

Information for Parents



SCOIL CHROÍ ÍOSA

**Presentation Primary School
Newcastle Road
Galway**

Tel/Fax: 091-525904

EMAIL: scoilchroiiosa@gmail.com



Mission Statement

Scoil Chroí Íosa welcomes all to a happy, safe and supportive learning environment inspired by Christian values in the Presentation tradition, where all feel equal, respected and valued.

Through teamwork and in partnership with parents/guardians and the whole school community, the school facilitates the full development of each child as dependence is gradually replaced by responsibility for self, society and the world.

We achieve this for our children by:

- ◆ Encouraging them to develop their talents and self-esteem by means of the curriculum and extracurricular activities.
- ◆ Providing support for their individual needs.
- ◆ Modelling their Christian values and developing respect for other cultures and religions.
- ◆ Developing their social and communication skills.
- ◆ Developing their civic spirit and awareness of injustice in society.
- ◆ Maintaining respect for the environment and all of creation.



Introduction

Scoil Chroí Íosa is a Catholic School under the patronage of the Bishop of Galway. The Presentation Sisters have been educating the children of Galway since 1815. The principal and staff continues this tradition adapting programmes to suit the needs of the times. The Board of Management & staff thank parents for sending their children to our school. Everyone who works in the school is aware of the great responsibility and trust placed on them educating children during their primary school years. Ancillary staff are highly esteemed and respected for the valuable contribution to the school.

Teachers are aware that parents are the first and primary educators of their children and that they have a very important role in the school community. The staff encourage their involvement and interest in all aspects of school life and look to them for support as partners in their children's education knowing that discipline and good behaviour at home will carry over into school.

A friendly atmosphere between parents and teachers helps the children feel safe and secure. They like and work best in an environment where they know the rules and what is acceptable behaviour/work. It is necessary for parents to know the school regulations and to support the principal and staff in having it obeyed. We are all working together to promote a safe and happy environment for your children.

We hope to create a happy school environment so that each child will feel valued and respected. Our discipline is based on love, truth, justice, self respect for others. These values are taught in each class. Children are actively encouraged to develop self discipline and good behaviour. Pupils are helped to take responsibility for their actions and to admit and apologise for wrong doing. They are also encouraged to take pride in their personal appearance and school work; and to value their belongings. All teachers are partners in promoting discipline and since it is a team effort each member of the teaching staff will correct any pupil who is misbehaving. The staff balances firmness with kindness and are fair and consistent. When rules are violated appropriate sanctions will be applied in accordance with the school's code behaviour.



Religious Education

A Christian ethos permeates the school day and the life of the school. There is a spirit of prayer in the school not just imposed on the children, but it is seen to be a value for the teachers. In each classroom there is an atmosphere of openness, forgiveness and understanding and above all love. We enrol pupils of other faiths or no faith in the school and respect their beliefs and practices. Parents are welcome to view the Catholic religious programme taught: at its core is 'Love God and love your neighbour'. The school cannot undertake to educate children of other faiths in their own faith, nor can it provide supervision during religious education period apart from the class.

Board Of Management

The Board of Management has legal responsibility for the overall running of the school. It serves for a term of four years.

Parent's Council

There is an active parent's council in Scoil Chroí Íosa. They undertake such activities as fundraising, volunteering and play an important role in policy formation.

Car Park

The school yard is not to be used by parents unless specific permission is granted to those parents on official school business. Children should not be dropped off/collected in front of school gates as this causes traffic congestion. We ask parents to drive with great caution and to allow for the unexpected errors that children of a school going age can make. No Smoking is allowed in or on the school grounds.

Address and Phone Numbers

Please ensure that your child's teacher has an up-to-date address and phone number. It is the parent's responsibility to inform the school in writing of any change of address or telephone. We also need two further contact numbers for emergencies. We will then be able to contact you immediately if your child is sick.

Health/Medication

Parents are asked to inform the school in writing if their child suffers from any allergies, long term or short term illness and if their child is on medication. No teacher can be required to administer medicine or drugs to a pupil. A teacher who, with the consent of the B.O.M. does take on the responsibility for administering medicines takes on a heavy duty of care. A Medical Form for each pupil is kept on file.

Homework Policy

Parents are encourage to establish a set routine and time for the child to do his/her homework, in a quiet place free from distractions. Parents are asked to supervise children's homework, and sign the homework journal on completion. Help and encourage the child but do not do the homework for him/her. Please forward a note to the teacher or place a note in your child's homework journal if homework has not been completed due to unforeseen circumstances.

Allotted time that teachers expect the average child in each class to spend at homework is as follows:

| | |
|------------------|--------------------------------|
| Junior Infants | 10—15 minutes |
| Senior Infants | 15—25 minutes |
| First and Second | No more than 30 minutes |
| Third and Fourth | 30—45 minutes |
| Fifth | 45 minutes—1 hour |
| Sixth | 1 hour—1 hour 30 minutes (max) |

If your child is spending more time than they should at homework and he/she is ding their work in a quiet place free from distractions please contact the class teacher at the earliest opportunity.

Homework is given Monday to Thursday. Normally there is no homework at weekends. If children do not do their homework during the week they will be asked to catch up on it in school or at weekends.

Five Easy Steps to Homework

Remind your child they have homework.

Settle your child down to do their homework.

Listen to their reading.

Check that their spellings, writing and tables have been done.

Sign their notebook.



Attendance

The Education Welfare Act requires children to be in school every day unless there is a reasonable explanation for not attending. Where a child is absent from school, the parent is required under the Act to notify the Principal of the school of the reason for the child's absence. Please sign the Homework Journal or send a note/medical certificate to the school if your child is absent. The Act states that the relevant authorities will be informed of pupils whose attendance is cause for concern.

Situations do arise when a child appears well in the morning and then gets sick during the day. On such occasions every effort will be made to make the child comfortable. Parents/guardians will be contacted. If the school is unable to make contact with parents/guardians a decision will be made as to whether the child needs medical assistance. If deemed necessary the child's family doctor/hospital will be contacted. If not the child will be made as comfortable as possible until a parent/guardian is contacted.

A child may not stay inside during break time due to lack of adequate supervision.

All parents must sign form "Safety & Protection", naming person who will be collecting children. Parents must also sign a form if child is allowed to walk home.

No child may leave the school without a parent/guardian or family member during school times. If someone other than a parent/guardian is collecting a child, please notify the school in writing. A child who has to leave early **should be collected from the classroom and sign the sign-out book in the principal's office.**

It is very important that your child is in school on time as lateness is unsettling for everyone. The school doors are locked from 9.10 a.m. to 1.15 p.m. for safety and protection



Parent/Teacher Communication

Meeting with a teacher or the principal is by appointment only.

Meetings with a class teacher at class doors to discuss a child's concern/progress is not permitted on a number of grounds:

A teacher cannot adequately supervise his/her class while at the same time speaking to a parent.

It is difficult to be discreet when so many children are standing close by. It can be embarrassing for a child when his/her parent is talking to the teacher at a classroom door.

Occasions occur where a parent needs to speak to a teacher urgently. Sometimes these meetings need to take place without prior notice. The principal will facilitate such meetings making every effort to ensure that the children in the class do not lose out on any of the teaching/learning time they are entitled to.

If parents wish to drop in sports gear etc. this can be done through the secretary's office as it is important to keep class interruptions to a minimum.

Access to Records

Parents are entitled to an account of their child's progress in school. 1st to 6th classes participate in a National Standardise Assessment (in English and Maths) every year during May. Parents are informed by the class teacher of results of all tests at the annual parent/teacher meetings.

Parents who wish to access their child's school records must do so in writing to the principal teacher. The principal teacher will then collate all available records and an appointment time will be confirmed with the parents. Records provided include Attendance, Standardised Test, Diagnostic Test (if applicable) Discipline, Medical/Psychological (if applicable) and End of Year Reports. Scoil Chroí Íosa retains all school records in a safe place for nine years after the child leaves 6th class.

Healthy Lunch Policy

This policy was drafted following consultation and discussion with members of the Parents Council. The aim of the policy is to ensure children eat a healthy, well-balanced lunch, thus promoting a healthy lifestyle.

By encouraging healthy eating patterns we educate children for later life. Foods that have lots of artificial additives and colourings or lots of sugar content are not recommended. Chocolate bars, biscuits, crisps, fruit winders, peanut butter, fizzy drinks are not allowed.

A full copy of the Healthy Eating Policy is available from the secretary.

Lunches are currently being financed by the Department of Social and Family Affairs and supplied to the school by Carambola Kidz are available to all children. If a child opts out of the scheme, the school's Healthy Eating Policy must be followed.



School Uniform

The uniform is very important for the image of the school and it enforces your child's association with the school. It also promotes every child is an equal. Children are expected to wear school uniform every day and school track-suit on P.E. day. Proper footwear must be worn. All coats, uniforms, lunch boxes etc, must be marked with owner's name. The school does not accept responsibility for losses of coats or belongings left in school. For safety reasons only one flat ring, studs or sleepers are allowed. Bracelets, neckbands and elaborate jewellery may not be worn.



Hygiene

Parents are asked to check their child's hair regularly for outbreaks of head lice. If there is an outbreak of head lice in a class, all parents of pupils in that class are informed by note and asked to take immediate action to treat infestation. Girls with long hair should have it tied up or back. Parents are encouraged to keep a close eye on their child's general hygiene as failure to do so may cause embarrassment for your child.

Relationship and Sexuality Education

RSE will be taught in accordance with the Department's directives and within the philosophy framework of the school. The teaching methods used in the school are child centred and reflect the age and stage development of each child:

Junior Infants, Senior Infants, 1st/2nd class

Naming parts of the body including parts of the male and female body using appropriate anatomical terms (10 minutes approx.)

3rd/4th classes

Sequence of development of the human baby from conception to birth.

5th/6th classes

Changes in male and female bodies as they grow – puberty

Reproductive system of male and female

Understanding sexual intercourse, conception and birth.

If parents are concerned about the more sensitive aspects of the programme, they are welcome to visit the school and discuss their concerns. Parents are strongly encouraged to support the work done in RSE at home and to use it as an opportunity to discuss RSE issues with their child.

Stay Safe Programme

To teach children personal safety skills so they can look after themselves in situations which could be upsetting and dangerous:

Feeling safe and unsafe

Friendship and Bullying

Touches

Secrets and Telling

Strangers

The school has a child protection policy in place and has an obligation to report any suspicions or evidence of neglect, physical, sexual or emotional abuse to the HSE. The Designated Liaison Person with this responsibility is the Principal, Colin Barry. In his absence the Deputy Liaison Person is Bernadette Murphy.

Custody/Separation

The BOM and staff of the school encourage parents experiencing separation to come and speak confidentially to the teachers and/or principal. It is our aim to handle such matters with sensitivity and compassion, and ultimately, our primary concern is for the well being and overall development of the child.

- When the child spends time in two homes, it is requested that the school be provided with both sets of emergency/contact numbers
- Regarding the collection of children from school, it is requested that the school be informed of any changes in the collection arrangements by note
- In the absence of a custody arrangement, both parents will be treated as equal partners in terms of parenting rights and responsibilities.
- The school cannot be asked to withhold a child from either parent, in the absence of a custody arrangement or court order.

The BOM and staff of Scoil Chroí Íosa will endeavour at all times to deal sensitively and caringly with children experiencing separation



Aims

The following aims of the Code of Behaviour for Scoil Chroí Íosa articulate our vision for positive relationships and behaviour in the school:

- To promote and maintain a happy and a safe school environment for all pupils, teachers and parents.
- To focus on affirming good behaviour and setting high expectations for standards of behaviour throughout the school.
- To foster caring attitudes towards each member of the school community, to promote respect for diversity and allow for appropriate accommodation of difference in accordance with the equal status legislation
- To specify practical strategies to be employed within the school community to support high expectations of positive behaviour throughout the school, with due regard to the age of the pupils and to individual difference
- To ensure that the principle of fairness, consistency and natural justice are adhered to by all members of the school community towards each other
- To outline procedures to be followed where a child fails or refuses to observe standards of behaviour expected and set out in this Code of Behaviour.
- To reflect that this school acknowledges that unacceptable behaviour may be linked to external factors. Positive support including active teaching of relevant skills will be provided for those children who are more vulnerable to behavioural problems
- To ensure that the system of rules, rewards and sanctions are implemented in a fair and consistent manner throughout the school

