



St. Moninna's Nursery and Primary School



Prospectus

Chair of Governors: Mr John Doherty
Principal: Mrs Isobel Temple

St. Moninna's P.S. Cloughoge
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Dear Parent/Guardian,

Welcome to St. Moninna's Primary School and Nursery Unit. I am delighted that you are interested in finding out more about our school.

St. Moninna's Primary School is a Catholic Maintained Co-educational Primary School catering for pupils from age 3 to 11. There are currently 482 pupils enrolled in the school. There are two nursery classes in a purpose-built nursery and two of each class from Primary One to Primary Seven, all of these classes are mixed ability. In addition to this we have recently acquired two Special Needs classes, for children requiring specialist provision, each class has eight children.

I hope this prospectus will give you an introduction to our school. However, if you wish to discuss anything further or view the school premises, do not hesitate to contact us. I look forward to meeting you and your child and hope it will be the beginning of many happy years of working together.

Yours Sincerely,

Isobel Temple
Principal



Application and Admission

A copy of the Primary School's Admissions Criteria and the Admissions Criteria for the Nursery is published by the Education Authority and is available on their website www.eani.org.uk. Prospective parents are most welcome to visit the school. If they wish to do so they should contact the school office to make an appointment with the principal.

Year	Nursery Applications	Nursery Admissions	Primary1 Applications	Primary 1 Admissions
2022/23	58	52	56	56
2023/24	64	53	57	57
2024/25	63	52	59	59

Nursery

All prospective parents/guardians of the Nursery School children will be invited to individual meetings in the Nursery during June. Parents/guardians will have the opportunity to meet their child's teacher and assistant and view the nursery building. Literature will be distributed giving details of the actual dates for enrolment for each child. Welcome booklets are provided to share with your child. Children do not attend this meeting. However, parents/guardians will be invited to bring their children to the Nursery for a welcome session. You may also have the opportunity to meet members of the school management team at this session.

Entrants to P1

The vast majority of entrants to P1 will be those who have already spent a period in St. Moninna's Nursery, Cloughoge. A series of transition sessions are provided to help the pupils become familiar with their new placement. Parents/guardians of children who have not attended our nursery will have an opportunity to bring their child to 'a getting to know you' session with their teacher in P1 and meet members of the school management team who will inform them of the September arrangements for starting school. They will also be provided with a welcome booklet to share at home. This usually takes place in late June. An information session for all parents/guardians will be held in September.

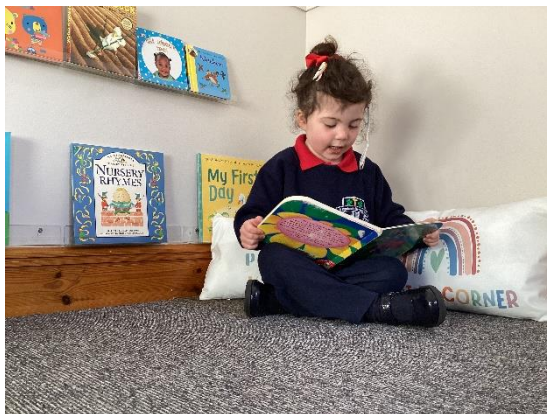
New Parents/Guardians P2 – P7

You will be invited to meet the principal or member of the school management team and be given an opportunity to view the school premises. You may also have the opportunity to meet your child's prospective teacher.

Vision Statement

“Learning and Growing with Love”

Ag foghlaim agus ag fás le grá



Aims

In St. Moninna's Primary School:

- We aim to enable LEARNING so that pupils develop to their full potential in all areas of the curriculum and become motivated, independent, life-long learners.
- We aim to enable pupils to GROW socially, emotionally, physically, spiritually and academically and to develop the attributes they need to be valuable, responsible, contributing adults.
- We aim to do this in an atmosphere of LOVE so that pupils embrace the virtues of respect, kindness, tolerance, compassion and faith while feeling happy, safe and valued as part of the St. Moninna school family.

Mission

In St. Moninna's P.S. we believe we can achieve our aims by ensuring we are committed to

- Promoting the values of Catholic education within our school family

- Having high expectations for all pupils and a desire to see them reach their full potential.
- Having inclusive, stimulating and supportive classrooms
- Working together for a common goal
- Valuing continuous improvement for all
- Investing in people and resources
- Working closely with home and the wider community.



Curriculum

It is the policy of the Board of Governors of St. Moninna's P.S., Cloughoge that all the pupils will receive their full entitlement under the Northern Ireland Curriculum. The School Development Plan is continually updated to take cognisance of changing needs, DENI policy

and other initiatives. It is the tool for self-improvement for the whole school community where everyone has a say with an emphasis on promoting Literacy and Numeracy.

The curriculum shall be implemented so that the desire to learn will be encouraged in the pupils and that thinking and reasoning will be stimulated. It is important that children learn to independently apply themselves to the work in hand and are ready for transition at every stage. It will also be the aim of the school to maximise the potential of each pupil, to develop self-confidence in the pupils and to promote a spirit of tolerance towards others.

The acquisition of knowledge, skills and understanding of what has been learned will be regarded as important. This acquisition will, however, be placed in the context of the development of sound moral values based on our Catholic faith.

Formative and summative assessments are carried out on an ongoing basis in all year groups.



The nursery classes offer a curriculum that is balanced and broadly based which promotes the spiritual, moral, cultural, intellectual and physical development of the pupils. This curriculum will seek to prepare the pupils for the opportunities and responsibilities their future may hold. The six areas of the curriculum are covered by careful and imaginative planning by the nursery teachers. The combined expertise of all nursery staff ensures that your child/ren benefit from learning in a safe, stimulating and happy environment.

All parents will be invited to a curriculum meeting at the start of each academic year. Additional information is available on the school website or can be requested from the school.

The School Day

The school hours are as follows:

Ag foghlaim agus ag fás le grá

Nursery	8.45 -9.00 am	1.15-1.30 pm
Primaries 1 to 2	8.45-9.00am	2.00 pm
Primary3 Autumn/Spring Summer Term	8.45- 9.00am	2.00pm 2.45-3.00 pm
Primary 4 & 5	8.45-9.00am	2.45-3.00pm
Primary 6 & 7	8.45-9.00am	3.00 pm

Currently children have staggered drop off and collection times. This staggered time eases traffic congestion outside the school. It also allows the children to have a calm start to the school day by going directly to their classroom each morning to be greeted by their teacher. All children leave by their classroom door at the end of the school day with the exception of those participating in afterschool clubs.

Meal Arrangements

Lunch/Dinner Times	
Nursery	12.00 to 12.45 pm
Primary 1 and Primary 2	11.40 to 12.25 pm
Primary 3 and Primary 4	12.15 to 1.00 pm
Primary 4 – Primary 7	12.45 to 1.30 pm

We are fortunate to have an excellent school meals kitchen on site, preparing nutritious food daily for children and staff. Dinner from the school canteen is at a cost determined by EA. Application forms for assistance with payment of school dinners are located at the school front door or on the EA website. If your child chooses to take lunches, you are asked to bear in mind our healthy eating policy and refrain from including fizzy drinks or sweets in children's lunch boxes. All children are offered fruit at breaktime every morning. This can be paid for monthly on the school app.

Uniform

It is the Board of Governors' wish that all pupils should wear the school uniform which can be obtained at a reasonable price at a variety of local stores. The uniform gives the children a

sense of identity with St. Moninna's P.S., Cloughoge. If for any reason a child cannot wear the uniform the principal should be notified.

Sweatshirts and polo shirts with crest are supplied by McEvoy's, Monaghan Street, Daisy's, Hill Street and Saints & Scholars, Mill Street. Other items of uniform can be purchased in many high street stores. There is also an optional PE uniform available from PlayrFit for PE days.

Forms for assistance with purchases of uniform are located at the school front door. All items of uniform should be clearly marked with your child's name.

Nursery Uniform

Nursery Navy Sweatshirt with Crest

Polo Shirt (selection of colours)

Navy Jogging Bottoms/Trousers (no logo on the bottoms)

Primary 1 to 2

Navy Sweatshirt with Crest

White Polo Shirt

Navy Jogging Bottoms/Trousers (no logo on the bottoms)

Primary 3 to 7

Navy Sweatshirt with Crest

White Polo Shirt

Navy Trousers

Navy Pleated Skirt Optional for Girls



Shoes

Plain black or navy footwear

PE

On PE days pupils should wear navy tracksuit bottoms and trainers. A new PE uniform, available online from Playr-fit, is optional.

Summer (Optional)

Navy Check Dress (available from range of shops) Navy School Shorts (available from Playr-fit)

Home-School Partnership

St. Moninna's Primary School aims to work in harmony with parents and guardians to ensure that we are acting in the best interests of every child. Parents can help the school by taking

an interest in all aspects of their children's work, by speaking well of the school and the teachers, and encouraging their children to be well behaved. Parents can also help by encouraging punctuality, adherence to safety rules, ensuring that children wear the school uniform, and by collecting their children from school at the appointed time.

Curriculum evenings are held early in the Autumn Term to give parents an opportunity to meet their child's teacher, hear about classroom routines and get an overview of the curriculum for the year.

We hope that parents will show an interest in their child's class work and ensure that homework is completed to a good standard. It is hoped that parents attend planned meetings with teachers and support school functions. They should provide the school with all the necessary relevant background information about their children, or any significant change in their medical needs or home circumstances, including telling the school promptly about any concerns. It is important parents download the school app as it is used as the primary means of communication between home and school. Parents are required to complete a range of forms using this app at the start of each academic year.

Parental Request for Visit

Parents are welcome to come to the school at any time to discuss their children's progress. To avoid disruption to classroom work the following procedures should be followed:

Urgent - Parents/guardians contact the school secretary who will arrange a discussion with the principal, or in her absence, the vice-principal.

Non-Urgent - Parents/guardians should contact the school secretary to arrange a meeting with the class teacher at a mutually convenient time.

Progress Report

Parents will be informed of their children's progress by:

An annual meeting in which parents will have a chance to discuss with the child's teacher their child's progress and outcomes of assessments if appropriate. These are generally held in February.

Parents will receive an annual written report, in June, on their child's progress.

Pastoral Care

In line with the policy of maximising the potential of each pupil, the school recognises that it has a responsibility to do everything possible to care for each child's physical and emotional well-being. The school will endeavour to provide a comfortable and safe environment for learning. All teachers and staff in the school have a duty of pastoral care for pupils. The school would be grateful to receive any information about difficult home circumstances which may be causing distress or anxiety. This information will be treated as confidential and relayed to others, with parents' agreement, on a 'need-to-know' basis. Counselling support is made available to those pupils who may need it. The school will prioritise pupils who we feel would benefit from this service as and when it is available. A Pastoral Care leaflet incorporating Pastoral Care and Safeguarding is issued at the start of each year. Detailed copies of our Pastoral Care and Safeguarding Policies are available on request. In all cases it will be the school policy to act in the best interests of the child.



Positive Behaviour

It is part of St. Moninna's Primary School's policy to emphasise positive approaches to maintain and improve behaviour. Our school promotes positive behaviour and attitudes by recognising and rewarding them. Each week a child/ren from every class, Primary One to Primary Seven will be identified for the award of Merit Badge. Children will wear the Merit Badge for one week and they will be acknowledged at a Whole School Assembly. As a reward for achieving the merit badge the class teacher may present other privileges to the child/ren.

It is the school policy that behaviour should be based on respect for self, respect for other pupils and respect for adults. In those cases, where a child has not adhered to the school rules, there is a graded set of sanctions involving various members of staff in order of seniority. In any case, involving a serious breach of rules, parents/guardians will be involved and may be invited to come to school to discuss the matter. The school's Positive Behaviour Policy outlines expectations, rules, rewards and sanctions.

Children with Additional and Special Educational Needs

Some of the children attending the school will have Special Educational Needs. These may arise from the child's physical disability or his/her learning abilities. As it is the intention of the school to maximise the potential of each of the pupils, the school will endeavour, within its resources, to meet these needs.

All the teachers in St. Moninna's P.S. have responsibility for children in their classes who have Special Educational Needs. It is our aim to ensure that the Special Educational Needs of children are identified as early as possible and that the procedures for meeting these needs are effective. We have adopted the Code of Practice and Special Educational Needs and Disability legislation which has enabled us to effectively meet the Special Educational Needs of the majority of children within the mainstream school with outside specialist help when necessary. As a result, children with Special Educational Needs are taught the Northern Ireland Curriculum by their class teachers within the normal classroom setting. In addition to SEN children in mainstream classes, we have two new specialist provision classes. These cater for children with Social and Communication difficulties and children with Severe Learning difficulties. The Education Authority is responsible for assigning children to these classes.

Class teachers and assistants meet regularly with the co-ordinator (SENCO) to discuss ways of differentiating activities and use of alternative resources to overcome learning difficulties and draw up Personal Learning Plans (PLPs).

We recognise the invaluable contribution that can be made by parents/guardians to assist their child's progress and it is our policy to keep them informed and to invite them to work in partnership with the school at every stage.

Our SENCO co-ordinates SEN Provision and provides withdrawal sessions for particular pupils. It may be necessary to refer a child to Educational Psychology. The process of determining that a child has Special Educational Needs in accordance with the law can be a lengthy one and involves close co-operation among the teachers/school, medical professionals, educational psychologists and the parents/guardians.

A copy of our Special Needs Policy is available from the school.

Pupil Voice

St. Moninna's P.S. values the input of pupils at all levels of decision making and seeks their opinions on a range of issues. The school has an active Student Council and Eco Council. There are prefects appointed each term and they carry out a range of duties. In addition to this the thoughts and experiences of pupils are sought and taken into account by staff.

Holidays

The school will be closed for the months of July and August and for all statutory holidays. Parents will be issued with a holiday notification each year, as soon as they are agreed and

ratified by EA. In addition to school holidays, the school will be closed for pupils for up to ten planned School Development Days. Parents will be notified as soon as possible after these dates have been agreed. In the event of an emergency closure, every attempt will be made to notify parents to enable them to make alternative arrangements. Please ensure that your contact details are kept up to date with the office so that we can contact you in such incidences.

Parents are requested to arrange family holidays only during school closures.

Pupil Attendance

Parents/guardians are responsible for ensuring that their children attend school and arrive on time for lessons. We work with parents when necessary to improve attendance and punctuality. If attendance falls below 85% the Educational Welfare Service are informed. Parents/guardians should inform the school by the communication slip on the school app on the first day of absence.



Religious Education

St. Moninna's P.S. is a Catholic Maintained School, and the Religious Education Programme follows the requirements of the Diocesan Religious Education Committee. The ethos of the Catholic School permeates all aspects of school life and is delivered using the 'Grow in Love' series. Rev Fr Naughton is our school chaplain and regularly visits classes. Prayer is a regular part of the school day. Each school year begins and ends with a school Mass in the Church. Each class has Religious Assemblies throughout the year.

Children in Primary 4 will be prepared for First Confession and First Holy Communion and the pupils of Primary 7 will be prepared for the Sacrament of Confirmation.

Children from other faiths, or no faith, may be admitted to the school by the Board of Governors and special arrangements can be made for such children if they wish to be withdrawn from RE lessons or ceremonies.

Inclusion and Diversity

We aim to promote an awareness of what we all have in common as children of a loving God. We believe that every child should have equal access to the curriculum, play and social development. We expect every member of school to respect each other, whatever their race, gender, culture, religion or ability. We encourage awareness and understanding of each

other's differences and will not accept verbal abuse of any kind, stereotyping, disrespect or physical violence. The school will consider the needs of both children with SEN and gifted children when allocating resources and every effort will be made to provide maximum access to the curriculum for all children.



Homework

St. Moninna's P.S. values homework as a means of reinforcing class work, to research information, to involve parents in their children's studies and in the development of good work habits. Against this must be balanced each child's need for recreation and the development of private interests and hobbies.

Parents are asked to sign that homework has been completed and are requested to send a note when a pupil has been unable to complete homework for any reason.

Extended Schools & Extra-Curricular Activities

St. Moninna's P.S. offers a wide range of after school activities to cater to the interests and tastes of all of our children. Our activities schedule changes throughout the year with activities such as Gaelic Football, Gardening, Gymnastics, Soccer, French, Science, Crochet, Coding and Dance being made available. In addition to this, other clubs run e.g. ICT, Mindfulness, Irish, Art and Drama according to staff and expertise available. During the school

day tutors from EA Music Service provide tuition on strings, brass, woodwind and drumming. The school participates in Newry Féis, Cumann na mBunscol blitzes, quizzes and many competitions both local and national. Our Extended Schools Programme includes the Morning Club, a 2-3pm Club and a 3-4pm Club. There is a £1.50 contribution requested per session. Additional Literacy and Numeracy support is provided through Extended Schools funding for identified pupils.



Charging and Remissions Policy

Education in St. Moninna's P.S. is provided free of charge for all lessons and activities connected with the child's entitlement under the Education Reform Order. The school will appeal to parents from time to time for voluntary contributions or donations, but it is stressed that no child will be disadvantaged in any way if parents choose not to, or cannot afford to, make a contribution.

Charges for music tuition from the EA/private tutors will be passed on to parents. Arrangements for payment of afterschool clubs run by outside agencies are made between parent and provider.

Safeguarding and Preventative Curriculum

The school aims to create a safe environment for all. It ensures that all legislation and guidance in relation to child protection is strictly adhered to. The safeguarding team in school are known to pupils and staff and lead the preventative curriculum.

Online Safety

Children are taught how to stay safe online. All year groups are given age-appropriate guidance in this area and the school links with outside agencies and parents to support this. Internet Safety Week is an element of this preventative programme.

Drugs Education

The emphasis of our drugs education programme, as outlined in our Drugs Policy, is on the dangers involved in the misuse of tobacco, alcohol, medicine and other substances. This programme is delivered through Personal Development and Mutual Understanding, World Around Us and our Religious Education Programme.

Road Safety

The Governors and staff of our school believe we have an important role to play in helping reduce the number of children killed or injured on our roads. We believe in educating for life in a very real sense and see Road Safety as a basic skill for survival. We promote this ideal through embedding road safety in our school and across the curriculum. Primary 7 pupils are also given the opportunity to participate in a Cycling Proficiency Course in school. We would appeal to parents to consider the safety of everyone when dropping off and collecting children from school. Speed and parking restrictions should be carefully observed.

Policy Documents

A wide range of policy documents are available from the school. Some policies are also available on the school website. Parents can request policies in other languages if required.

Links with the Community

St. Moninna's P.S. is proud of its standing in the community which it serves. The school works closely with the parish of Upper Killeavy. The school has many sporting links, the strongest of these being with St. Moninna's GAA, Killeavy. The club assists the school in hosting blitzes and other events. The local business community supports the school in various activities throughout the year. The school also has close links with local primary schools, particularly the two other primary schools in our parish. We also liaise closely with St Paul's H.S. and the local grammar schools as we prepare our pupils for transition to post primary. Pupils also

participate in charity events throughout the year and support local, national and international charities.

Handling Complaints

The school values open communication and regular engagement between the school, home and other stakeholders. Therefore, we would encourage parents/guardians to bring concerns to us and we will aim to resolve them. In the first instance contact should be made with the class teacher. If the matter remains unresolved then an appointment can be made to meet with the Principal and/or a member of the Senior Leadership Team. If this fails to resolve the issue, then a copy of the school's Complaints Procedure should be sought (available on school website) and followed. The Procedure is a two-stage process as detailed below:

Stage One
Write to the
Principal

Stage Two
Write to the Chairperson
of Board of Governors

This procedure applies for complaints/concerns in general, relating to all aspects of school life. An overview of the procedure is issued to all parents on an annual basis.

Mid-Academic Year Changes

If there are any changes in the above information due to unforeseen circumstances during this school year parents/guardians will be informed of the nature of such a change.

*If you have any queries, please do not hesitate to contact us.
Likewise, if you are considering sending your child to our school and would like to visit, please contact the school to arrange an appointment.*

