nicurriculum.org.uk)



### The Areas of Learning are:

- Language and Literacy
- Mathematics and Numeracy
- The Arts
- The World Around Us
- Personal Development and Mutual Understanding (PDMU)
- Physical Development and Movement (Foundation Stage)/Physical Education (Key Stages 1 and 2)
- Religious Education

### The Cross-curricular themes are:

- Communication
- Using Mathematics
- Using Information and Communication Technology (ICT)

The Curriculum also develops pupils' Thinking Skills and Personal Capabilities. These are transferable skills which apply to many curricular areas and will be of use to the children throughout their lives. They are as follows:



- Thinking, Problem-Solving and Decision-making
- Self-Management
- Working with Others
- Managing Information
- Being Creative



## Religion

As a Catholic school, prayer and faith is very important in our school life. Opportunities to pray are built into the school day – morning and evening offering; Grace before and after meals etc.

The Veritas Programme for Primary Schools - 'Grow in Love' forms the basis of our programme for Religious Education. The programme prepares each child for participation in the liturgy and Sacraments of the Catholic Church



– First Confession and First Holy Communion (Primary Four) and Confirmation (Primary Seven).



Your role in your child's faith education is **vitaly important**. Please practice the sign of the cross and the prayers – morning and night prayers with your child. Please bring your child to visit the chapel and take him/ her to Mass.

Parents/ Guardian may wish to withdraw their children from RE lessons. Should this be the case, parents/guardians should make the school aware of whether the withdrawal is from the whole RE curriculum or specific parts of it.

- The school will supervise pupils who are withdrawn from Religion lessons but will not **provide additional teaching**, however, a pupil may be required to work in another area of the school. Pupils will usually remain on school premises where it is feasible and appropriate.
- Whilst parents or carers have a right to withdraw children from RE, **they should note that children may also encounter religions and beliefs and wider aspects of faith in other areas of the curriculum from which there is no right of withdrawal.**
- On occasion, spontaneous questions about religious matters are raised by pupils or issues related to religion arise in other curriculum subjects such as WAU or Personal Development and Mutual Understanding (PDMU). For example, schools promote community cohesion and help pupils to understand ideas about identity and diversity, feelings and emotions within both religious and non-religious contexts.



## Additional School Activities

### Spanish Lessons

The school employs a Spanish Teacher – Patricia. Spanish is taught from Primary One-Seven every Wednesday. Due to budgetary constraints, we are unable to meet the full cost of these

lessons therefore **there is a charge for these lessons**. The bill for Spanish will be sent home at the start of each term.

### **GAA Coaching**

On a Friday afternoon the children participate in Gaelic games lessons. This is an additional activity, and it is part-funded by a contribution from the Parent Association – Friends of St Patrick's PS -and part-funded by a school fundraising event.

### **Music Tuition**



Mr Peter Benson and Mrs Nicola Murray from the Education Authority Music Service auditions and select children for additional instruction in Brass and Stringed Instruments (Primary Five- Seven); **there is a charge for instrumental tuition**.

### **School Choir**

We are very proud of our award-winning school choir. Children who are interested in joining the school choir attend auditions in Primary Four and are selected by Mrs Mc Caughey (choir mistress).

### **Swimming Lessons**

Primary Four- Seven participate in swimming lessons; Primary Four and Five in Term One and Primary Six/ Seven in Term Two. Parents/ Guardians contribute to the cost of these lessons.



### **Speech and Drama Feiseanna**



The children are encouraged to enter for the Speech and Drama section of Banbridge and Newry Feiseanna. Ms Mc Conville will send out details.

### **Afterschool Classes**

A wide variety of after school activities is available. The selection of activities varies from term to term. The activities currently being offered include School Choir, Football, Camogie, Singing and Transfer Preparation.

On Monday an After-School Club runs from 1.45-2.45 for P1-3 and 2.45-3.45pm for P4-7 children. Monday After-school is organised by the Friends of St Patrick's PS. There is an additional charge for these classes.

## **Special Educational Needs**

The school implements the Code of Practice for the identification and assessment of Special Educational Needs and Disability Order.

We seek to identify children with Special Educational Needs. Careful monitoring, testing and contact with parents/guardians allows the teacher to meet the child's needs as far as possible within the classroom. Staff are committed to working as a team, and with parental consent, will collaborate with outside agencies to seek support for the pupils' needs.



In order to provide the best possible opportunities for the pupil, with consent from the parent/guardian, we may seek support from the Education Authority to secure extra provision for individual pupils.

Mr P. Keenan is the Special Educational Needs Coordinator (SENCO). Each term Individual Education Plans are drawn up all children on the Special Educational Needs Register, these plans are sent home and parents/ guardians may be invited to the school to discuss their child's progress.

## Homework

Homework provides a vital link between home and school. It helps to reinforce the work being done in school and it allows parents/guardians to become involved in the education of their child.

Please take time, in an area free from distraction, to complete the child's homework. The homework has been carefully selected to mirror the children's work in school. Please make sure that homework is completed carefully in a clean, dry area. Please make sure that letters/numerals are correctly formed, writing is legible and that the work is carefully coloured. **Please do not complete your child's homework.** Please read over your child's work and sign the completed work.

The teacher may also write comments on the homework, which you should discuss with your child. Written comments are to support a child's learning. Further details on homework is available in the Homework Policy which is available on request from the School Office.



## Pastoral Care and Child Protection

Pastoral Care refers to our treatment of one another, our behaviour, our relationships and our willingness to accept differences, so that we have a happy, harmonious school environment where everyone feels valued and loved in a truly Christian way. To fulfil the aims of the school every pupil and every staff member has a role to play in pastoral care.

If a pupil is identified as having problems, the staff will become actively involved in trying to find a solution. Pupils are encouraged to confide in their teachers in times of difficulty. It is important to emphasise the significance of close working relationships between parents and teachers.

The school operates a Child Protection Policy which meets with requirement of the Area Child Protection Committee's 'Regional Policy and Procedures'. It recognises that the interests of the child are paramount.

The following members of staff have responsibilities for Child Protection:

<b>DESIGNATED TEACHER FOR CHILD PROTECTION</b>	<b>Mrs E. Mc Conville</b>
<b>DEPUTY DESIGNATED TEACHERS FOR CHILD PROTECTION</b>	<b>Mrs P. Mc Caughey Mr P. Keenan</b>

## **Operation Encompass**

We are an Operation Encompass school. Operation Encompass is an early intervention partnership between local Police and our school, aimed at supporting children who are victims of domestic violence and abuse. As a school, we recognise that children's exposure to domestic violence is a traumatic event.



When the police have attended a domestic incident and one of our pupils is present, they will contact the school at the start of the next working day to share this information with a member of the safeguarding team. This will allow the school safeguarding team to provide direct or indirect support to the child and family.

As per DE Circular 2020/07 this information will only be shared outside the safeguarding team on a proportionate and need-to-know basis. All members of the safeguarding team have completed the online Operation Encompass training, so they are able to take these calls. School staff answering the phone have been made aware of Operation Encompass and the need to pass these calls on with urgency.



You will receive a School Safeguarding Leaflet at the beginning of Term One. You will be asked for your consent for school staff

- to assist your child in the bathroom
- to administer first aid and for permission
- to take photos for the school website/ publications.

You have the right to withdraw consent at any time during your child's time in St Patrick's Primary School.

## Friends of St Patrick's Primary School

We are supported in our work by the Friends of St Patrick's Primary School. This group of parents meet once a term to plan activities support the work of the school and to help raise funds for the school. The group welcomes new members, please take the time to become involved. The first meeting of the Friends Group is held at the end of September; details will be sent out closer to the meeting - please do come along.

The staff and pupils of St. Patrick's PS are very proud of our small, happy, caring school. I hope that our prospectus has given you an insight into the life of the school. If you would like further information, or if you would like to visit the school, please do not hesitate to email me on:-

[nmagee351@c2ken.net](mailto:nmagee351@c2ken.net) - to arrange an appointment.



Yours sincerely,

Mrs Nessa Magee

Principal