



Scoil an Chlochair
Convent Primary School

Board of Management Self-Evaluation Report and Improvement Plan 2022/2023

In the last year, we have looked at teaching and learning in our school to find out what we are doing well. This is what we discovered:

Prior to engaging in the current SSE cycle, staff collaboratively reflected upon the SSE processes completed recently Literacy and Numeracy (2017-2020) and Digital Strategy (2019-2020). Results are linked here: [SSE Evaluation and SSE Evaluation Literacy and Numeracy](#)

In Digital Strategy, the following areas were identified as effective practice in our school:

- All teaching staff have laptops. All classrooms have an interactive projector and internet access. The school broadband is comprised of a combination of wired and wireless service. We have a school website, the Convent Primary School App, a Facebook page, a Twitter Account, Office 365 in Education for staff and students. Pupils have subscriptions to *Reading Eggs*, *Mathletics/Maths Seeds*, *TTRS Typing*, and *Vimeo*.
- Technology is used by staff and pupils in line with the available infrastructure in our school.
- Pupils currently use technology to source information and to communicate. A number of SEN students use laptops or iPads to support their learning.
- Staff currently use the Office 365 in Education suite of apps to communicate and to work collaboratively. They use *Aladdin* to record student data, attendance, assessment results and their *Cuntais Míósúla*. Staff use Microsoft SharePoint to record student's profiles on the Continuum of Support.

In relation to Wellbeing, the following areas were identified as effective practice in our school:

- Support for pupils' well-being is prioritised and of a very high standard. Our school strives to develop the full potential of all pupils in a happy, secure learning environment.
- Our school is welcoming and inclusive
- We have a very supportive Leadership and Wellbeing team.
- There is a great range of initiatives and activities for Staff and Pupils e.g. Friendship Week.
- We have many committees for children to have their input and voice heard.
- There are frequent wellbeing events for staff and staff feel valued.

This is what we did to find out what we were doing well in the areas of Literacy, Numeracy, Digital Strategy and Wellbeing, and what we could do better:

- We reviewed and evaluated our previous SSE Plan.
- We analysed Standardised Tests, YARK and WIAT results.
- We conducted surveys of pupils, parents/guardians and staff.
- We gathered information through focus groups.
- We discussed our practices at In-School Management and Staff Meetings to evaluate our current practises and gather information from staff.
- We conducted inventories where applicable.

This is what we are now going to work on:

- Target: To provide opportunities for children, staff and parents to have an active voice in decisions relating to school improvement.
- Target: To use the indoor space to display talents and accomplishments of children.
- Target: To demonstrate a commitment to providing targeted support for children experiencing barriers and challenges to wellbeing.
- Target: To continue to focus on student use of digital technologies to foster active engagement, collect evidence and produce digital content.
- Target: Teachers will prioritise and review Spelling and Word Study as their priority area of focus from the PLC for 2023/24

This is what you can do to help:

- Join our Parents Association.
- Become an active participant in our school community.
- Stay informed about school through our School App and other media platforms.
- Review our draft school policies.
- Monitor your child's homework to confirm they have completed their assigned homework.
- Support your child to learn and revise their spelling and word study work.
- Encourage your child to read at home and to discuss their reading with you.
- Supporting your child to join the local library.

Here is some information about how we are carrying out our work and about what the Department of Education and Skills requires us to do.

1. School time and holidays

The Department requires all primary schools to have 182 school days each year.

This year we had 178 school days, from 31st August 2022 to 28th June 2023. We closed on 3 days due to the following: 2-days Primary Language Curriculum, 1-day pipes frozen, 1-day Staff training

The Department sets out a standardised school year and school holidays.

This year we took all our school holidays within the permitted time.

The Department sets out arrangements for parent/teacher meetings and staff meetings. This year we had 1 parent/teacher meetings and 6 staff meetings, all in line with the Department's regulations.

2. Looking after the children in our school

The Department requires schools to follow the *Child Protection Procedures* it has set down.

	Yes	No
Our Board of Management has agreed in writing to do this	✓	
All teachers know about the <i>Procedures</i> and we have told all parents about them and how we follow them.	✓	

- Our Designated Liaison Person (DLP) is Sheila O'Connor, Principal
- and our Deputy DLP is Jennifer O'Farrell, Deputy Principal

3. Enrolment and attendance

The Department requires schools to have and publish an admissions policy, to record and report attendance accurately, and to encourage high attendance and participation.

	Yes	No
We have an Admissions Policy and it is published.	✓	
We reviewed and updated our Admissions Policy on 20 th December 2022	✓	
We keep accurate attendance records and report them as required.	✓	

We encourage high attendance in the following ways:

- o The importance of school attendance is promoted throughout the school.
- o Maintaining a warm and welcoming environment where children and their parents/guardians are made feel valued members of the school community.
- o The use of classroom management and organisational skills that see children take on responsibilities on a daily/weekly/ monthly basis and their contribution recognised.
- o A number of student committees are in place i.e. Student Council, Health and Wellbeing Committee and Green School Committee.
- o Provision of a variety of in school activities, lunchtime and after school clubs such as: Chess Club, School Choir, Football Club.
- o Timetabling for fun, for example, 'Golden Time'.
- o Recognition and awards for students who achieve perfect or near perfect attendance each year.

- **Raising parental awareness.**

- o Parents/Guardians of new entrants will be informed during the induction process of the importance of good attendance and of the school's obligations in relation to the TUSLA.
- o The school calendar will be communicated to parents/guardians to enable them to plan around school closures.
- o Parents/Guardians will be notified when their child has missed 10, 15 and 20 days.
- o Parents/Guardians will be informed about attendance through end of year reports and parent teacher meetings.

This is how you can help:

- o Ensuring regular and punctual school attendance.
- o Notifying the School if your children cannot attend for any reason.
- o Discussing planned absences with the school.
- o Refraining, if at all possible, from taking holidays during school time

4. Positive behaviour for a happy school

The Department requires schools to have a Code of Behaviour, and asks us to consult parents and children about it.

	Yes	No
We do this.	✓	
Our Code of Behaviour describes and supports positive behaviour.	✓	
We have a very clear and high-profile Anti-Bullying Policy in our school.	✓	