

**School/College/Centre:**

**Roll No:**

**Principal:**

**Deputy Principal:**

**Date of most recent revision:**

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**Role and Function of ETB**

**Role and Function of ‘Trustee Partner’**

**(In case of a designated community College)**

**Mission Statement**

**Brief History of School / College / Centre**

**150 words approximately**

**Location, Catchment Area, Feeder Schools, Neighbouring Second-Level Schools – Map included at Appendix 1**

**Board of Management 2014 – 2019**

**ETB Nominees:**

**Trustee Partner Nominees:**

**Teacher Nominees:**

**Parent (or Student) Nominees:**

**Business Representatives:**

**Community Representatives:**

**School / College / Centre Management Structure and Decision-Making Processes**

**School / College / Centre Personnel**

**Teaching and Non-Teaching**

|  |  |
| --- | --- |
| **Principal:** |  |
| **Deputy Principal:** |  |
| **Director of Adult Education:** |  |
| **Chaplain:** |  |
| **1st Year Head:** |  |
| **2nd Year Head:** |  |
| **3rd Year Head:** |  |
| **4th Year Head:** |  |
| **5th Year Head:** |  |
| **6th Year Head:** |  |
| **Guidance Counsellor:** |  |
| **Programme Co-ordinator:** |  |
| **LCA/LCVP Co-ordinator:** |  |
| **VTOS Co-ordinator:** |  |
| **FETAC Co-ordinator:** |  |
| **BTEI Co-ordinator:** |  |
| **Examinations Co-ordinator:** |  |
| **Health and Safety Co-ordinator** |  |
| **Staff Safety Representative** |  |
| **Administration Staff:** |  |
| **Porter / Caretakers:** |  |
| **Canteen Staff:** |  |
| **Cleaning Staff:** |  |
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**[Add/delete as appropriate]**

**Posts of Responsibility**

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| **Assistant Principals** | **Post Title / Duties** |
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| **Special Duties Teachers** | **Post Title / Duties** |
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| **Adult Education** | **Post Title / Duties** |
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**Summary of Teaching Staff**

**Number of Teachers on Staff: Total: Male: Female:**

**Number of Permanent Whole-time Teachers (including CIDs):**

**Number of Permanent Part-time Teachers:**

**Number of Fixed Term Whole-time Teachers:**

**Number of Fixed Term Part-time Teachers:**

**Number of Secretary (s): Cleaner (s): Caretaker (s):**

**Subject Teachers**

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| **Teacher Name** | **Subject** |
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**School Policies**

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| --- | --- | --- |
| **Policy Title** | **Date adopted by Board** | **Date of Next Review** |
| Admissions & Participation Policy incorporating procedures for transferring from another second- level school **– see full policy at Appendix 2** |  |  |
| Child Protection Policy **– see Appendix 3** |  |  |
| Anti-bullying Policy **– see full policy at Appendix 4** |  |  |
| School Code of Behaviour and Disciplinary Policy – see **full policy at Appendix 5** |  |  |
| List all other policies |  |  |
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**School Calendar – See Appendix 6**

**Admission Criteria**

**(Extract from Admissions Policy)**

**Student Transfers from other Second-Level Schools**

**(Extract from Admissions Policy)**

**School’s Pastoral Care Structures/Supports**

**Details of Special Needs Provision**

**School Organisations**

**Parents’ Association – Structure, Officers, etc.**

**Student Council – Structure, Membership, etc.**

**Other**

**Student Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year Group** | **Total** | **Boys** | **Girls** |
| **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 – Year 1** |  |  |  |
| **Post Leaving Certificate – Year 2** |  |  |  |
| **Post Leaving Certificate – Year 3** |  |  |  |
| **Total** |  |  |  |

**School Enrolment – Last 10 Years**

|  |  |
| --- | --- |
| **Year** | **Enrolment** |
| **1998/1999** |  |
| **1999/2000** |  |
| **2000/2001** |  |
| **2001/2002** |  |
| **2002/2003** |  |
| **2003/2004** |  |
| **2004/2005** |  |
| **2005/2006** |  |
| **2006/2007** |  |
| **2007/2008** |  |
| **2008/2009** |  |
| **2009/2010** |  |
| **2010/2011** |  |
| **2011/2012** |  |
| **2012/2013** |  |
| **2013/2014** |  |
| **2014/2015** |  |

**School Self-Evaluation Reports – Appendix 7**

**School Improvement Plan / DEIS Action Plan – Appendix 8**

**School Plan – with date for next review – Appendix 9**

**Recent (2 years) school inspection reports – Appendix 10**

**Student Academic Achievements**

**(Percentage transferring to 3rd Level, recent performance in Junior Certificate and Leaving Certificate examinations – comparison with national averages)**

**Curriculum**

**Subjects offered at Senior Cycle**

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| --- | --- | --- |
| **SUBJECT** | **SUBJECT** | **SUBJECT** |
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**Subjects School would like to offer at Senior Cycle**

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| --- | --- | --- |
| **SUBJECT** | **SUBJECT** | **SUBJECT** |
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**Subjects offered at Junior Cycle**

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| **SUBJECT** | **SUBJECT** | **SUBJECT** |
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**Subjects School would like to offer at Junior Cycle**

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| --- | --- | --- |
| **SUBJECT** | **SUBJECT** | **SUBJECT** |
|  |  |  |
|  |  |  |

**List of Current PLC courses offered & delivered - see Appendix 11**

**Evening Class Programme – Appendix 12**

**Extra-Curricular Activities – Student Involvement / Achievement**

**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** |  |
| List other specialist rooms |  |
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| List of sports facilities |  |
|  |  |
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**Urgent teaching and learning accommodation needs**

**Medium-term teaching and learning accommodation needs**

**Finance**

**Budget allocation for current school year:**

**Budget for current school year – see Appendix 12**

**Main items of expenditure:**

**Are there other school accounts in existence?**

**Balance in each bank account**

|  |  |
| --- | --- |
| **Account Name** | **Balance** |
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**Any financial challenges facing the school**

**Four Key Strengths of the School**

**1.**

**2.**

**3.**

**4.**

**Four Opportunities for the School**

**1.**

**2.**

**3.**

**4.**

**Four Non-Financial Challenges Facing the School**

**1.**

**2.**

**3.**

**4.**

**Four Threats to the Future of the School**

**1.**

**2.**

**3.**

**4.**