



JCSP School-Based Statements Guidance and Protocols for Writing JCSP School-Based Statements

To ensure consistency and quality, schools must adhere to the following protocols when drafting JCSP school-based statements:

- **Alignment with Published JCSP Statements:**
All school-based statements must be aligned with the current published JCSP statements. Schools should refer to the most up-to-date versions when developing their own.
- **Format and Structure:**
The heading, layout, target format, and reflection component of school-based statements must replicate the format used in the official JCSP statements. A word template is available from the JCSP office, please email jcspresources@oide.ie.
- **Language and Style:**
The language used must follow the conventions of Oxford English. This includes the use of active verbs, correct punctuation, accurate spelling, grammar, and syntax, all of which should be consistent with existing JCSP statements.
- **Internal Quality Assurance:**
In line with Oide's quality assurance protocols, all school-based statements must be reviewed and quality assured by the school prior to submission. This process should ideally be carried out by the school's JCSP Coordinator and / or JCSP Team.
- **Review by the Oide JCSP Team:**
Statements should be submitted by email to jcspresources@oide.ie at least one term before issuing the Final Student Profile. The Oide JCSP Team will review all school-based statements in accordance with quality assurance standards. If a statement does not meet these standards, it will be returned to the school with feedback for revision and resubmission.

5th June 2025