

St. Kevin's Primary School

Prospectus

2017/2018



CARPE DIEM, CARPE VITAM
SEIZE THE DAY, SEIZE LIFE

SIC ITUR AD ASTRA
REACH FOR THE STARS

Education and Training Inspectorate (ETI)

In February 2015 the Education and Training Inspectorate (ETI) conducted a full inspection of the quality of educational provision in St Kevin's Primary School. St Kevin's was heralded as a 'very good school' in which 'pastoral care is outstanding'

A full version of the Inspection Report is available on the school website. Below are some quotes from the report.

The children are highly motivated to learn and their behaviour around the school is exemplary. From an early stage, they have high levels of independence and take pride in their learning.

The children are respectful towards one another and work well in pairs and groups demonstrating very good personal and social skills.

The children read fluently, with expression and understanding and display high levels of interest in reading for enjoyment. The children are developing and increasing their confidence in using appropriate mathematical vocabulary. By year 7, the most able children demonstrate flexibility in their thinking and can offer alternative strategies to solve mathematical problems.

Information and communication technology (ICT) was integrated effectively into classroom activities to support and extend the children's learning. The children use effectively self and peer assessment to review their own and others' efforts and, notably, the parents comment regularly on their child's work.

The children who require additional support with aspects of their learning are supported effectively and nurtured sensitively by the teachers and the skilled classroom assistants, both in class and during withdrawal sessions. The school has invested in an extensive range of programmes and initiatives to meet the wide and varying needs of the children.

The staff and children have created a literacy rich environment; stimulating displays reflect and celebrate the high quality of the children's work and provide support for further learning.

The quality of the provision for pastoral care is outstanding. It is underpinned by an inclusive ethos, a well-delivered preventative curriculum and the effective engagement with external agencies to meet the wide-ranging needs of the children. The children's social and emotional development is supported well, and their achievements are recognised and celebrated by a well-conceived positive behaviour policy and a comprehensive rewards system, devised in consultation with the children and integrated well into all areas of school life.

Through the highly effective student council, the children engage in active democracy, undertake leadership roles and contribute meaningfully to the improvement of their school. The school has comprehensive arrangements in place for safeguarding children.

The staff appreciate and foster the contribution of parents and the wider community to the children's learning. The staff arrange regular educational and cultural events for families and they work with partner organisations to provide a range of accredited courses for adults. These experiences have successfully re-engaged many parents in education, raising confidence and aspirations and assisting them in supporting their children. The staff have developed a wide range of links with businesses, pre-schools and post-primary schools which enhance and enrich the curricular and pastoral provision and prepare the children well for the next stage of their education.

In the areas inspected, the quality of education provided by this school is very good. The school is meeting very effectively the educational and pastoral needs of the children and has demonstrated its capacity for sustained self-improvement.

Learning Together, Sharing Success

Dear Parents

Welcome to St. Kevin's Primary School and thank you for considering our school as an option for your child. We believe it is our privilege to have your child at our school and we fully appreciate the trust you are placing in us. We have high expectations of all of our children and we seek to ensure that each child develops to his/her full potential spiritually, academically, socially and personally.

St. Kevin's has a dedicated and committed staff who strive to provide the best education and opportunities for children throughout their time in our school. We seek to provide a caring environment which will produce happy, secure, well adjusted children who are proud of their achievements.

We recognise that parental support and involvement is crucial to the well being of children and believe that active communication and partnership with parents play a significant part in ensuring children reach their full potential.

This prospectus allows us to tell you about life in St. Kevin's and what we can offer your child. I hope you find it interesting and informative. However no booklet can convey the real atmosphere of the school. I therefore warmly invite you to visit us and see what our school can offer.

I look forward to meeting you.

With every good wish

Yours sincerely

Fiona Keegan

Miss Fiona Keegan
Principal



**SIC ITUR AD ASTRA
REACH FOR THE STARS**



We, the Governors and staff of St. Kevin's Primary School believe the school to be a vital part of St. John's Parish Community.

We are firmly committed to:-

- the aims of Catholic Education
- providing appropriate and effective learning opportunities for all our children
- developing positive pastoral care systems in our school
- establishing close links with the home, parish and wider community
- developing all members of the school community to enable them to fulfil their role within the school.



St. Kevin's is a Catholic Maintained Primary School with an enrolment of 595 children aged 4-11. It originally existed as two separate schools for boys and girls but amalgamated in September 1994 with the promise of a new build. This promise was fulfilled in September 2004 when we finally moved into our fabulous new 'state of the art' building.

The Board of Governors has overall responsibility for the effective management of our school. It is comprised of four trustees, representatives from Education Authority, Belfast Region and the Department of Education, a parent representative, elected by the parents of the school and a teacher representative, elected by the teachers. The members hold office for four years.

Trustee Representatives

Fr Martin Magill
Miss Monica Cummins
Mr J McCaffrey
Mr Kevin McKavanagh

Education Authority Representative

Miss Cathy Hawkins
Mr David McGowan

Department of Education Representative

Chairperson Mr James Stott

Elected Representatives

Parent Mrs E Webb
Teacher Mr Brian McGale

Secretary Miss Fiona Keegan

CARPE DIEM, CARPE VITAM
SEIZE THE DAY, SEIZE LIFE

Our Staff

Principal
Miss F Keegan

Vice Principal
Mr J McComb

Senior Leadership Team
Miss F Keegan
Mr J McComb
Mrs E Doherty
Miss S Reid

Foundation Stage Coordinator
Mrs N McGoldrick

Key Stage 1 Coordinator
Mrs A Collins

Class Teachers
Mrs E O'Doherty

Senior Leadership Team
Assessment Coordinator
Miss M Tierney *TWAO Coordinator*
Ms K Devlin *PE Coordinator*

Miss S Reid *Senior Leadership Team*
SENCO

Mrs R Morris
Mrs L Magennis
Mrs L McDowell *Literacy Coordinator*
Mrs D Devlin
Mrs N McGoldrick *Foundation Stage Coordinator*

Mr S Lennon *Assistant Literacy Coordinator*
Mr B McGale *ICT Coordinator*
Mrs A Collins *Key Stage 1 Coordinator*

Assistant Numeracy Coordinator

Miss R Fegan
Mrs E Lennon
Miss O Toman
Mrs I Twohig *Music Coordinator*

Mrs S Quinn
Mr C McCaffrey
Mrs S Keenan
Miss R Devine *PR Coordinator*
Miss H Moohan *Religious Education Coordinator*

Learning Together, Sharing Success

Secretary
Mrs E Burke

Classroom Assistants
Mrs R McCaffrey
Mrs G Hamill
Mrs P Nolan
Miss N Meenan
Ms S Mooney
Miss L Ferran
Miss C Feerick
Miss L McLaughlin
Ms K Cunningham
Miss E Donnan
Mrs L Duffy
Mrs D McCrory
Mrs D Sheehan

Parent Support Officer
Mrs U Deery

Learning Support Assistant
Miss A Quinn

Building Supervisor
Mr A Murphy

Supervisory Assistants
Ms C Hawkins
Mrs T Cash
Miss A Doyle
Ms T McCartney
Mrs P Ramsey
Mrs P McKenna
Mrs S Keenan
Ms C Napier
Mrs R Stewart

Cleaning Staff
Mrs M Walsh
Mrs T Cash
Ms T McCartney
Mrs M O'Boyle
Mr A Donnelly



**SIC ITUR AD ASTRA
REACH FOR THE STARS**

Admissions



In selecting children for admission to the school we apply the agreed criteria as set out in the Belfast Region Education Authority’s Handbook, a copy of which is available on request from Reception.

Year	Total Application ie preferences	Total Admissions
2015/16	97	90
2016/17	111	92
2017/18	84	84

Prospective parents will be given the opportunity to visit the school during the annual Open Day in December of each academic year.

Waiting List

Should a vacancy arise after Wednesday 10 January 2017 at 12 noon all applications for admission to Year 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 30 June 2018.

The school and/or Education and Library Board will contact you in writing if your child gains a place in the school by this method. Your child’s name will be automatically added to the list. Please contact the school if you wish your child’s name to be removed from the list.

Parents of children beginning school in September 2018 will be invited to an Induction Meeting in May at which time they will be given some practical information and advice to help make their child’s transition into school as smooth as possible.

Each September children entering Year 1 will be admitted in small groups over a period of two weeks. This helps them to become more familiar with their surroundings and enables teachers to assess the children’s pre-school experience.

On entering the school children are grouped into parallel classes ensuring that there is an even distribution of age range and a balance of boys and girls.

School Information

Learning Together, Sharing Success

Primary 1—2 9 a.m.—2 p.m.

Primary 3—7 9 a.m.—3 p.m.

Morning playground supervision begins at 8.50 a.m.

Please note: Friday only - classes for all children end at 2 p.m.

Break Time 10.45 a.m. – 11.00 a.m.

Lunch Time P1-2 12 p.m.-12:40 p.m.

Lunch time P3-7 12:30 p.m.-1:10 p.m.

We have established a healthy eating break where children are encouraged to eat fruit only. Primary One operate a healthy snack routine as part of Activity Based learning every morning.

Dinners may be purchased at a cost of £2.60 per day. This price is levied by E.A. and is subject to review by them each September.

Children who bring a packed lunch to school are encouraged to eat healthily and avoid coloured drinks and sweets.

Research indicates that drinking water is not only healthy but improves concentration levels. Children are therefore encouraged to bring a bottle of water into class each day.

Information regarding school holidays can be accessed on the school website or obtained from the school office.



SIC ITUR AD ASTRA
REACH FOR THE STARS

Uniform



We expect children to wear our school uniform. We believe it gives them a sense of identity as well as reflecting the individuality of our school. We ask that parents cooperate with us in this.

P1, P2 & P3		P4-P7	
Girls Uniform	Boys Uniform	Girls Uniform	Boys Uniform
Red sweatshirt with school logo White Polo Shirt Grey Skirt/ Pinafore	Red sweatshirt with school logo White Polo Shirt Grey Trousers	White Shirt Grey Skirt Red Jumper/ Cardigan School Tie	White Shirt Grey Trousers Grey Jumper School Tie

All children are required to wear indoor shoes. (Black plimsoles)
All items of clothing should be clearly marked with the child's name and class.

Mobile phones are not permitted in school.

Jewellery

In the interests of Health and Safety, girls may wear one pair of small stud earrings only.

Boys **should not** wear jewellery to school.

Parental Concerns

Parents are welcome to express any concerns they may have relating to their child. Parents should:

1. Contact the class teacher
2. Contact the Principal
3. Contact the Chairman of the Board of Governors
4. Request that the matter be considered by the EA

In the vast majority of cases, the concern will be addressed at Stage 1 or 2.

CARPE DIEM, CARPE VITAM
SEIZE THE DAY, SEIZE LIFE

Pastoral Care

Learning Together, Sharing Success

Here in St. Kevin's Primary School we are concerned with the well being and overall development of each child in our care. We therefore strive to create a happy, secure and well organised environment in which our children feel valued, and in which they can grow personally, socially, spiritually and intellectually. Our policy reflects the values, attitudes, beliefs and practices of our Catholic faith.

Pastoral care permeates all aspects of our school life and each member of staff has responsibility for children's safety. Class teachers have direct responsibility for the well being of children in their classes. They are supported by our Pastoral Care Coordinator, Mr McComb, who liaises with children, parents and outside agencies as necessary.

We have weekly assemblies which promote the values of Respect, Friendship, Generosity, Kindness, Perseverance, Commitment, Justice and Fairness.

Similarly all members of staff have a responsibility to promote positive behaviour throughout the school. We aim to help children behave responsibly, cooperatively and with concern for others so that they can work together productively. To help them to do this we have agreed the following simple rules.

We believe that St Kevin's has a vital preventative role in combatting the misuse of drugs by young people and we therefore include a Drugs Education Programme in our curriculum. A copy of the Drugs Education policy is available on the school website.

- S** We walk *silently* on the corridors
- M** We arrive and leave school in an orderly *manner*
- I** It is *important* to play safely at all times
- L** We put our *litter* in the bin
- E** *Every* day we wear our school uniform with pride
- Y** *You* are a star if you keep our rules



**SIC ITUR AD ASTRA
REACH FOR THE STARS**

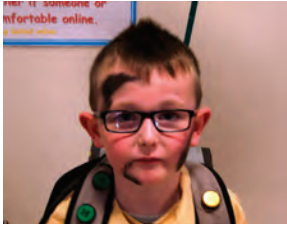


Child Protection

At St. Kevin's we believe that Child Protection encompasses the action taken to promote the personal safety of our children and the procedures followed in responding to suspicions and/or allegations of ill treatment of individuals.

In keeping with the Department of Education's Document 2003/13 we have a Designated Teacher for Child Protection, Mr McComb, and a Deputy Designated Teacher, Mrs E O'Doherty who liaise closely with parents and relevant outside bodies as necessary. Copies of Child Protection, Pastoral Care and Positive Behaviour Policies are available at Reception or on the school website, www.stkevinsprimaryschool.org

In the interest of safety, parents who bring their children to school by car should leave them off and collect them **outside** the school gates. At all times, children should use their designated entrances only.



Safety in School

Whilst wishing to extend a warm welcome to all our visitors, we are conscious of the need to provide a safe, secure environment for all children and staff. To this end, all entrance doors have been fitted with security locks. Visitors should enter the school via the main door.

If the children have a problem at school or at home, they know they can talk to the teachers or they can write a letter and put it into our red post box which is placed in a discrete but accessible area of the school.



Discipline

The focus of our school discipline policy is to emphasise positive behaviour. We use sanctions when necessary but focus on a reward system which has proved to be very successful. Our aim is to encourage the children to be responsible and to think of the consequences of their actions.

Our rewards for good behaviour include:-

- 'Pupil of the Week' Certificate
- Class of the Week
- Teacher's positive marking of work
- Displays of pupils' work
- Public praise
- 'News Flash' Certificate



CARPE DIEM, CARPE VITAM
SEIZE THE DAY, SEIZE LIFE

Attendance

Regular school attendance is required by law.

Regular school attendance is essential if a child is to make the most of the educational opportunities available to them. In St. Kevin's, we aim to maintain levels of attendance by promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued and by ensuring that attendance is monitored regularly in liaison with our Educational Welfare Officer.

To encourage and reward children for attending school every day, children are rewarded with certificates:

- Bronze Certificate for three full months attendance
- Silver Certificate for six months full attendance
- Gold Certificate for a years full attendance

This incentive has led to a great improvement in our attendance rates over recent years.

We have more recently introduced a 'Class of the Month' for Attendance in an effort to further improve levels of attendance in St. Kevin's.

The average annual attendance for the academic year 2016/17 was 93.4%

Anti-Bullying

In St. Kevin's, we take a pro-active approach to bullying. Bullying and its effects are explained through Circle Time, Assemblies, R.E. and in a wide variety of ways as outlined in our Pastoral Care Policy/ Positive Behaviour Policy. Bullying is taken very seriously by the School Management and all incidents will be dealt with in accordance with the procedures outlined in our Anti-Bullying Policy. A copy of the school's Anti Bullying Policy is available at reception or on the school website.

School Council

Here in St. Kevin's Primary School, we have a School Council which is comprised of a boy and a girl from each class, Y5 - Y7 These children are elected by their peers at the beginning of the year. They meet regularly with a designated teacher to discuss issues raised within each class. These matters are then assigned to various council members who contact the relevant person in the school community in an effort to resolve the issue raised by the children. The aim of the school council is to allow children to feel that their concerns are listened to and that they can actively take part in a process which addresses their concerns, and complements the delivery of PDMU within our curriculum.



Curriculum



In order to foster the personal, social and emotional development of our children, to meet their individual needs and to provide a broad and balanced curriculum which satisfies the demands of the Northern Ireland Primary Curriculum, we offer a wide variety of learning experiences. Copies of Curricular Policies, ratified by the Board of Governors, are available upon request.

Stages of the Primary Curriculum:

- The Foundation Stage: Years 1 and 2
- Key Stage 1: Years 3 and 4
- Key Stage 2: Years 5, 6 and 7

Areas of Learning in the Primary Curriculum:

- Language and Literacy
 - Mathematics and Numeracy
 - The Arts
 - The World Around Us
 - Personal Development and Mutual Understanding
 - Physical Education
- (Swimming is a compulsory part of the Physical Education Curriculum in Key Stage 2)

The Curriculum in St. Kevin's also develops a range of skills and capabilities by infusing skills throughout these Areas of Learning.

The cross-curricular skills are:

- Communication
- Using Mathematics
- Using ICT

There is also a key focus on developing Thinking Skills and Personal Capabilities throughout all learning experiences in St. Kevin's. If a parent has a query or complaint about their child's curriculum entitlement he/she should contact the Principal or Vice Principal to arrange a meeting.



CARPE DIEM, CARPE VITAM
SEIZE THE DAY, SEIZE LIFE

Assessment, Reporting and Record Keeping

Assessment is an integral part of the learning process through which teachers build a comprehensive picture of the progress and learning needs of each child in order to plan future work and ultimately improve learning.

Assessment is continuous, allowing teachers to build up a systematic record of children's progress and achievement throughout the year and key stage. Our Assessment Coordinator, Mrs E O'Doherty coordinates all assessment throughout the school.

Improvement in Assessment for Learning is enhanced by:

- The active involvement of children in their own learning
- Sharing learning intentions with children
- Helping children develop an awareness of the skills and knowledge that are being fostered
- Helping children develop an awareness of the strategies they employ in their learning
- Children reviewing and evaluating their own work
- Children setting their own goals
- Understanding how to improve their own work
- A varied range of assessment techniques are used as an integral part of the learning and teaching process

Children in Years 3 to 7 take part in annual standardised testing in Literacy and Numeracy.

All of the various assessments are collated, recorded and used to produce a report for parents at the end of each school year. Parents are also invited to meet the class teacher to discuss their child's performance in November each year. Children in years 4 and 6 complete Cognitive Ability Tests (CAT) annually.





Religious Education

As a Catholic school our community is founded on the example and teaching of Christ. Through our practice of daily prayer, weekly assembly, participation in the liturgy, preparation of sacraments and delivery of the 'Grow In Love' programme, we aim to help children grow in knowledge and love of God Our Father. We aim to help them become more Christ-like and to develop a living Catholic faith in which they can be active participants. As a Catholic School we respect and acknowledge the right of parents who require that their children be excluded from religious education. Any such arrangements will be in compliance with school policy on curriculum, supervision and child protection.



Special Educational Needs

We seek to provide a learning environment for children with special educational needs which is caring, happy and relevant to their individual requirements. In addition, every opportunity is taken to heighten in each of them an awareness of his/her individual talents and abilities.

The Special Needs Coordinator, Miss Reid, together with the Special Needs Team support class teachers and liaises with relevant outside agencies to ensure children's identified needs are being catered for.

We currently operate a system of in-class support for children in Years 2-7 in both Literacy and Numeracy.

Outside agencies also provide support for individual pupils depending on individual needs. We are pleased to offer a counselling service, courtesy of Barnardos and New Life, to children experiencing social, emotional or behavioural needs. A copy of the school Special Educational Needs Policy is available on the school website.



CARPE DIEM, CARPE VITAM
SEIZE THE DAY, SEIZE LIFE

Using ICT

Children in St. Kevin's are provided with many opportunities to develop their ICT skills throughout the Curriculum. Each classroom has an ActivPanel which is used on a daily basis to enhance the learning environment. The school also has an ICT room which has 25 computers available for pupils use. There are 2 computers in each classroom and a cluster of computers in each of the four resource areas in the school.

Children in Years 3 - 7 participate in the ICT CCEA Tasks. This involves completing tasks which complement classroom topics and develop skills which are transferable across the curriculum.

Classroom sets of iPads have been distributed throughout the school to be used in class to support Learning and Teaching across the curriculum. There has been a new investment in iPads for KS1 and Foundation.

Each academic year the school participate in ESafety Day. A discrete E Safety curriculum is delivered from P1-P7.

We welcome outside agencies into the school to provide support to the children on safe internet use. Mr McGale coordinates ICT throughout the school.

Homework

We consider homework to be a meaningful extension, reinforcement and revision of work undertaken in class and a means by which we can promote children's self-discipline and independence.

Parents are encouraged to supervise and sign homework activities and to inform their child's teacher of any difficulties which may arise.

There is a homework club for Year 3 - 7 children every day after school, Monday to Thursday, from 3 p.m. to 4 p.m. This provides a quiet environment for pupils to complete these tasks, with adult supervision provided to help with any issues.





Extra Curricular Activities

As part of our Extended Schools Programme we offer a wide range of activities which currently include:

- Choir
- Graphic Design Club
- Gaelic Football – boys and girls
- Hurling
- Camogie
- Recorder Club
- African Drums
- Piano Lessons
- Art Partners – Parents & Child
- Eco Club
- Green-Fingers Club
- Board Games Club
- ICT Club
- Soccer Club
- Breakfast Club
- Homework Club

These activities are facilitated by teachers and by coaches brought in from outside agencies.



Educational Visits

St. Kevin's provides educational visits throughout all year groups to allow pupils to develop social and interpersonal skills in a range of different environments. Visits are planned to link with cross-curricular themes in each year group and so to extend the pupils understanding of their classwork in real life situations.

P7 pupils undertake a residential trip to Delamont Outdoor Education Centre each year.

CARPE DIEM, CARPE VITAM
SEIZE THE DAY, SEIZE LIFE

Awards Ceremony

At the end of each school year, we recognise and celebrate the children's personal qualities, achievements and talents. A wide range of awards are presented which acknowledge their success and efforts both pastorally and academically.



Newsletter

Parents are kept informed of our school events by frequent information notes and a termly 'Newsletter'. This newsletter will also outline the holidays for that term and will highlight any changes or updates to the information outlined in this prospectus.



Charging and Remissions Policy

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

- maintain the right to free school education for all children
- ensure the activities organised wholly or mainly during school time are available to all pupils
- require parents to pay charges for board and lodging for their children on residential trips, taking account of any relevant remission arrangement
- confirm the 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



School Funds

The school generally organises one or two fund raising events per year. In the past these have been very successful due to the generous support of our parents. Funds raised are used to provide necessary resources and to offset the upkeep of the mini-bus. Through the generosity of our children and parents we are also able to make donations to various charities such as, Trócaire and The Irish Children's Pilgrimage Trust.





The great work of our committed staff and volunteer parents involved in the St Kevin's Breakfast Club was recently recognised by winning the top prize in the Kellogg's Breakfast Club Awards in London.



Head Boy, Matthew Sloan and
Head Girl, Connlaith Ferrick



Shining Lights 2017 - 2018

House System

We have introduced a House System in school as a way of recognising, promoting and rewarding positive behaviour. Each child will belong to one of the four particular houses and will be able to gain points for their house.

The House names are based on the counties of Ireland. Treats will be awarded to the 'House of the Month, Term and Year'.

CARPE DIEM, CARPE VITAM
SEIZE THE DAY, SEIZE LIFE

Some thoughts from our children ...

I have lots of fun on the new play equipment that we have in our playground. It is great fun getting to climb on the climbing frames and slide down the slide. I love that I can play with all my friends in my class.

Katie aged 6

I am really enjoying completing activities on Mathletics. We complete activities to gain points and then win certificates. I have a Silver Certificate and I am working towards a Gold Certificate.

James aged 9

Leah aged 9

In Primary One we performed a Christmas Play. I got to be an angel and wear a beautiful angel costume. I had such a lovely time with all my friends performing our Christmas Play in front of all our families.

I love our new programme called Accelerated Reading. I get to pick a book at my reading level and complete a quiz once I have read my book. It is great fun and helps me to learn. I have already read four books and I cannot wait to win more points.

My favourite memory is Sports day when we competed in different sports activities. We had running races and obstacles courses to complete. I was in the same team as my best friend. Although we didn't win many races we had lots of fun.

Grace aged 10

John aged 7

My favourite memory in St Kevin's is when I made my First Holy Communion with my class in St John's church. We received our First Communion for the first time. I enjoyed sharing this day with all my family and friends.

Grace aged 8

The Board of Governors, teachers and children of St. Kevin's would like to recognise and thank all our partners for their continued support.



The Kennedy Centre

Ciaran Toman

The Park Centre

George Fegan Tyres

Fusco's Ice Cream

Belfast Giants

Belfast City Airport

Clonard Credit Union





St. Kevin's Primary School

446 Falls Road, Belfast BT12 6EN

Telephone: 028 9032 6791

Fax: 028 9023 3408

Email: info@stkevinsprimaryschool.org

Website: www.stkevinsprimaryschool.org