



SCHOOL PROSPECTUS

2020-2021

Due to the on-going Covid-19 pandemic, restrictions have been placed on all schools with regard to social distancing etc. This booklet reflects what 'normal' school life *would be* like. It should be read however with the understanding that school will be very different in September 2020, should the current restrictions remain in place. Please read the letter issued along with this prospectus in respect of arrangements for the new school year (2020-2021).

We want children to grow and blossom in a stimulating, happy and secure environment to be the best that they can be.

THE BOARD OF GOVERNORS

Trustee Representatives

Rev. Fr. F. McManus P.P.

Mrs S. Harron

Mr P.Mongan

Mrs C. McKervey (Chair)

EA Representatives:

Mrs C. Daly (Vice-Chair)

Mr M. Monaghan

DENI Representative:

Mr R. McIntyre

Parent Representative:

Mrs O. McManus

Teacher Representative:

Mrs A. Hagan

Secretary

Mr L. Monaghan

Mission Statement

We the Governors and staff of St. Joseph's Primary School believe the school to be a vital part of the Catholic Community. We are firmly committed to the aims of Catholic Education:

- **Providing effective education for all children**
- **Developing positive pastoral care systems in our school**
- **Establishing close links with the home, the parish and the wider community**

As a community of learners, we strive for excellence, encouraging the full potential of each individual, developing confident and independent learners. We endeavour

to promote a welcoming community based on trust and mutual respect, where all individuals feel that they are all valued and belong.

School Aims

- 1. To create a warm and friendly atmosphere where every child is valued as an individual.**
- 2. To establish a pleasant and stimulating learning environment in which the child is happy, secure and motivated to work and learn.**
- 3. To establish and maintain acceptable forms of behaviour within a well-ordered school environment.**
- 4. To provide each child with a broad and balanced curriculum which meets the requirements of the N.I. Curriculum and to carry out appropriate assessment procedures.**
- 5. To encourage the religious, moral, social and personal development of the child.**
- 6. To encourage qualities of initiative, independence, resourcefulness and self-confidence in each child.**
- 7. To develop a sense of fair play, tolerance, respect and responsibility towards people of their own and differing culture and traditions.**
- 8. To provide teaching and learning experiences which meet the special needs of all children.**
- 9. To afford opportunities for extracurricular activities**
- 10. To develop good home-school links so that children can benefit from their teachers and parents working as partners in their education.**
- 11. To ensure that staff are personally and professionally developed to the full.**
- 12. To promote an effective educational partnership between staff, governors, CCMS, Education Authority, parents, pupils, church and community.**

St Joseph's Primary School
12, Ardvarney Road
EDERNEY
Enniskillen

Co Fermanagh BT93 0HA

Tel No: 028 6863 1403

Fax No: 028 6863 2458

E-mail: info@stjosephsps.ederney.ni.sch.uk

Principal: Mr L Monaghan

Admissions No: 24

Catholic Maintained
Co-Educational
Age Range 4-11
Roll: 139

Chairperson: Mr C McKervey

Enrolment: 165

ADMISSIONS CRITERIA – YEAR 1

Respective functions of the Board of Governors and Principal in relation to admissions. The Criteria will be applied by the full Board of Governors.

ADMISSIONS CRITERIA – YEAR 1

The Board of Governors of St Joseph's Primary School has determined that the following criteria shall be applied, in the event of the number of pupils applying for places in Year 1 in September being greater than the admissions number, in the order set down below. Within each criterion priority will be given to those pupils regarded by the Board of Governors, on the basis of supporting written evidence provided by parents and/or statutory agencies, as having special circumstances, e.g. medical, social or security factors. Children normally resident in Northern Ireland will be considered before all other children.

- 1 Children of compulsory school age who normally reside in the Parish of Culmaine.
- 2 Children of compulsory school age who have brothers/sisters, half-brothers/sisters presently enrolled in the school.
- 3 Children of compulsory school age from other areas.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on, or attached to the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the

school's admissions criteria is stated on the application form, or attached to it. Examples of such information include whether the child has brothers or sisters attending the school.

In the event of over-subscription in any one of the criteria, taken in order, pupils will be selected on the basis of distance from the school by recognised public route way, preference being given to the child living closer to the school. We will measure distance using Google Maps/OSNI.

YEAR 1 ADMISSIONS – AFTER THE BEGINNING OF THE SCHOOL YEAR

Children who apply to enter the school after the beginning of the school year will be considered using the same criteria as for Year 1.

DUTY TO VERIFY

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application form.

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

WAITING LIST POLICY

Should a vacancy arise after placement letters have been issued, all applications for admission to Primary 1 that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until the end of the academic year. The school will contact parents in writing if a child gains a place in the school by this method. A child's name will be automatically added to the list. Parents should contact the school if they wish for their child to be removed from the list.

ADMISSIONS CRITERIA – YEARS 2-7

The Board of Governors of St Joseph's Primary School has determined that the following criteria shall be applied in the order set down below to all pupils seeking admission to Years 2-7. Children normally resident in Northern Ireland will be considered before all other children. Pupils will be considered for enrolment provided that the school will not exceed its enrolment number as determined by the Department of Education. Pupils will be considered for admission provided that, in the opinion of the Board of Governors, they would not prejudice the efficient use of the school's resources. Pupils regarded by the Board of Governors, on the basis of written and other evidence supplied by the parents/guardians and statutory or other agencies, as having special circumstances, e.g. medical, social or security reasons.

If, at the time of the consideration of the application, there are more eligible applicants than places available then the admissions criteria for entry to Year 1 of pupils of compulsory school age will be applied.

In the event of over-subscription in any one of the criteria, taken in order, pupils will be selected on the basis of distance from the school by recognised public routeway, preference being given to the child living closer to the school.

The total applications and admissions for the current and previous years is:

YEAR	TOTAL APPLICATIONS	TOTAL ADMISSIONS
2017/18	24	24
2018/19	11	11
2019/20	17	17

Parents' Open Morning

Parents wishing to view the school prior to making application are invited to attend an open morning, in which they can view the school. This usually occurs on the same day as the Nursery Nativity, in December. Alternatively, parents can view the premises at any time, by appointment with the Principal.

Teaching Arrangements – Class Composition

All pupils are taught, at present, in composite classes. Staff allocation for 2020 - 2021 can be found overleaf. **Please note that due to current Government guidance, in relation to Covid-19, teaching arrangements in 2020-2021 will change. These are outlined in the letter attached.**

St.Joseph's P.S. Staff 2020/2021

Principal	Mr Liam Monaghan
Senior Teacher (Acting)	Mrs Anne Hagan
Nursery	Mrs Pamela McGovern
P1/2	Mrs Joanne Meenagh
P2/3	Mrs Margaret Maguire
P4	Miss Daneka Power
P5/6	Mrs Justine Magee/Mrs Eilish Sprice
P6/7	Mrs Anne Hagan
Classroom Assistants	Mrs Karen Amos Mrs Rhonda Archer Mrs Karen Boyd Miss Elaine Booth Mrs Tanya Lynch Mrs Pauline McGoldrick Miss Ann McMackin Miss Sara-Louise Montague Mrs Christina Sproule
Secretary	Mrs Karen McLaren
Building Supervisor	Mr Daniel Carron
Canteen Staff	Mrs Monica Morris Mrs Mary Aiken Mrs Caroline Dilworth Mrs Mairead Mc Garrity
Lunchtime Supervisory Assistants	Mrs Karen Amos Mrs Christina Sproule Ms Tanya Lynch
Cleaning Staff	Mrs Geraldine King Ms Sally Carron

School Hours - Pupils

Primary 1 - 2 9.15 a.m. to 2.00 p.m. (P1 -once induction is complete)

Primary 3 - 7 9.15 a.m. to 3.00 p.m.

Morning Break 10.45am-11.00am

Lunch P.1 – P.4 12.00pm - 12.45pm
 P.5 – P.7 12.30pm – 1.15pm

In the interests of pupil safety, children should not be left on school premises prior to 8.50 a.m. P1-2 pupils should be collected from the school foyer. Parents collecting children P3-7, should do so at the school gate.

Attendance

In St. Joseph's we are very proud of our overall record for pupil attendance: **(2019/2020) – 95.8%**

Poor individual attendance impacts on a child's achievement and also damages the school's overall attendance record. It is therefore extremely important that pupils attend school regularly in order to achieve to their fullest potential.

Parents/guardians should telephone the school, on the first day of their child's absence and provide a written explanation upon their return. The Principal will liaise with parents when their child's attendance is a cause for concern. **Parents/Guardians should be aware that referral to the Education Welfare Service may be necessary if this intervention does not lead to improved attendance.**

Holidays 2020/21

A holiday list can be found on our school website: www.stjosephspsederney.com under the 'Parents' tab. You will also find our holidays on our NI Schools App.

The Curriculum

It is the policy of the Board of Governors of St. Joseph's Primary School that, in accordance with its Catholic Ethos, a balanced and broadly based curriculum which promotes their spiritual, moral, cultural, intellectual and physical development, will be offered to all pupils, thus ensuring their full entitlement under the Northern Ireland Curriculum. Through the Areas of Learning and contributory elements, a broad and balanced curriculum will be provided for each child.

The NI Curriculum primary curriculum is made up of Religious Education plus the following **Areas of Learning:**

Foundation Stage: P1-P2:

- Language and Literacy
- Mathematics and Numeracy
- The Arts
- The World Around Us
- Personal Development and Mutual Understanding
- Physical Development and Movement

Key Stage 1: P3-P4 & Key Stage 2: P5-P7

- Language and Literacy
- Mathematics and Numeracy
- The Arts
- The World Around Us
- Personal Development and Mutual Understanding

- Physical Education

Contributory Elements:

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

Religious Education

Our school community is centred on the presence of Christ among its members. The example and values of Jesus Christ permeate all the relationships within the school and beyond it.

Religious education is central to the everyday life of St. Joseph's Primary School and embodies everything that we do as teachers and pupils. Religious education is based on Diocesan Policy and the Alive-O Series. The Diocesan Advisors play an important role in the promotion of religious education within the school, as does our Parish Priest. The school will, in partnership with the parish, instruct children in their preparation for the sacraments of ***Reconciliation, Eucharist, Confirmation and Feast Days, Holy Days, Lent, Christmas and Easter***. The school aims to be an extension of, and a complement to the Catholic home, and places a high priority on fostering involvement in the parish and in the community at large.

Our R.E. programme, based on the 'Grow in Love' series goes beyond the requirements of the core R.E. syllabus agreed by the main churches. 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 Board of Governors recognise the right of parents under Article 21(5) of the 1986 Order to have their child excused, in whole or in part, from attending religious education or collective worship or both.

Special Educational Needs

The school is compliant with the Special Education Needs & Disability Order 2005 (SENDO). Care is taken at all times to match the curricular provision for all children to their particular stage of development and to take account of any particular difficulties or special talents, which they show. As it is the intention of the school to maximise the potential of each pupil, the school will endeavour within its resources to meet these needs. The school will do so in accordance with its Special Educational Needs Policy. A copy of this policy is available from the Principal. The identified educational needs of each child will be catered for by his/her class teacher who is supported by our Special Needs Co-ordinator, **Mrs. A. Hagan** and other relevant outside agencies. Occasionally pupils may need to be referred to external agencies, such as the Speech and Language Service (WH&SSB), or the Education Psychology Service (E.A.). If such referrals are deemed necessary, this will be discussed with parents beforehand.

Spanish

Please note that Spanish will only resume when/if pupils return to school on a full-time basis, following Covid-19 restrictions. If it does, then the following will apply.

Research has shown that learning a second language at an early age, contributes to a child's native language development. In St. Joseph's we have a Spanish tutor who provides lessons on a weekly basis. Through Spanish the children will be able to explore 13 different concepts via a thematic approach. Our Spanish tutor is paid for via a voluntary contribution from parents at the cost of £13 per term. This can be paid in full amount at the start of each term.

Physical Education

In addition to our normal P.E. curriculum, we avail of the skills of a number of specialist coaches:

- P5-7 receives coaching in Gaelic Football and Hurling, from Fermanagh GAA County Board;
- P5-7 participates in the schools' swimming programme, organised by the Fermanagh Lakeland Forum. **Please note that restrictions may apply in 2020-2021.**

The school also takes part in many sporting competitions throughout the year including:

- Indoor/outdoor hurling (P5-7);
- Indoor/outdoor Gaelic football competitions (P5-7);
- Cross Country (P4-7);
- The small schools' Swimming Gala.

P1 –P2 Pupils can wear trainers/or can bring a change of trainers to school

P3 – P7 Pupils bring/wear P.E. gear to school but must change back into full school uniform.

Homework

In accordance with St Joseph's Homework Policy, parental support is an important and valuable part of a child's learning. Some homework will be given to reinforce what the children have been doing in school and the child should be able to complete this unaided. However, we ask parents to encourage pupils to give of their best and present their work neatly. No child should be under pressure when completing homework tasks and if a child is experiencing difficulties the parent should discuss the matter with the class teacher.

We cannot emphasise too strongly the value of talking, listening and reading to children. As children begin to read themselves, the parent's help, support and interest will be vital if they are

to progress satisfactorily. The types and amount of homework will vary according to the age and ability of your child.

P1 - P3 15-30mins (approx)

P4 - P5 30-45mins(approx) (including reading and material to
be learned)

P6 - P7..... 1 hour (not including reading and material to be learned)

All children from Year 4 upwards have homework diaries. They provide an important means of communication between home and school. They allow you to know exactly what homework your child has to do and to comment on their work. By checking over your child's work each night you are showing them that their homework is important. It is important to sign the diary so that the teacher knows that you are satisfied that your child has completed their work to the best of their ability.

Assessment Reporting & Record Keeping

Assessment of children's work is an integral part of our school. The main purposes of assessment are to:

- 1. Establish through a variety of means what each child is able to do***
- 2. Assist the teacher in planning appropriate tasks for each child***

Assessment is on-going throughout the year & Standardised Tests are administered in May of each year. The records of each child's attainment and work samples are passed on to each successive teacher.

Facilities

The facilities in St. Joseph's are excellent. They include:

- Fully equipped classrooms fitted with interactive whiteboards;
- A fully equipped, networked computer suite;
- School library and Eco-Zone;
- Large assembly hall;
- Two large tarmacked playgrounds, fully lined for playground games, soccer, basketball and netball;
- A multisensory playground – the first of its kind in Ireland;
- A large football pitch and substantial 'green' play space;
- An Eco-Zone incorporating a polytunnel, playhouse, 'Bug Motel' and pond;
- An outdoor reading area.

Extra-Curricular Activities

Please note that in 2020-2021, these are contingent upon Covid-19 restrictions.

- Gaelic football and hurling afterschool coaching;
- Health & Well-Being
- Athletics;
- Cookery
- Coding/Numeracy Club

- STEM
- Cycling Proficiency;
- Core NI
- Eco-Schools.

After Schools Club

Please note that in 2020-2021, these are contingent upon Covid-19 restrictions.

St. Joseph's After Schools Club runs Monday to Friday from 2.00 p.m. – 4.00 p.m. For further information, you can contact Mrs Pauline McGoldrick [after schools leader] on 07926752893.

A School Connected to its Community

Our school is at the centre of parish life. In order to do this, we liaise with our Parish Priest, Parish Council and organisations, such as St. Joseph's G.F.C., Ederney Credit Union and Ederney Community Trust.

In recent years, this school has been involved in a substantial Shared Education programme with Lack P.S. and Kesh P.S. This has involved shared classes between pupils and joint professional development days for staff. P1-2, P3-4 and P5-6 are currently involved with Lack P.S. and P2-3 and P6-7 with Kesh P.S. **Please note that due to the Covid-19 restrictions, the Department of Education has said that Shared Education activities have been suspended for 2020-2021.**

Pastoral Care and Child Protection

The Designated Teacher for child protection is Mrs A. Hagan and the Deputy Designated Teacher is Mrs Pamela Burns. Any concerns regarding any pupil can be made to the Designated Teacher, Deputy Designated Teacher, or the Principal at any time. Once reported, the school must follow the guidelines as outlined in our Child Protection Policy. The flow chart for

dealing with a disclosure is displayed prominently in our school foyer. Our Child Protection policy is reviewed bi-annually and a summary issued to parents. A copy of our policy is included in our induction pack for newly enrolled pupils.

E-Safety

Our E-Safety and Cyber Bullying policies outline in full the steps we take as a school to ensure pupil and staff safety, while using Information and Communications Technology. Copies are available from the school office and on our school website. A few key points are:

- Access to the internet in school is gained through the C2K network which has sophisticated filtering capabilities;
- Not all filtering services are fool proof however. In St. Joseph's therefore all children and staff will be actively taught/informed on how to stay safe online and how to use ICT appropriately;
- All pupils and parents are required to sign an Acceptable Use Policy before using ICT in school;
- All pupils and staff are required to follow a code of conduct in relation to the use of ICT.

Positive Behaviour Policy

In St. Joseph's Primary School, we hope to create a happy ordered environment where children learn. Each child will be encouraged to develop spiritually, academically, socially and physically to their full potential. Our Positive Behaviour Policy is closely linked with and supportive of our general school policy which is based on our Christian values and benefits. It is inextricably linked with our Pastoral Care Policy and the aims, objectives, procedures and organisational structures therein exist to facilitate the implementation of the pastoral dimension.

We encourage parents to be active partners in the education of their children and to accept and uphold the Positive Behaviour Policy.

We endeavour to create a positive attitude to discipline and to guide our pupils towards ultimately achieving self-discipline. To this end school rules are kept to a minimum.

A copy of our Positive Behaviour Policy is available in our school office and on our website.

Anti-Bullying

St. Joseph's is committed to educating children on the effect bullying has on its victim and those who bully. We aim to prevent any child being bullied in school and to modify the behaviour of bullies. We view bullying as something, which has the potential to impact severely on a child's happiness at school and on their progress. Therefore, we view any instance of bullying as serious. Copies of our Anti-Bullying Policy are available in our school office and website.

Drugs Policy

Health Education is taught in the context of other subjects. Pupils are made aware of the misuse and effects of drugs and other harmful substances through a Drugs Education Programme. We aim to educate our pupils so that they can make informed and responsible decisions about drugs. All staff work closely together in consultation with parents to ensure the welfare of children in the school. Parents are urged to discuss any matters of concern with staff whenever they feel this is advisable. Parents are strongly advised to discuss such matters with the class teacher in the first instance. Often potential problems can be avoided if they are dealt with quickly.

Parent-Teacher Meetings & School Reports

Please note that parent/teacher meetings in 2020-2021, are contingent upon Covid-19 restrictions.

Parents are invited annually to discuss their child's progress, with the class teacher. This meeting is normally held in November. Additional appointments are available with the class teacher, via appointment. A written report is sent to the parents at the end of each school year.

Charging & 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;
- 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. Optional extra activities which take place wholly or mainly outside school hours and are additional to the education provided by the school for the purposes of preparing pupils for an approved public examination or for the purposes of meeting the statutory requirements imposed by the Article 11(a) and (b) of the 1989 Order.
- Recuparate costs associated with the provision of individual tuition on a musical instrument whether inside or outside school hours unless it is part of the syllabus for an approved public examination or to meet the requirements of Article 11 (1) (b) of the Education Reform (NI) Order 1989.

However, it is stressed that failure to participate in these will not affect a child's performance at school. Participation in such activities should be on the basis of parental choice and a willingness to meet such charges are as follows.

Remission Policy

The Board will remit charges according to the following policy: -

- Charges for individual tuition in the playing of a musical instrument will be remitted in accordance with the Board's scheme.

- Charges for tuition in the playing of a musical instrument other than in identified overleaf, which is provided as an optional extra, wholly or mainly outside of school hours, will be remitted in accordance with the Board's scheme.

Charities

One of the school aims is to develop a caring attitude towards others in the community. At times during the school year the school organises small fund-raising activities, which give the children an opportunity to share their pocket money with the less well off in our community and third world countries.

School Meals

Please note that in 2020-2021, arrangements in relation to school meals are yet to be finalised, due to Covid-19 restrictions. It is vital that Free School Meals are applied for as early as possible, so that this provision is in place for 24th August 2020.

School dinners are served in our canteen. The cost of a school dinner from September 2020 are **£2.60 or £13 per week** (subject to change from the Education Authority). If you feel your child may be entitled to free school meals, please ensure that you apply to the Education Authority – Western Region (formerly known as WELB). Your child cannot be placed on the free school meals register until you do so. The Education Authority address is:

Meals & Uniform Section

Education Authority

1 Hospital Road

Omagh

Co. Tyrone

BT79 0AW

E-mail: benefits@welbni.org

Telephone: 02882 411411

Application forms are also available from the Education Authority's website:

[http: www.eani.org.uk](http://www.eani.org.uk).

****Free school meals must be applied for every year, even though your child has taken free school meals the year before.**

Children who do not take dinner may bring a packed lunch.

Much emphasis has been placed on Health Education in recent years. In line with current guidelines, we strive to promote healthy eating at all times and request that parents support us in doing so. Every year we take part in the **'Munch Box Challenge'**, an initiative aimed at ensuring that pupils bring a healthy lunchbox to school. Eating items high in sugar should be discouraged, as they damage children's teeth and mean that children are not then ready for lunch or dinner when it is provided in school. **In the interests of pupils who have a nut allergy, we are a Nut Free School. Your co-operation in this regard is most appreciated.**

St. Joseph's P.S. aims to present consistent healthy eating and drinking messages through the taught curriculum

The provision and promotion of healthy food and drink during the school day and on school trips.

P1 and 2 pupils will be provided a healthy snack in class. All other pupils are encouraged to eat healthily and a healthy snack can be purchased from the canteen at break.

A Breakfast Club operates in our canteen from 8.50am – 9.15am.

School Milk

Semi-skimmed milk is provided at a subsidised rate for all children. Parents will be notified of the cost at the beginning of the new school year. We encourage all pupils to avail of this opportunity as the benefits of milk in the development of children's teeth and bones are invaluable

Health

It is important that parents make teachers aware of any medical condition, which could affect their child in school. We co-operate with and fully support the work carried out by the local Health Authority personnel. When necessary we seek the help and advice of other statutory agencies. We will consult with you if we feel it is necessary to do so.

School Uniform & Appearance

It is essential that pupils come to school neat and tidy, wearing our full school uniform. All the items are available from S.D. Kells, Irvinestown but only the school jumper, OR cardigan, is a compulsory purchase from this outlet. All other items can be bought from other suppliers, if you wish to do so. **Where possible, pupils should have a fresh change of uniform, when attending school, as a consequence of Covid-19 restrictions. On days when pupils are doing P.E., pupils should come to school wearing their P.E. gear.**

The uniform is as follows:

BOYS

Navy trousers (**NOT** tracksuit bottoms!)

Navy **V-neck jumper** (**COMPULSORY**)

Pale blue shirt

Dark blue and pale blue striped tie (ideally an elasticated tie for small children).

Navy socks

GIRLS

Navy skirt or pinafore

Navy **cardigan or V-neck jumper** (**COMPULSORY**)

Pale blue blouse

Dark blue and pale striped tie (ideally an elasticated tie for small children).

Navy/white socks or navy tights

It is essential that you label all children's clothing clearly.

Appearance

Pupils' hair should be kept neat and tidy. Please ensure that, if your child has long hair, they use a hair bauble, clips or hairband to keep their hair out of their eyes, when working. Pupils hair should remain their natural colour and should not be dyed.

Transport

Please note that in 2020-2021, these are contingent upon Covid-19 restrictions.

The Education Authority (EA) has introduced a new, online process for parents applying for home to school transport assistance. Applications for transport assistance to all schools, primary and post primary should now be completed online via the EA website at www.eani.org.uk/transportapp. All transport applications **must** be made online through the EA website www.eani.org.uk/transportapp. Parents making a **new** application should be encouraged to **apply before the 10th July 2020** as an offer of transport assistance cannot be guaranteed for the 1st September 2020 if they make application after this date.

Complaints

Complaints in reference to the curriculum are dealt with initially by the child's class teacher. Further complaints may be referred to the Principal. If the matter is not resolved, then the complaint must be put in writing to the Board of Governors of the school. Should the matter still not be resolved the parent may request that it be referred for consideration to the Education Authority Complaints Tribunal for curriculum matters, or if necessary, the Complaints Ombudsman. A full copy of our complaints procedure is available from our school office and our website. Our Complaints Policy is also included in our induction pack for newly enrolled pupils.

