

31st August 2016

Dear Co-ordinator

We hope that you and your colleagues enjoyed the summer break. We appreciate the great work and effort that you and your staff invest in your JCSP students. As the new academic year commences, the Professional Development Service for Teachers (PDST) would like to bring your attention to our JCSP professional development supports for the year ahead along with a number of relevant updates.

Autumn 2016 Programme of Professional Development

Enclosed is the PDST JCSP Calendar for the period of September to December 2016. Once again, we are delighted to have secured substitution cover for all teachers with a confirmed place on our in-service days. However, substitution cover is limited, and we regret that only teachers who are registered and have received confirmation by e-mail of their place, are guaranteed substitution cover. You can apply online for all in-service on the homepage of www.jcsp.ie

Newly Appointed Co-ordinators

Congratulations and best wishes on your new role! The Junior Certificate School Programme has many features (profiling, statements, initiatives, resources, DEIS /SSE planning) which are unique to the programme. We would strongly urge you to register for the in-service day for Co-ordinators, Principals, Deputy Principals, and Teachers new to JCSP, on the 29th of September in Dublin West Education Centre. You can apply for this in-service on the homepage of www.jcsp.ie.

Updates

We would be grateful if you could bring the following updates and resources to the attention of your colleagues. Further information on these and other areas will be provided to co-ordinators at our in-service days.

Allocation for JCSP

We would like to remind you that the additional time allocation for JCSP is provided for the co-ordination of JCSP and the facilitation of profiling, see circular CL25/2007. All circulars relating to the Programme are posted on the homepage of the website www.jcsp.ie.

Ordering Resources – 4 orders per year without mailing/delivery costs

The resources material request form is available to download on the homepage of www.jcsp.ie and the JCSP Co-ordinator should forward this form to jcspresources@pdst.ie. There is no charge for JCSP resources for JCSP students. Four orders will be provided to schools during the 2016-2017 academic year (in addition to the ordering of initiative materials) at no cost. However, additional orders will incur a delivery cost of €30.

Free Membership of the PDST/ JCSP Library Project Digital Library

We will provide you with an update on the PDST/ JCSP Library Project Digital Library in the next few weeks.

Access to SESS Library

PDST is providing free access to the SESS on-line library for all JCSP schools. This library provides a wonderful resource of support materials for teachers. To avail of these resources, please complete the enclosed application form. Further information is available from <http://www.sess.ie/book-borrowing> or through the SESS website www.sess.ie

Initiatives

Thank you to all those who have submitted their evaluations. We would ask that any outstanding evaluations be returned as soon as possible. We would like to remind you that all monies provided for initiatives must be spent on JCSP initiatives and all monies accounted for accordingly. Receipts must be retained in school and be available on request. Any monies not spent on the initiatives must be returned to JCSP. As part of our auditing procedures, this year we will be asking a random sample of schools to provide details and receipts of their expenditure. We have also amended the proposal and evaluation forms to gather greater detail.

We are pleased to inform you that applications are now being accepted online for 2016/2017 JCSP initiatives. Schools are invited to apply for a Christmas Celebration and a maximum of six initiatives in the school year. Applying for an initiative does not guarantee that it will be approved. All applications are subject to budget availability and receipt of outstanding initiative evaluations.

The closing date for receipt of proposal applications is the 6th of October, 2016. The Initiative Booklet is enclosed together with the Recommended Materials Booklet, which contains details of JCSP resources to be ordered and recommendations (based on initiative evaluations from school's experiences). Both are available to view online at www.jcsp.ie.

New Proposal and Evaluation Forms

Initiatives are designed to improve students' engagement or attainment in an area identified by their teachers. It is important that initiatives support identified targets in the school's DEIS or School Improvement Plan (SIP). The newly re-designed initiative proposal and evaluation forms assist schools and co-ordinators in strengthening the link between initiatives and DEIS/School Self-Evaluation Planning.

JCSP Statements

JCSP statements describe the skills, knowledge and attitudes which JCSP students can attain when engaged with the particular area of study named in the statement. The statement framework allows teachers to share learning outcomes and provide a framework for feedback thus enabling self and/or peer evaluation.

They might also be usefully included as possible actions to support targets in your DEIS or SSE plan.

Every effort should be made to link the initiatives chosen with the profiling of students. Profiling is at the heart of the programme, and an opportunity to acknowledge and reward student achievement is offered, by selecting appropriate statements from the subject areas and from the cross curricular domain of the JCSP Profiling System.

Resources

Following receipt of the letter of approval, you should order the JCSP resources required for running your chosen initiatives. These resources will be delivered free of charge. The resources material request form is available to download on the homepage of www.jcsp.ie and the JCSP Co-ordinator should forward this form to jcspresources@pdst.ie

Please note that:

- **Incomplete proposals will not be considered.**
- Initiative funding is awarded based on the quality, clarity and comprehensiveness of the application.
- Applying for an initiative does not guarantee that it will be approved.
- The subvention allocated to each initiative is only an indication of the funding to run the initiative. All initiative grants are budget dependent.
- The amounts of money available may well be reduced depending on the number of schools applying and the budget available. You will therefore only know how much is approved for your school when you receive your letter of approval.
- In relation to the following initiatives: Author in Residence, Artist in the Classroom, Reading Medley, Film-making, Handheld Gaming Device or Bodhrán - preference will be given to schools who have not received this initiative within the last 2 years. You may wish to consider alternative applications.
- In relation to “Top Ups” – preference will be given to schools who have not received this initiative in the past three years.

PDST Team Changes

PDST has undergone a number of staff changes within our JCSP team over the summer months. We would like to welcome Anne Grills and Marie Clynes who will be working on the JCSP team this year. We would like to thank Gráinne Dennison, one of our outgoing PDST advisors for her work in the programme. We would also like to thank Carrie Fonseca, Maeve Heffernan and Julie Doherty for their contribution to the programme.

Make-a Book

Changes are underway for the structure and organisation of Make –a –Book 2017. Further details about these changes, when finalised, will be shared when you attend in-service in October.

We would be grateful for your co-operation with regard to the following:

Update of school record form	Please complete the form online here or return the enclosed form by post. We require this information for planning purposes
Additional time allocation	We would like to remind you that the additional time allocation for JCSP is provided for the co-ordination of JCSP and for the JCSP teaching team meeting see circular 0005/2007 (www.jcsp.ie)
Initiative Evaluations	We would be grateful if you could return outstanding evaluations as they are required for auditing purposes

Dates for your Diary

Event	Date
JCSP Initiatives Application	Closing date 6 th October 2016
Final Profiling Date	Closing date Wednesday 26 th April 2017

Once again, sincere thanks for your continued co-operation and for your support of JCSP students.

On behalf of the PDST, I would like to wish you and everybody in your school community a happy and successful academic year.

Yours sincerely



Ciara O' Donnell
National Director PDST

*PDST - JCSP Team: Pat Coffey (Team Leader), Hazel Gannon, Christina Clarke, Marie Clynes. Anne Grills
Senior Librarian: Kathleen Moran
Administrators: Elaine Flynn, Jill Byrne, Dorota Ruszczak*

Junior Certificate School Programme

In-Service Calendar September to December 2016

Event	Venues	Dates
New JCSP Co-ordinators, Principals, Deputy Principals and Teachers An introduction to the implementation of JCSP. The day is open to all new JCSP Co-ordinators, Principals, Deputy Principals and Teachers who are new to the Programme.	Dublin West Education Centre	Thursday 29th September
JCSP Co-ordinators Meetings Support for Co-ordinators in implementing the JCSP in school. Recent updates and new initiatives will be outlined.	Cork Education Support Centre	Thursday 6th October
	Drumcondra Education Centre	Tuesday 11th October
	Limerick Education Centre	Thursday 13th October
	Dublin West Education Centre	Monday 17th October
	Sligo Education Centre	Thursday 20th October
Literacy in the DEIS context Planning and developing a whole school approach to Literacy in the context of a JCSP school.	Dublin West Education Centre	Monday 24th October
Numeracy in the DEIS context Planning and developing a whole school approach to Numeracy in the context of a JCSP school.	Cork Education Support Centre	Thursday 10th November

PLEASE NOTE YOU WILL BE INFORMED OF ANY CHANGES TO THIS CALENDAR

Times: Full day courses commence at 10.00am, registration at 9.30 am, and finish at 3.30pm.

If you are interested in attending any In-service courses please reserve your place at www.jcsp.ie

PLEASE NOTE: SUBSTITUTION COVER IS LIMITED. WE REGRET THAT ONLY TEACHERS WHO ARE REGISTERED AND HAVE RECEIVED CONFIRMATION OF PLACE BY EMAIL WILL BE GUARANTEED SUBSTITUTION COVER.



PDST JCSP Support Service
 Junior Certificate School Programme
 Blackrock Education Centre
 Kill Avenue
 Dún Laoghaire, Co. Dublin
 Tel: 01-2365000

PDST JUNIOR CERTIFICATE SCHOOL PROGRAMME

**UPDATE OF SCHOOL RECORDS
ACADEMIC YEAR 2016/2017**

JCSP CO-ORDINATOR NAME	MOBILE NO.	EMAIL ADDRESS	NEW TO JCSP? (Yes/No)

NUMBER OF PUPILS IN JCSP IN EACH YEAR:

1 ST YEAR		2 ND YEAR		3 RD YEAR	
MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
_____	_____	_____	_____	_____	_____

OFFICIAL SCHOOL NAME	
SCHOOL ADDRESS	
SCHOOL ROLL NUMBER	
PHONE NO.	
FAX NO.	

PRINCIPAL NAME	
PRINCIPAL EMAIL ADDRESS	
NEW TO ROLE/JCSP? (Yes/No)	
DEPUTY PRINCIPAL NAME	
NEW TO ROLE/JCSP? (Yes/No)	



Special Education Support Service Book Borrowing Online

School Application Form

The Special Education Support Service (SESS) is developing a Book Borrowing Online facility for teachers to use to support their continuing professional development in the teaching and learning of pupils with special educational needs.

School Details

School Name		Roll Number
Address		
Telephone		
E-mail		
School (please circle)	Special	Primary Second-Level

Once this School Application Form has been submitted, each teacher in your school can e-mail library@sess.ie to set up their own account.

Schools are required to pay Special Education Support Service a fee of €30 to register with the Book Borrowing Online facility and €30 per annum thereafter to maintain their registration. **Cheques for registration fee should be made payable to Special Education Support Service.** Please note that completion of this form serves as an undertaking of responsibility by the school in relation to books and resources borrowed by the individual teachers.

Up to three books per teacher can be borrowed for up to a period of three weeks.

Principal's signature: _____

Date: _____

Please return to: Special Education Support Service, Book Borrowing Online, Core House, Unit 6 – 8, Westpoint Business Park, Ballincollig, Co. Cork.