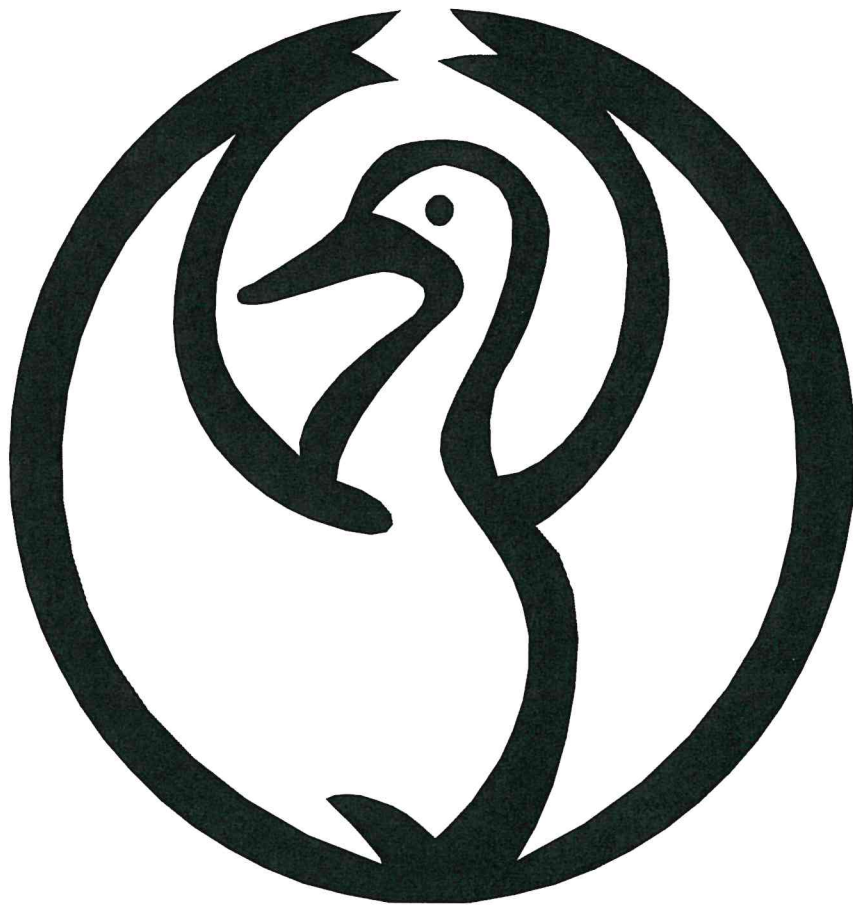


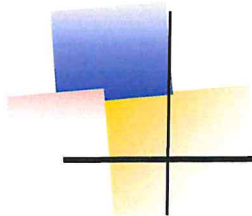
**ST. JOHN THE BAPTIST  
PRIMARY SCHOOL**

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**PROSPECTUS**

*2021— 22*



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## **BOARD OF GOVERNORS 2021/22**

### **Nominated by the Transferors/Trustees:**

**Fr John Kearns  
Mr Brian McGrath  
Mrs Louise McGee  
Mrs Sinead Ferguson**

### **Nominated by D E N I:**

**Mrs Clodagh Cox.**

### **Nominated by Education Authority Western Region:**

**Mr Martin Kelly  
Mr John Coyle**

### **Elected by the Parents:**

**Mrs Trudy Johnston**

### **Elected by the Teaching Staff:**

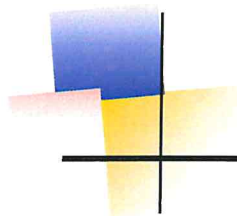
**Mrs Aisling Sinclair**

### **Principal (Non Voting):**

**Ms Marie O'Shea**

### **CHAIRPERSON OF GOVERNORS:**

**Mrs Trudy Johnston**



## **TEACHING STAFF**

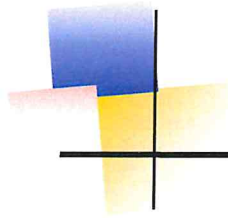
<b>Principal</b>	<b>Ms. Marie O'Shea</b>
<b>P1-P3 Teacher</b>	<b>Mrs Aisling Sinclair</b>
<b>P4-P5 Teacher</b>	<b>Ms Marie O'Shea</b>
<b>P6-P7 Teacher</b>	<b>Mrs Edel Brown</b>

## **ANCILLARY STAFF**

<b>School Secretary</b>	<b>Mrs Cathy McManus</b>
<b>Classroom Assistant</b>	<b>Mrs Deborah Leslie Mrs Rose Patton</b>
<b>Assistant (Kitchen)</b>	<b>Mr James Rochfort</b>
<b>Supervisory Assistant</b>	<b>Mrs Cathy McManus</b>
<b>Caretaker</b>	<b>Mr Bernard Brown</b>

<b>Number on roll (1<sup>st</sup> September 2020)</b>	<b>39</b>
<b>Expected Number on Roll (1<sup>st</sup> September 2021)</b>	<b>33</b>
<b>Admissions Number 10. Enrolment Number</b>	<b>73</b>





## AIMS OF THE SCHOOL

- (1) St. John the Baptist Primary School aims to provide a caring and effective Catholic Education service, which enables its pupils to make the most of their potential for academic, religious and human development. The school is committed to the Statement of Aims of Catholic Schools and to the promotion of an ethos throughout the school, which reflects the Christian teaching, and values of the church.



- (2) To provide opportunity for children to develop their full potential whilst aiming to preserve the individuality of the child.
- (3) To develop self-esteem and confidence and sense of fair play, respect and tolerance towards others and their property.
- (4) To foster good home/school links through parent/teacher meetings and by encouraging and welcoming parents to visit the school at any time to discuss their children's welfare.
- (5) To lead children to a deeper more living active and personal Christian faith in accordance with Catholic beliefs and practice.



- (6) To be involved with other schools in the locality for educational, cultural and leisure activities in order to pool ideas and derive the utmost from the curriculum.

### **Extended Schools DELTA programme for Parents**



## GENERAL INFORMATION

St. John the Baptist Primary School is owned by the Trustees, Managed by a Board of Governors and funded by the Board in respect of running costs.

The school is situated in a rural environment approximately 3 miles from Belleek and admits boys and girls aged from 4 to 11.

The school seeks to promote a friendly caring atmosphere for all its pupils and staff. Parents are always welcome to visit the school.

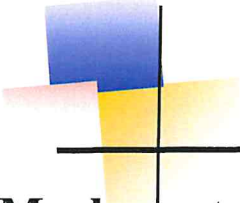
The school opened in 1960. It has one classroom in the main building and three mobile classrooms.

A mobile classroom was installed in September '95 and includes an office, toilets and storage space. This room is occupied by the infant classes and provides ample space for structured play and other learning activities.

One of the classrooms in the main school building and the adjoining dining room were converted to form one large dual purpose room. Work has been completed on extending the main classroom in the school and providing a new office. The toilets have been refurbished. An oil – fired central heating system has been installed.



The Governors and staff, with the support of the parents, are always working to improve the environment of the school.



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**Meals** are transported from St. Martin's Primary School Garrison and served fresh, daily in the dining room.

### **FREE SCHOOL MEALS**

All parents/ guardians (including new applicants) are required to apply on-line from Monday, 7 June 2021 via the EA website: <https://www.eani.org.uk/financial-help/free-school-meals>. The Helpdesk operates Monday – Friday from 9.00am to 4.30pm and can be contacted via email: [mealsanduniform@eani.org.uk](mailto:mealsanduniform@eani.org.uk). The telephone number which should be used for all enquiries is: (028) 9041 8044.



**Transport** to the school is provided by the Education Authority Western Region. You will need to apply for a transport pass for your child to avail of this service. All transport applications must be made on-line through the EA website:

<https://www.eani.org.uk/checkTransport>



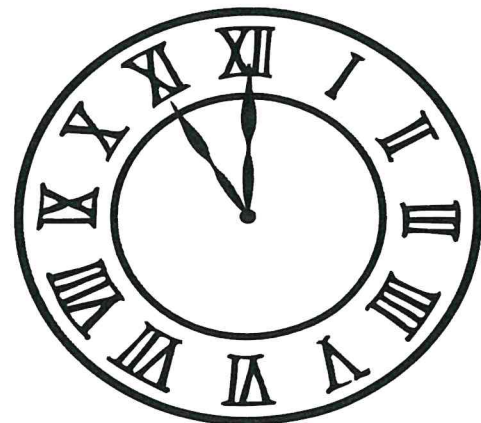
The school aims to be involved with other schools in the locality for educational, cultural and leisure activities.

**A Shared Education Programme** with Belleek Primary School and other local schools has been developed and includes inter school visits. We work within the Erne West Learning Community.





## SCHOOL HOURS



The school day begins at **9.00am** and the children should be in their classrooms by this time.

Children will be admitted to the school from 8.45am onwards.

Children should not arrive at school before **8.45am** and no responsibility can be taken by the school for any children arriving on the premises before this time.

The lunch break is from **12.25pm** to **1.15pm**.

All children have a supervised playtime for 15 minutes in the middle of the morning.

The **Year 1** class finish school at **12.30pm** until **Halloween** and at **2.00pm** for rest of the year and this continues with **Year 2 & Year 3** children finishing school at **2.00pm** also.

**Year 4– Year 7** classes finish their school day at **2.50pm**.







# ATTENDANCE

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All children should attend school for the 190 days, which the law requires, unless they are ill. If children have to miss school for illness or any other reason, then parents should send into school a note explaining the absence for our records.

## **SCHOOL TERM AND HOLIDAY DATES**

### **Autumn Term**

*(First Day of Autumn Term: **Wednesday 1<sup>st</sup> September 2021**)*

Hallowe'en Holiday..... Monday **25<sup>th</sup> October 2021** —  
Friday **29<sup>th</sup> October 2021** (incl)

**School Development** ..... Monday **25<sup>th</sup> October 2021**

Christmas Holidays..... Thursday **23<sup>rd</sup> December 2021** —  
Wednesday **5<sup>th</sup> January 2022** (incl)

**School Development** ..... Wednesday **5<sup>th</sup> January 2022**

*On the last day of Autumn Term, Wednesday 22<sup>nd</sup> December 2021, school will finish at 12pm.*

### **Spring Term**

*(First Day of Spring Term – **Thursday 6<sup>th</sup> January 2022**)*

Half Term Holiday..... Monday **14<sup>th</sup> February 2022**—  
Friday **18<sup>th</sup> February 2022** (incl)

**School Development** ..... Monday **14<sup>th</sup> & Tuesday 15<sup>th</sup> February 2022**

Holiday St Patrick's Day ..... Thursday **17<sup>th</sup> March 2022**—  
Friday **18<sup>th</sup> March 2022**

Easter Holidays ..... Thursday **14<sup>th</sup> April 2022**—  
Friday **22<sup>nd</sup> April 2022** (incl)

*On the last day of Spring Term, Wednesday 13<sup>th</sup> April 2022, school will finish at 12pm.*

### **Summer Term**

*(First day of Summer Term – **Monday 25<sup>th</sup> April 2022**)*

**Bank Holiday** ..... Monday **2<sup>nd</sup> May 2022**

**Bank Holiday** ..... Thursday **2<sup>nd</sup> June 2022**—  
Monday **6<sup>th</sup> June 2022** (incl)

**School Development** ..... Monday **6<sup>th</sup> June 2022**

*On the last day of Summer Term, Thursday 30<sup>th</sup> June 2022, school will finish at 12pm.*



# CURRICULUM

The curriculum of the school is designed to give a broad and balanced education to all children and to present all children with experiences suitable to their current stages of development.

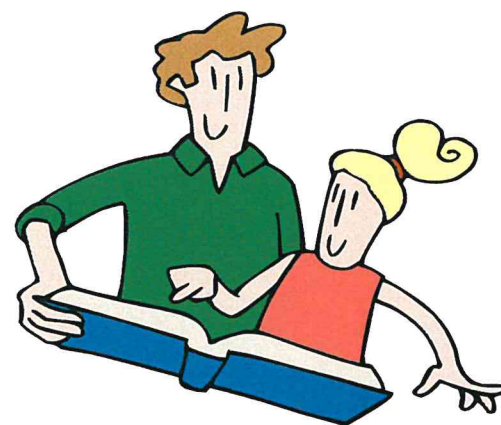
The curriculum is in a constant state of development and teachers will aim to keep up to date with new initiatives. The school is already providing worthwhile experiences in all the learning areas of the Northern Ireland Revised Curriculum which are:-

- Language & Literacy
- Mathematics & Numeracy
- The World Around Us
- Physical Education
- The Arts
- Personal Development & Mutual Understanding

The school will promote, through the teaching of the contributory subjects and Religious Education, the attainment of the objectives of the following educational themes:-

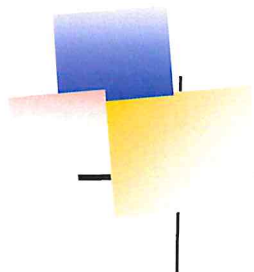
- Information Technology
- Education for Mutual Understanding
- Cultural Heritage
- Health Education

The school will be striving to present children with lively and exciting experiences, which will enable them to fulfil the Northern Ireland Curriculum requirements with enthusiasm and to empower young people to achieve their potential and to make informed and responsible decisions throughout their lives.



Pupil's performance and development will be evaluated by appropriate assessment techniques and the assessment will be reported to parents.





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# RELIGIOUS EDUCATION

Religious Education – the development of the Faith and Religious practice is central to the life of the school. The teaching of Religious Education in each class is based on the ‘Grow in Love’ programme. Children receive special preparation for the reception of the Sacraments of Penance, Eucharist and Confirmation. Special masses are celebrated in the school during the year. Daily prayers are said in all classes. The Priests visit the school frequently, and the Diocesan Adviser pays an annual visit to the school. Special Assemblies are prepared by each class during the year. Parents are invited to attend these.

## **SPECIAL EDUCATIONAL 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 difficulty or special talents which they show. If necessary the specialist services of the Board’s Special Education Section will be used. Help is given to pupils with learning difficulties and special needs in accordance with the Special Educational Needs and Disability (Northern Ireland) Order 2005 and the Code of Practice for schools.

## **HOMEWORK**

Children are very much encouraged to take books home to read and we would encourage parents to try to find time to read with their children and to discuss their books with them. All children and parents are welcome to borrow books from the library in the school.

Children are also asked to undertake some tasks at home such as learning spellings or tables, and completing literacy or numeracy tasks linked to their work in the classroom. The school would welcome parental support and encouragement for all such tasks and would ask them to ensure that homework is neatly and conscientiously completed. We currently use the online platform ‘Seesaw’ for the submission of homework. This means we don’t have books moving regularly in and out of home and again the school would seek parental support for this policy.

## **OUT OF SCHOOL ACTIVITIES**

Some activities take place out of normal school hours. These may include cycling proficiency, netball, athletics, swimming and football. A gardening club has also been formed and members meet after school to engage in gardening activities. These will change from time to time, depending on the expertise and interest of individual members of staff and the availability of the activities generally. Some visits are organised for classes to places of interest connected with the curriculum. The continuation of these activities will, following the introduction of new statutory requirements under the Education Reform Order, depend on the voluntary contributions of parents towards the costs.



## **COMPLAINTS PROCEDURE**

If you have any concerns about your child's safety you should use the following procedure to make a complaint:

I have a concern about my child's safety.

I can talk to the Teacher.

If I am still concerned, I can talk to the Designated (Edel Brown) or Deputy Designated Teacher (Aisling Sinclair) for Child Protection

If I am still concerned I can talk to the Principal Marie O'Shea

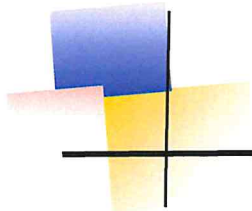
If I am still concerned, I can talk/write to the Chair of Board of Governors (Trudy Johnston)

If I am still concerned I can contact the NI Public Services Ombudsman  
Tel: 0800 343 424

At any time I can talk to the local Children's Services Gateway Team 028 9598 5590 or the PSNI Central Referral Unit at 028 9025 9299

Discipline in the school is fostered by the encouragement in each child of a sense of respect for others and their property, based on self-respect and the growth of self-discipline. The Principal and staff will consult parents in the event of any serious problems arising with a particular child. Sanctions for minor lapses in behaviour usually involves the loss of personal time (such as break time) or pupils may be asked to complete a piece of written work for:-

- (a) Disruptive behaviour.
- (b) Failure to complete work set out by teacher either at school or at home.



# SCHOOL DISCIPLINE

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Good behaviour will be praised and sometimes rewarded. All children have the opportunity for Golden time at the end of the week.

The school hold a Golden assembly at the end of each month for the presentation of certificates and rewards for achievement and success.

Parental contacts with the school are actively encouraged by the teaching staff.

The parent's support is essential in working with the school for the child's benefit.

## **SCHOOL RULES—Golden Rules**

Children are expected to behave in a way, which shows consideration for other people and their property. We expect them to treat both other children and adults with politeness and kindness and to have a regard for the safety of themselves and/or others.

Good behaviour on buses is essential in the interests of safety, parents are asked to ensure that their children are well behaved at all times on the buses.



## **WEARING OF JEWELLERY**

Children are discouraged from wearing jewellery to school because of the safety factor. If children have their ears pierced, then they should wear studs and not earrings. If children do come to school with inappropriate jewellery, then their teacher may require that they remove the items, or that they do not take part in activities where the teacher feels that the jewellery constitutes a safety hazard.

Children should not bring any valuable property to school.

## CLOTHING

School uniform is preferred. It is particularly important that children wear **sensible** footwear, whether indoors or out.

**The School sweatshirt is available in:**

- **School Days**, Enniskillen,
- **Miss B's Clothing**, Main Street, Belleek
- **School Trends** or
- **Tesco online uniform service** at [www.myclothing.com](http://www.myclothing.com)

Most other uniform items can be purchased here or at a range of supermarket and high street shops.

**The uniform is:-**

- Boys** - Navy Blue Trousers / Summer Navy Shorts  
Navy Pullover  
White Shirt  
Red Tie  
(ideally an elasticated tie for small children)
- Girls** - Navy skirt, Pinafore or Trousers / Summer Dress  
Navy Cardigan or Pullover  
White Blouse  
Red Tie  
(ideally an elasticated tie for small children).

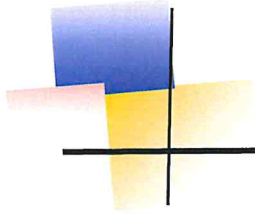
### **P. E. KIT**

Children who go swimming should have swimming clothing, towel and a swimming hat on days when swimming takes place. Older children who do football or netball should have suitable clothing and footwear for these activities on days when the lessons take place. **All children should have a white T-shirt and navy shorts or navy joggers and runners.**

### **NAMES ON CLOTHING**

**If children are to arrive home wearing the same clothes in which they left, it is desirable that ALL items should be labelled with the child's name.**





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## CHARGING AND REMISSIONS POLICY

**The Board of Governors have adopted the following Charging and Remissions Policy:-**

### **A. Charging Policy**

It is the policy of the Governors to charge for:-

- (i) Board and lodgings on residential visits:

### **B. Remissions Policy**

**Charges will be remitted as follows:-**

The charge for the board and lodgings cost of a residential visit will be remitted in the case of pupils whose parents are in receipt of income support or family credit if the education provided on that visit must otherwise be provided free, that is, the activity takes place mainly or wholly in school hours and/or is provided as part of the syllabus for an approved public examination or is required in order to fulfil statutory duties in relation to the Northern Ireland Curriculum or Religious Education.

### **C. Voluntary Contributions**

In 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 this as a suitable contribution.

All the children in the group will take part in the activity, whether their parents have contributed or not.

In cases where contributions are such that the school (through the school fund) cannot make up for the short fall, the activity will not take place and all contributions already made by parents for the specific activity will be returned to them.

## **D. Breakages/Losses**

The Board of Governors reserves the right to seek to recover from parents the whole or part of the cost of breakages and losses incurred as a result of a pupil's behaviour.

## **E. School Funds**

**Parents make a voluntary subscription of  
£25 per Annum (per family).**



## **CHANGES IN SCHOOL ARRANGEMENTS**

Changes occur from time to time in the staffing and organisation of the school and parents will be informed of these by newsletter.

The summaries in this booklet give the present arrangements with effect from September 2021.







## PASTORAL CARE/CHILD PROTECTION & GDPR

The pastoral care of pupils attending St. John the Baptist P.S. is at the heart of the ethos and curriculum. We aim to provide a safe, happy environment in which pupils can develop their personal, social, spiritual and academic skills

Teachers and staff follow the guidance and procedures set out in the D E N I document 1999/10. Pastoral Care in Schools – Child Protection. **The Mrs Brown is the designated teacher for Child Protection. In her absence Mrs Sinclair will assume this role, in her absence Miss O'Shea assumes the role.**

All the staff works closely together in consultation with children in the school. Parents are urged to discuss any matters of concern with staff whenever they feel this is advisable. Parents are strongly advised to discuss such matters with the class teacher in the first instance. Often potential problems can be avoided if they are dealt with quickly. The Principal will be pleased to see parents to discuss any matters of concern, at any time, although it may be appropriate to make an appointment if a lengthy discussion is needed.

The Schools Pastoral Care & Child Protection Policy has been drawn up in accordance with DENI Document Pastoral Care in Schools & Child Protection.

This school attempts to foster parental relationships in various ways such as invitations to School Mass, Concerts, Assemblies Meetings and other events as well as informal contacts at the beginning and end of the School Day.

More formal contact is made in the annual progress interviews with the class teacher.

Parents may contact the Principal about any matter at any time when the school is open. However this should, as far as is possible, be out of teaching time to keep class disruption to a minimum.

St John the Baptist Ps is the data controller of the personal information we hold about our pupils and their parents/families/carers/legal guardians. This means that we are responsible for deciding how we hold and use the personal information which we collect.

We are required under the General Data Protection Regulation (GDPR) to notify you of the information contained in this privacy notice.

We collect and use pupil information under the Education Act (Northern Ireland) 2014 and other legislation. You may find the specific legislation at <https://www.education-ni.gov.uk/departments/education-legislation>. The majority of pupil information you provide to us is information which you are legally obliged to provide but some pupil information is provided to us on a voluntary basis. When collecting information from you we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

This notice applies to prospective, current and former pupils and their families/carers/legal guardians and those applying for a place at the school and their families/carers/legal guardians. We may update this notice at any time but if we do so, we will inform you as soon as reasonably practicable.

**If you have any questions about this privacy notice or how we handle personal information, please contact the Principal who will deal with your query.**

**The Principal can be contacted on 028 686 58484, [moshea388@c2kni.net](mailto:moshea388@c2kni.net) or by post:**

**38 Roscor Lane, Carrenbeg, Belleek, Co Fermanagh BT93 3DP.**



## **SMART SNACKS**

The school operates a “Smart Snacks” and Healthy eating policy. Parents are encouraged to provide their children with healthy snacks and lunches.

**Fizzy drinks are forbidden.  
Sweets and crisps are discouraged.**



During the year a number of healthy eating projects and special events are organised in order to encourage healthy eating including, ‘Fruity Friday’ Tuck shop and ‘Sticky Spoons’ Cookery Programmes.

## **DRUGS EDUCATION POLICY**

In line with the guidance pack issued to schools by DENI in 1996 a drug can be defined as “any substance which when taken has the effect of altering the way a person behaves, feels sees or thinks”

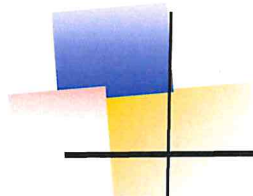


Current research indicates that Drug use both legal and illegal is rising amongst young people. As part of the School’s care of its pupils we believe we have a duty to educate and inform children about drug use, whilst being sensitive to their age and experience.

This school is committed to the health and safety of everyone attending here and we will work together with parents to enable pupils to make healthy, informed choices and discourage the misuse of drugs.

The Schools Drugs Education Policy is available in the school.

Any medication held in school must follow the ‘Administration of Medicines’ Policy document and appropriate forms need to be completed with the school staff in order to support this situation.



# ADMISSIONS

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## **ADMISSION ARRANGEMENTS**

The current policy is to admit into P1 class on the first day of the Autumn term those children who have reached compulsory school age, ie, those children whose 4<sup>th</sup> Birthday is on or before 1<sup>st</sup> July 2021.

Children entering P1 in September will be invited to spend 1 half day in school before the end of the previous Summer Term.

### **Admissions Criteria – Year 1.**

The following criteria will be applied in the order set down (1-4) by the Board of Governors of St. John the Baptist in selecting children for admission to year 1. Priority will be given to children normally resident in Northern Ireland at the time of the proposed admission. Within each criterion priority will firstly be given to those pupils regarded by the Board of Governors, on the basis of supporting written evidence provided by parents and/or Statutory agencies, as having special circumstances e.g. medical, social or security factors.

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 7 January 2021 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 29 January 2021 will be treated as a late application.

1. Children of compulsory school age who normally reside in the Parish of Inish Muighe Samh.
2. Children of compulsory age who have brother/sisters, half-brothers/half-sisters, presently enrolled in the school.
3. Children who are a Looked After Child (LAC).
4. Children of compulsory age from other areas.

In the event of over-subscription in any one of the criteria, taken in order, pupils will be selected on the basis of proximity of parents/guardians home to the school as measured by the shortest walking route by public thoroughfare.

### **Year 1 Admissions- After the beginning of the school year**

Admissions Criteria for Year 1 entry will be used for selecting pupils for admission to Year 1 after beginning of the school year.

### **Duty to Verify**

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application form.

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.



## **Waiting List Policy**

Should a vacancy arise after placement letters have been issued, all applications for admission to Primary 1 that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until the end of the academic year. The school will contact parents in writing if a child gains a place in the school by this method. A child's name will be automatically added to the list. Parents should contact the school if they wish for their child to be removed from the list.

## **Admissions Criteria – Years 2 – 7.**

The Board of Governors of St. John the Baptist Primary School has determined that the following criteria shall be applied in order set down below to all pupils seeking admission to years 2 – 7. Children normally resident in Northern Ireland will be considered before all other children.

1. Pupils will be considered for enrolment provided that the school will not exceed its enrolment number as determined by the Department of Education.
2. Pupils will be considered for admission provided that in the opinion of the Board of Governors, they would not prejudice the efficient use of the schools' resources.
3. Pupils regarded by the Board of Governors, on the basis of written and other evidence supplied by the parent/guardians and statutory or other agencies, as having special circumstances e.g. medical, social or security reasons.

In the event of over – subscription in any one of the criteria, taken in order, pupils will be selected on:

- (a) The order of application.
- (b) Shortest walking distance between home and the school.

The criteria will be applied by a Sub – Committee of the Board of Governors.

Parents considering sending their children to this school are invited to make a prior visit, to see the school in action and to talk to the principal and teachers. The admission arrangements as set out in the EA-WR booklet on Primary Education will be used. Application forms are available from the school or Board offices.



**ST. JOHN THE BAPTIST  
PRIMARY SCHOOL**

38 Roscor Lane  
Carrenbeg  
Roscor  
Belleek  
Co. Fermanagh BT93 3DP

Phone: 028 68658484

Fax: 028 68658484

Email:

[info@stjohnbaptist.enniskillen.ni.sch.uk](mailto:info@stjohnbaptist.enniskillen.ni.sch.uk)

Website:

[www.stjohnthebaptistroscor.co.uk](http://www.stjohnthebaptistroscor.co.uk)

Twitter: @stjtbroscore