

**Template**: End of School Year Report to Joint Trustees/Patrons

School Name: XXXX Community School/Comprehensive School

Joint Trustees:

1.

2.

3.

Chairperson of Board of Management:

Liasion Trustee:

Signed: Date:

(Chair)

Signed: Date:

(Principal)



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**Contact Details**

School Roll Number:

School Address:

School Telephone Number:

School Email:

School Web Address:

Is the school registered as a Charity with the Charity Regulatory Authority? If so, School Charity No:

# Principal’s contact details

Name:

Telephone number: Mobile number: E-mail (print please):

# Deputy Principal(s)

Name: Name: Name: **Chaplain** Name:



**Characteristic Spirit Statement:**

**School Mission Statement:**



**Brief History of School:**

**School Location, Catchment Area:**

*Map if relevant included in Appendix 1*

E.G. XXX is a small town in County XXX, Ireland. It lies at the crossroads where the R and R regional roads meet. XXX is the closest town to XXX in the north-eastern corner of County XXX.

XXX Community School serves the communities of xxxx and xxxx and xxxx.



**Leadership & Management**

**Board of Management**

(Term: 20XX - 20YY)

Trustee Nominees: Trustee Nominees: Teacher Nominees: Parent Nominees: Chairperson: Secretary to the BOM:

**School Personnel**

**Teaching & Non-Teaching Staff**

Total Number of Teachers on Staff:

Number of Permanent Whole-time Teachers:

(including CIDs): Allocation (WTE)

Number SNAs:

Number Clerical Officers/Secretaries: Number of Caretakers:

Number of Cleaners/Contract Cleaners: Other, e.g. Canteen etc. (SSSF):

|  |  |  |
| --- | --- | --- |
| PORs | AP1: | AP2: |
| Number: |  |  |
| Programme Coordinator: |  |  |
| Adult Education Programme: |  |  |



**School Policies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Policy** | **Has the policy been approved by the BOM?** | | **Date of next review** |
| Child Protection Procedures and Child Safeguarding Statement | Yes | No |  |
| Admission Policy \* | Yes | No |  |
| Anti-Bullying Policy | Yes | No |  |
| Special educational needs/ Inclusion policy | Yes | No |  |
| School Code of Discipline/Behaviour | Yes | No |  |
| Critical Incident Management policy\*\* | Yes | No |  |
| Data protection | Yes | No |  |
| The School Plan:  The annual SSE report and School Improvement Plan (SIP) | Yes | No |  |

\* Any amendments to the Admissions Policy must be sent to the patrons/trustees for approval.

\*\* Patrons must be informed of a Critical Incident.



**Parents’ Association/Council Report:**

Name of Chairperson:

Name of Secretary:

Number of committee members:

Total number of members:

How many meetings were held in 20XX – 20YY:

Has the Parents Association been invited to meet the BOM? Yes No Brief report of activities 20XX – 20YY:

|  |  |  |
| --- | --- | --- |
| **Student Council Report:** |  | |
| Name of Chairperson:  How many meetings were held in 20XX – 20YY:  Has the Student Council been invited to meet the BOM? | Yes | No |
| Brief report of activities 20XX – 20YY: |  |  |



**Student Profile**

Is the School in the DEIS programme? yes no

|  |  |
| --- | --- |
| **Year Group** | **Total** |
| 1st Year |  |
| 2nd Year |  |
| 3rd Year |  |
| Transition Year |  |
| 5th Year – Leaving Certificate |  |
| 5th Year – Leaving Certificate Applied |  |
| 6th Year – Leaving Certificate |  |
| 6th Year – Leaving Certificate Applied |  |
| Post Leaving Certificate |  |
| Total |  |
| Adult Education (Hours) |  |
| **Examination Profile** |  |
| Number of students completed JC |  |
| Number of students completed LC |  |

**Student Enrolment Figures**

|  |  |  |
| --- | --- | --- |
|  | **Year** | **Enrolment** |
| Previous 3 years | 2020/2021 |  |
|  | 2021/2022 |  |
|  | 2022/2023 |  |
| Projected Enrolment | 2023/2024 |  |
|  | 2024/2025 |  |
|  | 2025/2026 |  |



|  |  |  |
| --- | --- | --- |
| **School Self-Evaluation Reports** |  | |
| Has the school had a WSE-MLL? | yes | no |
| Is there Religious Education/Ethics provision of two hours each week? | yes | no |
| **Curriculum** Subjects offered at Senior Cycle |  |  |

|  |  |  |
| --- | --- | --- |
| **Subject** | **Subject** | **Subject** |
| English |  |  |
| Irish |  |  |
| Maths |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Curriculum** Subjects offered at Junior Cycle

|  |  |  |
| --- | --- | --- |
| **Subject** | **Subject** | **Subject** |
| English |  |  |
| Irish |  |  |
| Maths |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |



**Short Courses** offered at Junior Cycle

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

**Level 2 Learning Programmes (L2LP)**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

**Level 1 Learning Programmes (L1LP)**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

Current **PLC courses** offered and delivered

|  |  |
| --- | --- |
| **Subject/Course Title** | **Certification** |
|  |  |
|  |  |
|  |  |

**Extra-Curricular Activities** offered

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |



**School Accommodation/Facilities**

|  |  |
| --- | --- |
| % of Accommodation permanent |  |
| % of Accommodation prefabricated |  |
| Average age of prefabricated buildings |  |
| No of general classrooms |  |
| No of Science laboratories |  |
| No of Home Economics rooms |  |
| No of Art rooms |  |
| No of Metal Work rooms |  |
| No of Engineering rooms |  |
| No of Woodwork rooms |  |
| No of Building Construction rooms |  |
| No of Technical Graphics rooms |  |
| No of Design & Communications Graphics rooms |  |
| Music Room |  |
| Computer Labs |  |
| Demo Room |  |
| School Gym |  |
| School Sports Hall |  |
| Special Class /SNU |  |

Has the Board applied for any building projects/grants? Has Trustee/Patron approval been sought?

yes no

yes no

Emergency / Additional Accommodation / Summer Works (*circle relevant category*)

Nature of work and date of completion:



|  |  |  |
| --- | --- | --- |
| **School Finance** |  | |
| Have the school accounts been certified by an Independent accountant? | yes | no |
| Have the school accounts been forwarded to the FSSU? | yes | no |
| Have the school accounts been forwarded to the patrons? | yes | no |
| Is there a Board Finance Sub Committee in place? | yes | no |

**What are the opportunities and challenges facing the school over the next 3-5 years?**

|  |  |
| --- | --- |
| **Opportunities** | **Challenges** |
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

**Any additional Information regarding Board plans/ for the school/ current strategic plan etc.**