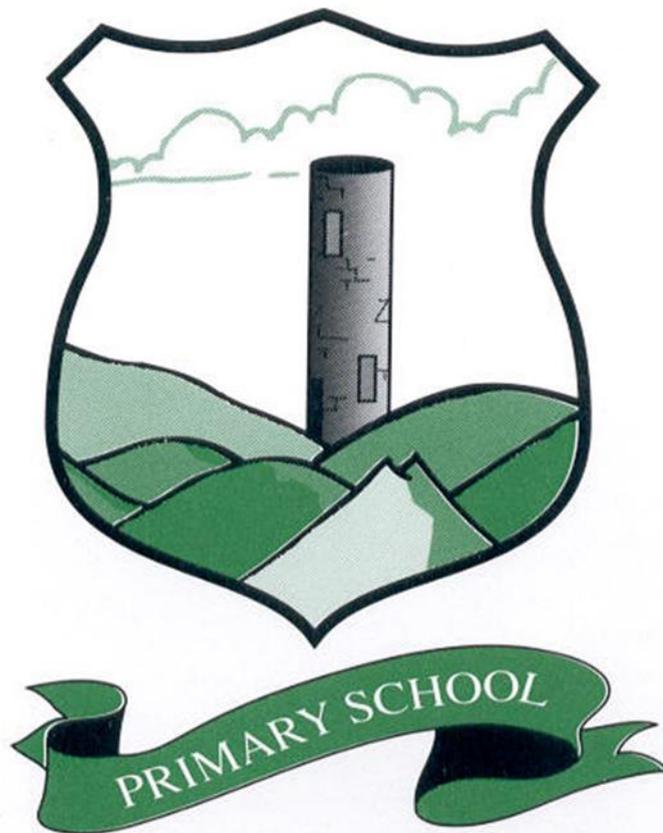


St. Joseph's

Carryduff



School Prospectus
2025/26

St. Joseph's Primary and Nursery School Carryduff is a Catholic
Maintained Primary School

Principal: Mr Barry McMahon

Address: 8 Knockbracken Drive
Carryduff
Belfast
BT8 8EX

Telephone: 02890813523

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Email: info@stjosephscarryduff.belfast.ni.sch.uk

Web site: www.stjosephscarryduff.com

Chairperson of the Board of Governors: Mrs P Neeson

Address:
c/o St Joseph's Primary School
8 Knockbracken Drive
Carryduff
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MISSION STATEMENT

St Joseph's continues the mission of Christ entrusted to the Church to "go and teach" and seeks to foster and promote Christian spirituality within an ethos of inclusivity and pastoral care.

Integral to the vision that underpins all aspects of life in our Catholic school is the dignity of the human person made in the image and likeness of God. It includes a recognition of the self-worth and value of every child and the fostering of the key values of Catholic education. Through the promotion of mutual understanding and respect for all ethnic, cultural and religious backgrounds, we seek to create an inclusive and supportive environment in which all members of our school community feel valued.

We aim to provide a caring and safe environment in which all children can grow in self-esteem, independence and confidence. Our care for the children enables their holistic development; spiritually, physically, intellectually, morally, emotionally and socially.

Arising from this commitment to develop each individual child, a culture of achievement, improvement and ambition exists which is underpinned by a clear expectation that all pupils can and will achieve to the very best of their ability.

By learning, praying and playing together, we grow as a community in which children, parents, staff and governors demonstrate a commitment to achieving high standards, mutual care and support of each other whilst being constantly invited to rediscover what it is to follow Christ and to give witness to the centrality of Gospel values.

KEY ASPECTS OF OUR PROVISION

The staff, pupils, parents and governors are fully committed to the aims of the school and have a strong sense of loyalty to the school. Parents and staff work well together in partnership in the children's education. Parents are welcome in the school and are given clear information about their children's progress, the school's curriculum and the day-to-day organisation of the school. Parents' views are valued and staff seek to include these in the provision they make for the children.

1. Partnership

Our pupils are at the heart of our school community.

Our parents are welcomed as active partners in the education of their children.

Our staff work hard to provide a stimulating learning environment.

Our Parish Priest, Very Rev. Fr. Michael Sheehan PP, works closely with us in handing on the faith.

Our parish community is committed to the aims and values of our Catholic school.

2. A Living Faith

In our school there are opportunities for our pupils to show love and forgiveness, to care for others and to treat them with kindness and consideration.

They are encouraged to behave with tolerance, patience and respect, as they grow in self-discipline.

All this is cultivated through preparation for the sacraments and daily prayer as they strive for knowledge and understanding through their primary years.

BOARD OF GOVERNORS

Mrs P Neeson	Nominated by Trustees (Chairperson)
Very Rev M Sheehan PP	Nominated by Trustees (Vice-Chairperson)
Mr E Carlin	Nominated by Trustees
Mrs M. Doherty	Nominated by Trustees
Mr D Doherty	Nominated by EA
Mrs D Bannon	Nominated by EA
Mrs E Morris	Elected Parent Governor
Mrs L Allen	Nominated by DE
Mrs E McGread	Teacher Representative
Mr Barry McMahon	St. Joseph's Primary School (School Principal)
Mrs C Tunney	St Joseph's Primary School (Co-opted Member)

Appeals Procedure

In the event of any appeal to the Board of Governors, please contact the Chairperson in writing and address your correspondence to the Chairperson, Board of Governors c/o St Joseph's Primary School, 8 Knockbracken Drive Belfast BT8 8EX

GENERAL INFORMATION

St Joseph's Primary School is a co-educational primary school with Nursery Unit. The original building was first opened in 1955 with extensions added in 1968 and 1978. The new school building opened in 2010. The present enrolment is 525 pupils including 60-part time nursery places. Music is important in St Joseph's and the school has a school choir, school orchestra, band and woodwind group. Many pupils have instrumental lessons in school. We also have a strong tradition of parental support. The teaching staff consists of Principal plus 17 teachers.

Accommodation and Resources

The new school building opened in September 2010 and the children are educated in state of the art modern classrooms with full access to interactive whiteboards and a range of other ICT hardware. Each classroom cluster opens out onto a specially designed Resource Area which is fully equipped with computers and play equipment for the younger children. The school building comprises of 15 classrooms, a school hall which is equipped for sporting activities and performance arts, a designated dining area, library/computer suite and a wide range of additional accommodation for peripatetic tuition etc. The school site is fully landscaped and it includes a specially designed outdoor classroom, an ecological garden area and hard play areas. The school's maintenance contract with Belfast Education Services also provides for very high levels of building maintenance and facilities management for the next 20 years.

The new Nursery opened in November 2010 and it comprises of a well resourced, spacious playroom which has the most up to date play equipment. The children's learning is further enhanced by their use of a range of ICT equipment including an interactive whiteboard and computer workstations. There is also a welcoming Staff/Parents Room featuring a two-way viewing panel through which parents may observe their children at play. A beautifully apportioned 'Quiet Room' provides an ideal environment for the development of language and thinking skills. The children enjoy healthy and wholesome snacks prepared in the well-equipped kitchen. A secure outdoor play area includes a covered play space to ensure that outdoor play will continue in all weathers. There is a large outdoor sandpit and 'Mud Kitchen' where the children can develop their group skills together with their creative, physical and technological skills. The play area also includes a sensory garden in which the children are able to explore the 'World Around Us' through cultivating their own plants and vegetables and observing a wide range of living things. Having access to the outdoor classroom and the ecological garden further enhances the children's investigative skills.

The Nursery is situated adjacent to a large hard play area which enables the children to engage in vigorous energetic play on a daily basis.

Morning Club

8.00am – 8.45am
Cost £2.00 per child or £.00 per family.
Families are asked to register via Parent Pay

The School Day

Morning Supervision begins for all pupils: 8.45 am
Class begins: 9.00 am

P1 pupils go straight into their classrooms to be supervised by school staff at 8.50 am. All other children are supervised in the playground until class begins.

Morning Play:	P1 – P3	10.30 am - 10.45 am
	P4 - P7	10.50 am - 11.05 am
Lunch:	P1 – P3	11.55 am - 12.30 pm
	P4 – P7	12.35 pm – 1.10 pm
Home Time:	P1 - P3	1.55 pm
	P4 - P7	2.50 pm

123 After Schools Club operates from 2.00pm to 5.00pm. Families are asked to contact Mrs Michelle Scott for details, rates and availability.
(H) 90797006 (M) 07846043236

Assemblies:	P5, P6, P7	1.15 pm – 1.45 pm	Friday
	P1, P2, P3, P4	9.15am- 9.45am	Friday

We believe that the prayer life of our school is extremely important. Through prayer, we strive to bring our school community closer to God. Class teachers pray with their pupils each day and children attend morning Mass on occasions.

Home School Communication

It is our policy to have open, positive two-way communication with our parents and guardians. We have an open-door policy with regard to teacher access. This means that you should be able to speak briefly with a teacher after school. However, since many staff are involved in after school activities, it is better to phone and make an appointment or leave a message with the school secretary, Mrs Connery or Mrs Brush. The Principal and Vice Principal are always happy to see parents and will do so as requested. Staff will also contact parents/guardians should any problem arise at school.

Formal Access/Communication

Autumn Term

- There are Curriculum meetings for each Year Group in September.
- The initial parent/teacher consultations will be held for all classes in the Autumn Term P1-P7 week beginning 13th October.

Spring Term

- The Annual parent/teacher meetings will take place in the week beginning 2nd March 2023.

Summer Term

- A written report is provided to parents in June.

Sacramental Programme

Arrangements for the Sacramental programme:

- P3 - Reconciliation: TBC
- P4 - First Communion: TBC
- P7 - Confirmation. TBC

School Holidays

The school holiday list is included overleaf.

Information about all school closures will be sent to parents at the start of the year. In the event of any emergency closure, every attempt will be made to contact parents, via the school website, the school text messaging service, the local media and the school app.

Please make sure we have your full address, telephone number, childminder's address and telephone number, your work address and telephone number and the same for any other person we should contact in an emergency.

St. Joseph's Primary School
SCHOOL CLOSURES – 2025-26

School reopens for all pupils	12:00 Finish Wednesday 27 th August 2025
School Closure – Staff training	Friday 26 th September 2025
Autumn Half Term School closed for all pupils	Friday 24 th October – Friday 31 st October
School reopens for all pupils	Monday 3 rd November
End of Term 1	School closes at 12:00 noon on Friday 19th December 2025 Pupils may wear their own clothes.
Christmas Holiday School Closed for all pupils	Monday 22 nd December 2025 – Monday 5 th January 2026
School reopens for all pupils	Tuesday 6 th January 2026
Winter Half Term School closed for all pupils	Monday 9 th February – Friday 13 th February 2026
School reopens for all pupils	Monday 16 th February 2026
St Patrick's Day Holiday School closed for all pupils	Monday 16 th March – Tuesday 17 th March 2026
School reopens for all pupils	Wednesday 18 th March 2026
End of Term 2	School closes at 12:00 noon on Thursday 2nd April 2026. Pupils may wear their own clothes.
Easter Holiday School closed for all pupils	Friday 3 rd April 2026 – Friday 10 th April 2026
School reopens for all pupils	Monday 13 th April 2026
May Day Bank Holiday School closed for all pupils	Friday 1 st May 2026 – Monday 4 th May 2026
School reopens for all pupils	Tuesday 5 th May 2026
May Bank Holiday 2 School closed for all pupils	Friday 22 nd May 2026 – Monday 25 th May 2026
School reopens for all pupils	Tuesday 26 th May 2026
End of Term 3 Summer holidays	School closes at 12:00 noon on Tuesday 30th June 2026 Pupils may wear their own clothes.

*These dates may be subject to change

Please note Nursery and P1 pupils should not attend school on the following dates:

P1 & Nursery Open Day	Monday 15th December 2025
P1 & Nursery Induction Day	Thursday 21st May 2026



SCHOOL UNIFORM

We are proud to be part of St. Joseph's school community and we identify fully with our school by wearing our uniform in its entirety. It is important each child adheres to the rules governing the school uniform.

In the interest of Health and Safety we request that long hair should be tied neatly back. Extreme hairstyles are unacceptable e.g. shaven or coloured. Rings, bracelets, necklaces or earrings cause a safety hazard in PE and in the playground and should not be worn in school.

The main items of the school uniform may be bought at any shop of your choice, however, the official suppliers of our school track-suit, jumper and tie are:

Truly Fare: Ormeau Road Belfast Phone: Phone 90236374.
Warnock's: 791-793 Lisburn Road, Belfast BT9 7GX Phone 90381828

Winter Uniform:

Green waterproof fleece (optional) available from Truly Fare

Grey skirt/Grey trousers
Long/short sleeved white blouse
School tie
School V neck jumper/cardigan
Grey tights/grey socks

Short-sleeved blouses/shirts are particularly suitable in the early years for example for water play etc. However, when representing the school on formal occasions e.g. choir or band, children should have long sleeved blouses/shirts available.

***All pupils must wear black footwear.**

Summer Uniform

Green Cotton Dress (stripes or gingham)/grey shorts
White Polo shirt
White/Grey socks

PE Uniform

School tracksuit consisting of school sweatshirt, t-shirt and jogging bottoms or plain black shorts.

Please mark all your child's belongings clearly with his/her name.

School Book Bag

Children in Primary 1, Primary 2 (£8.00) and Primary 3 (£8.00) should use the official school book bag instead of a school bag. These are available from the school office. The children only need to bring 2-3 books and worksheets to school and the book bags will be sufficient for that purpose.

THE CURRICULUM

Our pupils have access to the Northern Ireland Curriculum and follow relevant Programmes of Study which cater for the needs of each pupil. Year Groups plan together and meet weekly to monitor and assess progress and development. Children are taught in Year Groups appropriate to their age and there are two classes in each year group.

Areas of Study: Religious Education
Language & Literature
Mathematics and Numeracy
Personal Development and Mutual Understanding
The World Around Us
PE
The Arts

Cross Curricular Skills: Communication
Using Mathematics
Using Information and Communications
Technology

Thinking Skills and Personal Capabilities
Thinking, Problem Solving and Decision Making
Self Management
Working with Others
Managing Information
Being Creative

Class Organisation

There are 15 mixed ability classes, each grouped according to the age of the children. Teachers organise their classes in a variety of ways in order to cater for the individual educational needs of the children in their care.

Religious Education

We follow the 'Grow in Love' programme for P1-P7. Parents may request that their children are withdrawn from collective worship. In these cases, the child will normally remain with another class. Parents are welcome to view copies of the 'Grow in Love' programme.

Special Educational Needs

The initial responsibility for each pupil's educational needs rests with the class teacher. Our school's Special Educational Needs Co-ordinator manages the whole school programme for pupils requiring support with learning. A group withdrawal approach is used P2 – P7. Pupils are also catered for through the Reading Partnership programme which is a one-to-one programme to assist with development in reading.

We also receive support from various Education Authority peripatetic tutors and through the allocation of additional teaching hours where required. Parents may

discuss issues relating to the SEN Policy with the Special Needs Coordinator and/or the Principal.

Homework

It is our school policy to set homework, and we know that our parents enjoy helping their children to learn. We believe that homework should be a pleasant experience for both parents and children. If children experience difficulty with homework, please discuss this with their class teacher. Children should read each night. It is helpful if parents/guardians sign the homework each night. Teachers in the Nursery and Foundation Stage will provide additional information for parents in the regular 'Parents Page' which is sent home. Copies of the curriculum plan for each half term are also displayed.

Suggested time limits for homework:

P1 – P4	10 -30 minutes
P5 - P7	45-60 minutes

If a child cannot complete homework in the allocated time please note this on their homework book.

No homework is set at weekends other than work that was not completed during the school week.

Nursery

In St. Joseph's Nursery the children are provided with a rich variety of challenging play activities and experiences in a stimulating environment. The children are offered learning experiences in the following areas:

The Arts, Language Development
Early Mathematical Experiences
Personal, Social & Emotional Development
Physical Development & Movement
The World Around Us

The learning is provided in a holistic way. The staff observe the children at play. They then review and evaluate the curriculum. The information gained from this process enables staff to take account of the needs of individual children, to offer suitable challenges and to provide for progression in play activities. The children are encouraged to observe, to experiment, to solve problems and to experience success at all levels. As the children develop awareness that their views are valued, they develop self-esteem and confidence. The children are encouraged to show initiative and to be decision makers; they develop excellent skills for learning and have a smoother transition from Nursery to Primary One.

Curriculum Complaints Procedure

Where parents consider that the curriculum provision for their child is not satisfactory they are invited to express their concern to the school through:-

- The class teacher
- The Principal following discussion with the class teacher
- The Board of Governors- Chairperson, Mrs P Neeson c/o St Joseph's Primary School.
- The CCMS Diocesan office 028 92 013014

CHARGING AND REMISSIONS POLICY

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

- maintain the right to free school education for all pupils
- establish that activities organised wholly or mainly during school time should be available to all pupils.
- require parents to pay charges for board and lodging for their children on residential trips, taking account of any relevant remission arrangement.
- confirm its right to invite voluntary contributions for the benefit of the school or in support of activities organised by the school; make charges in respect of optional extras, as determined by the Board of Governors.

PASTORAL CARE AND BEHAVIOUR MANAGEMENT

It is important that your child is happy and secure in school. Please let the Principal or class teacher know if your circumstances outside of school have changed or if something has occurred to cause distress to your child, e.g. bereavement, illness, etc.

We strive to create a positive ethos in our school. Our work is focused on developing each child spiritually, intellectually, morally, physically and emotionally. The teachers work continuously to assist each child to achieve their full potential. Efforts are made to build up the children's self esteem and to create an atmosphere of tolerance and respect for others. Alongside the academic work, there are a host of activities ongoing in the school that are designed to lead the children to a fuller development as individuals.

If you are concerned about the safety of your child or another child you should speak to the Designated Teacher for Child Protection who is **Mrs Farry**. In her absence you should speak to the Deputy Designated Teachers, **Mr Lennon and Miss Donnelly**. If none of these teachers is available, you should contact the Principal or the class teacher who will refer the matter on to the Designated Teacher at the earliest opportunity. This information is currently displayed on the plasma screens.

If you prefer, you may raise the issue initially with the class teacher but they are duty bound to refer it to the Designated Teacher or the Deputy Designated Teacher for consideration. If you still have concerns after speaking with the Designated Teacher(s), you may talk to the Principal or talk/write to the Chairperson of the Board of Governors Mrs P. Neeson.

In these circumstances, the needs of the child are paramount and if the case is judged to be serious enough, then it must be reported to other professional agencies and it is they who will conduct an investigation.

This is a very sensitive issue but we, like all other schools, must adopt these procedures. If you require any further information about Child Protection a synopsis of all of the school's pastoral care policies is available for download from the school website. Alternatively copies of the policies are available on request.

Medication

A procedure is in place to support those children with medication needs. Certain protocols apply to the administration of medicines and parents should contact Mrs Farry to receive further clarification as and when required.

After Care of Fractures

Please contact the School Principal prior to the pupil's return to school. If crutches/wheelchair are to be used, the pupil's safety is of paramount importance and we would want to discuss care arrangements with the parents.

Peanut Allergy

We have pupils with severe nut allergies, so the Governors have adopted a 'Nut Free' policy for the school and meals kitchen to which all families subscribe.

Measles/Shingles/Chickenpox

We need to be informed if your child falls ill with any of the above conditions.

Children with Asthma

We have strict guidelines on caring for children who have 'Asthma'. Please complete the medical questionnaire and ensure that inhalers are available and a spare set, labelled with your child's name, is given to Mrs Farry for emergencies.

Care of Sick Pupils

If your child is unwell in school, you will be contacted as soon as possible. If your child is recuperating from a long-term illness and medical professionals advise that (s)he would benefit from a return to school but is not yet well enough to play outside, we would ask you to contact the school to discuss arrangements for lunch and play time.

Healthy Eating

As part of the efforts to encourage a healthy lifestyle, the school maintains a "Health Eating Policy" and encourages all pupils to follow healthy eating habits at break and lunch. The types of food we recommend are set out in the Healthy Eating Policy. These are also included in the "Helping Your Child to Start School" and on the school website. In brief, we would ask you not to include sweets, chocolate, biscuits, crisps or fizzy drinks in your child's lunch box. Fruit or sandwiches are suitable snacks for break. No fizzy drinks please! Instead, natural fruit juice, milk or water are much healthier for young teeth. Please help your child by following these guidelines.

Holiday Absences

Department of Education guidance states that the majority of holidays taken during term time should be categorised as unauthorised absence and that it is only acceptable under very exceptional circumstances to authorise a family holiday during term time. Such circumstances may include a family holiday judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.

The guidance states further that any family holiday taken for reasons such as the availability of cheap holidays, the availability of desired accommodation, poor weather experienced during school holidays or holidays that overlap the beginning or end of the school term should be classified as unauthorised.

Parents are asked to note this guidance and to avoid arranging holidays during the school term. You are asked to contact Mr McMahon at your earliest convenience if feel you must organise a holiday during term time in order to discuss the matter further.

Removing Pupils During School Day

Parents/guardians must call at school office if they are removing their children from school. This ensures that all absences are authorised and helps the class teachers to ensure the children are safe at all times.

Drugs Education

The school Drugs Education Policy is a statutory document, in accordance with DE guidelines: Misuse of Drugs – A Guidance for Primary Schools 1996. The policy follows the guidance given in the EA Drug Education Policy document.

Our school believes that the misuse of drugs endangers not only our pupils but also affects the wider community in which we live. It is the school's responsibility to ensure the child's health and safety while in our care and we also strive to promote their personal and social well-being. Drug misuse undermines this and hinders the development of the young person.

The policy provides a focus for the school to consider how drugs education should be implemented and developed within the curriculum, and outlines the roles, responsibilities and legal duties of key staff. From a wider perspective, it gives parents and the local community an opportunity for involvement in drug issues. The policy forms an integral part of our existing health education and personal and social education programmes, and the drug education programme complements this.

Involvement of Pupils

The school actively involves the pupils in the decision-making process through the School Council which is made up of members drawn from the P5-P7 classes and who have been elected by their peers. The School Council meets regularly and it takes responsibility for a number of initiatives in the school each year. The Eco Volunteers make an important contribution to school life and contributes positively to school's education for sustainable development.

A Synopsis of the Behaviour Management Policy

Mission Statement

St Joseph's continues the mission of Christ entrusted to the Church to "go and teach" and seeks to foster and promote Christian spirituality within an ethos of inclusivity and pastoral care.

Integral to the vision that underpins all aspects of life in our Catholic school is the dignity of the human person made in the image and likeness of God. It includes a recognition of the self-worth and value of every child and the fostering of the key values of Catholic education. Through the promotion of mutual understanding and respect for all ethnic, cultural and religious backgrounds, we seek to create an inclusive and supportive environment in which all members of our school community feel valued.

We aim to provide a caring and safe environment in which all children can grow in self-esteem, independence and confidence. Our care for the children enables their holistic development; spiritually, physically, intellectually, morally, emotionally and socially.

Arising from this commitment to develop each individual child, a culture of achievement, improvement and ambition exists which is underpinned by a clear expectation that all pupils can and will achieve to the very best of their ability.

By learning, praying and playing together, we grow as a community in which children, parents, staff and governors demonstrate a commitment to achieving high standards, mutual care and support of each other whilst being constantly invited to rediscover what it is to follow Christ and to give witness to the centrality of Gospel values.

Rationale

The Behaviour Management policy is an important element in promoting a caring school which values all who are part of it, creating an atmosphere of mutual respect in which the children feel secure and happy and all staff work together as a team, supportive of one another and sensitive to one another's needs. Through this policy respect for people and property is encouraged, self-discipline is promoted and positive models of behaviour are celebrated. A mutually supportive partnership between parents and teachers is also encouraged.

Action to promote appropriate behaviour should begin in the classroom and be fair and consistent throughout the school. Appropriate behaviour is that conduct which assists the school to fulfil its primary function, namely, the full development of the potential of all its pupils. Inappropriate behaviour is conduct that prevents this, either when an individual prevents his/her own development by their conduct or disrupts the development process for other members of the school community.

It follows therefore, that acceptable behaviour is that which conforms to the reasonable expectations and requirements of the school and is based upon mutual respect for the needs and aspirations of all in the school and upon care for the school environment.

This policy is designed specifically to promote and reward acceptable behaviour.

Aims of the Policy

- to develop within each child a sense of self discipline and a responsibility for his/her own actions
- to empower the children as responsible learners by valuing independence and choice
- to create a warm and welcoming environment which promotes caring and respect for oneself and for others thus ensuring that effective learning takes place
- to develop co-operation during work and play
- to establish a set of rules and routines which will be supported consistently by all members of the school community
- to work in partnership with parents as the main educators of their child
- to provide a curriculum matched to the needs of the individual child
- to promote good behaviour by praise and presenting positive models

Code of Conduct

The main aim of this policy is to encourage self-discipline through the creation of an ordered school community that is based on Christian principles and values. It is important to discuss and agree a clear code of conduct with the children. It is essential that the children understand the rationale behind the code of conduct and the school's routines. At the beginning of each school term the code of conduct and routines will be discussed and reinforced again.

The following code of conduct has been devised through consultation with the children.

Work

- We come to school ready for our work
- We do our best work
- We arrive on time for our lessons
- We present homework neatly and on time
- 'Work talk is soft talk'
- We work productively when collaborating with others
- We stop, look and listen
 - a. stop what we are doing
 - b. look at our teacher
 - c. listen carefully
- We take turns to speak and listen carefully to what other children in the class are saying
- We move independently to get the necessary equipment
- We ask for help by putting our hand up
- We keep our books and school bags clean and tidy

Care

- We wear our school uniform every day except on PE days and for trips when we wear our school tracksuit
- We show good manners
- We show consideration and respect for the feelings of others and the property of others
- We take care of our own property
- We tell the truth
- We care for our school environment

Safety

- We follow the line up procedure in the morning, at break time and at lunch time
- We walk in school
- We are a 'nut free' school
- We move quietly through the school when out of class on a message or attending music lessons
- We inform the school if we are absent
- We need special permission to leave the school early
- We use the toilets properly and safely; we are encouraged to visit the toilet facilities at break and lunch
- We play safely and in the designated areas
- We put our rubbish in the bin
- We keep our classroom tidy and do not chew gum in school

Treatment

- We work and play together
- We let others join in our games
- We solve our problems without hurting anyone
- We tell if someone is bullying

Visitor

- We greet visitors to our school in a mannerly way
- We show respect by standing back and holding doors
- We continue to work productively if our teacher is speaking to a visitor
- We help visitors find their way around the school

Phone

- We only bring a mobile phone to school if our parents have sought permission for us to do so
- We keep our phones in our school bags and ensure they remain turned off during the school day
- We only use our phones to make emergency contact with our carers at the end of the school day

Further information about the school's Behaviour Management procedures is available in the school policy.

Bullying Type Behaviour

Our school has a clearly defined policy with regard to bullying type behaviour. All reported incidents will be dealt with. Principal and staff will respond immediately to any problem and parents will be informed and involved.

There is a clearly set out procedure for dealing with bullying type behaviour.

- Step 1. Class teacher deals with problem.
- Step 2. Vice Principal deals with problem
- Step 3. If Steps 1 & 2 fails to eliminate the problem, the Principal will deal with the matter.

The class teacher will 'revisit' and check with the pupils involved to ensure that the problem has been resolved. Parents are welcome to view the school policy and to discuss any areas of concern they might have.

ASSESSMENT, REPORTING AND RECORD KEEPING IN OUR SCHOOL

Assessment for learning is an integral part of our school curriculum. The main purpose of assessment is to:-

1. Inform us of how learning is progressing.
2. Assist the teacher in planning appropriate tasks for each child.

Formative Assessment

- Assessment is conducted during day-to-day classroom practice.
- Children have an active role in the assessment process.
- Feedback is used to improve learning.

Assessment involves the following key actions:

- Sharing learning intentions.
- Sharing and negotiating success criteria i.e. the main teaching points in a lesson.
- Giving feedback to children
- Using effective questioning.
- Encouraging children to assess and evaluate their own and others' work.

Benefits of Assessment for Learning:

- Enhanced self esteem and self confidence of children
- Increased independence and interdependence for children.
- Teachers become more aware of the learning behind their planned activities.
- Learning is made more explicit – thus performance of all children is enhanced.

Summative Assessment

In line with the guidance in DE Circular 2006/26 children will be assessed at the end of Key Stages 1 & 2 by teacher assessment. Parents will be fully informed of results. Pupils are also assessed annually in Reading, English and Maths from P4 to P7 through computer-based assessments. This assessment will continue in the 2023/2024 academic year.

Assessment outcomes will be shared with parents of children in P4-P7 at the Parent Teacher meeting in October 2023.

Record of Achievement

The children will maintain a record of their achievements throughout their time in St Joseph's. The Record of Achievement will be presented to them in Primary Seven.

Transfer Arrangements

Children transfer to post-primary education at the end of their Primary Seven year and the school follows the arrangements laid down by the Education Authority. Parents have the opportunity to meet the Principal for advice and to discuss options. Information of the transfer arrangements are distributed to the parents of the P.7 children and there will be information shared with parents in the Autumn Term regarding the procedure.

Transfers to Post Primary Education September 2025

The Table below shows the Post Primary schools to which the Primary Seven children transferred to in September 2024.

Destination	
Aquinas	24
Assumption	15
Knock	13
St Colman's	9
Wellington	6
St Joseph's	7
Methody	2
Down High	1
Friends'	1
St Malachy's	1
Rathmore	1

SPORTING AIMS AND FACILITIES

St. Joseph's Primary School aims to provide its pupils with opportunities to:

- (i) Experience a range of sports activities as part of the curriculum for physical education and as extra curricular activities.
- (ii) To be made aware of the benefits of sport and sports activities in terms of healthy life styles and physical well-being.
- (iii) To develop sporting skills.
- (iv) To develop positive attitudes, creating an awareness of the benefits of teamwork. Our pupils thus experience a sense of fun, success and enjoyment in all activities as well as developing confidence in physical activity and a sense of fair play, sharing and co-operation.
- (v) To be aware of the safety aspect at all times, i.e.
 - Listen to/and respond to instructions.
 - Recognise and follow relevant rules and safety procedures for different activities.
 - Understand the safety risks of wearing inappropriate clothing, footwear and jewellery.
 - Lift, carry, place, use and store equipment safely.

Sports Facilities Available

There is an excellent supply of large and small equipment. The school hall is used for PE for P1 – P3. We have access to the Parish Hall for use by children P4 to P7 and after school clubs.

The school also has the use of Carryduff GAC pitches for training sessions, Sports Days and matches.

Swimming lessons are conducted in Queen's University PEC.

Time Allocated: Key Stage 1 have a minimum of 2 x ½ hour sessions weekly.
Key Stage 2 have a minimum of 2 x 40 minute sessions weekly, including swimming.

Links with Sporting Agencies:

The school has links with the GAA and Lisburn & Castlereagh Council and fully qualified coaches from both organisations contribute to the school's PE lessons.

Swimming

Key Stage 2 pupils engage in:-

- Water confidence practices
- Safety Skills
- Learn to swim on front and back
- Learn back stroke, breast stroke and front crawl.

Extra Curricular Provision

A wide variety of after school sporting and recreational activities is provided as follows:

Choir	Concert Band	ICT Club
STEM Club	Drama	Orchestra
Basketball	Gaelic Football – Boys and Girls	Mini-Games
Soccer -Boys and Girls	Dance	Languages-French, Irish and Spanish
Art Club	Eco Club	Judo

Activities are available to pupils P1 - P7.

Links With Other Agencies & Community

We see the school as a vital part of Carryduff community and take every opportunity to contribute to the life of that community. In order to do this, we liaise closely with our local priests and Church organisations. Very Rev. Fr. Michael Sheehan and Fr Sean Rogan are frequent visitors.

We have a strong links with Carryduff GAC and use their facilities on a regular basis for games and sports.

We have close links with our local post primary schools and this eases each child's transition to second level education. P7s visit and are visited by receiving schools during the school year.

Many other agencies support our delivery of key aspects of the curriculum. We co-operate with and receive support from the local Health Trust personnel. When necessary, we seek the help and advice of other statutory agencies. The school nurse, dentist, doctor and educational psychologist support the school in catering for the needs of our pupils.

We accommodate many students from St Mary's University College, Stranmillis University College, Queen's University Belfast, University of Ulster, Belfast Metropolitan College and Year 13/14 pupils from local schools.

Our pupils also reach out to those less fortunate in the local community, through the Christmas programme of events and through the generosity of families. Our cross community links are strong and the projects developed are extremely beneficial.

We support the following charities, Trocaire, St. Vincent de Paul and the Welcome Centre each year. We also support NSPCC and Hospice charities on a regular basis.

PERSONAL & SOCIAL EDUCATION PROGRAMME

(i) Drugs Education

Our school Health Education programme covers, P1 - P7. Healthy Living is a core theme and misuse of substances is dealt with at relevant levels in P6 and P7.

(ii) Personal Safety

The personal safety of our pupils receives a high priority and many of the key messages regarding keeping safe are delivered through the PDMU programme.

Nursery Stranger Danger

P1 - Stranger Danger/Staying safe

P2 - Stranger Danger/Staying safe-being a good friend

P3 – Child Safety Programme

P4- Keeping Yourself Safe and Respecting Others

P5 – Keeping Safe Programme

P6 - Good Citizenship and Internet Safety

P7 – Streetwise, Internet Safety and Health Week

(iii) Road Safety Programme

Road Safety Education will be taught across the curriculum, but mainly through Science, Religious Education, Geography, Technology, ICT, Art & Health Education.

Road Safety is addressed through a combination of cross curricular approaches. This approach ensures that Road Safety Education is a regular and normal part of a child's education at St. Joseph's Primary School.

Staff will use a variety of teaching strategies and approaches which incorporate the use of all of the children's senses. Tasks and experiences will be age appropriate for the pupils and will take particular account of the mobility, visual and auditory needs of all pupils in practical situations.

Class teachers will deliver most of the Road Safety Programme. Occasions will arise, however, when the expertise of outside agencies and other professionals will be used.

For example

- ❖ Road Safety Education Officers for pedestrian skills
- ❖ A visiting drama group

Parents will be informed of these arrangements.

Normal classroom arrangements will prevail during road safety related activities. Where it is necessary to alter this, the consent of parents will be sought:

For example

- ❖ An educational visit within a Road Safety topic;
- ❖ A pedestrian training observation walk.

Teachers are encouraged to base as much Road Safety teaching as possible on existing schemes and topics and to include practical sessions in the school's locale.

St Joseph's Primary School

Rules for Responsible Internet Use

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will ask permission before entering any website unless my teacher has already approved this site. I will always quote the source of information gained from the internet in the documents I produce.
- On a network I will use only my own login and password which I will keep private.
- I will not look at, change, or delete other people's files.
- I will not bring portable drives into school without permission.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and responsible. I understand that the use of strong language, swearing or aggressive behaviour is not allowed when using email.
- When sending e-mail, I will not give my home address or phone number or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I understand I am not allowed to enter Internet Chat Rooms when using school computers/ iPads
- If I see anything I am unhappy with or receive messages, I do not like I will tell teacher immediately.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules I could be stopped from using the Internet or computers and my parents may be informed

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including monitoring of web-sites, the interception of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Be smart on the internet



S

SAFE

Keep safe by being careful not to give out personal information when chatting or posting online. Personal information includes your email address, phone number and password.



M

MEETING

Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present. Remember online friends are still strangers even if you have been talking to them for a long time.



A

ACCEPTING

Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!



R

RELIABLE

Someone online might lie about who they are, and information on the internet may not be true. Always check information with other websites, books or someone who knows.



T

TELL

Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

You can report online abuse to the police at www.thinkuknow.co.uk

**THINK
U
KNOW**



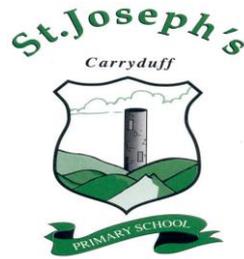
www.kidsmart.org.uk

KidSMART



Visit Childnet's Kidsmart website to play interactive games and test your online safety knowledge. You can also share your favourite websites and online safety tips by Joining Hands with people all around the world.





Dear Parents

Your child will have access to the Internet as part of his/her curriculum. Electronic information handling skills are a fundamental part of the preparation for citizenship and future employment. Developing the children's ICT skills is an important element of our work in St. Joseph's and that includes guided educational use of the Internet.

The school Internet access is provided through a filtered system that restricts access to inappropriate materials. The system is provided through Education Network (NI) and every endeavour is made to ensure that the restrictions in place limit the risk of children accessing inappropriate materials.

I would ask you to read the 'Rules for Responsible Internet Use' set out below and if you are in agreement, I would be grateful if you would sign the consent form so that your child may continue to use Internet at school.

Please contact me should you wish to discuss any aspect of Internet use and may I thank you for your continuing support.

Yours sincerely

Mr McMahon
Principal



PARENTAL CONSENT FORM

Child's Name:

Date of Birth:

Photographs and recordings of pupils for School, family and press are a source of pride to both the pupils and their families. Taking, keeping and publishing photographs and video footage involves processing personal data under data protection laws.

To enable us to comply with our obligations under the General Data Protection Regulation, we are required to obtain express consent for the use of a pupil's image in school displays, performances, newsletters, prospectus and our website, virtual learning environment and school app.

In all instances below, the image or footage may be of an individual, small group, class or classes. Where pupils are named, we will use first names only unless we have sought prior permission from you to publish full names (***newspaper and media companies will often use a full name and we will not seek further permission for this**).

We will only use photographs and footage where pupils are appropriately dressed to reduce the risk of inappropriate use of the images or footage.

Please be aware that websites and social media can be viewed throughout the world and not just in the United Kingdom where UK law applies. Our current website is www.stjosephscarryduff.com

We may continue to use your child's image or footage after they have left the school in promotional materials or on our website

We will not include personal email, postal addresses, telephone or fax numbers on our website or in any printed materials

We may include a pupil's written work, projects and artwork including portraits of other pupils on our website and in promotional materials

This consent form is valid for the academic year September 2022 to June 2023. It will be updated on an annual basis. Consent will also be refreshed where any changes to circumstances occur.

Consent can be withdrawn at any time by notifying the Principal and completing a new copy of this form. If you do not consent to a particular use of your child's information, your child will not suffer any detrimental effect as a result.

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Principal. A new form will be supplied to you to amend your consent accordingly and provide a signature.

	<i>I Agree</i>	<i>I Disagree</i>
I permit my child's photographs, voice recordings or video image to be displayed within the school e.g. displays in reception, classrooms or corridors		
I permit my child's photograph to appear in any school publication and I understand that my child may be named in the caption or article associated with the image. I also understand that such publications may be used by the school for promotional purposes.		
I give permission for my child's photograph, voice recordings, video image or work to be used on the school website/virtual learning environment and school app.		
My child may be named in the associated captions or articles on the website/virtual learning environment and school app. In order to ensure individual children cannot be identified, full names will not be used.		
I give permission for my child's photograph, voice recordings, video image or work to be displayed on the school website and social media platforms of our Shared Education partner schools.		
I permit my child to take part in video conferencing with other schools/partner organisations and webinars hosted by partner organisations.		
I permit my child's photograph to be published in any newspaper/parish magazine/local magazine and I understand that my child may be named in the caption or article associated with the image.		
I permit my child to participate in school events which may be photographed or videoed by other parents or professionals acting on behalf of the school.		
I give permission for visiting media organisations to take photographs or video footage of my child and use them in local or national publications, on websites and on radio and television programmes		
I permit my child to feature in footage recorded for the purposes of teacher training which is shared with other teachers in the school and externally e.g. by Dept. of Education and/or Education Authority for use in their productions.		
I give permission for my child's image/work to appear on the website or social media platforms of other organisations e.g. Universities, charities and other agencies who work with the school		
I give permission for my child to access the internet, including email. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials and that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.		
I have read and accept on behalf of my child the school's Rules for Responsible Internet Use (see eSafety and Acceptable Use of Digital Technology Policy which is displayed on the Policies section of the school website).		
I permit my child to leave the school premises for school trips, or visits to the Church, Parish Hall or Carryduff GAC's football pitch.		
I consent to receiving marketing material via email and/or printed copy from St Joseph's PFA		
I consent to receiving marketing material via email and/or printed copy from the school's partner organisations e.g. Parish of Drumbo and Carryduff, Carryduff GAC, Carryduff Colts, Lisburn and Castlereagh City Council, 1,2,3, After School Club, the school's After School Activities coaches/tutors		

Parent/Guardian _____ Date _____

DATA COLLECTION FORM

Please complete the details below and return this form to your child's teacher as soon as possible

Preferred Surname:		Legal Surname: (if different)	
Preferred Forename:		Legal Forename: (if different)	
Middle name:		Gender:	Male / Female
Date of Birth:		Brother/Sister in School	Yes / No
Name(s) of Brother/Sister(s)			
Address: <i>(Must include House Name or House Number)</i>			
		Post Code:	

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the priority/order that you wish for them to be contacted.

1. Parent /Guardian		Relationship to Pupil e.g. Parent/Step-parent:				
Surname:		Forename:		Title:	Mr/Mrs/Ms	
Address: (if different from above)				Postcode:		
Home Tel:		Mobile:		Text Service (see Overleaf):		
Work Tel:		Email				
2. Parent /Guardian		Relationship to Pupil e.g. Parent/Step-parent:				
Surname:		Forename:		Title:	Mr/Mrs/Ms	
Address: (if different from above)				Postcode:		
Home Tel:		Mobile:		Text Service (see Overleaf):		
Work Tel:		Email:				
3. Other Contact		Relationship to Pupil e.g Grandparent/Childminder:				
Surname:		Forename:		Title:	Mr/Mrs/Ms	
Home Tel:		Mobile:				
Meal Arrangements (Circle appropriate choice below)					Eligible for Free Meals Yes/No	
Free School Meal	Paid School Meal	Sandwiches	Home	Other		
Medical Practice:				Telephone:		
Medical Information:						
Special Dietary Needs:						
Ethnicity (See overleaf):		Home Language (See overleaf):		Religion (See overleaf):		
Do you permit your child to be changed by a member of staff if he /she has a toileting accident at school?					Yes	No
Previously registered with a Sure Start project (Circle appropriate choice)					Yes	No
Attended a Sure Start Programme for 2-3 year olds (Circle appropriate choice)					Yes	No
Pre-School Experience (Circle appropriate choice):			Nursery School or Nursery class in a PS		No pre-school education setting	
Nursery Unit within a Special School		Reception class or group in a PS		Voluntary or private playgroup		
				Unknown		
Previous School:				Date of Admission:		
Reason for Leaving:				Date of Leaving:		
The data being collected, controlled and processed is in line with General Data Protection Regulations (GDPR) The school has a duty to protect this data and to keep it up to date. The school is required to share some of the data with the Education Authority and with the Department of Education.						

Signature:	Date:
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Text Service Number:

The school uses a Text Service to inform nominated parent/guardian contacts of events or unplanned closures. Please tick the mobile number on which you wish to receive the Text Message.

Religion/Ethnicity/Home Language:

The following tables outline the categories used by the Department of Education for the School Census returns. Please indicate your selection in the appropriate section on the attached form.

Religion

Bahai	Baptist	Brethren	Buddhist	Church of England
Church of God	Church of Ireland	Church of Jesus Christ of LDS	Church of Scotland	Congregational Church
Elim	Free Methodist	Free Presbyterian	Hindu	Independent Methodist
Jehovah Witness	Jewish	Methodist	Moravian	Muslim
No Religion	Other Christian	Other Protestant	Pentecostal	Presbyterian
Quaker	Roman Catholic	Salvation Army	Seventh Day Adventist	Sikh
Unclassified				

Ethnicity

Bangladeshi	Black – African	Black – Caribbean	Black – Other	Chinese/Hong Kong
Indian/Sri Lankan	Irish Traveller	Korean	Malaysian	Mixed Ethnic Group
Other Non White	Pakistani	Roma	Vietnamese	White

Home Language

Afrikaans	Akan/Twi-Fante	Albanian/Shqip	Arabic	Belarusian
Bengali/Bangla/Sylheti	British Sign Language	Bulgarian	Burmese/Myanma	Chinese (Any Other)
Chinese (Cantonese)	Chinese (Hakka)	Chinese (Hokkien/Fujianese)	Chinese (Mandarin/Putonghua)	Creole English
Creole French	Czech	Danish	Dutch/Flemish	Edo/Bini
English	Esan/Ishan	Estonian	Fijian	Finnish
French	Gaelic (Scotland)	German	Greek	Gujarati
Hebrew	Hindi	Hungarian	Icelandic	Igbo
Irish	Irish Sign Language	Italian	Japanese	Kannada
Kashmiri	Kikuyu/Gikuyu	Korean	Kurdish	Latvian
Lingala	Lithuanian	Luganda/Ganda	Macedonian	Malay/Indonesian
Malayalam	Maltese	Marathi	Matebele	Ndebele
Nepali	Norwegian	Oriya	Other Language	Pahari/Himachali (India)
Panjabi	Pashto/Pakhto	Persian/Farsi	Polish	Portuguese
Rajasthani/Marwari	Romanian	Romany	Russian	Serbian/Croatian/Bosnian
Shona	Sindhi	Sinhala/Sinhalese	Slovak	Slovenian
Somali	Sotho/Sesotho	Spanish	Swahili/Kiswahili	Swedish
Tagalog/Filipino	Tamil	Telugu	Tetum	Thai
Tibetan	Tsonga	Tswana/Setswana	Turkish	Ukrainian
Ulster Scots	Urdu	Venda	Vietnamese	Welsh/Cymraeg
Xhosa	Yiddish	Yoruba	Zulu	