



BCS School Improvement Plan

2023-2024

Work completed Sept 2022 – May 2023

Completed September 2023

This plan is based on Feedback received from Staff, Students & Parents

The following categories are discussed below:

1. Review of School Cleaning
2. School Uniform Improvement
3. Communication
4. School Attendance Improvement
5. Discipline Procedure Improvement
6. Numeracy Committee
7. Literacy Committee
8. Green Schools Initiative
9. Yellow Flag / Diversity
10. Wellbeing
11. Enhancement of Academic Attainment
12. Curriculum
13. School Policy Development Review
14. Student Voice
15. Junior Cycle
16. School Policy Development
17. Junior Cycle

Category	Recommendation	Relevant Action	By Whom	When reviewed	Achieved or not achieved	Relevant for SIP 2023-2024
Review of School Cleaning	Review of cleaning arrangements at BCS & in line with Covid-19 guidelines and extended school building	<ul style="list-style-type: none"> • A revised cleaning plan for BCS to be planned & implemented. • Designated areas to be reviewed and outlined to cleaning staff – schedule to be created in consultation with staff • Regular meetings with the ancillary staff to discuss cleaning enhancements in line with additional areas. • Deep cleaning opportunities planned for midterm and holiday periods throughout the year 	Senior Management & Cleaning Staff	Ongoing throughout the year	Yes	Yes / Ongoing

Communication	Recommendation	Relevant Action	By Whom	When reviewed	Achieved or not achieved	Relevant for SIP 2023-2024
	Continue weekly staff newsletter	Weekly newsletter continued and emailed to all staff every Friday evening	Denis Maria All staff	Weekly	Yes	Yes
	Continue VSWare dashboard notices.	Notices continued	Denis Maria All staff	Daily	Yes	Yes
	Further develop use of school phone app	Increased use of phone app & measure increased use. Uploading facility to be extended to all staff Continued use and linked to school website	Ann Bennett & phone app committee School office	Daily	Yes	Yes
	Further extend use of school text	Continued use.	Administration staff, SMT, all staff with relevant privileges	Daily	Yes	Yes
	Continued use of WhatsApp groups for Staff Committees	Use of relevant subject dept, committee or subcommittee groupings	Each respective Subject Dept, Committee or sub committee	Ongoing	Yes	Yes

	Further extension of the use of the staff email through Office 365.	Reinforcement by IT Committee	All Staff & Management	Ongoing throughout school year 22-23	Yes	Yes
	Correspondence between Students and Teachers via Office 365 & Email	Continued use of subject Teams by all teachers	All subject teachers	Ongoing throughout school year 2022-2023	Yes	Yes
	Continued development of use of Study Clix as a revision/study tool for teachers and students	Employment of StudyClix revision system	Relevant Post Holder	Annually – monitored through the year	Yes	Yes
	Develop the potential for Office 365 Survey of Whole Staff and all stakeholders.	Establish Office 365 forms to communicate and survey staff, parents, and students	Senior Management, IT department and relevant year heads	Ongoing throughout school year 2022-2023	Yes	Yes
	Continued blended learning review and implementation for unanticipated school closures.	Students having access to schoolwork on Office Teams	IT department, Teaching staff & students	Ongoing	Yes	Yes
	Continue use of virtual PT scheduler (PMO Systems)	Use of PT Organiser to schedule online or face/face meetings through Teams or in person	Deputy Principal, Relevant Year head and IT department	Ongoing	Yes	Yes

	Continue use of email year groups to facilitate communication with parents.	Using Outlook to establish email groupings for year head and Senior Management	School administration and relevant Year head	Ongoing	Yes	Yes
	Online application for admission of new students	All relevant admissions documents to be available on website and to be submitted online to the school office. All offers of places to be offered and accepted through email.	Senior Management, IT department, school administration	October 2022 to January 2023	Yes	Yes
	Development of our School App	Continued development of school app to automate absent notes and requests from parents for students to leave during the school day, linked to VS Ware	Senior Management. Year heads and Tutors, attendance officer	Daily	Yes	Yes
		Introduction of using school app for all consent forms at the beginning of school year and for all school activities and trips	Senior Management. Year heads, Tutors, relevant subject teacher	Currently under review Daily throughout the		Yes

		Introduction of Easy Pay to allow payment by parents for all school events, contributions etc.	Administrative staff & Senior Management	school year		Yes
School Uniform Improvement	Recommendation	Relevant Action	By Whom	When reviewed	Achieved or not achieved	Relevant for SIP 2023-2024
	Continue monitoring the improvement in the day to day wearing of the full and appropriate uniform	Information to be relayed to all stakeholders of BCS on the mandatory wearing of correct uniform for all students via school App, website, text.	SMT Year Heads/Tutors Class Teachers	Ongoing	Yes	Yes
	Reinforce a pride in the wearing of the uniform, shared ownership by students, parents and staff of pride in the uniform	Daily checks to ensure uniform is worn correctly. Uniform to be worn on all school trips / excursions.	Tutor/ Year Head and subject teachers	Daily	Yes - ongoing	Yes
	Ongoing review of figures relating to students not in full uniform	All discrepancies to be recorded on VSWare during tutor and SMT checks and acted on immediately through calling home or issuing of uniform items	Subject Teacher Tutor Year Head SMT	Daily & Weekly at Year Head meetings	Yes - ongoing	Yes

	Whole school annual review of uniform at BCS	In consultation with all stakeholders a review of both School & PE Uniform.	Parents Council Student Council Whole staff SMT / BOM	May 2023	Yes - ongoing	Yes
	That uniform is worn at all BCS school related activities both inside and outside the classroom	A condition of travelling to or participating in any school extracurricular event is that appropriate and correct uniform is worn. Full school uniform is to be worn during school and state exams.	Whole Staff SMT	Daily	Yes - ongoing	Yes
	Emphasis on this rule during school assemblies at the end of the year to all students of BCS. Communicate to parents and students the consequences as outlined in school rules	SMT and Year heads to reemphasize the uniform components and the necessity to wear the full and correct uniform at all times. Communicate the relevant school rule relating to uniform	SMT Year head Tutors SMT Year head	End & beginning of academic year. Ongoing throughout the academic year	Yes ongoing. Yes ongoing.	Yes Yes

Category	Recommendation	Relevant Action	By Whom	When reviewed	Achieved or not achieved	Relevant for SIP 2023-2024
School Attendance Improvement	Ensuring that attendance in all classes by all students is recorded in a timely fashion.	All teachers complete class rolls on VSware at the start of class daily.	Tutors, class teachers	Daily	Yes & ongoing	YES
	Improving the accuracy of our attendance records on VSware.	Timely and accurate inputting of attendance data at the start of each class & daily monitoring of VSware. Daily communication with teachers via email regarding AWOL alerts to avoid and correct errors	Class teachers, tutors, Attendance officer,	Ongoing	Yes & ongoing	YES
	Ensuring that each part of our school day is justifiably recorded.	Cumulative attendance details monitored and recorded daily.	Class teachers, Tutors, Attendance officer, SMT	Ongoing	Yes & ongoing	YES
	Monitoring class rolls.	Daily monitoring of VSware	Attendance officer	Ongoing	Yes	YES
	Monitoring student attendance to class.	Daily monitoring of VSware. Unexpected absences reported to Year-heads. Daily communication with class teachers regarding class rolls.	Class teachers, Year-heads, Attendance officer	Ongoing	Yes	YES
	Identifying and reporting missing in a timely fashion.	Daily monitoring of VSware.	All staff	Ongoing	Partially & ongoing	YES
	Accurate recording of explained lateness and unexplained lateness to	Inputting accurate attendance code into VSware for each class.	Class teachers	Ongoing	Yes	YES

	class.					
	Documenting and reporting of unexplained lateness.	Report of L2s compiled and provided to year-heads every month.	Attendance officer	Ongoing	Yes	YES
	Reduction of unexplained lateness across all year groups.	Clear communication of attendance procedures and consequences. Collaboration with SMT & Head of Discipline.	Attendance officer, class tutors, year-heads, pastoral care team, SMT, Head of discipline, parents	Ongoing	No	YES
	Reinforcing signing-in and signing out procedures with students.	Define clear sign-out procedures and consequences. Communicate procedures with staff, students and parents.	Class tutors, Year-heads	Ongoing	Yes	YES
	Increased and consistent communication with parents regarding attendance procedures.	Communicate attendance procedures and consequences clearly to parents.	Class tutors, Year-heads, Attendance officer, SMT.	Ongoing	Yes	YES
	Ensure consistent timing of absence notifications to parents.	Morning roll to be completed before 08:50am. Absence notification to be sent by 9am.	Class tutor, School App, Attendance officer	Ongoing	Yes	YES
	Elimination of inaccurate attendance notifications to parents.	Texts to be based on the roll of the first class on VShare.	All staff, Attendance officer	Ongoing	No	NO
	Communicate procedures for marking students attending a school activity.	Distributing procedures via email and giving demonstrations during staff meetings	Attendance officer	Ongoing	Yes	NO

	Accurately and consistently record students absent from class due to a school activity	Teachers to create groups on VSware for activities and complete roll for activity before leaving	All staff	Ongoing	Ongoing	YES
	Reduction in school absences	Communication between school, students and parents. Letters to be sent to parents/guardians informing them of 10+ and 20+ day absences. Attendance Awareness Week in February.	Attendance officer, year-heads, tutors, pastoral care team, SMT, parents	Ongoing	Ongoing	YES
	Attendance reporting to Tusla	Students with 20+ absent days and total absences to be reported to Tusla using Tusla online portal.	Attendance officer	Bi-Annual	Yes	YES
	Notifying parents of 10+ and 20+ day absences.	Text/Email to be sent to parents regarding 10+ day absences. Letters to be sent to parents/guardians informing them of 20+ day absences.	Attendance officer, tutors, year-heads	Ongoing	Yes	YES
	Utilising relevant attendance features on VSware to track and monitor students attendance and progress.	Creating attendance reports. Gathering stats on students and year groups. Identifying issues and trends. Monitoring progress.	Attendance officer	Ongoing	Yes	YES
	Compile attendance documentation and reports for students.	Creating attendance reports and stats. Identifying issues, trends and monitoring progress using VSware attendance data.	Attendance officer	Ongoing	Yes	YES
	Timely and accurate submission of	Weekly monitoring of the online	Attendance officer,	Ongoing	Ongoing	YES

	online attendance notes to explain absences, lateness and leaving school.	notes system. Communicating with tutors, year-heads, students and parents re online notes.	class tutors, year-heads, parents, SMT			
	Monitoring of PM attendance	First PM class is used for the official PM roll. VSware is monitored daily. Daily communication with teachers regarding their class rolls. Notification is sent to parents/guardians if their son/daughter is unexpectedly absent. Unexpected absences reported to Year-heads.	Class teachers, School App, Attendance officer	Ongoing	Ongoing	YES
	Introduction of PM notification for parents to report unexpected PM absences	A notification is sent via the school app to parents if their son/daughter is reported as unexpectedly absent in the PM	Class teachers, School App	Ongoing	Ongoing	YES

Category	Recommendation	Relevant Action	By Whom	When reviewed	Achieved or not achieved	Relevant for SIP 2023-2024
Discipline Procedure Improvement	Create a list of supervisors for after school detention	Create list and place on notice board in staffroom	Colm Perrott	Annual	Y	Yes
	Improve communication between year heads over scheduling of detentions	Encourage the use of emails to keep a record of communication	Year heads Colm Perrott	Ongoing	Y	Yes
	Introduce a system on VS-Ware where students are easily added to a detention list	Create a group for each detention on VSware	Colm Perrott	Monthly	Yes-Ongoing	Yes
	Provide training to Year Heads on how to add students to a VS ware group.	Arrange a training session for year heads to show the protocols in adding students to a detention group	Colm Perrott	Annual		Yes
	Create an updated bank of differentiated work for students	Liaise with subject teachers and compile suitable work	Colm Perrott	Annual	Ongoing	Yes
	Introduce online record keeping for all suspensions and detentions	Create a secure file to record all relevant data	Colm Perrott	Ongoing	Ongoing	Yes
	Keep a record of numbers of suspensions for Tusla returns	Keep records of suspensions	Colm Perrott	Ongoing	Ongoing	Yes
	Securely store records of any	Keep records of same and	Colm Perrott	Monthly	Ongoing	Yes

	bullying incident.	forward to BOM				
	Revise classroom management and discipline protocols with all staff members on the return to school in August	Give a presentation on current classroom management procedures	SMT	Annual	Y	Yes
	Set up a committee and review the code of Behaviour	Set up meeting with Committee to discuss any changes to the Code of Behaviour	Colm Perrott, Michelle Ryan, Eoin MacCraith, Maria O'Brien	March 2022	Y	Yes
	Compile a list of sanctions that teachers can use as forms of classroom management.	Create a list of sanctions in line with the Code of Behaviour and include in the teacher handbook	Colm Perrott Maria O'Brien	August 2022	Y	Yes
	Update Teacher Handbook in relation to Discipline procedures	Maria to include updated procedures in teacher Handbook	Colm Perrott Maria O'Brien	August 2023	Y	Yes
	Update code of behaviour to include Yondr Pouch and sanctions	Presentation to staff and updated in handbook.	Maria O'Brien Colm Perrott	August 2023	Y	Yes
	Digitalise documentation in relation to discipline and upload to student file on VS-ware where relevant	Scan and correspondence that is being sent home and upload to VS-Ware	Colm Perrott	September 2023- ongoing	Y	Yes

	Reinforcement of our Positive Behaviour system with Merit Sheets	Each year head deciding an appropriate reward system.	SMT / Year Head / Tutor	Ongoing	Y	Yes
Category	Recommendation	Relevant Action	By Whom	When reviewed	Achieved or not achieved	Relevant for SIP 2023-2024
Numeracy Committee	Inventory of Maths Department Equipment and resources	Invest in resources that may be required	Maths Department teachers	Annual	Achieved	Yes
	Review and update the list of numeracy terms for the school newsletter	Review the list of numeracy terms being used for the newsletter and determine if they need to be changed or updated	Alan L	Annual	Achieved	Yes
	Numeracy break in Junior Cycle classes	With the permission of class teachers, implement a 10-minute numeracy break in Junior Cycle classes on a planned day of the week – teachers allow the students to do numeracy puzzles, games, etc.	Stuart B and Sophia B	After October mid-term to Christmas	Achieved	Yes
	1 st Year Numeracy activities	Design some numeracy activities that 1 st Year students could undertake using questions from the 5th and 6th	Alan L and Stuart B	September to October mid-term	Achieved	Yes

		class Busy at Maths workbooks.				
	2 nd Year and 3 rd Year Numeracy activities	Create and give the 2 nd Year and 3 rd Year students some numeracy puzzles and word problems to solve. These included Sudoku, the Magic E and others.	Jamie K and Sophia B	September to October Mid-term	Achieved	Yes
	Reinforcement of agreed practices	Email to be sent to all teachers at the beginning of the year highlighting the importance of writing the date on the board at the beginning of each day in a specific format so that students would be able to familiarise themselves with it. Teachers asked to return student exam results as fractions and to allow students to work out the percentage themselves.	Alan L	September	Achieved	Yes
	Questionnaire for Maths Department	Ask members of the Maths Department to identify the strategies currently used to promote Numeracy - Maths Olympiad, Maths Week, Maths Enrichment Programs.	Stuart B	January 2023	Achieved	Yes

	Highlight keywords and definitions associated with mathematics and numeracy	Develop a Maths language to be agreed on by the Maths Department teachers and presented to all teachers in the school.	Alan L, Stuart B and Sophia B	January 2023	Ongoing	Yes
	Maths Week 2022	Numeracy based activities to be included in Maths week such as Maths Bingo, Quizzes, Numeracy Moments, Countdown, maths trails and the Sweets in the jar competition.	Maths Department	October 2022	Achieved	Yes
	Develop a puzzle/games club	A cards lunchtime activity for students.	Sophia B	September 2022	Achieved	Yes

Category	Recommendation	Relevant Action	By Whom	When reviewed	Achieved or not achieved	Relevant for SIP 2023-2024
<p>Enhancement of student literacy</p>	<p>1. 'Lyrics on the lap'</p>	<p>Display of themed frames of content ie Wellbeing Week featuring frames with a visual and accompanying text to highlight the theme of wellbeing...See examples curated for Denis</p>	<p>Display of themed frames of content ie Wellbeing Week featuring frames with a visual and accompanying text to highlight the theme of wellbeing...See examples curated for Denis</p>	<p>On-going At our literacy meetings and at regular intervals with the transition year student working group</p>	<p>We strive to ascertain the success of the project through Informal feedback of students regarding the extent to which they take note of the frames. There is however a need to formalize this process in the form of questionnaire s/reading</p>	

					tests to ascertain the degree of student engagement.	
	2.Recommendation Displaying of student work in local library	Relevant Action The curating of some of student work from English class to be displayed in the library at the end...to connect possibly with the travel writing festival	By whom Angelina	When reviewed- August/September 2023	Achieved or not achieved- The students' work was displayed last year in May 23	Relevant for year 23-24
	3.'Word of the week'	To create an environment in the school where a key word is embraced by the whole school community over a particular week. MrsWordsmith 10 Calendars will displayed in particular sites around the school and at reception ensuring student exposure to the specific key word during that week.	Literacy committee	September 2023 With the continued building work through last year, we were unable to display these calendars but Walter, one of	10 calendars sanctioned and displayed. A work in progress as of now. Waiting for the caretaker to put them up.	

				our caretakers is looking at a swiveling pole prototype for this year		
	4.Literacy Notice Board	The positioning of a Literacy Notice Board displaying recommended reading for particular year groups, library info etc	Anna and Ellen	October 23	Yes, it has been positioned beside the science labs and was there for Open night in October.	
Category	Recommendation	Relevant Action	By Whom	When reviewed	Achieved or not achieved	Relevant for SIP 2023-2024
Green Schools Initiative	Form New Committees And appoint key roles.	-Inform all year groups about the formation of new committee. -Form committee -assign positions	Paul/Ann Elaine/Aoife	Oct	Achieved	Yes
	Recycling Bins Up & Running	-Return the lids with a label to each classroom green bin. -remind all staff and students of basic recycling guidelines	Management – Teacher Committee & TY Group	Dec and March	Achieved	Yes

		-Yellow labels to stop used coffee cups being thrown into recycling bin.				
	Environmental Review	-get a water reading from meter and calculate water usage per school member -count the number of toilets and sinks -identify areas of concern	Teacher Committee Junior and Senior Committees TY Module	Nov	Achieved	Yes
	Litter Picking	-regular litter picking with TY groups	TY - Gaisce TY Module	Sept to May	Achieved	Yes
	Read Water Meter Regularly	Contact Liam Buckley regarding reading the water meter regularly	Ann O Sullivan Liam Buckley – Waterford County Council	Sept to March	Achieved	Yes
	GS Notice Board	-update the notice board regularly	Student committee Green Schools staff	Sept to March	Achieved	Yes
	World Toilet Day	-Publicize World Toilet Day	Student Committee	Nov	Achieved	Yes
	Water Ambassador Training and implementation	-Application to Water Application programme. -Training of same Planning and implementation of programme	TYs	Oct	Achieved	No

	Water Poster Comp	-During Action Week all junior students are invited to enter a Water Awareness poster competition. Prizes are given for top 3 entries	All staff Art Department	March	Achieved	No
	Cake Sale Fundraiser Trocaire	_water Ambassadors organise and implement a fundraising cake sale to raise money and awareness of inequalities in sanitation and water supply in the world	GS committees	Dec	Achieved	No
	Water bottle survey	-During Action Week the TY students surveyed students to find out the % of students using reusable water bottles	Junior Committee	Dec, January, February	Achieved	yes
	Think before you flush	- Run a “think before you Flush” campaign for the whole school. Posters on all toilet doors and notices over the intercom and school app.	Water Ambassadors and student Committee	February/March	Achieved	No
	Walk for water	-GS committee complete a 6km walk for water carrying 5L of water to raise awareness of the inequalities of water in the developing world. It symbolizes children and women walking to get fresh water every day.	All committee members and GS teachers	March Action Week	Achieved (Achieved on smaller scale due to weather)	No
	Meet with Lismore tidy towns	-Green schools do a bank clean	Paul, Ann, Elaine	Feb	Achieved	Yes

		and water quality testing.	and Aoife GS Committee			
	Advertise what we are doing (school app, instagram, Dungarvan Leader)	-Regular updates on social media of all of the work we are carrying out.	GS Committee Teachers Ann Bennett	Ongoing	Ongoing	Yes
	Water action Week	Several activities carried out for Water Action Week	Staff, All students All Committees	Action Week March	Achieved	Yes
	“Turn it off” campaign	_run a turn it off campaign for the whole school	GS committees Water Ambassadors	Action Week March	Achieved	yes
	Green School Application for second flag	Upload all requirements for the application of work completed over two years	Ann, Paul and committee	March	Achieved	Yes

Category	Recommendation	Relevant Action	By Whom	When reviewed	Achieved or not achieved	Relevant for SIP 2023-2024
Yellow Flag	Meet Diversity Committee	Meet last years members and recruit any new members interested	YF staff	May 2023	Yes	Yes
	Welcome students from Ukraine	Students from Ukraine to be met, given tea and coffee. We will chat informally and welcome them into BCS in a friendly and encouraging manner.	Caroline / Lucie	Nov. 2022	Yes	Yes
	Anti Racism Policy	Devise an anti Racism policy for BCS.	YF staff, Diversity Committee, Management.	Nov 2022	Yes	Yes
	YF Diversity Tree	Identify a suitable place in the school designated to YF. All students to decorate a hand and these to be used as leaves. A tree base to be made by the woodwork dept and the Yellow Flag lettering to be made by the engineering dept.	YF staff, Diversity Committee, Woodwork and Engineering Dept.	February 2022	Yes	Yes
	YF week	A week in April to be set aside as YF week. It will be a	YF staff, Diversity Committee, whole	April 2022	Yes	Yes

		celebratory week with music, events and fun whilst raising awareness of YF and promoting our anti racism policy.	school			
	Diversity Code	A Diversity code unique to BCS will be devised by students from SPHE class in BCS and the best one will be chosen. A student will be chosen to do the art work.	SPHE classes, Luca Madden	April 2022	Yes	Yes
	Receive Yellow Flag	Following YF inspection, receive YF status	YF staff, Diversity Committee, YF leaders	May 2022	Yes	Yes
Category	Recommendation	Relevant Action	By Whom	When reviewed	Achieved or not achieved	Relevant for SIP 2023-2024
WELLBEING	Run events each term	Plan a calendar of events to ensure an event take place each term.	Sub-Committee	May 2023	Yes	Yes
	Wellbeing Week	Planning of week, collaborating with and involving as many departments	Sub-Committee & Student Voice	November 2022 / After Event	Yes	Yes

		as possible				
	Support Yellow Flag initiatives	Liaising with the yellow flag committee and support events and initiatives during SPHE and CSPE classes	Catherine & SPHE/CSPE teachers	May 2023	Yes	Yes
	Support and promote Attendance Awareness week	Liaising with the attendance awareness committee and support events and initiatives during SPHE and CSPE classes	Catherine & SPHE/CSPE teachers	May 2023	Yes	Yes
	Wellbeing boards to be rehung	Discuss with management and caretaking staff re placement of the wellbeing boards. Organise framing and painting with caretaking staff	Catherine	May 2023	Yes	No
	Positive quotes to be placed on main stairs	Staff surveys to get suggestions and select quotes to be used. Contact printer about prices and get costs approved by management. Staff survey to agree on layout and colours to be used. Liaise with printer re fitting.	Sean Murphy	September 2023	Yes	No
	Organise Mindful May	Make a list of suitable events and themes for each week. Plan activities and competitions. Get approval	Sub- Committee & Student Voice	May2023	Yes	Yes

		from management re any costs. Liaise with and get as many departments as possible involved in events e.g PE/SPHE/CSPE/senior RE				
	Reintroduction of the Colour run	Liaise with AnnMarie and Tina about possibility of reintroducing the colour run and running it in collaboration with Sports day	Catherine to collaborate with AnnMarie and Tina	May 2023	Yes	Yes
	Organisation of Sports day	Picking dates and planning activities. Booking of inflatables and planning of back up date in case of bad weather. Organising timetable for students and staff.	Catherine and the PE department.	May 2023	Yes	Yes
	Introduction of “Hidden Hero”	Each teacher and student have the opportunity to acknowledge Random Acts of Kindness as they happen throughout the school	All staff and students. Coordinated by Aoife Dowd	Jan 2023	Yes	Yes / Ongoing
	Positive experience of P/T Meetings with both students and parents	Students attend all Part / Teacher Meetings with parents	Relevant year group / Parents / Staff	Annual	Yes	Yes / Ongoing
	Create positive link with Family and School Community for	Debs reception for students, parents, grandparents and	Staff, parents,	Annual	Yes	Yes /

	Debs Ball	peers.	grandparents etc.			Ongoing
	Leaving Cert Wellbeing / Graduation Day	Organise Leaving Cert & Staff Breakfast followed by Fun Activities to promote “feel good” element prior to exams.	All staff and 6 th Year Students	Introduced May 2023	Yes	Yes / Ongoing

Category	Recommendation	Relevant Action	By Whom	When reviewed	Achieved or not achieved	Relevant for SIP 2023-2024
Enhancement of Academic Attainment	Updated analysis of Academic Performance	Statistical Analysis of JC & LC results with comparison with National Averages	SDP Team & Senior Management Team	Annual	Yes	Yes / Ongoing
	Comparison of results with previous years	Related comparison completed	SDP Team & Management Team	Annual	Yes	Yes / Ongoing
	Emphasis on Studyclix as a resource for all subjects	Investment and encouragement of students re Studyclix	Catherine McCraith Ann Bennett Denis Ring	Annual	Yes	Yes / Ongoing
	Positive reinforcement of high academic performance	Awards night and media acknowledgement of achievement	Maria O Brien & Committee Denis Ring Ann Bennett	December 2022	Yes	Yes / Ongoing

			Maurice Geary			
	Management involvement in P/T meetings	Split classes into 4 groups – Year Head & Principal with 2DPs to encourage & advise Students/Parents	Relevant Year Head Principal Deputy Principals	Relevant P/T Meetings	Yes	Yes
	Reinforcement of student mentoring Scheme	Each LC student has a teacher mentor to look after, encourage, guide & support	Relevant members of Teaching Staff	All year at 4/5 week intervals	Yes	Yes
	Emphasis and encouragement on Evening / Saturday /School Break Study	Encouragement to participate in Evening Study 4-8pm Saturday Study 9-1pm Mid-Term / Christmas / Easter Study 9-1pm Daily	Sarah-Jane Mulcahy Administration Staff	Annually	Yes	Yes
	Motivation of Parents & Teachers	Organisation of a Mentoring Night	Maria O’Brien Catherine McCraith	January 2023	Yes	Yes
	Monday Meetings updates	Briefing at beginning of each Monday meeting	Denis	Weekly	Yes	Yes
	Notice of Planning	Continual update of School Calendar of events	Denis	Weekly	Yes	Yes

Category	Recommendation	Relevant Action	By Whom	When reviewed.	Achieved or not achieved	Relevant for SIP 2023-2024
Curriculum	Continued payment of membership of teacher associations.	Invite all teachers to join associations	Principal & all Subject Teachers	As applicable during the year	Yes	Yes
	Continued focus on differentiated Learning	Incorporate within all classes	All Staff	Annually	Yes	Yes
	Incorporation of all DES Inspection Positive comments & Recommendations in staff handbook	Ensure all positive comments & recommendations are included in staff handbook	Principal	Annual	Yes	Yes
	Sharing of teaching expertise at staff meetings & staff handbook	Include in staff handbook	Principal	Annual	Yes	Yes
	Up to date review of TY Plan	Updated by TY coordinators	TY Coordinators & Programme Coordinator	Annual	Yes	Yes
	Provision of access to subject association related revision courses e.g UCC	Relevant subject teachers provide opportunities for students to attend	Relevant subject department teachers	Annually	Yes	Yes
	Reviewing of the timing of both Christmas & Pre-examinations	Agree with relevant Subject convenors, Year Heads & AP	All Staff & Management	Annual	Yes	Yes
	Use of study clix at whole school level for T & L &	Agree with Assistant Principals /Year Heads & Subject	All staff, students, parents &	Annual	Yes	Yes

	revision tool	Convenors & disseminate among staff & students	management			
	Provision of a senior mentoring night re CAO, college preparation, nutrition, finance , well- being etc	Coordination of Parents' Evening re same	Deputy Principal – Maria O'Brien Career Guidance - Marianne Landers Wellbeing Coordinator – Catherine Ahearne	Annual	Yes	Yes
	Clear identification of key assigned weeks for All Subject areas/events	*Seachtain na Gaeilge * Anti-bullying week * Science week * Wellbeing week * Maths week etc.	The relevant Department or Sub-Committee	Annually	Yes	Yes

		*Plan Review and update		Annual		
	*School Self Evaluation Plan	*Plan review and update	SJM / DR and whole staff	Annual		
	*School Improvement Plan					
	*Review Homework Policy	*Policy Review and update	Whole Staff	Oct. 2022		
		*Plan Review and update	Guidance Dept. and Whole Staff	Aug. 2022		
	*Review Guidance Plan					
		*Statement Review and update	CP and Whole Staff	Annual		
	*Health and Safety Statement					
		*Policy Review and update	SDP Committee and Whole Staff	Annual		
	*Critical Incident Policy					
		*Checklist Review	SDP Committee	Annual		
	*Checklist of Child Protection Policy review					
		*Checklist Review	SJM and Whole Staff	Sept. 2022		
	*Subject Dept. Policy Checklist					
		*Perform Assessment	All staff and subject departments	Dec. 2022		
	*Risk Assessment of Rooms					
		*Review and update	SMT	May 2023		
	*Covid Risk Assessment Policy and Ass. Documents					

	*Code of Behaviour Policy *Protocols for Meetings with Parents and Guardians *Acceptable Usage Policy – Incorporating Remote Learning	*Review and update *Creation of same *Review and update	Whole Staff Whole Staff Ann B. and Whole Staff	Feb 2023 May 2023 May 2023		
Design of relevant Policy Documents	Creation of Smart Phone and Wellbeing Policy	*Committee created from all stakeholders to research and develop new policy	*Committee / Whole Staff / BOM	Sept. – May 2023	Yes	Yes
Category	Recommendation	Relevant Action	By Whom	When reviewed	Achieved or not achieved	Relevant for SIP 2023-2024
Enhance Role of Student Voice	That the Student Voice have an active role in the school	Elect representatives from each year group	Geraldine O’ Flynn and Student Voice Committee	Annual	Yes	Yes
	Refer to Student Voice re ongoing School issues/policies /events	Refer to/consult with Student Voice in policies and school activities	Whole school Management Sub committees	Ongoing	Yes	Yes
	That the Cairde have a significant school input	· The Cairde receive training in Leadership · The Cairde work with 1st Years · The Cairde	· Pastoral Care Team / Wellbeing Team Relevant	Ongoing throughout the	Yes	Yes

		sustain links with 1st Yrs all year	Year Heads Management	year		
	That students represent the school at significant occasions	· Speak at Open Night ·and partake in all public school events	· Principal and relevant organising committees	Ongoing	Yes	Yes
	Head Boy / Head Girl	· Election of Both School representatives at public events	· Principal Organising Committee	October 2022 Ongoing Throughout School Year	Yes	Yes
Category	Recommendation	Relevant Action	By Whom	When reviewed	Achieved or not achieved	Relevant for SIP 2023-2024
Junior Cycle	Familiarise staff with the new JC terminology.	Compile a list of all new terminology within the Framework for Junior Cycle 2015	SJM	Sept. 22	Yes	Yes
	Create CBA Timetable to facilitate all subjects and use of Computer Rooms and COWs	Survey given to staff in May, compiled results and informed staff.	SJM	Annual with the plan to create a permanent one	Ongoing as there have been changes to CBAs due to Covid-19	Yes
	Bring the JC to the staff in the most accessible way possible	Create Room Posters for all rooms	SJM	Renewed Annually	Yes	Yes

	Register All, including new, staff for CPD	On JCT Registration	SJM	Oct. 22	Yes	Yes
	Ensure all staff are attending cluster days	To take place online	SJM	Happened Jan 2023	Yes - Online	Yes
	Inform staff of the collection of CBA results	Liaise with Katriona to ensure VSWare entries are available	SJM	Ongoing throughout year	Yes	Yes
	Create AOL Specific Email address	aolteacher@blackwatercs.com	SJM and Ann Bennett with SolveIT	Ongoing	Yes	Yes
	Acknowledge the need to collect AOL's for JCPA	Create AOL Booklet / Workbook for CSPE Teachers Meet with CSPE Teacher Group	SJM	Oct. 2022	Yes	Yes
	Entering CBA results	Entered through VSWare on reports by subject teacher Entered on VSWare for syncing with PPOD	SJM and Katriona O'D	Throughout Year	Yes	Yes
	Inform staff on the correct running of SLAR meetings	Keep staff informed of all new videos / information on SLARs issued by NCCA and JCT	SJM	Throughout Year	Yes	Yes
	Second Subject Rounds	Register all teachers for their second subjects to run in November / December 2022	SJM	Sept. 22	Yes – online CPD	Yes

	Changes due to Covid-19	Advise staff on all changes to CBA or AT due to Covid-19	SJM	Changing throughout the year	Yes - ongoing	Yes
	L2LP Student Register	Register all L2LP students on PPOD	SJM and Emma B / FOC / AN	Jan 23	Upcoming and ongoing	Yes
	Synchronise CBA results with PPOD	Set up on VSWare	SJM and KOD	Jan 2023	Yes	Yes
	Download JCPA	Use ESINET to download Certs	SJM	Feb – April 2023	Yes	Yes / Ongoing in future years
	Enter CBA descriptors on JCPA	Upload all CBA results onto JCPA as applicable	SJM	Dec. – Feb 2023	Yes	Yes / Ongoing for future years