

B.O.M. School Plan for School Year 11/12.

Introduction:

The following is an outline of the B.O.M.'s Plan for the school year 11/12. This plan is set within the framework of the Catholic church's vision of education. It has been formulated within the context of the school's mission statement (c.f. Information Booklet).

The following is a list of B.O.M., Staff & Parents' Council members:

Board of Management.

Patron's Reps:	Siobhán Ambrose (Chairperson) Canon Brendan Crowley.
Parents' Reps:	Triona Walsh. Seamus Quigley.
Teachers' Reps:	John Hickey (Secretary to B.O.M.) Eddie Kearney
Community Reps:	Ann Deady. Donald Binchy.

STAFF.

Principal:	John Hickey.
Deputy Principal:	Eddie Kearney (6 th Class/Room 15) Catherine Kearney (Learning Support/Room 2) Jimmy Fenlon (4 th Class/Room 11) Catherine Condon (Resource/Room 13) Cathal Ryan (Learning Support/Room 2a N.S.) Roz Browne (H.S.L.C./Room 2b N.S.) Yvonne Moran (Language Support/Room 5) Margaret Power (3 rd Class/Room 10) Kay Cooney (1 st Class/Room 4) Fiona Donnelly (Jun Infs./Room 6 N.S.) Michael Ring (5 th Class/Room 12) Deirdre Lawlor (Jun Infs/Room 1N.S.) Michelle Marnane (2 nd Class/Room 14) Dymphna O Dea (Sen Infs./Room 3N.S.) Emma Joyce (Resource/Room6) Aisling Kearney (5 th Class/Room 9)
S.N.A.'s	Monica Harvey Stella O Sullivan Audrey Power Therese Maunsell Helen Hawkins

Office: Valerie Clancy
Caretaker: Oliver Lanigan
Janitorial Staff: Linda Barry
Siobhán Greene

Parents' Council.

Chairperson: Noel O'Connell
Vice-Chairperson: Martin Fahey
Secretary: Breid Greene
Treasurer: Marcella Molloy
B.O.M. Rep: Cathriona Walsh
B.O.M. Rep: Seamus Quigley
Committee: Rose Corbett
Jennifer O'Dwyer
Grainne Dillon
Carmel Kelly
Jim Malone
Juile McGuigan
Peter Hogan
Brenda Leo
Maura Tynan

Ancillary Staff.

P.E. Karen Morrissey
Paddy Burke

1. Information Booklet.

The Board will make available to the school community an Information Booklet containing such items as:

- School's Historical background
- School Ethos Statement
- Role of B.O.M./Parents' Council
- School Timetable
- School Curriculum
- School Policies (e.g. Enrolment/Code of Conduct etc)
- Website information

2. Students.

The Board will offer every assistance to the principal and school staff in ensuring that the students receive the kind of education that will help them to grow mentally, physically and morally, in accordance with the school's Ethos and Pastoral Care Policy using whatever resources, financial or otherwise, available to the Board. It will seek to ensure that a comprehensive curriculum is taught to the students in accordance with the norms laid down by the Department of Education & Science.

- Comprehensive Curriculum policies have been formulated and will continue to be reviewed (c.f. Policies)
- All children will be offered a free lunch during the course of the school year.
- Children will be expected to abide by the school's Code of Conduct/Attendance
- A Homework Club will be held after school on Mon/Wed/Thurs and supervised by members of staff. Children attending this club will be chosen on a needs basis (40 max).
- A Data Base will be maintained and updated on students containing the following information:
 - Name
 - D.O.B.
 - Address
 - Medical Condition (if appropriate)
 - Attendance
 - Assessment results
 - Parent/Teacher meetings
- A Pupil Profile will be maintained on each child from Junior Infants to 6th class containing the following information:
 - Name
 - D.O.B
 - Teacher's Name
 - Assessment Results
 - Attendance
 - Suspensions (if applicable)
 - Parent meeting details

- A Behaviour File will be kept on each child containing the following:
 - Minor misdemeanours (9 entries before suspension)
 - Serious misbehaviour(3 entries before suspension)
 - Gross misbehaviour(1 entry before suspension) (c.f. Code of Behaviour)

3. Staff Development.

The B.O.M. with the resources made available to it will work towards ensuring the on-going development of staff. The following strategies will apply:

- Overseeing regular staff meetings
- Encourage staff to avail of on-going training and financing same(resources permitting)
- Facilitate the moral development of staff
- Ensuring policies and structures are in place to ensure the safety and welfare of staff (e.g. Health/Safety Statement, access to professional assistance, Sexual Assault Policy ,/Positive Staff Relations Policy etc)
- Ensure that the staff is made aware of Rules and Regulations pertaining to their employment and adhere to same.
- Ensure staff has input into policies and developments affecting their working conditions and conditions of employment
- The Board will seek to act within the spirit of the school's Pastoral Care Policy.
- Cliona Breen (D.E.I.S.) will facilitate in-service for staff during the school year (e.g. Literacy/Drama).

4. Parents and Parents' Council.

The B.O.M. recognises the indispensable role played by parents and the Parents' Council in the education of their children. The Board consequently will endeavour to employ the following strategies to ensure same:

- Put in place lines of communication between the B.O.M. and Parents' Council/Parents
- Support the role and work of the Parents' Association
- Ensure the Parents' Council have an input into appropriate policy formulation.
- Support the Parents' Council in arranging talks/seminars geared towards parents' needs.
- Discuss with the Parents' Council its yearly plan including fundraising efforts and use of raised funds.
- Parents will be invited to decorate school for Christmas season
- In June the Parents' Council, in conjunction with the Principal and school staff organise Graduation Night.

- The Home/School/Community Organisation, Roz Browne will work closely with the Parents' Council when organising courses for parents
- Reports from Parents' Reps on B.O.M. to the Board re workings of the Parents' Council will be discussed at BOM meetings
- Regular meetings between Parents' Council reps and the school principal.
- School newsletter published three times a year coordinated by Eddie Kearney (Post Holder). This will be sent to parents.
- Parent/Teacher meetings will be held in early December and February for Junior Infants at which teachers/parents can disseminate relevant student information.
- The principal will communicate with the parents during the course of the school year through newsletter/e-mail/phone/fax/website/media
- At the end of each Board meeting the Board will agree on items of information that can be relayed to parents and staff.
- Assessment results (e.g. Drumcondra) and school reports will be issued to parents at the end of the school year.

5. Finances.

- Given the very poor level of financial resources made available to the Board vis-à-vis government funds, the Board will be limited in regard to funding school projects once it has paid for basic items such as heating, lighting, cleaning, insurance, water, refuse and maintenance bills. Under present funding the Capitation grant is insufficient to pay for these basic items.
- At the end of the year the board will publish and make available to the school community a Financial Statement.
- Any fund raising carried out by the Staff/Parents' Council or any financial donations to the school will be spent at the discretion of the Board and for the purpose for which funds have been raised.
- Grants for D.E.I.S. will be spent at the discretion of the school principal, often in consultation with the school staff, and in accordance with guidelines laid down by the Department: e.g.
 - Supporting the children most in need through a focused response.
 - Identifying the needs of the individual targeted pupils – especially needs relating to literacy and numeracy but also social and personal needs – and develop strategies that best meet these needs.
 - Providing opportunities for mentoring at a number of levels – pupil/pupil, teacher/pupil, parent/pupil, community person/pupil, higher level student/pupil, business community/pupil.
 - Giving children access to cross-curricular literacy projects, Music, Art, Dance, Drama, ITC, Media Studies and Life Skills.
 - Developing and enhancing staff attitudes, skills and ways of working with marginalised children and their families.
 - Generating school and community related social, sport and leisure activities.
 - Offering after school and holiday time support – for literacy and numeracy development as well as homework support, social and personal development and arts activities.

- Involving parents in their children's learning and developing their confidence and capabilities in their role as primary educators.
- Developing a local strategy of planning, implementing and reviewing actions and supports.
- An account containing monies, contributions for school outings/buses/books etc collected from parents will be kept in another account (Requisite Account). This money will be spent for the intended purposes.

6. Policies.

During the school year 11/12 the Board will continue to engage with the Principal, staff and Parents' Council in the on-going formulation/development/review of school policies. This coming year the Board will seek to review/develop the following policies:

Curricular Policies:

- Child Protection
- English
- Maths

The following Post Holders will be responsible for formulation/development and review of listed policies:

- John Hickey: P.E./Drama/Ceol/Science/Art/Maths/S.P.H.E.
- Eddie Kearney: Gaeilge/English
- Catherine Condon: S.P.H.E./Special Needs
- Catherine Kearney: History
- Jimmy Fenlon: Geography

Drama will be integrated into other subjects rather than being taught as a separate subject in order to allocate more time to literacy/numeracy.

7. FIRST STEPS LITERARY PROGRAMME.

Three members of the teaching staff have trained as tutors for the F.S.L.P.:

- Fiona Donnelly: F.S. Listening/Speaking
- Kate Kearney: F.S. Reading
- Michelle Marnane: F.S. Writing

This programme is being implemented throughout the school during the coming year.

N.B. All policies will be made available to parents on request. A number of these policies are contained in the Information Booklet and all policies are posted on the school's website.

8. Attendance.

- The Board has overseen the formulation of an Attendance Policy which it will monitor.
- The Board will seek to adhere to the norms of the Education Welfare Act. (Copy available on Department website)
- Five times a year a record of students' attendance will be submitted to the National Education Welfare Board.
- The Board, Principal and Staff will work in close co-operation with the education welfare officer, Damien White as outlined in the Attendance Policy.
- Damien White will address the staff on attendance issues if requested.
- The H.S.L.C. will liaise with the W.O.

9. Home/School/Community Co-ordinator.

During the school year 11/12 the Board will monitor courses run for parents and will encourage them to participate in same. E.g.

- Pilates
- Computers
- Baking
- Local History
- Flower arranging
- Irish Classes
- Art/Craft
- Horticultural Project

At the end of the year the H.S.L.C. will submit a report to the Board.

10. Non- Irish Children.

The Department has sanctioned a full-time teacher to teach English to non-Irish children. Yvonne Moran has been re-assigned to this position for 10/11. The Board will facilitate Ms. Moran to attend courses appropriate to this position.

11. Learning Support/Special Needs.

A comprehensive policy is in place dealing with this very important aspect of the curriculum (copy available on request).

The Board will support the on-going good work in this area during 11/12 by:

- Providing opportunities for in-service for teachers and Special Needs Assistants (S.N.A.'s).
- Sponsor psychological assessments of children if necessary (funds permitting)
- Ensure grants for Special Needs are appropriately spent
- Subsidise these grants if necessary (funds permitting)

Teachers: Catherine Condon
Cathal Ryan

Resource/Support Teacher
Learning Support

Catherine Kearney
Emma Joyce

Learning Support
Resource/Support Teacher

12. Special Needs Assistants.

The Department has sanctioned five(5) S.N.A.'s to the school for 11/12. The Board will facilitate, in co-operation with the principal and teaching staff, the ongoing upskilling of the S.N.A.'s. This will be done primarily by:

- The S.N.A.'s having regular meetings with the Principal to discuss matters relevant to the role and functions of the S.N.A.'s
- Participation in meetings, when deemed appropriate by the principal, dealing with matters pertaining to a child/children assigned to the care of an S.N.A.
- The Board, through the principal, will seek to arrange for in-service for the S.N.A. team during 11/12.
- The Board will also provide for S.N.A.'s in consultation with the staff, to attend joint teacher/S.N.A meetings addressing appropriate policy matters.
- Ensure that the role of the S.N.A. is clearly outlined in any I.E.P.

13. Delivering Equality in the Education System (D.E.I.S.)

The Board will continue during 11/12 to support the principal and staff in the running of the D.E.I.S. programme by:

- Monitoring the Programme
- Receiving progress accounts from Principal/Staff.
- Over-see spending of D.E.I.S. grants
- Facilitating training of staff in line with D.E.I.S. objectives.

14. Education of Traveller Children.

The B.O.M. will support the teachers in the following aims.

- To enable these pupils to participate in the curriculum to the fullest of their potential.
- To develop self-esteem and positive attitudes about school and learning.
- To provide supplementary teaching and additional support in English and Maths.
- To prepare and implement individual work programmes where necessary for students.
- To promote collaboration among teachers with regard to policies on learning support for these pupils.
- To establish early intervention programmes designed to enhance learning and to prevent/reduce difficulties in learning.
- Ciara O'Sullivan will act as Support Teacher for Traveller children.

Drumcondra Tests:
(English/Maths)

These tests will be administered to pupils from 1st to 6th class in June. Results from 2nd/4th/6th will be forwarded to the Department in June. These results will also be made available to the parents and the B.O.M. each June.

Parental Role.

Parents will be encouraged and facilitated by the B.O.M. to become actively involved in their children's education by:

- Arranging Parent/Teacher meetings
- Use of Homework Journal to communicate information of child's progress to parents
- Invitation to parents to participate in relevant school based courses organised by the H.S.C.C. in e.g. Maths, English etc.
- Encourage parents to ensure children attend school.
- 1st to 6th class Parent/Teacher meetings will be held in December and Junior and Senior Infant Parent/Teacher meetings will be held in February.

15. School Secretary (Valerie Clancy).

- The Board will support in every way possible the role and functions of the school secretary in line with her terms of contract and all legislation pertaining to her employment.
- The secretary will be facilitated to attend any in-service training appropriate to her employment (e.g. Accounting, returns to Dept etc)
- Such courses will be arranged, if necessary, during 11/12 by the school principal in consultation with the school secretary.

16. School Caretaker (Oliver Lanigan).

- The Board through the school principal, will seek to ensure that the role and functions of the school caretaker will continue to benefit the over functioning of the school.
- The Board will arrange for Jack Somers (Fire Safety Professional) to up-skill the caretaker in the use of fire extinguishers during 11/12 (and the staff – time permitting)
- The Caretaker will attend any in-service meetings with other members of staff pertaining to his role and responsibilities

(P.S. In the matter of fire extinguishers these are serviced annually by Jack Somers.)

17. School Plant.

- Over the past 6 to 8 years the Board has carried out extensive renovation works to the school buildings/playground including:
 - The construction of a new staff car park,
 - A new Infant playground
 - The total resurfacing of the main playground.
 - The external school building has been totally cleaned, school railings painted.
 - The heating system has been converted from oil to gas, necessitating the installation of two new boilers.
 - The flat roof sections of the school building have been totally re-surfaced.
 - New windows have been installed in the Junior School.
 - The main school building (interior) has been totally painted.
 - Fire proof doors have been installed in all classrooms
 - New blinds hung on all classroom/hall windows.
 - Slip proof surfaces have been put on the school stairs.
 - Safety rails have been installed at the top of the stairs in order to prevent children falling from same. Also hand rails on both sides of the stairs have been fitted.
 - Two hundred new chairs have been purchased for the assembly hall
 - Sixteen 2 X 6ft tables have been purchased for use in the hall (meetings/social functions/use by outside agencies).
 - An art room has been fully kitted out
 - Prayer Room has also been set up in the school building
 - A computer room has been fitted out
 - A Prayer Room, with the Blessed Sacrament is reserved for religious services and reflections.

- The Board hopes to replace the fencing at the back of the school with a more secure structure(funds permitting)
- Replace flushing system in toilets to make it more eco-friendly. (Summer Work).
- Install water saving system.

18. Community Involvement

The Board will continue to develop links with the local community. During 11/12 the following will make use of school facilities after school hours:

- Farmers' Market
- Comhaltas Ceoltóiri Éireann
- Irish Dancing Group
- South Tipperary Art Group (S.T.A.G.)
- Tai Chi Club
- Swimming club
- English Summer School (Spanish Students)
- Polish School
- Irish Club
- Ballroom dancing

The Board will also facilitate the involvement of people from the community with particular expertise in assisting the principal and staff in delivering as comprehensive an education as possible to the students in various curriculum areas.

- Karen Morrissey P.E.
- Parents Computers
- Parents Art Lessons
- Paddy Burke Gaelic Games

These schemes will be funded by parental voluntary contributions/Tipp County GAA Board/Clonmel OG GAA/D.E.I.S. Grants.

19. Post Holders

Due to Government cutbacks, the school will lose one Post Holder Position for 11/12.

The following is a list of the Post Holders and their responsibilities.

Eddie Kearney (Deputy Principal).

1. Fulfill functions/duties of Principal in their absence.
2. Supervision of pupils at exit gate to Shamrock Hill at 3.10 p.m. until 3.30 p.m.
3. Supervision Infant Department at 8.45 a.m.
4. Publication of Newsletter at the end of each term.
5. Arranging for photographer to take photographs and mounting of said photos.
6. Report of school activities to local newspapers/South Tipp Today, 2nd last week of every month.
7. Co-ordinator of Gaeilge/English Curriculum.
8. Supervision of playground at 11 a.m.

Catherine Kearney.

1. Supervision of pupils at exit to Shamrock Hill at 3.10 p.m. until 3.30 p.m.
2. Library coordinator
3. Co-ordinator of History Curriculum
4. Deputy Designated Liaison Person(Children First)
5. Co-ordinator of Drumcondra Tests.

James Fenlon.

1. Up-date/keeping of school registrar.
2. Monitor the up-dating and distribution of Pupil Profiles.
3. Preparation of Class Discipline Files and distribution of same at the commencement of the school year.
4. Updating/keeping of school data base.

5. Co-ordinator of Geography Curriculum
6. Secretary to Staff Meetings.
7. Update Website

Catherine Condon.

1. Co-ordinator of Support Timetable.
2. Co-ordinator of S.P.H.E. Curriculum
3. Co-ordinator of Special Needs.

20. Energy Audit.

The Board of Management will carry out an energy audit on the school with a view to reducing the schools' energy costs.

Epilogue.

The Board will monitor the implementation of this PLAN over the course of 11/12 and will amend it if appropriate.

The Board wishes to acknowledge the highly professional approach and outstanding dedication and cooperation of the school staff and Parents' Council in helping it to provide a holistic education to the students