

# ST. JOSEPH'S PRIMARY SCHOOL MADDEN



PROSPECTUS





# WELCOME

Thank you for considering St. Joseph's Primary school as a suitable school for your child. We are very aware of the trust you place in us and we will strive to ensure that your child receives an excellent education in a secure and happy environment. At St. Joseph's we encourage our children to communicate confidently within a stimulating learning environment and to become independent learners within the classroom setting.

We also believe that by working together with parents we can establish an open, positive and constructive partnership which provides the best learning environment for our children.

Ultimately as a Catholic Primary school we aim to fulfil our mission statement which states that;  
St. Joseph's Primary School is a Catholic community committed to providing high quality education in an atmosphere of mutual respect where each individual is valued as an important member of our school family. We value the personal, moral, social and spiritual development of each student, encouraging respect for self and others including the core values of truth, kindness, integrity and compassion. Our school motto is:

**In Christ We Live, Love and Learn.**





We offer the most modern learning facilities available to children anywhere in the UK. Our School, which was completed in 2012, provides a stimulating learning environment within a beautiful rural setting. Externally the school boasts a floodlit 3G playing pitch and a soft play area. Internally the purpose built school is designed for learning in the modern world. Each classroom is bright, spacious, well resourced and equipped with the latest technology. Digital cameras, iPads and touch screen interactive whiteboards are all used to transform and enrich the learning experiences of our children. In addition there is a library and multi purpose hall.





# THE ST JOSEPH'S WAY

## For your child we will aim to develop:

- An awareness of their own talents, skills and abilities.
- A love of learning, knowledge of how to learn and the motivation to produce their best work.
- A knowledge and understanding of the wider world in which we live; of the interdependence of individuals, groups and nations and a tolerance of other religions and ways of life.
- An awareness of the immediate environment and an attitude which leads to self-discipline, independence, courtesy, good manners and respect for everyone.
- Effective communications between all members of the school community.
- A lively and enquiring mind with the ability to question and consider.

## Religious Education:

Our religious education programme is based on the Grow in Love scheme. It prepares each child for participation in the liturgy and sacraments of the Catholic Church.

Religious Education is not confined to the timetabled programme within the school but pervades the whole life of our school. The totality of experience in the home, the school and the parish contribute to the spiritual growth and development of the pupil. The school will consciously work with parents and the parish to strengthen the partnership.

The parish clergy will be actively involved in the life of the school through regular visits, School Masses, preparation for the Sacraments etc.







## HOME LINKS

**We have a strong commitment to home school links.**

We recognise and value the important role parents play in their child's education. It is important that pupils get the same positive messages about learning from both home and school. Consequently parental help is greatly valued during homework support and in activities such as the termly accelerated reading programme. Parents are kept informed of their child's progress through parent meetings and reports throughout the year. Every effort is made to ensure that parents feel welcome in our school and are kept informed of their child's needs and progress.

**During Term one:**

Your child's teacher will inform you of times he/she is available to discuss their progress. Should you wish to see the teacher at any other time please feel free to ring the school to arrange an appointment.

## SPECIAL EDUCATIONAL NEEDS

Some of the children attending our school will have special educational needs. These may arise from the child's physical incapacities or their learning abilities. As it is our intention to maximise the potential of each of our pupils, the school will endeavour, within its resources, to meet these needs. Pupils may receive extra support within their own classroom with their teacher, or additionally, may receive one to one support from classroom assistants and/or outside agencies.





# THE CURRICULUM

**The areas of learning in the Northern Ireland Curriculum are:**

## COMMUNICATION

This area focuses on Talking and listening, Reading and Writing. It develops the skills that enable children to interact effectively in the world around them. Our school library gives children the opportunity to choose from a wide variety of fiction and non-fiction books that will help foster positive reading habits.

## USING MATHEMATICS

Teachers enable children to develop knowledge, understanding and skills in: Sorting, Patterns and Relationships, Number, Measures, Shape and Space, Handling Data and Processes in Mathematics. Children have the opportunity to explore a range of computer packages and internet sites to enhance their understanding of mathematics.





## PHYSICAL EDUCATION

The development of movement skills are nurtured, not only because they are important for the child's long term health but because they support the child's physical development. Children experience a sense of fun, enjoyment and achievement through a variety of progressively challenging and innovative activities.

## THE ARTS

The contribution of Art, Drama and Music to the development of every child is highly valued in our school. Children experience a wide range of enjoyable and challenging activities. Children also have the opportunity to participate locally in shows, competitions and festivals

## THE WORLD AROUND US

This Area of Learning has combined to provide a balance of experiences across the areas of History, Geography, Science and Technology. This provides opportunities for children to develop an awareness of themselves, their place in the world and the environment.



# PARENTAL CONCERNS

**If a parent has an issue relating to their child, the class group or a wider school issue in general the following steps should be taken:-**

If you have an initial query please contact the class teacher who will establish the facts and provide information or explanation. An enquiry will be conducted with the appropriate staff members and the class teacher who will in turn be responsible for any liaisons between the parties.

If the outcome is not satisfactory the complaint may be taken to the School Principal. In the event of grievance against the class teacher the complaint is taken straight to the School Principal. All matters will be discussed confidentially.

**It is important that any problem is dealt with quickly and effectively, so that, hopefully, they do not escalate into a larger issue.**

If you still believe that your concern/complaint has not been dealt with in a satisfactory manner, or in a case where you decide to raise an issue at a higher level, you may write to the Chairperson of the Board of Governors. The Chairperson will be responsible for bringing your concern/complaint to a Governors' sub-committee, which will investigate and respond to your concern/complaint.







# EXTRA CURRICULAR PROVISION

The school offers a wide variety of activities usually run outside normal school hours under the guidance of members of staff. These include Gaelic football, camogie, hurling, art, ICT, choir practice etc..

The children are expected to show commitment to the school by participating as required in team sports, choir practice, school outings and school productions.

Educational visits to places of local interest figure prominently in the school curriculum and each year.

Our after school provision is available until 2.40pm (in school) for any parents who wish to avail of this facility. After school supervision locally includes “Madden Community - after school” and “Little Stars”.



# PASTORAL CARE POLICY



**At St. Joseph's Primary School, pastoral care permeates all aspects of school life.**

It reflects the values, attitudes, beliefs and practices of our Catholic faith and involves all members of our school community – Board of Governors, teachers, children, parents and all other adults who contribute to the well being of each child. We encourage pupils to discuss issues of concern that they may have through class Circle Time activities and also through our effective Kidscape programme. St. Joseph's Primary school is a caring, responsible school with the children at the core of our activities. We strive to respond to the personal, emotional, social and educational needs of our pupils through our interaction with them in the classroom and beyond.

Our PDMU provision and preventative curriculum emphasise the importance of keeping safe. In addition our Esafety programme reinforces key safety values associated with working online. Our programme responds to need and we will adapt provision when appropriate.



# CHILD PROTECTION POLICY STATEMENT

This school takes seriously its responsibility to protect and safeguard the welfare of the children and young people entrusted to its care.

As part of the ethos of the school, the staff and governors are committed to:

- Encouraging and supporting parents/carers/guardians and working together in partnership with them.
- Listening to, relating effectively with and valuing each individual child or young person in our care.
- Ensuring that all members of staff, both teaching and support, full-time and part-time are properly trained and supported.
- Our Designated teacher for child protection is Mr Hart and the deputy designated teacher is Mrs Donnelly.



## POSITIVE BEHAVIOUR POLICY

### **Discipline is the responsibility of every teacher in the school**

Each teacher is responsible for the discipline of his/her class and also bears a share of responsibility for discipline throughout the school. The attitudes of staff are of great importance. It is they who, in the end, determine the environment in which good staff/pupils relations can develop. They are expected to set the right example to pupils in matters of dress, punctuality and commitment. They should consider themselves responsible at all times for the behaviour of pupils in their care.

**All policy documents relating to pastoral care can be found on the school website.**

**All other policies can be obtained from the school office.**



# HEALTH PROMOTING SCHOOLS

**Our school is a health promoting school and we are aware that habits formed in the early years stay with us.**

We actively promote healthy lifestyle messages through our teaching in all classes as well as through our health promotion week when we invite a wide range of health professionals into our school to talk to our children. As part of our health promotion the school has adopted the Boost Better Breaks Policy. Therefore morning break consists of milk, water and/ or fruit only. Milk may be purchased through the school.





# BUDDY SYSTEM

Play ground buddies are on duty each day where they interact with the other children and support them in their play activities.



## PUPIL COUNCIL

**We have a successful Pupil Council at St Joseph's PS. Each year in September, following council elections, two pupil representatives are chosen from P3 to P7.**

The pupil council members receive appropriate training and experiences in order to fulfil their role as a councillor. They meet with the link teacher for half term meetings. The Pupil Council is promoted as a forum for discussion for all pupils. Councillors learn to solve problems fairly, become more confident and learn to discuss issues that affect them. They also have an opportunity to become better listeners, improve the school environment and become involved with charity work. The teachers promote the effective use of the Pupil Council in their own class too, thereby promoting positive behaviour and standards throughout the school.







## HOMework

Homework is anything that children do outside the normal school hours that contributes to their learning in response to guidance from the school. We recognise that the time and resources available limit the educational experience that any school by itself can provide; children benefit greatly therefore from the mutual support of parents and teachers in encouraging them to learn both at home and at school.

Our policy is to set a sensible amount of homework to reflect and support these principles. It covers all years from P1-P7 and the frequency and amount of work given will obviously increase as the children progress through the school. It should however be noted that these are general guidelines and there may be variations at different times of the year as teachers match homework to the needs of their class and individuals.

**See Homework policy for further details.**





# INFORMATION FOR PARENTS

The points below may seem trivial but greatly enhance the smooth running of the school day.

- Please buy your child shoes and trousers (boys) which they can fasten themselves, e.g. Velcro shoes, elastic waist trousers.
- Trainers should be provided for PE. Please ensure your child's trainers have Velcro fastenings so that he/she can partake in this area of the curriculum.
- Please ensure that all items of clothing and other belongings are clearly named. This helps to avoid items getting lost or mixed up, especially jumpers which are removed for PE.
- **BREAKTIME:** We operate a healthy eating programme in school which has been very successful. Please send your child with fruit, or something healthy. We also encourage the children to drink water. Their drink should be in a container that will not break or leak - Do not send fizzy drinks. **Please do not send any food stuffs containing nuts.**





# SICK CHILDREN

It is important that children are fit and well enough to enjoy and participate fully in school activities. **Please do not send sick children to school.** This applies to a child who has a heavy cold, a high temperature, tummy upset, diarrhoea as well as other more serious contagious diseases:

## Table of Incubation and exclusive periods for infectious illnesses

Illness	Incubation period	Period of Exclusion
COVID-19	10-14days	(Consultation with PHA)
Measles	10-15 days	7 days after rash
Chickenpox	10-14 days	14 days after rash appears
German Measles	14-21 days	Not until advised by doctor
Mumps	18-21 days	Not until advised by doctor
Whooping cough	7-10 days	Not until advised by doctor
Impetigo	1-10 days	Until Lesions are crusted and healed
Slapped Cheek	10-15 days	Not until advised by doctor
Scarlet Fever	3-8 days	Child can return 24hrs after commencing appropriate anti- biotic

Please let us know if your child has any form of infection / contagious illness (including head lice) so that we can in- form other parents. Following these guidelines will help us to protect your child's health and well being. Please for- ward a note to school after your child's return, explaining the reason for absence.





## ABSENCES

**If your child is absent from school, a note from the parent must be brought in on the day the child returns to explain the absence.**

It is our legal obligation to inform the Educational Welfare Officer in the Southern Educational and Library Board when a child has missed 15% (or more) of school days in any given period. It is in the best interests of your child that all medical and dental appointments are made after school hours.

## ADMISSION INFORMATION

St. Joseph's is a catholic maintained school for boys and girls aged 4-11. In 2023-24 school year there were 177 pupils on roll. It is anticipated that in 2024-25 there will be 168 pupils in attendance: Parents of prospective pupils to our school should contact the office to make an appointment to see the Principal. They will be given the opportunity to see around the school and to ask any relevant questions they may have. Parents of pupils starting Primary school for the first time are invited to an open morning and information session in June. Our enrollment has been increasing over the last few years as shown in the admissions criteria information sheet which can be found in the appendix. The admissions criteria outlined in the information sheet will be applied in the event of the school being oversubscribed. The school has a waiting policy which is also outlined on the sheet.

## TRAVEL

If your child's travel arrangements differ from the norm (for example being collected by someone else), the teacher must be informed of any change.





# SCHOOL UNIFORM

## Girls:

- Grey skirt / pinafore / trousers / white socks
- Blue Sweatshirt with school crest
- White Polo Shirt with school crest
- Black shoes / trainers

## Summer Term:

- Gingham Dress (Reception - P4) with school crest

## Boys:

- Grey trousers
- Blue sweatshirt with school crest
- White polo shirt with school crest
- Black shoes / trainers

## PE Uniform:

A dedicated PE uniform should be worn on days during which PE is scheduled for your child. This uniform comprises of a quarter zip training top and navy shorts. Parents can purchase navy bottoms (with no logos or markings) from a variety of shops.

Our School Uniform can be purchased from Brenda's Fashions, and McElvanna's Shop, Keady. Our PE uniform can be ordered direct from our supplier, "Play-r Fit".

It is the school's wish that all children should wear this uniform, as it gives the children a sense of identity with the school.



# SCHOOL HOURS

The school will open to receive children from 8.30am. To accommodate working parents an early drop off service will be in operation from 8.00am at the cost of £1/child or £2 per family. All pupils not engaged in school activities should have left the premises by 2:45pm.

**PLEASE NOTE: As part of our settling in period the school will operate a staggered intake for the first few weeks of the new school term**

## School Hours

Primary 1 & 2

8.50am-1.30pm / 1.40pm

Primary 3-7

8.50am-2.40pm

# ATTENDANCE RATES

Attendance / Year	Percentage Attendance
2020-2021	99.3%
2021-2022	95.6%
2022-2023	96.6%



# STAFF

<b>Principal</b>	Mr Paul Hart
<b>Teaching Staff</b>	Mrs M Donnelly Mrs S Meegan Mrs M King Miss L Rock Mrs O Smith Miss O Mone
<b>Classroom Assistants</b>	Mrs M McCooley Mrs C Gallagher Mrs B Corrigan Miss C O'Reilly Mrs L Hennessy Mrs E Grimley Mrs N McKee
<b>Supervisory Assistants</b>	Mrs C Gallagher Mrs B Corrigan
<b>Cook in Charge</b>	Mrs L Averall
<b>Dining Attendants</b>	Mrs B O'Reilly Mrs P Mc Guigan Mrs A. Kiernan
<b>Building Supervisor</b>	Mr C Rafferty
<b>Cleaner</b>	Mrs M Rafferty
<b>Senior Clerical Officer</b>	Mrs M Rafferty

# BOARD OF GOVERNORS

<b>Tustees</b>	Mr Patrick McAleavey Mrs Marion Mallon Mrs Michelle McGarvey Mr Conall Rafferty Mrs Noeleen Corr
<b>DE representative</b>	Mr Brendan Vallely
<b>EA representative</b>	Ms Caroline Woods Mrs Joanne Smith
<b>Teacher</b>	Oonagh Smith
<b>Principal</b>	Mr Paul Hart
<b>Chairperson</b>	Mr Patrick Mc Aleavey
<b>Vice-Chairperson</b>	Ms Caroline Woods
<b>Secretary</b>	Mr Paul Hart





# INTERESTED?

Visit our school website to get more information about events at St Joseph's PS (Madden) and get a flavour of school life.

[www.stjosephsmadden.com](http://www.stjosephsmadden.com)

Prospective Parents are welcome to visit our school at any time to observe our facilities at first hand.

If you would like more information about St Joseph's PS (Madden) please contact the school office. We will be happy to provide you with further details on school policies and procedures and put you on our contacts list for enrolment.

Principal: Mr. Paul Hart  
St. Joseph's Primary School  
50 Fernaloy Rd.  
Madden  
BT603LR  
Tel: 028 37531890  
Email: **Phart388@c2kni.net**



# APPENDIX





**St Joseph's Primary School (Madden)**  
50 Farnaloy Road  
Armagh  
BT60 3LR

**Maintained Primary School**

**Enrolment Number: 177**

**Admissions Number: 21**

**Telephone No: (028) 3753 1890**

**Email: phart388@c2kni.net**

**PRINCIPAL: Mr P Hart, Bed PQHNI**

**CHAIR OF BOARD OF GOVERNORS: Mr P McLeavey OBE**

### ***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 an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes any Sub-Committee appointed by the Board of Governors for the purpose of applying the admissions criteria set out.

### ***RECEPTION ADMISSION***

If the school's admission and enrolment numbers have not been reached the school will admit all children of the appropriate age whose parents wish them to attend the school.

- i. Children who reach their fourth birthday between 2 July and 31 October 2024 (both dates inclusive) - to be admitted by arrangement of the Principal.
- ii. Children who reach their fourth birthday during the course of the school year to be admitted preferably at the beginning of the term following their fourth birthday

Children in categories i to ii will only be selected for admission if places are not filled by children in earlier categories.

The school will continue to admit children not of compulsory school age as above unless the Department determines that such children will be zero-rated for funding purposes thereby affecting funding and consequently the number of teaching staff available.

Children who are not of compulsory school age will only be selected for admission after all children of compulsory school age have been allocated a place.

### ***PRIMARY ONE ADMISSIONS CRITERIA***

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 9 January 2024 at 12noon (GMT) and an application submitted by the closing date of 26 January 2024 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 26 January 2024 and up to 4 pm on 31 January 2024 will be treated as a late application, this is also the last date and time for processing a change of preference in exceptional circumstances. After 4 pm on 31 January 2024 no applications will be processed until after the close of procedure on 25 April 2024.

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, including those children whose parents deferred their admission to primary school in September 2023 as defined by the new School Age (NI Act) (both groups to be treated equally).

Priority will be given to children resident in Northern Ireland at the time of their proposed admission to the school before those who are not so resident.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the application or provided directly to the school. Parents/Guardians



information include whether the child has brothers/sisters attending the school, or is the eldest child in the family.

**The Board of Governors will apply the following criteria in the order indicated to identify which children should be admitted either at initial admission to education or on transfer from another school:-**

- 1 Children who have brother(s) or sister(s) in attendance during the 2023/24 school year.
- 2 Children of compulsory school age for whom the school is the maintained primary school nearest to their home as measured by walking distance\* (Walking distance from home will be measured by Google Maps UK).
- 3 Children whose parents/ guardian, brother(s)/ sister(s) are prior pupils of the school.
- 4 Sons or daughters of permanent employees at the school.
- 5 Children with special circumstances (social, medical or security). The special circumstances must be made known at the time of application. Any application to be considered under this criterion must be clearly identified using the term, 'special circumstances'. It must provide names and addresses of statutory bodies from whom the Board of Governors reserve the right to seek confirmation of the existence of the special circumstances.
- 6 In the event of a tie breaker, children will be selected on the initial letter of the surname (as entered on Birth Certificate) in the order set out below. In the event of surnames beginning with the same initial letter, the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames the alphabetical order of initials of forename will be used.

**L V A F M X G P I N H R E Z J O T Y B K C W S D U Q**

\*'Home' is the child's permanent place of residence. It is not the child-minder's or relative's address.

#### ***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.

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 does not operate a Waiting List Policy.

#### ***ADMISSION TO P2-P7***

Pupils will be admitted to P2-P7 in accordance with the preference expressed by a parent if the school's enrolment number has not been reached, unless to do so would prejudice the efficient use of resources. The above criteria will also be used for admission of children from P2-P7.

<b>APPLICATIONS AND ADMISSIONS TO RECEPTION AND PRIMARY 1</b>				
<b>Year</b>	<b>Total Reception Applications</b>	<b>Total Reception Admissions</b>	<b>Total Primary 1 Applications</b>	<b>Total Primary 1 Admissions</b>
<b>2021/2022</b>	<b>2</b>	<b>0</b>	<b>22</b>	<b>21</b>
<b>2022/2023</b>	<b>5</b>	<b>3</b>	<b>18</b>	<b>18</b>
<b>2023/2024</b>	<b>6</b>	<b>0</b>	<b>28</b>	<b>26</b>