

Dear Parents/Guardians

The following checklist is provided for your information. It is based on frequently asked questions about school policy on normal everyday issues. Its main purpose is your child's education, safety, well being and security. No such list can be exhaustive and the most important safe guard for parents, teachers, staff and children is the use of common sense.

Absences: Under the Education Welfare Act (2000), an explanation of your child's absence must be notified to the school. A record of absences will be kept and, where more than twenty (20) absences occur in any one year, the Education Welfare Officer will automatically be informed.

Allergies: A number of children in the school have severe allergies to nuts. For these children, ingestion of nuts or nut products can be fatal. We ask your co-operation in avoiding such products in lunches. *(Please indicate on accompanying form whether or not your child has allergies, sign same and return to the school)*

Appointments: Should you wish to meet formally with your child's teacher arising out of some concern or issue, please make an appointment through the school secretary. The time must be mutually convenient to both parties.

A.U.P.: An acceptable use policy for computer/internet use is in place and should be signed by pupils and Parents/Guardians of new children in the permissions slips form sent home at the beginning of the school year.

Belongings: Children should be familiar with their own belongings - coats, bags etc. Please mark them with your child's name; this is especially important for the younger children. Lost property (particularly items of clothing) is kept for a reasonable period of time and after is donated to charity. It is advisable to check the coat hangers regularly for your child's missing belongings.

Birthdays: **Invitations should not be handed out in or before class by parent or child as non-recipients can feel left out or excluded.** Invitations should be distributed by parents or children after school hours. *(See also Sweets)*

Calendar: Circulated at the end of June or early September – copies available in office and also on the website which is updated regularly.

Chewing gum: For environmental reasons chewing gum is not allowed in the school.

Code of Behaviour: The children are familiarised with the rules, sanctions and expectations regarding their behaviour. The current code is available from the secretary's office.

Collecting Children Early: Please inform the class teacher/secretary by note or phone-call. Parents must collect children from the school as they will not be released to car park, gate unaccompanied.

Cycling: For safety reasons, cycling is not permitted within the school grounds. Skateboards, skates and "wheelie" shoes are also forbidden. Please store bikes/scooters at the wall outside.



Dentist's/Doctor's Appointments etc: Please inform the class teacher the day before if your child will be late, otherwise they will be marked absent.

Dogs: **Dogs should not be brought into the school grounds.** Some young children have a phobia about dogs and dog litter constitutes a health hazard to children.

Electronic Devices: MP3 players, iPods, PSPs etc. must not be used in school.

Enrolment Policy: The policy is available from the secretary's office. Please ensure all younger children are on the pre-enrolment list.

Entering and Exiting: Children must be collected from the classroom door. This is a safety feature of the design of the school. Occasionally the class teacher may dictate otherwise for particular reasons.

Gifts: The practice of giving presents to the staff at Christmas and at the end of the school year is no longer in place in the school.

Green School: Our school is working towards its first Green Flag Award. With regard to lunch, drinks should be in reusable containers. Packaging is returned home in the lunchbox and food and fruit remains are placed in the class compost bin.

Grievance Procedure: Well established procedures exist within the school to help parents resolve any queries or difficulties that they encounter. To ensure a satisfactory outcome, firstly the parent/guardian should arrange a mutually convenient time with the class teacher to discuss the matter. If the issue is still unresolved, the principal teacher should be approached. Following this action, if the problem still remains unresolved, the parent/guardian should communicate their difficulties to the Board of Management. This is best done in the form of a letter.

Headlice: Children's hair should be checked regularly for this constant school problem. If your child is infected please treat and inform the class teacher. Information on treatment is available from the school.

Home Circumstances: If changes occur with the family, e.g. illness within the family, separation, bereavement, the teacher should be informed in order that s/he can be more understanding and supportive of your child.

Homework: It is school policy to give homework to children in classes Mondays to Thursdays. Homework should not be a source of conflict at home or between home and school. Please ensure your child does the homework (as per homework copy) and should difficulties arise or the homework is taking an inordinate amount of time please inform the teacher by way of a note in the homework copy.

Information: The most frequent form of communication with you is by way of a note in the school bag of your youngest child in the school. Please check your child's bag every day. We also use "Text-a-Parent" for reminders/emergencies. Please ensure that we always have your up-to-date mobile telephone numbers.

Lunches: Pupils should please avoid crisps, sweets, bars and sugary drinks. At least one item of food from the four main shelves of the food pyramid should be included. Please also include at least one piece of fruit per day and finally a drink of water, fresh juice or milk. Treat day is on a Friday where your child may bring a treat in his/her lunch.

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Mobile Phones: Children are not allowed to use mobile phones in school (including during breaktimes) for sending or receiving calls or messages. If your child has a phone for safety reasons it must be turned off in school. The use of a phone in school will result in it being stored in the office for collection by the parent of the child. Under no circumstances should a camera phone be used in school.

Money: Money for books, trips, etc. should be paid through the class teacher. Please place money in a clearly marked envelope.

New Address/Phone/Childminder: Please inform the school secretary of any changes of address, childminder, mobile phone, work phone or any other change in circumstances which pertain to our communicating with you, particularly in an emergency.

Opening/Closing Time: See punctuality.

Parent Helpers: Parents who have the time and are willing to help out are frequently needed by the class teachers. Help in supervising activities, accompanying classes on outings, sharing particular skills, etc. can greatly enhance the educational experience of the children. Parents may need to be Garda Vetted. If you are willing to help, please return your name to the class teacher, indicating availability (time) and skills if offering same.

Parking: Please use extreme care in the car park. Parents should reverse into car park spaces at all times and adhere to the one-way system. Parking at the school wall is reserved for staff cars only. **Under no circumstances should the school entrance be blocked.**

Pedestrian Entrance: Children should enter the school by the pedestrian entrances and **NOT** by the vehicular entrance.

Punctuality: School hours are 8.50 a.m. to 2.30 p.m. for classes 1st to 6th and 8.50 a.m. to 1.30 p.m. for Infants. It is important and habit-forming that children arrive in school on time. Assembly time (8.50 a.m. - 9.20 a.m.) is among the most valuable and educational periods of the day. The school door opens at 8.40 a.m., however, it is important that you realise that children remain in their parents care until school starts. A register will be kept of late arrivals.

Sick children: Children who are sick should not be in school. A child who is sick the night before and /or before coming to school is not going to get better in school. A child who is told to ask the teacher to ring home if they feel sick will spend the day requesting the teacher to ring home. Teachers who have an average of 30 pupils to look after cannot give the attention a sick child requires and sick children spread their illnesses to other children in their class.

Smoking: Under current legislation smoking is prohibited in all parts of the school buildings and grounds, including the staff room (1st schedule, part 1, paragraph 1 (ii) tobacco (Health Promotion and Protection Regulations, 1995)). Fines of €126 for a person found smoking, €634 for the person in charge.

Staff Meetings: Staff meetings no longer require school closure during normal school hours. Staff meetings now take place after the children have finished their school day.

Sweets: The practice of distributing sweets, lollipops, birthday cake etc. on birthdays, after holidays, etc. should not occur in school. (See also *Lunches*)



Toys: Unless requested by the teacher e.g. for a Teddy Bears Picnic, children should not bring their toys to school. The school is well equipped with games, educational equipment and toys for the children's use. Younger children often misplace or lose their personal toys which can cause distress.

Trips: In the course of the school year your child will be involved in trips outside of the classroom and outside of the school. These are mostly scheduled and information is sent out in advance. Occasionally nature walks, trips to the playing field, the library or other field trips arise without prior information. At all times proper safety and supervision concerns are taken into consideration. A separate permission slip for school trips is included for your signature.