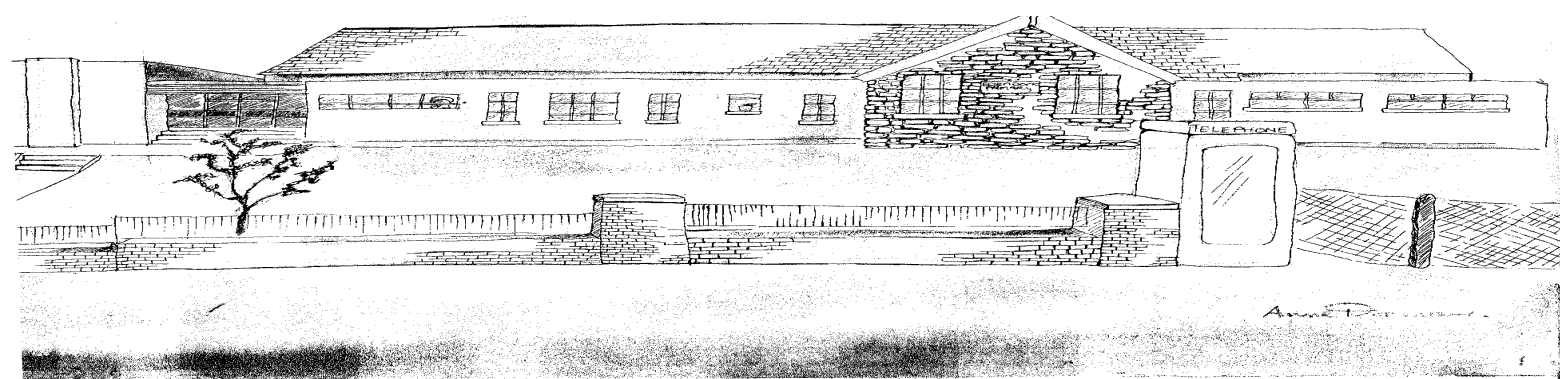
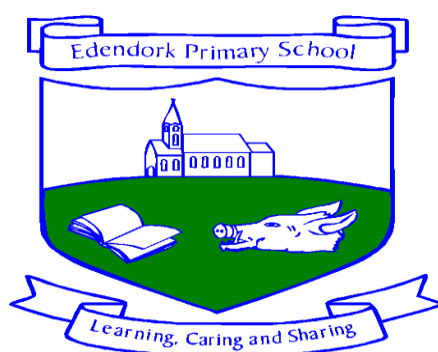
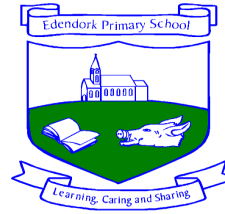




Edendork Primary School Prospectus



Visit our website on
www.edendorkps.com



Edendork Primary School Crest

The images depicted in Edendork Primary School's crest represent the values which form an integral part of the lives of all those involved in our school.

The school's name at the top of the crest reflects that of the locality "Edendork" which, has the Irish meaning "*the hill (brow) of the boar*". This symbolism within the school crest demonstrates Edendork Primary School's strong relationship with the community and our love for the Irish culture and traditions.

The image of the Church symbolises the intricate strong links which has and continues to exist between the school and the local Catholic Church. This has shaped the Catholic education the school provides which is particular evident in its excellent pastoral care.

The image of the book represents the knowledge and skills children develop. As a school, learning is at the heart of our work. We strive together to create a culture and environment in which each child achieves his/her potential.

Finally, a synopsis of the school's Mission Statement "Learning, Caring and Sharing" at the base of the school crest defines the process of the school's daily activities:

"In Edendork Primary School we are all friends who play, work and learn together so that Edendork Primary School will be a memorable stepping stone through life's journey."

(Edendork Primary School Mission Statement)

HISTORY OF THE SCHOOL

The modern day Edendork Primary School can trace its origins back to the national school 'The Old Schoolhouse' which was built in 1815 at the entrance of St. Malachy's Church. From 1901 there were two schools, one for boys and infants and the other for girls. The present school was opened in 1912 with the boys and girls schools being amalgamated on January 1, 1920. The current school building was renovated in 1953 and 1972. Despite the Department of Education funding a new school building, which will be commencing in the near future, the current build offers a well-maintained, attractive and stimulating learning environment within which the children are cared for and supported.

"The school accommodation comprises of a main building with six classrooms and a multi-purpose hall and six mobile classrooms. The school buildings and grounds are well maintained and the standard of caretaking is excellent." (DENI ETI Inspection Report on Edendork P.S. November 2011)

FROM THE PRINCIPAL

Dear Parents / Guardians,

May I take this opportunity of welcoming you and your child/children to Edendork Primary School. I wish them every happiness and success during their time with us.



Starting school can be a daunting experience for young children. We, the staff, would like to assure you that we will genuinely care for your child as he/she is central to everything we do.

As a Catholic school, we are fundamentally committed to developing and fostering Christian values for life. To achieve this, it is essential we work together in partnership with all pupils and the community. We wish to create a co-operative and harmonious relationship with and between pupils, staff and parents. Your support will be invaluable to us as we encourage and provide your child with the very best standard of education during their time spent at Edendork Primary School.

Children come to us with many different talents and we aim to develop all of these including the academic, the creative, the physical and the musical. We strive to develop the spiritual, the moral, the social and the emotional aspects within every child so that they will leave Edendork P.S. as confident, happy children, well prepared for the next level of education.

This Prospectus is intended to give you information about the life and work of our school. It outlines school policy and procedure and what we hope to achieve. In particular, it contains key aspects of our Child Protection and Pastoral Care Policies.

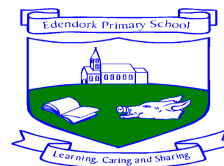
Of course no booklet can convey the real atmosphere of Edendork Primary School. Due to Covid, we are restricted in the visitors we can welcome to our school. If you however have no previous experience of Edendork P.S. I warmly invite you to please contact me. I will be delighted to meet with you and your child/children.

With sincere good wishes

Anne Mc Alinden

Principal

Edendork Primary School



Address: 181 Coalisland Road, Dungannon

Tel: (028) 8774 0534

Fax: (028) 8774 0628

Email: info@edendork.dungannon.ni.sch.uk

School website: www.edendorkps.com

Management Type: Catholic Maintained

Enrolment Number: 320

Admission Number: 46

Age Range of pupils: 4 – 11 years old

Principal: Mrs. A. Mc Alinden

Vice Principal: Mrs. P. Forker

Chairperson of the Board of Governors: Mr. Brendan Duffy

Representatives of the Trustees: Rev. Fr. White, Mrs K. Conlon,
Mrs M.R. Mallon. Mrs Y Mc Avoy

Representatives of EA: Mrs C. Mc Atasney,
Mr. B. Duffy

DENI Representative: Mr. N. Colton

Parents' Representative: Mrs O. Wallace

Teachers' Representative: Mrs P. Forker

Co-opted Member: Mrs R. O'Neill



Experimenting with a Community Link student from St. Joseph's Grammar Donaghmore

ADMISSIONS

Enrolment Number: 320

Admissions Number: 46

RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATION TO ADMISSIONS

The Board of Governors draws up the admissions criteria and delegates to the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes the Principal appointed by the Board of Governors for the purposes of applying the admissions criteria.

ADMISSIONS CRITERIA

The following criteria will be used by the Principal in deciding which children should be admitted either at initial admission to education (P1) or on transfer from another school.

1. Children of compulsory school age.
2. Children whose applications nominate Edendork P.S. as their first preference school at the time of application.
3. Children who will have brothers and sisters in attendance during 2020/2021 school year.
4. Children for whom the school is the Catholic Maintained primary school nearest to their home.
5. Children whose brothers and sisters/half-brothers/half-sisters previously attended the school.
6. The eldest child in the family.

The remaining places will be allocated on the basis of the proximity of the child's home to the school as measured by Google Maps UK Measure Distance Tool. If the final places to be allocated have identical measurements as identified by Google Maps UK Measure Tool selection will be on the basis of alphabetical order of surname, then forename, then middle name.

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

The school's policy on the consideration of applications to primary one after the open enrolment admissions procedure concludes is detailed below:

Should a vacancy arise after this date all applications for admission to the school 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 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.

ADMISSION TO P2-P7

Pupils will be considered for enrolment provided that:-

- i the school does not exceed its enrolment number as determined by the Department of Education and/or
- ii in the opinion of the Board of Governors their admission would not prejudice the efficient use of the school's resources.

APPLICATIONS AND ADMISSIONS TO PRIMARY 1		
Year	Total Applications	Total Admissions
2017/2018	45	43
2018/2019	29	29
2018/2019	39	37

VISITING THE SCHOOL

It is the aim of Edendork Primary School to involve parents in the education of their children and to inform them as fully as possible about their children's progress. We also recognise parents have very useful information to disseminate to teachers with regards to their child's development. The arrangements for consultation are as follows:

Before Enrolment

In December a Virtual Tour of the school was presented to give perspective parents the opportunity to view the school's resources and identify key personnel.

Entrants to Primary 1:

All parents of children who are accepted for admission into Primary 1 will be invited to meet their child's teacher and view the classroom towards the end of June, prior to starting the following September. This is part of the P.1 Parent's Programme which concludes in September.

Entrants who have previously attended another school:

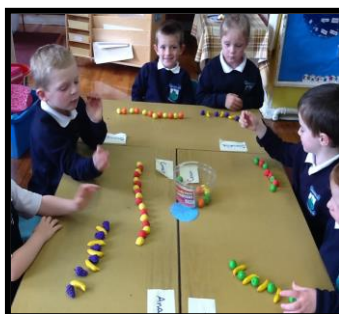
- An interview will be arranged with the Principal.
- Parents will be welcome to view the school premises.
- A meeting can be arranged with the prospective teacher(s)

After Enrolment

- Parents' Meetings will formally be arranged ***at least once per year*** to discuss the child's progress.
- Parents may be invited to the school to take part in activities such as meetings, assemblies, Mass, class plays, carol services or preparations for the sacraments.

Parents are ***always*** welcome to come to the school to discuss their child/children's progress. However to avoid disruption to class work the following procedures should be followed:

- **Emergency** - Parents should approach the Principal.
- **Non-Emergency** - Parents should contact the Principal or school office who can arrange for you to meet with her or the class teacher at a mutually agreed time.



LINKS WITH PARENTS

We aim to work in partnership with parents. We encourage them to be as involved as possible in the education of their child/children by letting them know what is happening in class and explaining how they can help. This occurs throughout the year by:

Parent Information Book (issued annually in September which details planned holidays, events, pastoral care policies and practice)

New School Website

Parent teacher meetings

School Facebook page

Class Dojo

Parenting Programmes & Workshops (*including internet safety & Extended Schools*)

School Reports

School Magazine

Grow in Love Programme

Monthly Assemblies

Frequent letters and leaflets

Homework & Homework Diaries

Paired Reading

Induction Programme for P.1 Parents

Curriculum night

Confirmation

First Confession

First Communion

School Mass

P.1 Christmas Nativity Play

Christmas concert

Key Stage 2 Carol Service

Book Fair & Book Clubs

Reading Partnership

Parent Librarians

Parent Support Group

Governor Parent Rep.

Consultation regarding pastoral developments

Fundraising for school & charities Local Events including Feis

Parents are welcome into the school at any time, formally for organised curriculum and consultation meetings and informally for school based activities eg. fun day, concerts, assemblies.

"The school successfully promotes, develops and maintains effective links with the parents, local businesses and the wider community. There are very good procedures for keeping the parents well-informed about the school and their children's progress, for example, an annual written report, formal parent-teacher consultations, newsletters and an informative school website." (DENI ETI Inspection Report on Edendork P.S November 2011)



HOMEWORK



At Edendork Primary School we see education as a positive partnership between home and school with homework being a key part of this. We encourage children to enhance their skills, knowledge and understanding and use homework as the means of reinforcing or complimenting what has been learned in school or indeed the mechanism to further extend our pupils' learning.

It is important that homework is seen as a complement to what happens at school. We like to provide opportunities not only to reinforce key skills in Literacy and Numeracy, but also for children to learn more across a range of subjects and become experts in those areas of interest to them.

PARENT SUPPORT GROUP

Since September 2002 Edendork P.S. has enjoyed the loyal support and tireless work of a number of parents who give their valuable time and effort to help provide our pupils with equipment and experiences not funded by the Department of Education.

As a school community, we have had the pleasure of attending various enjoyable fundraising activities our Parent Support Group has organised. These have included fun-days, table quizzes, discos, and dances. The Parent Support Group is not only pre-occupied with fundraising activities but also organise events to be enjoyed by all members of the community including the making of St. Bridget's crosses.

The Parent Support Group is an important parent/school partnership for us and we hope that they continue this great link for many years to come. Like all voluntary organisations, they rely on goodwill and support and are always delighted to welcome new members. If you would like to join, please contact the school office.



SCHOOL AIMS & VALUES

Edendork Primary School believes in promoting the spiritual, personal, social and academic goals desirable for our pupils. We wish to promote in all our pupils such values that will help them to become caring responsible citizens of the future. These Catholic values are inherent in all areas of the school's life. At Edendork, we aim:

1. To develop a strong Catholic ethos underpinning our pastoral care systems this incorporates fairness, compassion, tolerance and forgiveness, whilst setting standards of respect for others and ourselves.
2. To develop interpersonal relationships fostering mutual respect with and between all members of the school community.
3. To promote close links between home, school, the parish and the wider community.
4. To facilitate and develop the spiritual, personal, cultural, intellectual and physical needs of each and every child at the school, and enhance their contribution to society.
5. To provide a broad and balanced curriculum, for the children of all ages within a friendly, supportive and caring learning environment.
6. To provide opportunities to enhance teaching and enrich children's learning experiences across the curriculum using communication, mathematics and I.C.T.
7. To integrate thinking skills and personal capabilities in our planning and practice so that children develop skills for life.
8. To foster qualities and values such as personal responsibility, commitment, determination, resourcefulness, openness to new ideas, self confidence, curiosity, flexibility, tolerance, integrity, community spirit and self discipline enabling our pupils to become caring, responsible citizens of the future.
9. To present a variety of learning experiences to our pupils and staff tapping into and developing talents and interests so that they can progress to the best of their ability.
10. To develop in our pupils a sense of appreciation and preservation of their environment, both at a local and global scale.
11. For pupils to be happy at Edendork, to do their best and to be recognised and valued for themselves.

"Each child is valued and supported by all of the adults and the children's views are respected... The children's work and achievements are celebrated throughout the school and there are excellent relationships at all levels." (DENI ETI Inspection Report on Edendork P.S. November 2011)

THE CURRICULUM

The curriculum in our Catholic school is referring to the learning experiences that are presented to each child: those planned by the staff and from our school ethos and environment. Since Christ is the foundation of the whole educational enterprise in a Catholic school, our entire curriculum will attempt to reflect Christ's message. When we plan our curriculum we take into account the uniqueness of each child and values which are broadly based on the Gospel message. Our aim is to offer each child a broad and balanced curriculum in line with the Northern Ireland Education Order 1989 which was revised in 2006.

This will involve the following areas of learning:

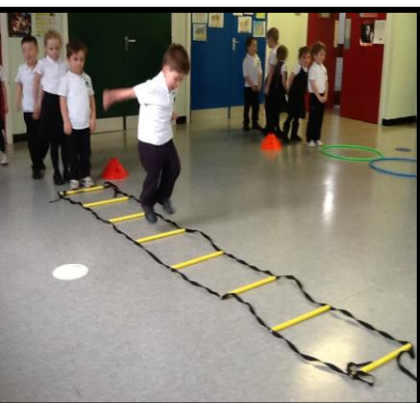
The Arts
Language & Literacy
Mathematics and Numeracy
Personal Development and Mutual Understanding
Physical Education
The World Around us
Religious Education



"The overall quality and effectiveness of provision for English and Literacy is outstanding... The overall quality of the provision for Mathematics and Numeracy is very good." (*DENI ETI Inspection Report on Edendork P.S. November 2011*)

Cross Curricular Skills including: Communication, Using Mathematics and Using ICT. Teachers will also integrate **Thinking Skills and Personal Capabilities** including: Managing Information/Working with Others/Thinking/Problem Solving/Decision Making/ Self Management and Being Creative.

"The teachers make effective use of a wide range of practical equipment, including ICT, to support the children in their learning and provide good opportunities for the children to apply their learning in a variety of contexts." (*DENI ETI Inspection Report on Edendork P.S. November 2011*)



The Religious Education Programme

As a Catholic school, religion permeates every aspect of our lives and is not limited to scheduled lessons. Our structured Religious Programme is based on the newly revised 'Grow in Love' Programme.



Our Catholic identity, our faith and the 'passing on' of our faith to our pupils are an important and integral part of life in Edendork P.S. This forms the basis of our pastoral care system and of the caring attitude which we seek to nourish in our school. We celebrate our faith through daily religion lessons, regular assemblies, class and whole school Masses, celebration of the sacraments of Reconciliation, Communion and Confirmation, Christmas and Easter celebrations, awareness of Trocaire, SVDP, Mary's Meals and other charities. We place great emphasis upon warm relationships in Edendork and every pupil is encouraged to show respect and warmth towards others.



DELIVERY OF THE CURRICULUM

In an attempt to ensure that the curriculum is delivered to all children, the governors of Edendork P.S. have developed Curriculum Policy Statements in conjunction with the Principal and teaching staff. They have also been responsible for ensuring the formation of and contributing to the development of a School Development Plan. These documents serve to guide whole school practice and development.



In order to keep us abreast of the changing face of education and to ensure we provide the very best educational service to the children in our care, we take the view that the curriculum we are delivering should be under constant review, monitoring and evaluation. Regular In-Service training, staff meetings, sharing of experience and expertise are examples of ways in which members of Edendork's staff further develop personal and professional skills.

Teachers develop and utilise their own detailed plans to inform their teaching. These follow specific time tables, in accordance with statutory requirements.

Cross curricular skills are developed through ALL areas of learning. P.D.M.U. not only exists within our own school but is also developed through the links that have been established and developed with other primary and post primary schools in the local area including the local Extended Schools Cluster group. Links with Howard Memorial P.S. and Edendork P.S. is part of the Signature Shared Education Project which enables pupils and staff from Edendork P.S. and The Howard Memorial P.S. the opportunity to engage in shared education. Since September 2009 children and teachers of Edendork P.S. have benefited from being partners to St. Patrick's Academy Specialist School's Status through which we have tapped into the expertise of teachers with a specialism in Science, Mathematics, ICT, Irish and Digital Story Telling. In addition to this, we are also a link school to St. Joseph's Grammar's Community Programme, St. Patrick's College Art projects and the South West College Mandarin Chinese Language Programme.



"The school engages meaningfully with neighbouring primary and post-primary schools to promote a shared partnership between the schools, parents and the community to support the children in the process of life-long learning. In addition the children benefit from the valuable links made with the post primary schools in modern language and reading partnerships which help them prepare well for the next stage in their learning." (ETI Report Nov. 2011)

REMOTE LEARNING AT EDENDORK

All our children returned to full-time education in September 2020- December 2020 and in March 2021 following the Cov-id 19 closures. There continues to be the possibility that individual children, a class bubble, or the whole school, will need to self-isolate or there will be another local lockdown, for a period of time. Therefore, the school has put in place a plan for remote learning so that all children can continue with their education. This meets the expectations set out in the DENI guidance 'Remote Education Support'.

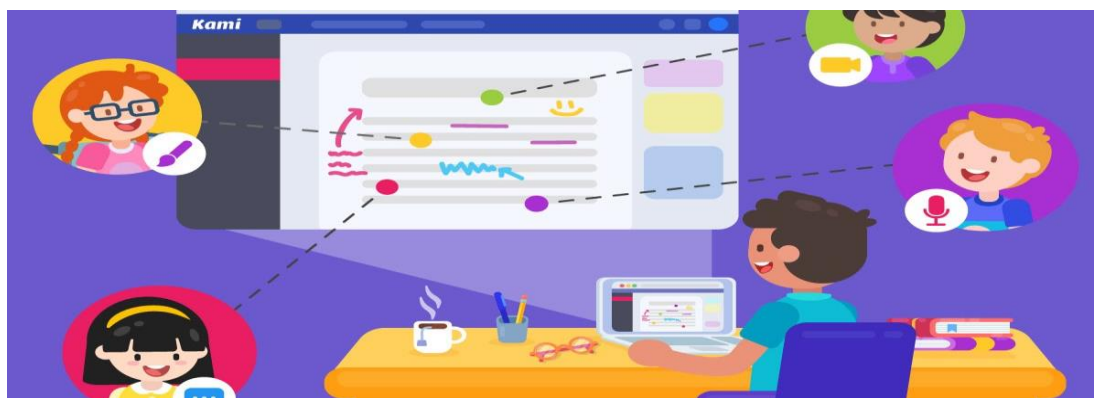
During remote learning the staff at Edendork Primary School will continue to provide education and support to our children using remote learning. All learning to date has been conducted using the Class Dojo app and through the platform Collaborate Ultra. This enables staff to keep daily contact in a professional and confidential manner with their class. Teachers are able to schedule learning in a manner that does not overwhelm our children. Teaching and learning is tailored, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability. In all communications we prioritise the wellbeing of our children.

If a child does not have access to a computer/laptop and/or the internet, we do all we can to support those children, including lending available devices and will provide paper packs of learning. It is important parents have made the school aware of any barriers to accessing remote learning.

If a child has SEND and has specific learning interventions and support, we aim to continue this provision in an adapted form online if appropriate.

We believe that it is in the best interests of our children that we continue to provide structured support to the best of our ability. It must be noted that the work children engage in during a period of closure will be part of our current planning and so cannot be considered as optional.

Throughout the school year, all children in Edendork P.S. have access to a range of programmes to enhance their learning. The licences enabling children to access these have been purchased by the school annually. They include: **Lexia**, **Purple Mash**, **Mathletics**, **Class Dojo**, **Bug Club**, **Myon Library** and **Accelerated Reader**. These are available 24 hours per day, 7 days a week and throughout school holidays.



ASSESSMENT FOR LEARNING



Children's learning is at the heart of our work. A child's progress - academic, social, and physical - will be continuously reviewed and parents will be informed both formally and informally of their child's progress. Examples of this occurring informally include comments related to homework, class tests, parent contacting the school to arrange a meeting with the teacher, at any time during the school year, and vice-versa.

During the months of September/October, children are observed by their teacher and/or classroom assistant to generate their attainment to date and plan learning experiences which are appropriate to individual development. Class English and Mathematics are also presented to children in P.4, P.5, P.6 and P.7 tests/assessment in spellings, mental maths, at the end of a topic etc. occurs regularly throughout the school year. Cognitive Attainment Tests (CATS) are administered to children in P.4 and P.6, during the school year and standardised commercially produced tests in English and Maths. From September 2019, the school has embarked on digital assessment of standardised tests. Not only do standardised test scores inform teacher practice and planning but they also are utilised by school management in target setting for school improvement.

Parents are informed of their child's progress formally through at least one yearly interview. P.1 to P.7 Parent-Teacher consultations take place in December. At Parent Teacher Interviews, parents are informed of how their child is progressing and advised on how best they can assist with their child's learning. Parents should also use this time to inform teachers about any issues/concerns/observations they have made regarding their child/children's progress.

If a child is identified as experiencing difficulties with any aspect of school life, parents are informed and may be asked to attend regular meetings whereby targets can be set to plot the way ahead and so forge a partnership for improvement. These will be periodically reviewed.

An **Annual Report** is issued in **June** telling parents how their children are achieving across the curriculum learning areas and in their skills development. This report also looks at what the main areas for development should be to help a child achieve his/her best and to help parents support each child. Information is also made available (when available) for those children who have undergone the new CCEA assessment of cross curricular skills at the end of Key Stage 1 (P.4) and 2 (P.7).

Due to Covid, there has been no data submitted to CCEA since June 2019. In 2018/2019 data submitted to CCEA was from approximately 11% of primary schools in NI. During 2018/2019 children at Edendork were assessed at the end of K.S. 1 and K.S. 2. due to Edendork P.S. being involved in the Shared Education Signature Project. All parents are informed of the outcome of this assessment.

At Key Stage 1: 94.6% of children achieved level 2, and above, Using Communication. (8.18% above NI average)
 88.16% of children achieved level 2, and above, in Using Mathematics. (10.02% above NI average)
 98.2% of children achieved level 2, and above, Using ICT. (10.55% above NI average)

At Key Stage 2: 89.18% of children achieved level 4, and above, in Using Communication. (10.45% above NI average)
 86.5% of children achieved level 4, and above, in Using Mathematics. (6.53% above NI average)
 91.9% of children achieved level 4, and above, in Using ICT. (6.25% above NI average)



“The arrangements for assessment and target setting are excellent. The teachers use a range of standardised testing and performance data outcomes to evaluate the children’s learning and progress. The effective analysis of performance data informs the setting of whole school targets for improvements in aspects of literacy and numeracy. This combined with the professional judgement of teachers is used well to track the children’s progress.”
(DENI ETI Inspection Report on Edendork P.S. November 2011)

CLASS ORGANISATION

It is the policy of the Board of Governors in Edendork P.S. that as far as possible, children should be taught in single year group classes. However, in an effort to avoid classes exceeding 30 children, due to year groups exceeding 30, if it is necessary at times to establish composite classes. Regardless of there being a straight/composite class, every effort is made to ensure that the children receive the best possible education. In P.1 and P.2 classes there are designated, highly skilled and trained classroom assistants. There are also a number of assistants in other classes from P.3 to P.7 who are also highly skilled and trained in supporting the classroom teacher to facilitate pupil needs.

SPECIAL EDUCATIONAL NEEDS

SENCO (Special Educational Needs Co-ordinator): Mrs S. Shields

Provision for pupils with Special Educational Needs is viewed as a very important priority in Edendork P.S. The school is particularly aware of the difficulties experienced by children with physical disabilities and endeavours to facilitate their needs. It is our policy to monitor and identify children experiencing learning difficulties as early as possible. A child's parent may inform the teacher of his/her concerns or a teacher may identify a problem through assessment including observation, class and standardised tests. Provision for Special Needs in Edendork PS is in accordance with the N.I. Code of Practice which currently has five stages of intervention.

Initially, the class teacher supports the child in class through differentiated work suitable for his/ her ability and will be focused on trying to remediate the problem (Stage 1).

Individual Education Plans (I.E.P.s) are drafted for pupils with educational needs, targets are set by the class teacher and reviewed each term. Children may access additional support in small groups or individually each week. Parents are kept fully informed of targets set and are invited to school regularly to discuss children's progress in achieving these and how they can assist their child's progress. (Stage 2)

At Stage 3 in consultation with the parents, the school arranges to have the child assessed by an Educational psychologist who may give further advice including moving to the next stages of the code of practice.

At Stage 4, a request is being made for a child to have a statement of special educational needs (Stage 5). Consultation and assessments from all interested parties including parents, the school, educational psychologist and medical advice is required.

In keeping with DENI guidelines we are currently moving from five stages to three:

Stage One: Pupils who are recorded as new Stage One will be receiving school delivered special educational provision.

Stage Two: Pupils who are recorded as new Stage Two will be receiving school delivered special educational provision plus external provision, eg. from one of the Education authority (EA) Pupil support Services or from a service within the Health and Social Care Trust. Pupils who are going through the statutory assessment process will be recoded as Stage Two also.

Stage Three: Pupils who are recoded as new stage Three will have a statement of Special educational Needs and will be receiving school and EA special educational provision as detailed in their statement.

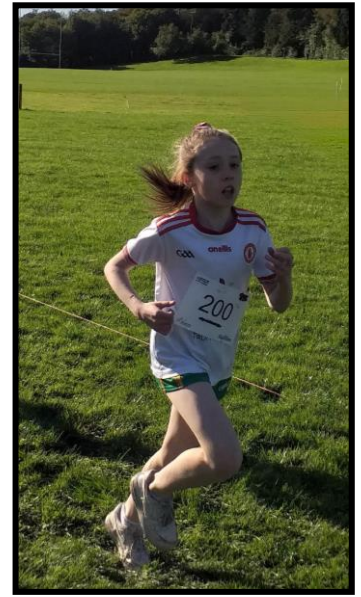
The school also makes use of the EA Peripatetic Service. Advice and support is also sought and received from a range of services including school nurse, behaviour support team, autism support team, Southern Health and Social Care Trust RISE Team (Regional Integrated Support for Education in NI). speech therapists, occupational therapists, etc.

SPORTING AND EXTRA CURRICULAR ACTIVITIES

At Edendork P.S. we provide physical and sporting activities through Physical education. All classes are timetabled for P.E. during the week in the school's multi-purpose hall. In good weather teachers take children to the playground or the football field. All classes participate in planned learning activities for dance, athletics and games as required by the N.I. curriculum.

Children from P.4 to P.7 attend swimming classes in Dungannon Leisure Centre.

In addition to planned P.E. lessons, children are presented with the opportunity to engage in physical play in the morning, at break time and at lunch. Play equipment and marked zoned areas in the playground are timetabled ensuring resources are shared with all year groups. Tyrone County Board also provide coaches to the school for skills development in games including Gaelic Football, Camogie and Hurling.



Edendork P.S. is committed to developing a range of out-of-school-hours activities so that our children and indeed the local community can benefit from additional learning experiences, which are informal and fun.

A Breakfast Club is operated daily from 8:15 a.m. to 9:15 a.m. by Mrs Sadie Casey (general assistant) in the dining room. This enables children to buy a breakfast including cereal, juice, toast and fruit and simultaneously promotes healthy eating.

After school activities occur daily for children from P.1 to P.3. These are organised and delivered by classroom assistants who present the children with indoor and outdoor play including tabletop activities, drama, Art, P.E, Movie and/or story telling. These activities are made available to children in P.1 after Christmas.

Through our partnership with the local football club, Gaelic football and skills development are presented as an after school activity. Coaches, tutors and teachers present after school activities including football, tennis, guitar and French.

Irish Traditional Music, Coding, Maths and English have also been presented to target year groups as an after school activity. This year, through DENI Extended schools funding Edendork P.S. has further increase the range of after schools we present to include Gymnastics, Mini Yoga, Coding, Traditional Music, Purple Mash, Accelerated Reading and Lexia Reading.

Parents are responsible for arranging transport home for the children who participate in the after school activities. Each child should also have a snack for a 3 o'clock break which complies with the school's Healthy Eating Policy.

Children participate in local sporting tournaments throughout the school year. These include netball, soccer and Gaelic Football. Local business 'Edge Innovate' is very generous in sponsoring Edendork P.S. annual Boys Football and Girls

Rounders/Football Tournaments which are hosted in St. Malachy's GAC facilities/grounds.

During the school day, pupils are presented with the opportunity to avail of the EA Music Service, Irish lessons, Chinese language, tin whistle classes and the school choir.

The Parents Support Group also organise various activities which occur during after school hours throughout the school year. Such activities include a fancy dress at Halloween, the making of St. Brigid's crosses, school discos and Fun Days.

"The children develop their personal interests through a range of extra-curricular activities, sports competitions and visits." (DENI ETI Inspection Report on Edendork P.S. November 2011)



CHARGING AND REMISSIONS POLICY

It is the policy of the Board of Governors of Edendork P.S. to:

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





SCHOOL UNIFORM

A school uniform has been well established at Edendork P.S. and it is expected that all children wear the proper uniform. Observance of a child wearing his/her school uniform often portrays parent's support for school policies and practices.

The uniform is as follows:



Boys

Navy crested sweatshirt
White crested polo shirt
Navy jogging pants (no logos)
Navy trousers - option for joggers
Navy shorts/3 quarter lengths

Girls

Navy crested sweatshirt
White crested polo shirt
Navy jogging pants (no logos)
Navy skirt - option for joggers
Navy shorts
Blue & white gingham dress

THE SCHOOL DAY

8:15 a.m.	Breakfast Club
8:30 a.m. - 9:00 a.m.	Pupils arrive
9.00 am	Pupils' day begins
10.25 am – 10:40 a.m.	Break time (P.1 – P.4)
10: 45 am – 11:00 a.m.	Break time (P.5 – P.7)
12.10 p.m. – 12:50 p.m.	Dinner break (P.1 – P.3)
12:40 p.m. – 1:20p.m	Dinner break (P.4 – P.7)
2.00 p.m.	Day ends for P.1 - P.3
3.00 p.m.	Day ends for P.4 - P.7



The school will be open to receive pupils from 8.30 a.m. in the morning. This is organised by two classroom assistants to facilitate the working parent. With the exception of children using the Breakfast Club (who pay £1 for costs including staffing), anyone arriving before this time may not be admitted to the school as supervision is not guaranteed before the above mentioned time.

HOLIDAY ARRANGEMENTS

The school will be closed during the months of July and August and other statutory holidays throughout the year. Information about all school closings will be sent to parents at the beginning of the school year and reminders will also be sent prior to a holiday.

In the event of an emergency closure, every attempt will be made to notify parents/guardians in order to enable them to make the necessary arrangements. This includes using the school texting service.

ANNUAL ATTENDANCE RECORD

(A copy of Edendork P.S. Attendance Policy is available at request from the school or can be accessed via the school website.)

Attendance levels enhance opportunities for educational achievement. Attendance at Edendork Primary School continues to remain at a high level (96.5% in 2018/2019). Due to Covid, comparative data is unavailable for 2019/2020. All efforts to ensure high attendance should be commended. Parents should notify the school, preferably in writing, stating the reasons a child is absent. This information is recorded and kept on record for auditing purposes. Children who need to leave school early must be collected by an adult/guardian. The adult collecting the child must sign the 'Going Home Early' book held in the central office.

HEALTH AWARENESS

The health and well being of our pupils is of primary importance to us and at Edendork P.S. we have forged a very strong partnership with our parents with regards to this shared concern. Edendork P.S. has a well established Healthy Eating Breaks Policy. Parents are asked to send their children a piece of fruit/vegetable/bread product for their break time snack as opposed to crisps, sweets, etc. We would also encourage parents to be mindful of promoting healthy eating when preparing children's packed lunches.

As a child attending Edendork P.S. has a severe allergic reaction to nuts, in the best interests of his safety, **NO NUT-CONTAINED PRODUCTS ARE ALLOWED.**

We also advocate that parents refrain from sending fizzy drinks into school for lunch or break as research has shown, these high sugar content products have adverse effects on a child/children's body including their teeth. Children are allowed to access their personal bottles of water throughout the school day.

"The school gives very good attention to promoting healthy eating and physical activity through, for example, the healthy-break initiative, the provision of playground games and a wide range of extra-curricular physical activities which encourage the children to adopt healthy lifestyles." (DENI ETI Inspection Report on Edendork P.S. November 2011)



PASTORAL CARE

At Edendork, pastoral care permeates all aspects of school life. It reflects the values, attitudes, beliefs and practices of our Catholic faith. We see the school as a community in which pupils, staff, parents, governors and all those connected to Edendork PS take great pride in all that we do. We feel that everyone has an important role to play in contributing to the success of the school.

We are firmly committed to:

- the aims of Catholic Education.
- providing effective education for all our children including individuals with special needs.
- developing positive pastoral care systems in our school.
- establishing close links with the home, the parish and the wider community.

Edendork Primary School seeks to provide an educational experience, centred on Christ, his values and his gospel messages so that each child grows and learns in a strong Christian faith.

The atmosphere of the school is based upon good relationships between governors/staff/pupils/parents. As a staff we work as a team, respecting each other's roles and responsibilities and recognising individual talents and expertise. We are concerned with the wellbeing of each child and so our teaching approaches and experiences presented enable them to achieve their maximum potential.

We recognise and value the important role parents' play in their child's education. Every effort is made to ensure parents feel welcome, that they are made aware of the school's aims, objectives and policies and that they too recognise their child's individual needs, progress and achievements. We expect our parents to co-operate fully with us in achieving these goals.



"The quality of the arrangements for pastoral care in the school is outstanding. A strong sense of community exists in the school and this is underpinned by a caring, supportive and inclusive ethos." (DENI ETI Inspection Report on Edendork P.S. November 2011)



POSITIVE BEHAVIOUR/DISCIPLINE

(A full copy of Edendork P.S. Positive Behaviour, Anti Bullying and E Safety Policies are available at request from the school or can be accessed via the school website.)



We promote a positive behaviour policy where good behaviour is recognised and awarded, the pupils self-confidence and self-esteem are promoted, individuals are encouraged to value one another and there is a sense of belonging to the school as a community. An agreed code of conduct exists with and between all members of our school community

whereby we expect all individuals to act in a positive and caring way towards each other.

Pupils have an entitlement to be educated in an environment which is safe, caring and respectful of their individual needs. They have a responsibility to treat all other pupils, teachers and other staff with respect. They have a responsibility to refrain from engaging in bullying behaviour and to report it if they are aware of it occurring.

Parents have an entitlement to expect that their child will be educated in an environment which is safe, caring and respectful of their individual needs. Parents have a responsibility to ensure that their child co-operates with teachers, other staff and other pupils. They have a responsibility to inform the school of any incidents of bullying which they are aware of.



Teachers and other staff in the school community have an entitlement to work in an environment which is characterised by respect and caring for all. Teachers and other adults in the school community have a responsibility to contribute to the creation of such an environment and to work for the well being of all pupils.

The strong Catholic ethos which is prevalent in our positive behaviour policy and practice, enables us to celebrate the achievements of our school. Children are presented with certificates at monthly assemblies for effort in class, homework, behaviour and contribution to school life. In addition to this, Head Teacher certificates are awarded weekly for exemplary behaviour and a positive attitude including kindness and general good manners. Teachers also use various mechanisms within the classroom including positive comments which celebrates good work and behaviour. We strive to ensure that every child experiences some form of success.

"The positive approach to the promotion of good behaviour is embedded throughout the school; it supports effectively the children's sense of personal responsibility, resulting in confident children whose behaviour during the inspection was exemplary." (DENI ETI Inspection Report on Edendork P.S. November 2011)

CHILD PROTECTION

(A full copy of Edendork P.S. Child Protection Policy is available from the school office or from the school website)

At Edendork P.S. the Child Protection Policy is consistent with the aims and objectives of Catholic Education in that we all have a duty to protect children from abuse or the risk of abuse. The designated child protection teacher in Edendork P.S. is Mrs. Toye with Mrs Dunne, Mrs. Lowe and Mrs Shields being assistant designated teachers.

The following principles form the basis of our Child Protection Policy.

- The welfare of the child must always be paramount.
- At all times there must be a multi-disciplinary and multi-agency approach to commitment of protecting, supporting and safeguarding children from harm.

The right of confidentiality for parents, carers, teachers and children must be respected. Information will only be shared in the interests of the child's welfare. There are four main kinds of abuse identified: Neglect, Physical, Emotional and Sexual. If a parent(s) have a concern about the safety of their (or another) child:

- I can talk to the class teacher
- If I am still concerned I can talk to Mrs Toye, Designated Teacher for Child Protection, and in her absence Mrs Dunne, Mrs. Lowe or Mrs Shields, Deputy Designated teachers.
- If I am still concerned I can talk or write to the Chairman of the Board of Governors, Mr. B. Duffy.

*** At any time, you can contact the local police or Social Services.

During the inspection, the school provided evidence that the arrangements for safeguarding children reflect broadly the guidance from the Department of Education...inspectors met with a group of year 6 children; they were confident, polite and courteous; know what to do and who to speak to if they are concerned about their safety and well-being." (*DENI ETI Action Short of Strike Inspection Report on Edendork P.S. May 2018*)





DRUGS/SUBSTANCE MISUSE POLICY

It is Edendork Primary School's policy to comply with the legal requirements laid down in The Misuse of Drugs Act (1971) and other relevant legislation. In keeping with requirements, we have outlined in this prospectus relevant sections of our Misuse of Substances/Drugs Education Policy. A copy of the policy may also be obtained from the school.

While we recognise that parents are the primary educators of their children, we realise that Edendork P.S. is well placed in the community to provide strong support and care in the area of substance misuse. As such we encourage all pupils to develop personal and social skills that will enable them to make informed decisions regarding substance misuse. We recognise that an asserted approach for supporting young people in substance education is to create an ethos within the school which promotes individual empowerment and values, such as tolerance, openness, honesty, respect and caring for oneself and others.

The objectives of our drugs education programme are:

- to provide children with knowledge and information about illegal drugs and the harmful effects they can have on people's lives;
- to enable children to discuss moral questions related to drug taking, and so provide a safe environment for young people to share their thoughts and ideas;
- to help children become more self-confident so that they are able to make sensible and informed decisions about their lives;
- to let children know what they should do if they come across drugs, or are aware of other people misusing drugs;
- to help children respect their own bodies and, in so doing, reduce the likelihood that they will be persuaded to become involved in drug abuse;
- to show that taking illegal drugs is a moral issue, and that choices about drugs are moral choices;
- to ensure that all children are taught about drugs in a consistent manner, following guidelines from CCEA (Proposed Curriculum & Drugs Guidance for Schools in N.I) and DENI Drugs Guidance For Schools: Cir. No. 2004/9) that have been agreed by governors, staff, pupils and parents.

We believe that the opportunity to teach about the importance of living a healthy lifestyle occurs throughout the curriculum. Drugs education is part of the Personal Development and Mutual Understanding (PDMU) learning area which is taught in Edendork primarily in the upper Key Stage 2 classes. Children are taught about illegal drugs, and the dangers involved to those who take them.

The class teacher may also seek support from the school nurse or another professional. Again, the approach external agencies take will be in accordance to the school ethos and will adhere to Edendork's Code of Confidentiality.

In the unlikely event of a drug related incident occurring we will follow the practices and procedures recommended by DENI, CCMS and EA. In addition,

parents/guardians will be immediately notified as will the Board of Governors and the CSIO (Community and Schools Involvement Officer) PSNI Officer in order that investigations into the source of, and possible trafficking in, illegal substances can be expedited.

Administration of Medication in School

The Board of Governors and staff of Edendork P.S. wish to ensure that pupils with medication needs receive appropriate care and support at school. The Principal will accept responsibility for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so. [Please note that parents should keep their children at home if acutely unwell or infectious.](#)



Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. (request forms are available from the school office). Staff cannot give a non-prescribed medicine to a child. Each item of medication must be delivered to the Principal or Authorised Person, in normal circumstances by the parent, in a secure and labelled container as originally dispensed and must be clearly labelled with the following information:

- | | |
|--------------------------------|--|
| • Pupil's Name. | • Date of dispensing. |
| • Name of medication. | • Storage requirements (if important). |
| • Dosage. | • Expiry date. |
| • Frequency of administration. | |

Staff will inform the parents if a child refuses to take his/her prescribed medication. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed. It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased. Parents are also responsible for renewing the medication when supplies are running low and ensuring that the medication supplied is within its expiry date.

Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal. For each pupil with long-term or complex medication needs, the Principal, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements

might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

ACCIDENTS / SICKNESS AT SCHOOL

When a child is sick or injured, the school will attempt to contact the parents to inform them. In cases of danger when a parent cannot be contacted, the doctor may be contacted or the child even brought to the hospital. In all cases, it will be the policy of the school to act in the interests of the child.

SECURITY

Access to Edendork P.S. can only occur during the school day though the front pedestrian gate/front door or main gates. Both are electronically operated via the school secretary. While we value our role in the community we must be aware at all times that the safety of the children is paramount and there should be no unauthorised adults in the school building/grounds during the school day.



All visitors are asked to use the front entrance to the school and are requested to inform the secretary of their arrival and sign the Visitors Book. Parents are requested NOT to go directly to their child's class but to **report to the secretary Mrs Anne Coulter in Reception.**

If a parent wishes to speak to a teacher or the principal an appointment should be by telephone or through a written note. This minimizes classroom disruption which impacts on pupil learning.

We would again stress, safety of children is a prime concern to everyone, parents, staff and gover



RSE POLICY

(A full copy of Edendork P.S. RSE policy is available at request from the school or can be accessed via the school website.)

This policy is intended to provide a framework through which our children can develop the skills, attitudes and values necessary to deal with the challenges which they will meet in the very sensitive area of relationships and sexuality.

Through the delivery of RSE our children should be able to:

- Form values and establish behaviour within a moral, spiritual and social framework.
- Examine and explore the various relationships in their personal lives.
- Learn how to develop and enjoy personal relationships and friendships which are based on responsibility and mutual respect.
- Lay foundations for developing more personal relationships in later life.
- Make positive, responsible choices about themselves, others and the way they live their lives.

Desired outcomes are:

- Enhanced self-awareness and self-esteem.
- Healthy and respectful friendships and relationships.
- An understanding of and a healthy attitude to relationships in a moral, social and spiritual framework.
- Responsible behaviour and the ability to make informed decisions.
- A sense of value for family life and marriage.
- An appreciation of the responsibilities of parents.
- An appreciation of the value of human life.

The Grow in Love programme is implemented throughout Edendork Primary School, presents learning opportunities for our children to grow and develop into healthy mature adults, capable of realising their full potential as human beings created in the image and likeness of God. One aspect of that growth is the development of the children's ability to relate to others and to have a personal appreciation of self. This is not a separate element of the Grow in Love Programme but is integrated throughout.

As a Catholic school, the delivery of RSE in Edendork P.S. as part of PDMU, is guided by presenting an 'Education for Love' programme whereby respect for self and others is paramount and reciprocal love is a mutual gift of self. Children are taught from the beginning to recognise, at their own level, that sexuality is a gift of God. Children learn to appreciate that being a girl or being a boy is something for which they should be thankful to God. They learn that human beings are created male and female in the image of God; sexual difference and complementarily are part of the variety of God's kingdom. We recognise that our role in delivering RSE is subsidiary to that of our parents.

The kind of maturity is required of a child to discuss intimate matters in the context of a loving relationship with his or her parents. A different and much higher level of maturity may be required before a child is ready for the discussion of such matters in the more public context of a classroom. There may be situations in which a

teacher judges that some or all of the children are not ready for a classroom treatment of some issues. In such a case such issues will be referred to the parents. In assessing the emotional and intellectual maturity of the pupils it must be borne in mind that very considerable differences exist even within the same class. In Edendork P.S. no issue in relation to RSE is dealt with in class unless the teacher is satisfied that every child in the class is ready for it.

Responding to sensitive issues

We recognise that, on occasion, certain sensitive issues may require consideration. When attempting to deal with these issues the following procedures will be adopted:

- 'Risky' Children

This term has been applied to children who display behaviours that may be harmful to other children. Whilst these children have a right to education Edendork P.S. has an obligation to ensure the wellbeing of the entire school population. In order to do so we will carry out a risk assessment.

- Sexual Identity and Sexual Orientation

We are aware that as young people are growing up they can experience sexual identity and orientation confusion. This may be temporary for some while for others it may become clear with time that their orientation is homosexual. It is vitally important that all curricular delivery advocates abstinence as the acceptable option for all young people. Bullying on the grounds of sexual orientation, is as unacceptable as it is in any other situation where someone is mistreated or bullied because of their differences from those who are perceived to be the majority. All issues relating to bullying on the grounds of sexual orientation will be dealt with appropriately in line with the general school anti - bullying policy.

- Child Protection

If, for any reason, a child is deemed to be at risk, then he/she will be informed that confidentiality must be breached, and the reasons for the breach. The child will also be reassured that he/she will be supported throughout the process.

Recording and Referral – Clear and concise records will be kept pertaining to all issues outlined above.

Role of Parents

The school will never attempt to assume the cloak of parental responsibility. Rather, we view parents as having prime decision making responsibilities. It is paramount that we work in partnership with parents, particularly in relation to these sensitive issues

We recognise that parents have the prime responsibility for bringing up their children and we will therefore seek to ensure that our RSE programme complements and is supportive of the parents' role. Where parents wish to withdraw their children from RSE lessons containing sensitive issues as they feel this is in the best interests of their child, they can do so by submitting a written request to the school.

"The Personal Development and Mutual Understanding (PDMU) programme is well-conceived and enhances the development of the personal and social skills of the children, complimenting well their academic progress." (DENI ETI Inspection Report on Edendork P.S. November 2011)

COMPLAINTS PROCEDURE

A copy of this Procedure is available on our school's website www.edendorkps.com or is available from the school on request.

We hope however that issues can be addressed by talking to the relevant staff. Open communication and regular engagement between Edendork Primary School, parents/carers and other stakeholders is vital to nurturing positive relationships within the whole school community.

Complaints Procedure – At a Glance



Time Limit

To enable complaints to be resolved, please contact the school as soon as possible. Unless there are exceptional circumstances, complaints will normally only be considered within 6 months of the date of the incident(s) about which you are complaining.

Stage One

When making a complaint, contact the school principal, Mrs Mc Alinden, who will arrange for the complaint to be investigated. **If the complaint is about the Principal, proceed to Stage Two.** Edendork P.S. requires complaints to be made in writing. Where this may present difficulties, please contact the school which will make reasonable arrangements to support you with this process.

When writing your complaint, please provide clear information and include the following:

- Your name and contact details
- What your complaint is about – please try to be specific
- What you have already done to try to resolve it and
- What you would like the school to do to resolve your complaint

The principal will normally acknowledge the complaint as soon as possible but within 10 school working days. This will be a short response and you will be sent a copy of, (or a link to) the school's complaints procedure. A final response will normally be made within 20 school working days of receipt of the complaint. This response will be issued in writing and will indicate with reasons whether the complaint has been upheld, partially upheld or not upheld. ***If, for any reason, the consideration of a complaint takes longer to complete, you will be informed of revised time limits and kept updated on progress.***

These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.

If you remain unhappy with the outcome at Stage One, the complaint may be progressed to Stage Two which is overseen by the board of governors.

Stage Two

If your complaint is about the principal or if the complaint is unresolved after Stage One, write to the chairperson of the board of governors. Where this may present difficulties, please contact the school which will make reasonable arrangements to support you with this process. The letter can be left at the school office and marked '*private and confidential*'. The chairperson will convene a committee to consider the complaint.

In the case of the complaint being about the principal, this committee will investigate the complaint.

Please provide clear information and include the following:

- Reason(s) why you disagree with the stage one findings
- Any aspect in which you think that the school's complaints procedure was not fully followed

The chairperson of the committee will normally acknowledge the complaint as soon as possible but at least within 10 school working days. A final response will normally be made within 20 school working days from date of receipt of the second letter. The response will be issued by the chairperson of the committee and will indicate, with reasons, whether the complaint has been upheld, partially upheld or not upheld.

If, for any reason, the review of a complaint takes longer to complete, complainants will be informed of revised time limits and kept updated on progress.

These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.

Northern Ireland Public Services Ombudsman (NIPSO) www.nipso.org.uk

If following Stage Two you remain dissatisfied with the outcome of your complaint, you can refer the matter to the Office of the Northern Ireland Public Services Ombudsman (NIPSO).

The Ombudsman provides a free, independent and impartial service for handling complaints about schools in Northern Ireland. You have the right to complain to the Ombudsman if you feel that you have been treated unfairly or have received a poor service from a school and your complaint has not been resolved to your satisfaction.

A complaint should normally be referred to NIPSO within six months of the final response from the School. The school must advise in its concluding letter that the complaint may be referred to the NIPSO if you remain dissatisfied.

Contact details for NIPSO are provided below.

Northern Ireland Public Services Ombudsman

Office of the Northern Ireland Public Services Ombudsman

Progressive House

33 Wellington Place

Belfast

BT1 6HN

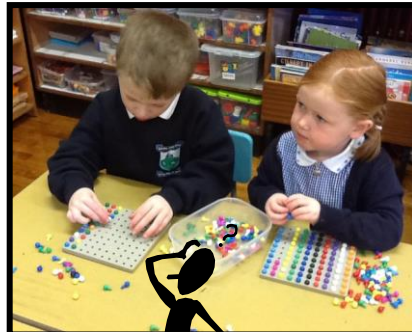
Freepost: FREEPOST NIPSO

Telephone: 02890 233821

Web: www.nipso.org.uk

Freephone: 0800 34 34 24

Email: nipso@nipso.org.uk



Important Questions



What if my child is absent from school?

A note to the class teacher should be provided on his/her return.



What if I need to get an important message to my child during the school day?

Contact the school secretary in the office at 87740534.

What if my child is ill in school or has an accident?

It is important to complete our contact details form so that we have available contact numbers easily accessible.



In an emergency situation we shall take the child immediately to the hospital / doctor/ dentist while attempting to contact you at the same time.

What if I think my child is being bullied or is unhappy at school?

Contact the school to arrange a meeting with your child's class Teacher/Principal as soon as possible.

What if my child has forgotten his / her dinner or bus money?

Inform us and we will ensure your child receives his/her dinner. Please remember that dinner money should be paid at the beginning of the week or by Friday at the latest.



What if I am going to be late in picking up my child from school?

Again, please inform us and we will ensure that your child is supervised until your arrival.



"The children are very proud of their school."

(DENI ETI Inspection Report)

