

Our Lady and St Patrick's College, Knock



Numeracy Policy

Policy Details

Legal Status	Adopted	Version Date	Last Review	Next Review	Responsible
Statutory	12 th January 2026	January 2026	March 2022	January 2029	Mrs O'Callaghan

Related Documents and Location

1. Special Educational Needs Policy
2. Literacy Policy
3. The Role and Function of the Learning Support Team (LST)
4. Equity, Diversity and Inclusion (EDI) Policy
5. Gifted and Talented Policy
6. Assessment, Recording and Reporting Policy
7. Numeracy Whole School Booklet

All policies are available on the College website and Private Folders.

Contents

1.	Introduction	Page 3
2.	Aims	Page 3
3.	Definition	Page 3
4.	Duties, Roles and Responsibilities	Page 3 - 5
5.	The Learning Support Team (LST)	Page 6
6.	Identification and Application of Targeted Intervention	Page 6 - 7
7.	Equity, Diversity and Inclusion	Page 7
8.	Monitoring and Evaluation	Page 8
9.	Staff Development	Page 8
10.	Raising the Profile of Numeracy outside the Classroom	Page 8
11.	How to Raise a Concern or Make a Complaint about the Administration of this Policy	Page 8
Appendix 1	Relevant Legislation and Guidelines Pertaining to Numeracy	Page 9
Appendix 2	Glossary	Page 10
Appendix 3	Learning Support Team - Teacher Note of Concern	Page 11
Appendix 4	Graph Check Sheet	Page 12
Appendix 5	Numeracy Common Marking Grid	Page 13

1. Introduction

In Our Lady and St Patrick's College, Knock we recognise the right of every individual to develop his/her full potential in the area of Numeracy. We seek to uphold that right and to provide equal access of opportunity and of educational provision to all students. The Numeracy Policy outlines the strategy for the promotion and development of Numeracy in Our Lady and St Patrick's College, Knock. This policy has been developed in consultation with all stakeholders of the College community including students, parents, staff and Governors. The roles and responsibilities of all stakeholders are made explicit. The policy is intended to ensure a productive, consistent approach is adopted in the promotion and development of Numeracy, by detailing the existing and proposed practices and strategies implemented throughout the College which enable students to access the Numeracy requirements of all relevant subjects. It is the intention of Our Lady and St Patrick's College, Knock that its Numeracy Policy will be compatible with the relevant guidelines as outlined in Appendix 1.

2. Aims

The aims of Our Lady and St Patrick's College, Knock's Numeracy Policy are to:

- Ensure the College's Numeracy provision reflects current DE/ETI guidance;
- Promote the development of Numeracy across all relevant areas of the curriculum, ensuring a consistent approach to Numeracy across the school;
- Support departments in recognising and exploiting meaningful opportunities to develop Numeracy skills within the carrier subjects;
- Raise the profile of Numeracy within the school community;
- Ensure that the Numeracy needs of students are identified and supported as early as possible;
- Encourage and support staff to seek the child's view (mindful of age, maturity and capability) and involve him/her in all decisions about his/her education;
- Work effectively with primary schools;
- Use resources effectively and efficiently;
- Promote inclusion within our College community in line with the Equity, Diversity and Inclusion (EDI) Policy.

3. Definition

Numeracy is the ability to apply appropriate mathematical skills and knowledge in familiar and unfamiliar contexts and in a range of settings throughout life, including the workplace. It involves the development of an understanding of key mathematical concepts and their interconnectedness, appropriate reasoning and problem-solving skills, the proficient and appropriate use of methods and procedures (formal and informal, mental and written) and active participation in the exploration of mathematical ideas and models. (Count, Read: Succeed, DE, 2011) This policy will be amended to reflect the new framework when released.

'Numeracy is what you develop when you learn mathematics well'. (Anita Straker)

*This policy will be amended to reflect the new framework when released.

4. Duties, Roles and Responsibilities

The duty of the **Board of Governors** is to ensure that the School Development Plan contains robust and challenging annual targets for Numeracy and that a whole-school policy on Numeracy is in place.

The **Principal** has the responsibility to ensure that Numeracy Provision is implemented in the College.

The **Vice Principal (Curriculum)** leads the structure, working closely with the Numeracy Coordinator.

The **Vice Principal (Pastoral Care)** ensures that there is an integration of Special Educational Needs and Additional Learning Needs provision, with a focus on Numeracy.

The designated **Head of Faculty**:

- is responsible for monitoring the Numeracy targets and Action Plans in the School Development Plan in liaison with the Numeracy Coordinator;
- liaises with the Numeracy Coordinator to ensure that an annual Numeracy target and Action Plan is set, implemented, monitored, evaluated and reviewed;
- liaises with the Learning Support Team (LST) to ensure effective Numeracy provision for all students.

The Numeracy Coordinator:

- is responsible for the development, implementation, monitoring and evaluating of a whole-school Numeracy Policy;
- works with the Principal; Vice Principal (Curriculum); Head of Faculty; Heads of Department; Learning Support Coordinators and the Literacy Coordinator to lead, manage and develop Numeracy standards across the College;
- provides guidance and direction for the delivery of Numeracy across the curriculum;
- provides INSET to staff;
- devises the annual whole-school Numeracy target and Action Plans and ensures the actions are fully implemented in consultation with Heads of Department;
- supports departments in the implementation of strategies and encourages departments to learn from each other's practice by sharing ideas;
- works within the Learning Support Team (LST) to ensure effective Numeracy provision for SEN students, students with Additional Learning Needs (ALN) and Newcomer students;
- provides advice to staff in relation to actions to address issues identified through Teacher Notes of Concern;
- in liaison with the Head of Junior Mathematics and Head of Mathematics, analyses and uses accurate data effectively to identify and track underperforming/underachieving students to intervene to address underperformance/underachievement and to monitor and review progress;
- ensures Numeracy support is provided for identified students;
- manages the Numeracy Peer Mentor Programme;
- liaises with contributory primary schools on Numeracy matters and P7 transition;
- raises the profile of Numeracy outside of the classroom.

Heads of School and Heads of Year ensure cohesion between Curricular and Pastoral Teams to ensure effective Numeracy provision.

Heads of Faculty, under the direction of the of the **Vice Principal (Curriculum)**, are responsible for ensuring that their subject departments adhere to the College's Numeracy Policy.

Heads of Department implement the policy within their subject areas and help subject teachers develop strategies with Numeracy needs.

The Mathematics Department:

- provides students with the necessary skills to apply their Numeracy knowledge in many different contexts across the curriculum;
- liaises with other departments to attempt to ensure that students have appropriate Numeracy skills when required for use within other subjects;
- seeks opportunities to use material from other subjects in Mathematics lessons;
- shares good practice with subject teachers in other departments;

- effectively uses the Graph Check Sheet (Appendix 4) to promote consistency in Numeracy across the curriculum;
- consistently uses the Numeracy Common Marking Grid (Appendix 5) when marking pupil work;
- recommends the use of standard equipment, including the Casio fx-85 calculator, throughout the College;
- Ensures students show all working out clearly, even when using a calculator;
- Uses the LST 'Note of Concern' to aid Numeracy progression for students who present with difficulties.

The Head of Junior Mathematics liaises with the Numeracy Coordinator to identify students who need additional support at KS3 to improve their Numeracy skills.

The Learning Support Coordinator (LSC):

- liaises with the Numeracy Coordinator to develop Numeracy strategies to help FSM students, SEN students, students with ALN and Newcomer students to attain their full potential;
- shares good practice with the Numeracy Coordinator;
- assists staff with the development and implementation of Personalised Learning Plans and Individual Learner Profiles; and
- identifies students eligible for exam access arrangements and liaises with the Vice Principal (Pastoral Care) to ensure that appropriate provision is given.

The Assistant Learning Support Coordinators:

- work cooperatively with the Learning Support Coordinator in fulfilling their responsibilities;
- undertake the duties of the Learning Support Coordinator as required.

Subject Teachers are responsible for the day-to-day teaching and learning of all children in their classroom. The common methods outlined in the Numeracy Booklet are applied consistently when teaching Numeracy across all subject areas. They also identify students who may have Numeracy needs and employ strategies within their subject areas for an initial period of 4-6 weeks. If no improvement is made during this time, a referral can be made to the LST using the Note of Concern.

The Learning Support Team (LST) is a whole-school planning and support mechanism for students. It is formed with the purpose of identifying and addressing the learning support needs of individuals and groups of students through the coordination, development, implementation, monitoring and evaluation of educational support programmes. A prime function of the Learning Support Team is to ensure that the needs of all students in the College are being met. This will be achieved through the Team facilitating collaborative planning and strategic implementation of provision between teachers, support staff, outside agencies, parents and students.

Parents are encouraged to become involved in the education of their children by:

- contacting the Mathematics teacher directly to discuss any parental concerns with regard to Numeracy;
- contacting the Learning Support Coordinator (LSC) directly to discuss any parental concerns with regards to Numeracy-related SEN concerns;
- encouraging their children to use the range of strategies they have learnt across the curriculum to improve their levels of Numeracy.

Students are responsible for:

- participating constructively in subject lessons across the curriculum in order to develop high levels of Numeracy;
- taking increasing responsibility for recognising Numeracy needs and making improvement;
- reviewing the Numeracy Policy through consultation with the College Student Council.

5. The Learning Support Team (LST)

Learning Support Coordinator	Mrs A Fox
Assistant Learning Support Coordinators	Ms E McGlone and Ms E Caughey
Literacy Coordinator	Mrs M Magee
Numeracy Coordinator	Mrs Claire O'Callaghan

6. Identification and Application of Targeted Intervention

The early identification and application of targeted intervention are essential to ensure our young people meet their potential. The approach to identifying and addressing student low achievement or underachievement will be closely aligned to the approaches outlined in Count, Read: Succeed - A Strategy to Improve Outcomes in Literacy and Numeracy (DE, 2011). They will also mirror the procedures set out in Section 6 of the College Special Educational Needs Policy.

Underachievement is used to describe a situation where performance is below what is expected based on ability.

Low achievement is where a student is achieving to the full extent of his/her ability, but is well below average compared to his/her peers.

Subject teachers have a key role in identifying low achievement or underachievement in Numeracy, and addressing it with the support of the LST.

Use of Baseline Curriculum-Based Measurement Data to Identify Need

P7 SEAG scores and Progress Tests in Maths 11 are baseline tests to benchmark student progress in Numeracy and to identify need. Key Stage 3 Common Assessments and summer exams, along with Progress Test in Maths 14, are used to measure student progress.

Targeted Intervention

Within the Mathematics Department

- The Head of Junior Mathematics and the Numeracy Coordinator will meet regularly to analyse data and determine which KS3 students require intervention;
- The Mathematics Department will implement one of the following strategies for each of these students:
 - Further targeted support within class such as peer-to-peer work, group work and differentiated work;
 - An additional programme of study, mapped to the Scheme of Work, for students to work through at home;
 - Weekly participation in Peer Mentoring Programme with Year 13 students; or
 - Support sessions with the Numeracy Coordinator or members of the Mathematics Department.

Across the Curriculum

- Classroom teachers will identify students of concern at departmental meetings;
- Classroom teachers will implement strategies for improvement and monitor progress;
- After 4-6 weeks of teacher support, review progress; if none, fill in the LST 'Note of Concern' in the LST folder in PF3 and forward to the Learning Support Coordinator (LSC) and Head of Department to aid Numeracy progression for all students who present continued Numeracy difficulties;

- The LST will assess the student's needs and implement one of the following strategies:
 - Further targeted support within class;
 - Use classroom assistants to work closely with the Learning Support Coordinator, the Numeracy Coordinator and subject teacher to assist the student with differentiated work;
 - Weekly participation in the Numeracy Peer Mentoring Programme with Year 13 students; or
 - Support sessions with the Numeracy Coordinator or member of the Mathematics department.

7. Equity, Diversity and Inclusion

The College recognises the right of every individual to develop his/her full potential in the area of Numeracy and is committed to providing an inclusive education for all students. In accordance with Section 75 of the Northern Ireland Act 1998, we seek to have due regard to the need to promote equality of opportunity and good relations with students in respect of equality characteristics.

Special Educational Needs

Definition of Special Educational Needs: A student will be regarded as having Special Educational Needs if he/she meets the criteria of The Education (Northern Ireland) Order 1996 which defines Special Educational Needs as follows:

“A child has Special Educational Needs if he or she has a learning difficulty which calls for special educational provision to be made for him or her.”

“A child has a learning difficulty if he or she:

- (a) has a significantly greater difficulty in learning than the majority of children of the same age;
- (b) has a disability which either prevents or hinders the child from making use of educational facilities of a kind generally provided for children of the same age in ordinary schools.”

Definition of Special Educational Needs Provision: Special Educational Needs provision means, “provision which is additional to or different from the provision made generally for children of the same age in ordinary schools”. (Education (NI) Order 1996, Part 2, Article 3)

Definition of Disability: A pupil is regarded as having a disability if he/she has a physical or mental impairment which has a substantial long-term adverse effect on his/her ability to carry out normal day-to-day activities. (1995, Disability Discrimination Act)

The Learning Support Team (including the Numeracy Coordinator) will seek to:

- Follow the guidelines set out on page 5 of the College's Special Educational Needs Policy:

A prime function of the Learning Support Team is to ensure that the needs of all students in the College are being met. This will be achieved through the Team facilitating collaborative planning and strategic implementation of provision between teachers, support staff, outside agencies, parents and students.

Newcomer Students

Definition: Newcomer students are children who do not have “satisfactory language skills to participate fully in the school curriculum and who do not have a language in common with the teacher” (Every School a Good School - Supporting Newcomer Pupils, April 2009).

- The Literacy of each student will be benchmarked by the Learning Support Coordinator (LSC) using an appropriate test;
- The Literacy Coordinator will work with the Learning Support Coordinator (LSC) to identify appropriate strategies to assist Literacy progression and, if appropriate, liaise with the Intercultural Education Service (IES).

8. Monitoring and Evaluation

The Numeracy Coordinator is responsible for monitoring, evaluating and reviewing Numeracy across the curriculum. The whole-school Numeracy Policy is reviewed and revised every three years. The Numeracy Coordinator reports annually to the Principal on the development and progress of Numeracy. The Numeracy Coordinator evaluates the success of the annual Numeracy target and action plan and completes a report focusing on the strengths and areas to improve upon to inform future planning. The strategies, procedures and practices of the Numeracy Policy will be reviewed regularly in light of the need of the College and its students.

9. Staff Development

The College is committed to an ongoing INSET programme updating staff on relevant Numeracy developments and in building expertise in the area of Numeracy within and across departments.

10. Raising the Profile of Numeracy outside the Classroom

In order to promote a positive attitude to mathematical learning, we will develop the following:

- Numeracy noticeboard;
- Numeracy articles in Communiqué;
- Students participating in the Junior, Intermediate and Senior UKMT Maths Challenges;
- Students participating in the UKMT Junior Team Challenge;
- Maths Week Ireland;
- World Pi Day; and
- Maths puzzles and competitions.

11. How to Raise a Concern or Make a Complaint about the Administration of this Policy

If you have a concern or complaint about the administration of this policy, please contact Ms Collins, Vice Principal, in the first instance. If necessary, you may then access and follow the College's Complaints Procedure which is available on the College website at www.knock.co.uk. Should you remain dissatisfied with the College's response after completing the internal complaints procedure, you can bring your complaint to the Northern Ireland Public Services Ombudsman within six months. Contact details for the Northern Ireland Public Services Ombudsman are provided on Pages 8-9 of the Complaints Procedure.

Signed: Mr Leo O'Reilly
(Chairperson of Board of Governors)

Date: 12th January 2026

Signed: Miss Deborah McLaughlin
(Principal)

Date: 12th January 2026

Relevant Legislation and Guidelines Pertaining to Literacy

- The Children (Northern Ireland) Order 1995
- Disability Discrimination Act 1995
- The Education (Northern Ireland) Order 1996
- The Code of Practice for the Identification and Assessment of Special Educational Needs (1998)
- The Special Educational Needs and Disability (Northern Ireland) Order 2005
- The Education (Special Educational Needs) Regulations (Northern Ireland) 2005
- The Special Educational Needs and Disability Tribunal Regulations (Northern Ireland) 2005
- Supplement to the Code of Practice (2005)
- Disability Discrimination Code of Practice for Schools
- Every School a Good School - Supporting Newcomer Pupils (April 2009)
- The Special Educational Needs and Disability Act (Northern Ireland) 2016

- DE: Every School a Good School: A Policy for School Improvement (April 2009)
- DE: Every School a Good School: Supporting Newcomer Students (March 2009)
- ETI: An Evaluation of Transition in Mathematics: Primary to Post-Primary (March 2010)
- ETI: Survey of Best Practice in English and Mathematics in Post-Primary Schools (September 2013)
- ETI: A Second Report on the Follow-up to Better Mathematics (February 2015)
- ETI: Promoting Improvement in English and Mathematics (July 2016)
- ETI: Chief Inspector's Report 2016-2018
- ETI: Inspection Self-Evaluation Framework (January 2017)
- ETI Webinar on Connected Learning - Leading and Managing Numeracy across the Post-Primary Curriculum (June 2019)
- ETI: Learning Insight Profile
- DE School Development Planning Guidance - Post-Primary 2025/26 (May 2025)
- Other legislation and regulations that may be made during the life of this policy

Glossary

ALN	Additional Learning Need
ALS	Additional Learning Support
CA	Classroom Assistant
DE	Department of Education
EA	Education Authority
EDI	Equity, Diversity and Inclusion
ILP	Individual Learner Profile
IMP	Individual Medical Plan
INSET	In-Service Education and Training
LSC	Learning Support Coordinator
LST	Learning Support Team
PLP	Personalised Learning Plan
PRSD	Performance Review Staff Development
SEN	Special Educational Needs

Learning Support Team - Teacher Note of Concern

Appendix 3

(Available in the LST folder in Private Folder 3)

Name of Student		Class	
Subject		Teacher	
Date		Key Stage	

Concerns	
Please give a brief description of the student's difficulties. <i>e.g. Organisation, lack of concentration, ability to engage with tasks set, gaps in knowledge</i> (Ref: pg 7-8 LST doc.)	
What strategies have you tried? Student should receive one cycle of time bound (4-6 weeks) additional support in class. (Ref: pg 5 LST doc.)	
What strategies have been beneficial?	
What is the student's view of his/her difficulties?	
Please detail any liaison you have had with the student's parents regarding this matter.	
Please detail any liaison you have had with the Pastoral Team regarding this matter.	

Signed: _____

Date: _____

Please complete this form in as much detail as possible and email to the Learning Support Team (LST). Consideration will then be given by the LST as to how best to proceed and whether or not the child's name will be added to the SEN register. Please ensure that you have relevant data/evidence to support this Note of Concern.



GRAPH CHECK SHEET

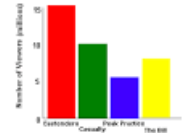
Every time you draw a graph, ask yourself....

Have I used the correct graph?



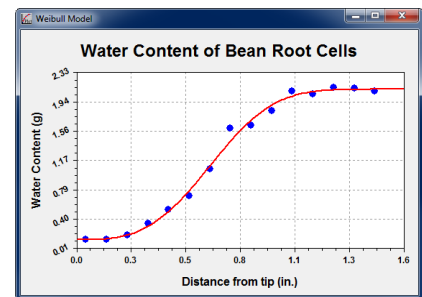
Bar Chart

- This is used to show the amount of a variable.



Line Graph

- This is used to show the relationship between two variables.
- Have I used the correct symbol when plotting points 'O' or X?
- Is there an obvious trend?
- Have I drawn a line or curve which includes most points and shows the trend?



Scaling Axes

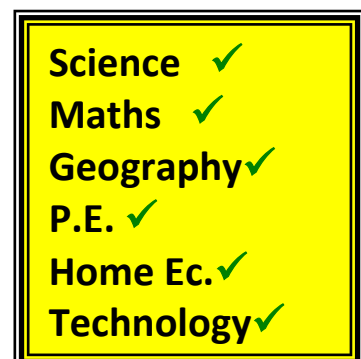
- Have I used an appropriate scale?
- Does my graph use most of the graph paper provided?

Finally

- Does my graph have a title?
- Have I used a pencil and a ruler?
- Have I labelled each axis with the name of the variable and the units of that variable?

e.g. Temperature °C, Time seconds

**Remember to use this check list
when drawing graphs in any subject!**



Numeracy Common Marking Grid

Code	Meaning
RE	Rounding error
WO	Show your working out
U	Include your units
✓	Correct follow through work after a mistake
+/-	You have made a mistake with the signs
F	Incorrect formula used