

Kilcleagh N.S.

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## General Information and Procedures

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Dress Code

School Uniform:

All pupils must wear the full school uniform daily. The uniform is available in Walshe's, Moate. Hoodies are not allowed. Pupils are asked to note that while wearing their uniform they are representing their school and are expected to behave accordingly.

Religious Formation

As a Catholic School we seek to promote the spiritual development of pupils through a living relationship with God.

Fr. Farrell & Monsignor Noonan are regular visitors to the classrooms.

The Alive-O religion programme is taught from Junior Infants to Sixth Class.

The children receive the Sacraments of Penance and First Holy Communion in 2nd Class and the Sacrament of Confirmation in 6th Class.

During the school year Prayer Services and School Masses are organised.

Parish & Parents are involved in the "Do this in Memory Programme" in preparation for First Communion.

Children from 1st Class up are encouraged to join in the school choir and participate in Sunday Masses.

Once children reach 3rd class they are encouraged to serve Mass once a month.

Enrolment Procedures

Our school depends on the grants and teacher resources provided by the Department of Education & Skills and it operates within the regulations and guidelines laid down by the Department.

Our school follows the curricular programmes prepared by the Department of Education & Skills which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

The school supports the following key principles as outlined in the Education Act:

- Children with special needs or disabilities are welcome in our school. We have respect for diversity of beliefs, traditions, languages and ways of life in society. However with regard to ethos of school, Religious Instruction will only be given in the Catholic Faith and no alternative arrangements are in place for the removal of pupils from different faiths during Religious Instruction.
- Pupils are enrolled in the last term of the school year. Parents are requested to complete an Enrolment Form.

Enrolment of Children with Special Needs.

In relation to applications for the enrolment of children with special needs the Board of Management will request a copy of the child's medical and /or psychological report or where such a report is not available request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational needs of the child relevant to his/her disability or special needs and to profile the support services required.

Following receipt of the report, the Board will assess how the school can meet the needs specified in the report.

The Board of Management can defer enrolment pending

- Receipt of an assessment report
- The provision of appropriate resources by the Department of Education & Skills to meet the needs specified in the psychological and/or medical report.

Pupils Transferring.

Pupils may transfer to the school at any time, and will be enrolled subject to school policy, available space, (in some cases the approval of the Department of Education & Skills is necessary) and pending communication of information concerning the child's educational needs and attendance from previous school.

Special Needs/ Learning Support

Children with special needs receive the recommended resource tuition time (in so far as possible as our resource teacher is shared with another school and travel time needs to be allowed).

Generally, Resource Teachers and Learning Support Teachers withdraw children from class, but from time to time the Learning Support/Resource teachers may engage in team teaching with class teachers.

Lunch Procedures.

- Pupils must play in designated supervised areas.
- Pupils must not re-enter the school building during break times without permission from the supervising teacher.
- Children must enter and leave classrooms in an orderly manner. Once bell is rung, each child must return to class.
- The use of bad language is not acceptable and will not be tolerated.
- On cold wet days children will be allowed stay in their classrooms during the break. The classrooms are equipped with board games which children play during these times.
- Any kind of behaviour, which endangers the children themselves or others is forbidden

The school's responsibility to pupils:

Our insurance company Allianz has advised the Board of Management of Kilcleagh N.S. to regularly remind parents/guardians of their responsibility to pupils. Therefore we ask that you take note of the following:

The school will open to receive pupils at 9:20 a.m. and pupils will be discharged at 3 p.m. (2 p.m. for Infants) unless otherwise informed (holidays etc.).

The school does not accept responsibility for pupils who arrive before 9.20 a.m. and who remain after 3 p.m. (2 p.m. for Infants). Staff who are on the school premises outside of these hours are not acting in a supervisory capacity

The teacher of Junior & Senior Infants escorts the children to the car park where they can be met by their parents/guardians.

- Pupils must walk when entering and leaving the school grounds.
- If a child is absent or has to leave school during school hours, a written note (in journal) from Parents/Guardians must be forwarded to the class teacher outlining reason for absence.
- Under the Education Welfare Act, children who have 20 days absence from school will be reported to the Education Welfare Board. We will issue a reminder of this when a child has been marked absent for 15 days.
- Children must turn off Mobile Phones and leave into school office except where prior arrangements have been made with Principal, Class Teacher and Parents.
- Cycling is forbidden in the school grounds.
- Pupils must keep the school environment clean and litter free.
- Pupils are expected to co-operate fully in any organised clean-up activity.
- As our school has Green Flag Status, our motto is to Reduce, Reuse, Recycle. We encourage the whole school community to co-operate with us in this project.
- The school has a healthy eating policy which has been issued to all families. We encourage all children to eat a nutritious lunch as junk food has an adverse effect on a pupil's behaviour/concentration span.
- Glass bottles must not be brought to school.
- Children should be respectful towards each other, their teachers, visitors to the school, school property and personal property at all times.

Drop Off/Collection of Pupils:

Parents who bring their children to school by car are asked to drop them off in the car park and the pupils enter the school grounds via steps provided. Parents should ensure that their children are collected from the car park no later than 3 p.m. (2 p.m. for Infants).

Only those pupils travelling to school by bus are to enter and leave by the main gate. The school cannot accept responsibility for escorting pupils from the bus to the school or from the school to the bus.

In the interests of safety pupils are not allowed in the staff car park.

Code of Behaviour

Misbehaviour.

When misbehaviour occurs, the following strategies are used:

- Reasoning with pupil.
- Reprimand, including advice on how to improve.
- Parents informed of misbehaviour by class teacher.
- Loss of privileges.
- Referral to Principal.
- Communication with parents by Board of Management. Teachers shall keep a written report of all instances of serious misbehaviour as well as a record of improvements in the behaviour of disruptive pupils.

The Board of Management and teaching staff is agreed that in order for our school to thrive we must foster and encourage a culture of openness, collaboration and respect. Everyone in the school should be treated with due regard and dignity irrespective of differences.

Bullying will not be tolerated and the school has a comprehensive anti-bullying policy which is available on request

Should you feel your child is being bullied please inform the class teacher/Principal immediately. Your concerns will be taken seriously and appropriate action will follow.

Homework Policy

1. Why give homework?

- To re-enforce what the child learns during the day.
- To provide a link between teacher and parent.
- To develop the child's concentration and to develop a work ethic.

2. How often is homework given?

- Homework is given on Mondays, Tuesdays, Wednesdays and Thursdays but not on Fridays.
- Please note homework may be given at the weekend if a child has
 - a) Project work
 - b) Not done homework
 - c) Not made a suitable effort or presented untidy work.

3. What is the content of homework?

- Homework is meant to be achieved by a child i.e. provides an opportunity to practice work already done. It is normally prepared by teacher in class. However, some homework is designed to challenge children's ability and provide an opportunity for creativity.
- Children are expected to do their homework to the best of their individual ability.

4. How much homework (time)?

- The following are general guidelines as different children will complete the same work in different lengths of time:

Junior/Senior Infants	0 to 10 minutes
First Class	10 – 15 minutes
Second Class	Up to 20 minutes
Third Class	Up to 30 minutes
Fourth Class	Up to 40 minutes
Fifth Class	Up to 50 minutes
Sixth Class	Up to 60 minutes

5. How often should parents monitor homework?

- Parents should check their child's homework each night and sign as requested.
- From third class upwards children should record their homework neatly in the correct page of the homework journal and tick each item of homework when completed.

Michael English Award

Each year we present awards to pupils in recognition of outstanding achievements in a variety of areas. Our primary acknowledgement is "The Michael English Memorial Award" for the best contribution to school life. This is in memory of Michael (affectionately remembered as Smiggy) who taught in our school from 1975 until his untimely death in 1998 with the final four years as Principal.

Library

Each class has a class library. Class teachers take responsibility for it. When funds allow additional books for libraries are purchased e.g. commission from book fairs, jumble sales etc.

Music

We are delighted to provide weekly music sessions with James Donohue for children from 1st class up. This means that each child is given the opportunity to learn to play an instrument. As per curriculum guidelines our instrument of choice to begin with is the tin whistle. However on reaching 3rd class children may move on to another instrument provided they have already gained a level of proficiency that enables them to participate easily within the class.

RSE

RSE will be taught as part of the SPHE Programme. Parents will be notified before sensitive issues are introduced. Parents may withdraw their children from RSE Classes or from a specific aspect of RSE Programme. Lessons around puberty issues are covered in 5th & 6th class during the last term in an information session conducted by an outside speaker. Parents are informed about this in advance and are asked for their written permission.

Stay Safe

The Stay Safe programme is taught throughout the school. Consent for this is sought on the Enrolment Form.

Educational Outings

These take place from time to time throughout the year, e.g. trips to theatrical productions in TuarArd, Field Trips related to Primary Science and Green Flag activities.

A Junior Tour (Infants to 1st class) and a Senior Tour (2nd to 6th class) takes place in June each year.

Green Flag

The school gained its first Green Flag in 2005. This was awarded for success in litter reduction and the promotion of recycling with the school community.

In 2007 we achieved our second Green Flag in recognition of our efforts to conserve energy and raise awareness around the uses of electricity

In June 2010 we raised our 3rd flag, having proven a reduction of water usage in this school and promoted the message of water conservation in our homes.

In October 2012 we were proud to announce the achievement of our 4th Green Flag. The theme was sustainable transport. We introduced our 4F Days where we walk to school on the first Friday of each month. A lot of effort, hard work and commitment was necessary to accomplish this and we say a huge thank you to our hard working committee.

Sport.

The promotion of sport is an important part of the characteristic spirit of the school. The emphasis is at all times on participation, fun and enjoyment.

- **Football**

Children from 1st class up are coached in Gaelic skills by a coach provided through Westmeath County Schools Scheme. The school team participate in the competitions organised through CumannamBunScol. Last year the team reached the semi-finals.

- **Rugby**

Children also take part in Tag Rugby Coaching and blitzes organised by I.R.F.U

- **Swimming**

Swimming lessons take place during the second term for children from 1st class up.

Health Issues

Should a child become unwell during the day parents/other nominated adult will be contacted and can come and collect their child.

Children who have been absent from school through illness should not return until fully recovered and are able to take part in all school activities, e.g. P.E lessons, coaching sessions and outdoor playtimes as it is impossible to maintain effective supervision unless all pupils are out on yard.

Administration of Medicine

Teachers are not insured to administer medicine to children. If vital medication is needed throughout the school day, this must be brought to the attention of the Board of Management so that the matter may be discussed.

Parents will be asked to complete a form indemnifying Staff and Board of Management.

Hair care

Parents should regularly check children's hair and notify class teacher if their child has head lice.

Nut Allergy

We have pupils enrolled with nut allergies, we ask that no nut/nut mixes are part of school lunches.

Routine Information

Home School Links

There are many examples in practice of effective communication existing between the teachers and parents of our school. This co-operation and support is an essential ingredient in the child's education. It is important to keep parents informed of events and developments at school. Important information is issued at the beginning of each school year, calendar of events, copies of policies etc. Text-a-parent is now being used throughout the year.

Parent/Teacher Contacts

It is vitally important that there is a good understanding between parents and teachers. Both share a common goal of providing the best for the children. To facilitate this it is essential that communication between home and school is kept regular and constructive:

During the course of the year, all parents are invited to the school to discuss their child's progress, attitude, behaviour and level of attainment. This is done on a formal basis and by appointment. It is important to use this meeting as a constructive two-way exchange.

Staff Meetings

Staff meetings are held once a term. Children are allowed home at 2.00 p.m. and the meetings take place from 2.p.m to 4 p.m.

