Produced by the XXXXXX School Parents Association

XXXXXXXXXXX School

School Logo

**Information Booklet for Parents/Guardians**

**ADMINISTRATION of MEDICINE**

In the event of illness or an accident minimum first aid is administered and parents/guardians are informed when collecting the child. In the event of a serious accident/illness the parents will be informed, and if necessary the child will be brought to hospital.

Children with a long term medical condition will be accommodated in order that they continue with their education. Parents/ Guardians must seek permission in writing, from the Board of Management on an annual basis.

**SCHOOL POLICIES**

Copies of all the school’s policies are available on request at the office.

**SCHOOL DETAILS**

School Name

Address Line 1

Address Line 2

County

Tel :

Fax :

Email :

# CHARACTERISTIC SPIRIT

XXXXXXXXX is a Catholic primary school which strives to provide a structured, caring, happy and secure environment where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed  
  
While XXXXXXXXX is a school with a Catholic ethos, it also has due recognition for all other religions.  
  
The School will strive to promote, both individually and collectively, the professional and personal development of teachers through staff development programmes.  
  
The School will encourage the involvement of parents/guardians in their children’s education through home/school contacts and through their involvement in the XXXXXXXXX Association.  
  
The School will endeavour to enhance the self-esteem of everyone in the school community, to imbue in the pupils respect for people and property and to encourage in them the idea of being responsible.  
  
We will promote gender equity amongst the teachers and pupils.  
  
Déanfaimid iarracht Gaeilge a labhairt.  
  
The school motto is: **Mol an óige agus tiocfaidh sí**

**SCHOOL OPENING and CLOSING**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ALL** | **JI & SI** | **1st – 6th** |
| Doors Open | 8:40 |  |  |
| Classes start | 8:50 |  |  |
| First Break | 10:40 – 10:50 |  |  |
| Lunch Break | 12:20 – 12:50 |  |  |
| Going Home |  | 13:20 | 14:20 |

You will be notified in advance of all school holidays, and days off.

The school adheres to the Department of Education standardised year.

**Staff Meetings**

Staff meetings usually take place on the 2nd Wednesday of the month. School closes at 12.20 p.m. on these days.

**Absences**

Under the Education Welfare Act 2002 the school is obliged to inform the Education Welfare officer of all absences exceeding 20 days during the academic year. Parents must inform the school **in writing** the reason for their child’s absence from school.

**Pupils Leaving During School Time:**

Parents/ guardians must notify the school **in advance** and **in writing** if their child must leave the school during school time and indicate whether they will be collected or may go home unaccompanied.

Parents who wish to collect their son early form school must collect him from the classroom door.

**SUBSTANCE ABUSE**

Pupils will not bring drugs or alcohol onto the premises. If these substances are found the Gardaí will be informed.

## EDUCATIONAL OUTINGS

* During the school year, appropriate educational outings will be available to all children.
* The school requests written permission from parents/guardians for all educational tours.

## MOBILE PHONES

* Pupils should not have mobile phones in school unless specifically requested by parent/guardian.
* If a child has a mobile phone that must be switched on for emergency reasons, a letter to the principal is required.
* No mobile phones are permitted in the yard.
* No camera phones are allowed in the school.

## LOST PROPERTY

Please ensure your child’s name is on all clothing, lunch boxes and books. Lost property will be displayed on the link corridor once a term. If not claimed it will be sent to a charity.

**CURRICULUM**

The primary school curriculum is presented in seven primary areas, some of which are further subdivided into subjects. These are

* Religious Education
* Language (Gaeilge and English, French in 5th & 6th classes only),
* Mathematics,
* Social, Environmental and Scientific Education (History, Geography and Science),
* Arts Education (Visual Arts, Music and Drama)
* Physical Education and
* Social, Personal and Health Education.

A meeting takes place in the first term where the class teachers discuss the year’s programme.

## Extra Curricular Activities

|  |  |  |
| --- | --- | --- |
| During school day | | |
|  | Speech & Drama | S.I. – 6th |
|  | Basketball | J.I. – 6th |
|  | Quick Cricket | 2nd – 6th |
|  | Short Tennis | J.I. – 1st |
|  | GAA Coaching | 2nd – 6th |
|  | Swimming | 2nd – 6th |
| After school activities | | |
|  | Guitar, Tin Whistle, Short Tennis, Chess, Arts & Crafts, GAA training (school teams) | |

**HOMEWORK**

* Homework is assigned Monday to Thursday with the children being excused homework on weekends provided that their work has been conscientiously and satisfactorily done on the other nights. Homework is never given on unfamiliar subjects.
* Suggested timeframe for homework:  
  a) Infants: 10 – 15 mins.  
  b) 1st/ 2nd: 20 – 30 mins  
  c) 3rd/4th:  30 – 45 mins  
  d) 5th/6th: 1 hour.
* If homework is not done a note to the teacher should be written in the homework notebook.
* Please Note: It is important that your child has somewhere quiet to study away from noise and distraction – a busy kitchen or a room near a television are not recommended!

## Homework Club

Under the “Giving Children an Even Break” scheme, we run a homework club from Monday – Thursday 2:20 – 3:20, for specified children.

**HEALTHY LUNCHBOX**

As part of the Social, Personal and Health Education (S.P.H.E.) Programme we encourage the children to become more aware of the need for healthy food in their lunch boxes. We provide milk free of charge to the pupils in our school. It is kept refrigerated until lunchtime.

Foods not allowed in school

* Crisps
* Fizzy drinks
* Sweets
* Chocolate biscuits/bars

## ANTI-BULLYING

In this school we strive to create a positive school climate, which focuses on respect for the individual, which encourages trust, caring, consideration and support for others.

Pupils are encouraged to report incidents of bullying, and all reports will be noted, investigated and dealt with by the teachers.

## CHILD PROTECTION

The Board of Management is obliged to report any concerns in relation to child abuse to the Health Board in accordance with the Guidelines and Procedures issued to all school by D.E.S. The Health Board will assess the case and put measures in place to provide the necessary supports for the child concerned. Abuse is defined as – neglect, physical abuse, emotional abuse and sexual abuse.

**EMERGENCY CLOSING**

* Every effort will be made to contact parents/guardians by telephone in case of emergency closing .
* Please ensure all telephone numbers are updated regularly with the school secretary.
* Please check that the school is open before leaving your child at school.

# School UNIFORM

* Grey Pullover with the School Crest
* School Tie
* Blue Shirt
* Grey Trousers
* Black Shoes

### **School Tracksuit**

* Grey / Royal Blue top and bottom with the school crest
* Plain White polo T-shirt

**BOARD OF MANAGEMENT**

The BOM has overall responsibility for the school, including finance, maintenance, staffing and the development of the school plan and policies. The Board comprises of two direct nominees of the Patron, two elected parents (a mother and a father) the Principal and one other teacher on the staff elected by vote of the teaching staff and two extra members proposed by these nominees, The Patron appoints the Chairperson of the board. The term of office for the Board of Management is 4 years.

# Relationship To Department Of Education And Science.

The school operates in accordance with the rules for national schools. The school depends on the grants and teacher resources provided by the D.E.S.

# PARENTS ASSOCIATION

There is an active parents association in XXXXXXX School. The committee usually meets on the first Wednesday of the month. See the parents Association notice board for information.

The PA liases regularly with the Principal and provides a forum to raise issues and concerns, suggest and implement initiatives and organises fundraising activities.

# TEACHERS

XXXXXXXX School has 15 teachers including the Principal.

There are 11 mainstream teachers

1 Learning Support teacher

2 Resource teachers

# SPECIAL NEEDS / LEARNING SUPPORT

In XXXXXXX school we have a learning support teacher and two resource teachers to ensure that all pupils achieve basic literacy and numeracy skills by the time they complete their primary education. We aim to support pupils experiencing learning difficulties through a team approach involving the pupil, class teacher, learning support/ resource team, parents, and other relevant personnel i.e. psychologist, speech therapists etc. Resource teaching hours and SNA support is available to specified pupils approved by the DES.

# Split Classes

During your child’s eight years in the school, there is a possibility that he may be in a split class. Where a split class is necessary, the selection of pupils for these classes will be made by the Principal in consultation with the teaching staff. Every effort will be made to keep friends together.

**COMMUNICATION**

* An annual Parent / Teacher meeting takes place at the end of the first term.
* Parents can request a meeting with a teacher by making an appointment.
* Summer reports for each boy are sent home.
* Curriculum meetings for parents are organised by the class teacher in October.
* Newsletters/ circulars are distributed regularly to the pupils. Please check your son’s bag or log on to our website www.xxxxxxxxxxxxxxxxxx.ie

# COMPLAINTS PROCEDURE

Parents are asked to discuss their concerns with the class teacher initially, by making an appointment and, if necessary to proceed further with the complaint, to contact the Principal by making an appointment.

# DATA PROTECTION

The school is registered with the Data Protection Agency. All information is kept on file and will only be retained in the school for administrative purposes only. Parents can access information on their own child.

**SCHOOL RULES**

1. Respect for your self and others.
2. Silence in the line as and when directed by teachers.
3. We must respect school property and that of others.
4. Hands off.
5. We must listen and not interrupt.
6. We must behave in a responsible manner.

### **REWARDS/SANCTIONS**

A balance will be maintained between rewards and sanctions in such a way that pupils will learn that the choices they make will have consequences.

**Examples of rewards**

* Praise of specific acts of good behaviour
* Rewards – merit stamps/stars, homework pass, treats
* Boy of the week / month

**Examples of sanctions**

* Verbal Warnings
* Removal from group / play
* Name in discipline book, note in homework notebook to be signed by parent/guardian
* Inform Principal ; discussion with parents/guardians.

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