

**St. Mary's
National School
Castlefin**



**A Booklet of
School Rules,
Holidays & Staff**

2009 ~ 2010

The Principal and Staff of St. Mary's National School would like to take this opportunity to extend a very warm welcome to all

pupils. A special word of welcome to our 19 Junior Infant Pupils - 12 boys and 7 girls who joined us this year.

We would also like to welcome the Lane family who joined us this year, Rachel 3rd class, Ruth 2nd class & Rebecca 6th class.

The total number on Rolls at present are: Boys = 105

Girls = 83

Total 188

There has been a lot of extra work completed at our school during the summer holidays and an opportunity by means of an open-day will be given to all parents to view our state of the art computer suite and new car-park which hopefully will be completed shortly. Great credit must go to the hard-working parent Committee who ensured that the computer suite was up and running upon our return to school after summer. Date for Open Day will be arranged for later.

We would appreciate it if parents took time to read through the enclosed Rules with your child. I take this opportunity to ask for your continued support with the supervision of your child's

homework. In order that your child benefits fully from his / her education it is important that parents and teachers work together. I take this opportunity to thank you very sincerely for your generous efforts with fundraising during the last year. I thank the Board of Management and Parents Committee for their support and

guidance in the past and look forward to their assistance in the new school year. Hoping that the school year **2009 - 2010** will be a happy and successful year for everyone.

Sincerely

Geraldine Clohessy

Principal

School Rules

1. School commences at 9.20 a.m. and finishes at 3.00 p.m. Children are insured on the premises only within these hours.

Children are expected to be punctual at all times. Those arriving late must furnish an explanation. **Children should not come before these times or remain after closing time.**

It is important that children are **never** seen on school property outside of normal school hours.

School ends at 2.00 p.m. for infants. All infants are expected to be collected promptly at 2.00 p.m. with the exception of those travelling on bus. Parents who allow other parents to take home their children must call into the school office and sign a form giving that parent permission.

3. Lunch is between 12.30 p.m. and 1.00 p.m. In the interest of safety pupils are not allowed to leave the school grounds to go to the shop. This covers all breaks at 11.00 a.m., and 12.30 p.m.

Bus pupils should go to the bus immediately at 3.00 p.m. and should not go to the shop in the morning or after school.

4. Pupils are expected to be well mannered, respectful towards others and obedient to authority and so contribute to making school a pleasant and harmonious experience.

5. Pupils who wilfully ignore or break school rules can expect to be sanctioned for their behaviour.

Bullying will not be tolerated in the school at any time and rough play causing danger to others is never allowed.

Homework must be recorded in the homework notebook /

diary, completed carefully and presented to the class teacher the following day. If for any reason a child has to come to school without homework completed, a note of explanation will be necessary. However we don't expect this rule to be abused. Children should be encouraged to do their homework if at all possible.

All pupils are expected to attend school every day. Pupils with full attendance will receive a certificate at ½ term i.e.

Halloween, Christmas, Mid-term, Easter & Summer. Should a pupil be absent through illness or otherwise, a written explanation should be furnished to the class teacher. That pupil should not be seen in the vicinity of the school during that day in particular sitting on the school wall.

School Rules

Pupils are expected to take particular care of school books, property and furniture. To maintain cleanliness and ensure safety, **Gum and Tippex** are banned. Each child should have a pair of indoor slippers so that they have dry footwear indoors.

10. Parents should confine taking their children out of class to Dental, Doctor and Speech Therapy visits only. However, it is understandable that other emergencies will arise. Children taken out of class for these reasons should be accompanied by an adult.

11. Parents are welcome to visit the school at any time to discuss any problems related to their child's progress. However, teachers are not in a position to leave a classroom unattended to do so with a parent. If you have an issue that needs to be addressed, please do so through the proper channels i.e. an appointment to be made through school office.

If a parent hasn't a concern but wishes to pass on some relevant information which they feel may benefit school in one way or another, please relate this information to principal as teachers are not in a position to receive such information when they have classes.

This rule must be strictly adhered to so as to ensure the smooth running of the school .

A parent with a grievance must not approach the teacher in the classroom. All grievances must be made to the Principal in the office.

Under no circumstances should a parent with a grievance approach a child in the school grounds.

12. Children are not allowed to bring mobile phones, computer games, DVD players, Mp3 players, deodorant or perfume sprays to school.

To assist in the recovery of personal items we would appreciate if your child/s name was printed **clearly on uniforms, coats, slippers, jumpers etc. The school will make every effort to recover lost items but in the event of them not being found, are not responsible.**

14. Pupils are not allowed to wear make-up or black or dark nail polish to school. In the interest of safety only stud-earrings are allowed.

15. Alcohol, cigarettes, fireworks are not allowed on premises.

Code of Discipline

The enclosed list of school rules aims to foster a high standard of discipline. This we believe is best achieved in a caring, tolerant and supportive environment, to which teachers, parents and pupils all contribute. We place a strong emphasis on knowing and understanding pupils, on developing good relationships and we feel that communication with parents is a vital element in this approach.

In our opinion whenever pupils are achieving success, disciplinary problems are of a minor nature and we aim to provide a wide range of opportunities for achievement. It is important that success is recognised and rewarded and this we do in a variety of ways.

Rewards

1. Private and public praise i.e. in classroom or in front of the principal or another teacher.
2. Displays of work in the classroom or school assembly hall.
3. Appointing pupils to posts of responsibility i.e. looking after litter and looking after the greenery at the front of the school (6th class) etc.
4. Prize-Giving Day (certificates)
5. Small gifts in the classroom - stickers, badges pens student of the week etc. While we try to avoid equating punishing with discipline, sanctions unfortunately are necessary to shape and direct pupils towards acceptable behaviour.

The Methods Taken Are As Follows

1. Minor offences will be dealt with by class teacher i.e. misbehaving in class etc.
2. Continued minor offences will be reported to the principal. The child's name will then be put in a report book. Parents will be informed at this stage rather than as a last resort.
3. When there are instances or repeated instances of serious misbehaviour the Chairperson of the Board of Management will be informed and the parents will be requested in writing to attend the school to meet the Chairperson and the Principal. If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future the pupil may have to be suspended for a temporary period.

In the case of gross misbehaviour the Board will authorise the Chairperson or Principal to sanction an immediate suspension pending a discussion of the matter with parents. The following is a summary of the strategies used to show disapproval of unacceptable behaviour.

- ❖ Reasoning with the pupil.
- ❖ Verbal reprimands by class teacher.
- ❖ Temporary separation from peers and friends in class.
- ❖ Loss of privileges.
- ❖ Slip sent home to be signed by parent after an offence.
- ❖ Referral to Principal after 3 slips and parent requested to come in.
- ❖ Suspension (3 days)

School Uniform

We would ask for your support in encouraging your child to wear the School Uniform. **Plain** navy track-suit bottoms are School Uniform (**No Strips**) yellow polo shirt is now part of School Uniform.

Healthy Eating

Our Healthy Eating Policy is going very well. It has been up and running since 6th October 2003. For 11.00 a.m. break, we would like to see children eating a sandwich or fruit. Sandwiches are provided now for all children who want them. We would appreciate that in view of the poverty in our world that they would not be wasted. Please could your child bring lunch-box to bring wrappers home. Your child will be given an opportunity each Friday to change their choice of sandwich / fruit etc. The class teacher will organise this. Fizzy / energy drinks are not allowed including Friday. ***One treat only*** to be provided on a Friday.

Friday is not a Feast Day!

***Our school dentist complimented the high standard of the children's teeth at his school visit every year.
So we can see the "fruits" of our healthy eating policy***

General Notes

We are encouraged by an improvement in attendance and providing notes for any absences. Please continue to provide notes for all absences. Could we ask parents to check their child's school bag each day for notes from school. **Could parents tidy child's school-bag once a week especially younger children.** Check each morning to ensure child has pencil, copybook and necessary books. From time to time an out break of head-lice is inevitable in all schools. Could I ask you to check your child's hair frequently.

Holidays For 2009 - 2010

<i>September</i>	-	<i>None</i>
<i>October</i>	-	<i>2nd (Election) 26th, 27th, 28th, 29th, 30th. (Halloween)</i>
<i>November</i>	-	<i>None</i>
<i>December</i>	-	<i>8th - School Development Planning 23rd, 24th, 25th, 28th, 29th, 30th & 31st. (Christmas Holidays).</i>
<i>January</i>	-	<i>1st, 4th, 5th & 6th.</i>
<i>February</i>	-	<i>15th & 16th</i>
<i>March</i>	-	<i>17th, 29th, 30th & 31st</i>
<i>April</i>	-	<i>1st, 2nd, 5th, 6th, 7th, 8th & 9th (Easter)</i>
<i>May</i>	-	<i>3rd Bank Holiday & 4th.</i>
<i>June</i>	-	<i>7th Bank Holiday 25th Closing for Summer Holidays</i>

Special Dates:

Parent / Teacher Day

All Classes

***Thursday 26th November
(Time to be confirmed)***

Staff for 2009 - 2010

<u>Class</u>		<u>Teacher</u>
Principal	-	Mrs. G. Clohessy
Junior Infants	-	Ms. R. Durning
Senior Infants & 1st Class	-	Mrs. A. Lynch
1st & 2nd Class	-	Ms. F. McAteer
3rd Class	-	Mrs. A. Gilmore
4th Class	-	Mrs. A. Helferty
5th Class	-	Mr. L. Breen
6th Class	-	Mrs. A. Shiels
Learning Support Teachers:	-	Ms. B. Cahill Mrs. I. Muldoon Mrs. C. Colhoun (Vice Principal) Ms. C. Crossan
Secretary	-	Mary Killen
S.N.A.	-	Mary Dunnion
S.N.A.	-	Colleen O'Brien
S.N.A.	-	Margaret Duffy
S.N.A.	-	Lisa Devlin
Caretakers	-	Tara Catterson / Eamon Connolly
Domestic	-	Mrs. K. McBride