

# Scoil Mhuire

*Each person through positive learning experiences will be  
Stimulated to achieve his/her full potential, face life confidently,  
find fulfilment and  
Be respectful in an ever-changing world.*



**2014-2015**

**[www.conventprimaryroscommon.ie](http://www.conventprimaryroscommon.ie)**

***Roscomáin***

**Chairperson:** Canon Eugene  
McLoughlin  
**Principal:** Dr. Úna Feeley,  
EdD.  
**Deputy  
Principal:** Patricia Morris,  
B.Ed.

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### Preparation for the First Day in Junior Infants

- Tell him/her about school beforehand, casually, and talk about it as a happy place where there will be a big welcome for him/her and he/she will meet new friends.
- Don't use school or a teacher as a threat "*If you behave like that for a teacher she'll murder you*" though said light-heartedly can make some children very apprehensive.
- Make sure he/she has his/her new uniform and his/her new bag. These help him/her identify more readily with the school and other children.
- It would help greatly if your child is able to:
  - \* Button and unbutton his/her coat
  - \* Put on and off his/her own shoes
  - \* Use the toilet without help
  - \* Encourage personal hygiene. Your child should know to flush the toilet and wash his/her hands without having to be told.
  - \* Use a handkerchief when necessary
  - \* Share toys and playthings with others and take turns
  - \* Tidy up and put away his/her play things
  - \* Remain contentedly for a few hours in the home of a relation, friend or neighbour.

### The First Day

Your child will be met by the teacher and the other children and will be shown his/her chair. Hopefully he/she will be absorbed in his new surroundings. So having assured him you will be back to collect him, wish him goodbye and **make your getaway without delay.**

### Handling the Upset Child

In spite of the best efforts of both teacher and parents, a small number of children will still become upset. If your child happens to be one of them don't panic. Patience and perseverance can work wonders.

#### A Word of Advice

- **Trust the teacher.** She is experienced and resourceful and is used to coping with all kinds of starting-off problems.
- **Try not to show outward signs of your own distress.** Sometimes the parents are more upset than the child and are the main cause of his/her anxiety.
- When you have reassured your child, leave as fast as possible. The teacher can distract and humour him/her more easily when you are not around.
- **You must be definite from the start.** Even if a child is upset you must insist that he/she stay for a short time- even 10 minutes.

## SCHOOL CALENDAR 2014 - 2015

Monday 1 <sup>st</sup> September	Return to school for all pupils
Thursday 25 <sup>th</sup> September	MERCY DAY MASS school open
Last Wednesday - 24 <sup>th</sup> September	Staff Meeting: 3.00p.m.
Last Wednesday - 22 <sup>nd</sup> October	Staff Meeting: 3.00p.m.
Monday, 27 <sup>th</sup> Oct. - Friday 31 <sup>st</sup> Oct.	Mid-term Break
Last Wednesday -28 <sup>th</sup> November	Staff Meeting: 3.00p.m.
Monday, 8 <sup>th</sup> December	Holy Day - school closed
Friday, 19 <sup>th</sup> December	Last day of school term: start of Christmas holidays.
Monday, 5 <sup>th</sup> January 2014	Return to school
Last Wednesday - 28 <sup>th</sup> January	Staff Meeting: 3.00p.m.
Mid-term break Thurs. 19 <sup>th</sup> February and Friday 20 <sup>th</sup> February.	<b>2 days</b> Mid Term Break
Last Wednesday - 25 <sup>th</sup> February	Staff Meeting: 3.00p.m.
Monday 16 <sup>th</sup> and Tues. 17 <sup>th</sup> March	St. Patrick's Day: <b>2 days closed</b>
Last Wednesday - 25 <sup>th</sup> March	Staff meeting: 3.00p.m.
Monday 30 <sup>th</sup> March	Start of Easter holidays
Monday 13 <sup>th</sup> April	Return to school
Last Wednesday 29 <sup>th</sup> April	Staff Meeting: 3.00p.m.
Monday 4 <sup>th</sup> May	Bank Holiday
Last Wednesday 29 <sup>th</sup> May	Staff Meeting: 3.00p.m.
Monday 1 <sup>st</sup> June	Bank Holiday
Thursday 4 <sup>th</sup> June	Information evening for parents of new entrants.
Tuesday, 9 <sup>th</sup> June	Sports Day
Friday, 26 <sup>th</sup> June	Last day of school year: Summer Holidays

Please respect the integrity of the above calendar by not planning holidays when the school is open. We are obliged to inform the Education Welfare Officer when a child has missed 20 cumulative school days.

**CHECK OUR WEBSITE FOR REGULAR UPDATES ON OUR CALENDAR**

**[www.conventprimaryroscommon.ie](http://www.conventprimaryroscommon.ie)**

A Thuismitheoirí a Chairde,

This booklet gives you easy access to important information about the school. You may download a copy of any/all of the policies from [www.conventprimaryroscommon.ie](http://www.conventprimaryroscommon.ie) If there is anything else you would like to know, please contact the school on 090 6626872.

Le gach dea ghuí,

Úna Feeley and Staff.

### Vision

Each person through positive learning experiences will be stimulated to achieve his/her full potential, face life confidently, find fulfilment and be respectful in an ever-changing world.

### Religious Education

Scoil Mhuire, is a Catholic school; therefore it is inclusive and enrolls children of other faiths and none and respects their beliefs and practices. The school is under the patronage of the Bishop of Elphin and the trusteeship of the Elphin Diocese. The school was founded in 1902 by the Sisters of Mercy.

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. Children of all faiths are encouraged to pray to God as they are taught by their parents, to do so at home. Children of no faith are encouraged to respect prayer time and to use the quiet time for reflection. In each classroom there is an atmosphere of openness, forgiveness and understanding and above all love. Teachers, with support from parents, are involved in the Catholic faith development of Catholic children, who are prepared for the sacraments of Reconciliation, Communion and Confirmation. In addition to these activities, all children will also learn about and from the beliefs, teaching and practices of the great religious traditions of the world, with a particular focus on Christianity. This type of learning is open to, and inclusive of all children, regardless of their faith background. Children from all faith traditions and none are therefore welcome to participate in the religious programme that our school provides. 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 the religious education period apart from within the class. The school has an obligation to nurture the spiritual and moral development of all its children. Children of other faiths and no faith are facilitated to work on their moral and spiritual development during religion time, mass and catholic celebrations.

### Crest

The crest was designed for the Centenary Celebration 1902 - 2002. The cross is the Mercy cross in recognition of the Sisters of Mercy who came to Roscommon in 1853 and established education in the town. The cross is also symbolic of the Christian ethos that permeates the school day. The hands of the children striving outwards, towards the future, their lives, the spiral and the rings around the symbol comment on the eternity of time and the



cyclical nature of life. The hands are touching and overlapping, reflecting on the interaction of those children, whose paths have crossed over one hundred years in the school. In 2005 the hands were coloured in two skin tones to reflect the

diversity of cultures in the school. All children irrespective of gender, race, or culture are given equal opportunity to participate in all aspects of school life. We nurture in our children a sense of cultural identity and pride in ones culture. Children are taught Irish and encouraged to use Irish informally in daily conversation. Children from other countries are encouraged to teach us about their culture and traditions. Every day we learn from each other.

## 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 and a new Board was formed in November 2007. The members of the current board are:

### Patron's Representatives

Canon Eugene Mc Loughlin/  
Margaret Mannion

### Principal and Teachers' Representative

Úna Feeley/ Patricia Morris

### Parents' Representatives

Jackie Hand/ Tom O' Brien

### Community Representatives

Tom Mannion

Jim Hoban

### Chairman

Canon Eugene Mc Loughlin

## Staff

Úna Feeley, EdD. Patricia Morris, B.Ed.	Principal Deputy Principal, Special Needs team
Frances Mitchell, B.Ed. Sinéad Killeen, B.Ed. Louise Kilcullen, B.A., H.Dip.Ed. Joan O' Shea, B.Ed. Deirdre Mc Dermott, B.A. H.Dip.Ed Olivia Ward, B.Ed.	Infant Teachers
Cathy O' Connor, B.Ed. Maria Kearney, B.Ed. Aisling Greene, B.Ed. Nicola Shaughnessy, B.Ed. Niamh Fallon, B.Ed.	1 <sup>st</sup> /2 <sup>nd</sup> Class Teachers
Sandra Crean, B.Ed. Alicia Henry, B.Ed. Deirdre Hannon, B.Ed.	3 <sup>rd</sup> /4 <sup>th</sup> Class Teachers
Kate Crehan, B.Ed. Caroline Gannon, B.Ed. Lorraine Connaughton, B.Ed.	5 <sup>th</sup> /6 <sup>th</sup> Class Teachers
Caitríona Duignan, B.Ed. Alberta Healy, B.Ed. Mary-Clare Maher, B.Ed. Caroline Acton, B.Ed. Patricia Morris, B.Ed Amy Mc Aleer, B.Ed. Kathryn Heneghan, B.Ed.	Special Needs Team
Ann Connell Pauline Hanily Róisín Rogerson Carmel Walker	Special Needs Assistants
Ann Igoe	Secretary

\*Listed is the primary degree teachers hold. Many teachers have further qualifications including post grad. Diplomas, other degrees, Masters in Education and Doctorate in Education. Many of our staff provide training to other teachers on behalf of the National Council for Curriculum and Assessment (NCCA), Professional Development Support Service for Teachers (PDST), Hibernia College, National University of Maynooth (NUIM), Hibernia College and the National Induction Programme for Teachers (NIPT).

### **EXAMPLES OF SERIOUS MISDEMEANOURS:**

Constantly disruptive in class/telling lies/stealing/damaging or interfering with another person's property/back answering a teacher/leaving school premises during school day without appropriate permission/ using or writing unacceptable language or comments on paper or through the internet or mobile phone/bringing chewing gum, glass bottles, correction fluids or other solvents to school/deliberately injuring a fellow pupil or partaking in any activity which would put themselves or others in danger/deliberately leaving taps on/misuse of fire equipment/ bringing in mobile phones without permission.

### **EXAMPLES OF STEPS TO BE TAKEN WHEN DEALING WITH SERIOUS MISDEMEANOURS:**

- Pupil is sent to Principal/Deputy Principal
- Principal/Deputy Principal contacts parent/guardian
- Pupils may be removed from activity if endangering self or others
- The child will write an account of what they have done. They may receive detention (supervised) with written work. Temporary separation from peers, friends and others may also occur.
- A record is kept of all serious misdemeanours.

### **EXAMPLES OF GROSS MISDEMEANOURS:**

Deliberately vandalizing school property/ aggressive, insulting, threatening or violent behaviour towards any person. Bringing alcohol, drugs, cigarettes or matches to school.

### **EXAMPLES OF STEPS TO BE TAKEN WHEN DEALING WITH GROSS MISDEMEANOURS:**

- Principal/Deputy Principal contacts parent/guardian immediately and parents will be called to meet the principal in the school.
- While waiting for the parents' presence in the school or while the discussion is taking place, the child may be removed from class and placed in another classroom with written work to do. The child writes an account of what happened and how they will behave in the future. The Board of Management has authorised the Chairman or Principal to sanction an immediate suspension following discussion with the parents. If the parents do not attend the meeting, the pupil may be suspended and parents informed by letter.
- A record is kept of the incident.
- When a period of suspension ends, the pupil will be re-admitted formally to class by the Principal/Deputy Principal.
- Where a satisfactory resolution of a problem is achieved, a pupil may be re-admitted to school within a suspension period at the discretion of the Chairperson of the Board and Principal.

## **SANCTIONS**

Sanctions are used in a corrective way and are intended to help the child to change and improve his or her behavioural patterns. The nature of the misbehaviour and the age of the child will determine the strategy to be employed.

### **DISCIPLINARY ACTIONS AND SANCTIONS TO DEAL WITH MISDEMEANOURS:**

#### **EXAMPLES OF MINOR MISDEMEANOURS:**

Interrupting class work/ arriving late for school/ running in school building/not listening and speaking out of turn/leaving seat without permission at break or lunch time/ placing unfinished food in bins/ leaving litter around school/ not wearing correct uniform/ being discourteous or unmannerly/ not completing homework without good reason/ bringing sweets and bars to school/ wearing jewellery (Jewellery is not allowed except for one small stud earring in the bottom of each ear and a watch)/wearing make-up/belongings not named/unsuitable hairstyles, hair not tied back/not bringing explanation notes for absences and homework/ wearing unsuitable shoes/cycling in school grounds.

#### **EXAMPLES OF STEPS TO BE TAKEN BY TEACHERS WHEN DEALING WITH MINOR MISDEMEANOURS:**

- The class teacher will normally deal with classroom misdemeanours.
- Verbal reprimand and reasoning with the pupil, including advice on how to improve, setting realistic targets.
- Time out from friends and others (to reflect on the misbehaviour).
- Loss of privileges such as 'Golden Time', Game time, extra recreation time etc.
- Noting incidence of yard misbehaviour in yard book
- Note in homework journal or other to parents.

#### **EXAMPLES OF STEPS TO BE TAKEN WHEN DEALING WITH REGULAR OCCURRENCES OF MINOR MISDEMEANOURS:**

- A record is kept of regular instances of misdemeanour.
- Following five instances of misdemeanour the pupil is sent to Principal/Deputy Principal.
- The child writes an account of what they have done.
- The child will receive detention (supervised) with written work.
- Class teacher meets with parent(s)/guardian.

## **BASIC INFORMATION**

### **School Times**

- 9.15a.m. School doors open to admit pupils
- 12.40p.m. Lunch break for all pupils
- 1.15p.m. Classes resume after lunch break
- 2.00p.m. Junior and Senior Infants finish
- 3.00p.m. End of school day (1<sup>st</sup> - 6<sup>th</sup> classes)
- 3 - 5p.m. Homework club and extra curricular activities

No responsibility is accepted for pupils arriving before 9.15a.m with the exception of those doing Music. Parents who wish to have their children escorted home should make their own arrangements to have them met at the school and the person to escort them should be at the school no later than 3.00p.m. The school cannot accept responsibility for looking after children after 3.00p.m., except for those partaking in after school homework or extra curricular activities organised by the school.

### **Car Park**

In the church car park children should not be dropped off/collected in front of the main school gates as this causes traffic congestion. Parents should park in one of the marked parking bays and make sure their children walk along the pedestrian crossing or footpath into the school. Parents are asked to walk young children onto the footpath. We ask parents to drive with great caution and to allow for the unexpected errors that children of school-age can make.

Please pass on this information to any person who drops or collects children on your behalf.

### **Phone Numbers**

Please ensure that your child's teacher has an up-to-date address and phone number which can be written in the homework journal. It is the parent's responsibility to inform the school in writing of any changes in name, 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 BOM, does take on the responsibility for administering medicines takes on a heavy duty of care. Parents of pupils who are on medication or inhalers are asked to fill in a form (available from the school office) for school records.

## **Accidents**

Accidents occur despite supervision. Minor accidents are treated at school. In the event of a more serious accident or a child becoming very ill, every possible effort will be made to contact the pupil's parents or the persons delegated to take responsibility for that child.

## **CURRICULUM**

*The What, Why and How of Children's Learning in Primary School is a DVD for parents about the Primary School Curriculum. A free copy is available for all parents from the office or can be accessed at [www.ncca.ie](http://www.ncca.ie) The DVD provides information for parents about what children learn in school, why they learn with the curriculum and how they learn through different teaching methodologies. In Scoil Mhuire efforts are made to ensure children taste success regularly. There is a focus on quality learning for all. High standards are achieved in literacy and numeracy. Emphasis is placed on identifying children with learning difficulties early and putting an effective intervention programme in place, in consultation with parents.*

### **Subjects taught in all classes Junior Infants - 6<sup>th</sup> Class:**

Drama,  
Languages (English, Irish, French 5<sup>th</sup>/6<sup>th</sup>) Geography  
History  
Mathematics  
Music  
Physical Education Religion  
Science  
Social Personal and Health Education Visual Arts.

### **Extra Curricular activities:**

We offer a wide range of extra curricular activities catering for children of all interests. These run from 3.00p.m. - 4.00p.m. Monday - Thursday.

Athletics	Gaelic football	Chess
Ballet	Irish Club	School Band
Basketball	Accordion	Volleyball
Camogie	Soccer	Choir
Violin	Guitar	Violin/Flute/Keyboard

### **Facilities:**

Twenty iPads for use in all classrooms  
Interactive White Boards and laptops/PCs in all classrooms  
iPods for digital videoing and digital cameras for use by all children.  
Assembly Hall and Stage with lighting and sound equipment  
Access to Secondary School Gym and Sport facilities

#### IF YOU KNOW SOMEONE IS BEING BULLIED:

- TAKE ACTION - Watching and doing nothing looks as if you are on the side of the bully. It makes the victim feel more unhappy and on their own.
- If you feel you cannot get involved, tell an adult IMMEDIATELY. Teachers have ways of dealing with the bully without getting you into trouble.
- Do not be, or pretend to be, friends with a bully.

#### **Advice for Parents**

- Look for unusual behaviour in your children. For example, they may suddenly not wish to attend school, feel ill regularly, or not complete work to their normal standard, ask for money or begin stealing money.
  - Always take an active role in your child's education by enquiring how they are getting on.
  - If you feel your child may be a victim of bullying behaviour, inform the school IMMEDIATELY. Your complaint will be taken seriously and appropriate action will follow.
  - It is important to advise your child not to fight back. It can make matters worse.
  - Tell your child there is nothing wrong with him/her. It is not her fault that they are being bullied.
  - Make sure your child is fully aware of the School Policy concerning Bullying, and that they will not be afraid to ask for help;
- Scoil Mhuire, Roscommon does not welcome bullies**

#### **Procedure for Investigating and Dealing with Bullying:**

In any incident of bullying, the teacher will speak separately to the pupils involved, in an attempt to get both sides of the story. All interviews will be conducted with sensitivity and with due regard to the rights of all pupils concerned. Pupils who are not directly involved can also provide useful information in this way:

1. When analysing incidents of bullying behaviour, the teacher will seek answers to questions of what, where, when, who and why in a calm manner, setting an example in dealing effectively with a conflict in a non-aggressive manner.
1. If a group is involved, each member will be interviewed individually and then the individuals are met as a group. Each member will be asked for his/her account of what happened to ensure that everyone is clear about what everyone also has said.
2. If a pupil has been engaged in bullying behaviour, it will be made clear to him/her how he/she is in breach of the Code of Behaviour.

## **ANTI- BULLYING POLICY**

The school believes that its pupils have the right to learn in a supportive, caring and safe environment without fear of being bullied.

Bullying is repeated aggression, verbal, psychological or physical conducted by an individual or group against others. Isolated incidents of aggressive behaviour, although not condoned, cannot be described as bullying. However, when the behaviour is systematic and ongoing it is bullying. Bullying affects everyone, not just the bullies and the victims. It also affects those children who watch and less aggressive pupils can be drawn in by the group pressure. Bullying is not an inevitable part of school life or a necessary part of growing up and it rarely sorts itself out.

### **Combating Bullying and the Action towards Prevention:**

#### **Role of Staff**

- The principal and staff exercise constant vigilance in the matter of misbehaviour. Our aim is to prevent misbehaviour rather than control. Positive behaviour is always recognised, affirmed and sought.
- Any complaints of bullying are dealt with quickly, firmly and fairly.
- The principal is informed of any instance of bullying.
- Awareness of bullying as a form of unacceptable behaviour is addressed in the classroom, at school assemblies, through the school policy on pastoral care and other informal occasions when the opportunity arises.
- Pupils are taught skills and encouraged to report any incident of bullying.

#### **Advice for Pupils**

- Tell yourself that you do not deserve to be bullied, and that it is **WRONG**.
- Be proud of who you are. It is good to be individual.
- Try not to show that you are upset. It is hard but a bully thrives on someone's fear.
- Stay with a group of friends/people. There is safety in numbers.
- Be assertive - shout **NO**. Walk away confidently. Go straight to a teacher or member of staff.
- Fighting back makes things worse- So don't fight back. **REPORT** to a teacher or parent(s)/guardians instead. If you need support find a friend and both of you speak to the teacher.
- Generally it is best to tell an adult you trust straight away. You will get immediate support.

The teachers will take you seriously and will deal with bullies in a way which will end the bullying and will not make things worse for you.

## **Homework Policy**

Parents are encouraged 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, checking and signing 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 Class	45 minutes - 1 hour
Sixth Class	1 hour - 1 hour 30 minutes (max.)

*If your child is spending more time than they should at homework and he/she is doing 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; however, children in middle and senior classes may sometimes be required to work independently on projects at weekends.

## **After school Homework Club**

Homework club runs from 3.00p.m. - 4.00p.m., Monday - Thursday for 3<sup>rd</sup> - 6<sup>th</sup> class pupils. Homework club is run and supervised by our teaching staff.

## **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 the 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 if your child is absent. The Act states that the relevant authorities will be informed of pupils who have been absent for **twenty school days or more** (this includes illness, holidays outside school holidays etc.). A pupil who shows signs of illness should be kept at home. Requests from parents to allow their child to stay inside during break times cannot be accepted. A child who is too sick to play with his peers or go outside during break times should not be in school. The school is unable to provide adequate supervision both inside and

outside the school, during break times. However, arrangements will be made in exceptional circumstances, when a child needs to stay inside.

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 will be contacted. If not the child will be made as comfortable as possible until a parent/guardian is contacted.

The school needs to be notified in writing, if a child needs to leave school early. No child may leave school without a parent or guardian during school times. If someone other than a parent or guardian is collecting a child, please notify the school in writing. A child who has to leave early should be **collected from the classroom.**

It is very important that your child is in school on time as lateness is unsettling for everyone.

### **Parent/Teacher Communication**

Arranging parent/teacher meetings within the school day while children are in school is difficult. However, parents are welcome to speak to the principal at *any time*. In case of prior appointments it would be wise to ring the school in advance (090 6626872). Informal communication takes place early morning between teachers and parents while children are changing their shoes and hanging up their coats. This informal chat is very important. However, meetings with class teacher at class doors to discuss a child's concern/ progress is discouraged on a number of grounds:

1. A teacher cannot adequately supervise her class while at the same time speaking to a parent
2. It is difficult to be discrete when so many children are standing close by.
3. 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. When possible the principal will teach the class until the class teacher returns.

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

### **STAFF ARE EXPECTED:**

- to support and implement the school's code of behaviour;
- to act as good role-models for the children, show "love and respect in every deed and action" and to be cognisant of their duty of care;
- to be familiar with and follow the school's policy on "Child Protection";
- to create a safe, welcoming environment for each pupil;
- to praise desirable behaviour;
- to facilitate pupils to reach their full academic potential;
- to recognise and provide for individual talents and differences among pupils;
- to be courteous, consistent and fair;
- to keep opportunities for disruptive behaviour to a minimum;
- to deal appropriately with misbehaviour in line with school policy; **without fear or coercion**
- to keep a record of serious misbehaviour or repeated instances of misbehaviour;
- to listen at appropriate times, to pupils' explanations for behaviour;
- to provide support for colleagues;
- to be familiar with the school's "Professional Conduct Code";
- to communicate with parents and staff when necessary, always with courtesy and respect;
- to provide reports on matters of concern;
- to be familiar with and follow the school's policies on "Grievance" and "Harassment" if he/she has any complaint against staff, parents or outside personnel.

### **PARENTS ARE EXPECTED:**

- to nurture in their children a positive attitude towards school and try not to pass on any negative experiences parents may have had themselves while at school;
- to ensure their child attends school regularly and punctually in full school uniform with appropriate clothing for the weather;
- to send a written note to the class teacher explaining their child's absence from school;
- to ensure the school has up-to-date phone numbers of family/friends to be contacted in case of an emergency;
- to arrange and ensure that a family member/friend is contactable and available to attend the school in the event of an emergency;
- to ensure their child attends school clean and with a good level of hygiene; to check their child's head regularly for head lice and treat as necessary;
- to ensure their child has a healthy lunch in school every day in line with the school policy on "Healthy Eating";
- to arrange meetings with the class teacher and/or principal when they are concerned about any issue relating to their child;
- to communicate with staff when necessary, always with courtesy and respect and to model good behaviour in their relationship with teachers; ;
- to encourage children to have a sense of respect for themselves, for others, for their own property and that of others;
- to be interested in, support and encourage their child's school work;
- to ensure that their child has the correct books and other materials;
- to be familiar with the code of behaviour and other school policies and to support the implementation of these policies;
- to co-operate with teachers in instances where their child's behaviour is causing difficulties for others;
- to communicate to the school problems which may affect a child's behaviour;
- to follow the schools "Complaints Procedure" (available on the school website) if they have a complaint about a staff member.

## CODE OF BEHAVIOUR

A FULL COPY OF THE CODE OF BEHAVIOUR IS AVAILABLE ON THE SCHOOL WEBSITE.

The code aims at creating a caring, ordered environment based on respect and tolerance where each child can feel secure and confident. We work hard to ensure that our school is a happy place for both children and staff. **Student behaviour in the school is managed without fear or coercion.** We aim to 'catch children being good' and reinforce positive behaviour. Professional codes of conduct for teacher require consistent implementation by each staff member (Codes of conduct are on the school website.)

### SCHOOL RULES

<b>Be Gentle</b>	<b>Don't hurt anyone</b>
<b>Be kind and helpful</b>	<b>Don't hurt people's feelings</b>
<b>Be honest</b>	<b>Don't cover up the truth</b>
<b>Work hard</b>	<b>Don't waste time</b>
<b>Look after property</b>	<b>Don't waste or damage things or take things that don't belong to you.</b>
<b>Listen to people</b>	<b>Don't interrupt</b>

#### PUPILS ARE EXPECTED:

- to listen to the class teacher, work hard, do their best and make best use of their time in school;
- to enter and leave the school building at all times in an orderly fashion. When the bell rings after play-time the children stop playing and walk to their class lines. Children do not enter the school building during play-time without getting permission from teachers;
- to walk within the school building. **Quietness** is expected while children are getting ready to enter/exit class i.e. while queuing, while putting on coats in cloakrooms etc.;
- to treat all staff and members of the school community, visitors, themselves and each other with due respect and courtesy;
- to never bully any person; Any behaviour that interferes with the rights of others to learn and to be safe is unacceptable. Cyber bullying, fighting, rough play or any physical force is never allowed or tolerated.
- to never use bad language;
- to wear full school uniform;
- not to bring chewing gum, glass bottles, correction fluids, other solvents, matches, cigarettes, alcohol or drugs to school either on the premises or to a school related activity;
- to bring no jewellery to school except a watch. Only earrings allowed are one small stud earring in the bottom of each ear;
- not to wear make-up;
- to hand up their mobile phone, switched off, to the class teacher or principal as soon as school starts and to remember to get their mobile phone from the teacher/principal before school finishes. If a child is found with a mobile phone it will be confiscated.
- to keep their hair neat and in its **hair in its natural colour**. For hygiene purposes hair must be tied back.
- to respect the school building and property. If any deliberate damage is caused, the parent/guardian will be responsible for the cost of repair/replacement;
- to value our school environment; the playground is a litter-free zone. Fruit peels, pencil parings etc. are collected for composting. Waste paper and cardboard are collected for recycling. All other empty carton drink containers and wrapping papers are considered household waste and are taken home.

For expected behaviour on wet days, swimming days and school tours/activities please see the full Code of Behaviour on our school website.

### **Access to Records**

Parents are entitled to an account of their child's progress in school. First to 6<sup>th</sup> classes participate in a National Standardised Assessment (in English and Maths) every year during the 3<sup>rd</sup> and 4<sup>th</sup> week of 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 Tests, Diagnostic tests (if applicable), Discipline, Medical/ Psychological (if applicable) and End of Year Reports. Scoil Mhuire retains all school records in a safe place for nine year after the child leaves 6<sup>th</sup> class.

### **Healthy Lunch Policy**

This policy was drafted following consultation and discussion with members of the Parents Association. 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. **The 4 Cs are not allowed: Chewing Gum, Crisps, Chocolate bars, Candy.** A healthy eating week will be held in the school the second week of September. A full copy of the Healthy Lunch policy is available for parents from the secretary.

### **Custody/Separation Policy**

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. It is school policy to offer the option of separate parent/teacher meetings, if so desired. It is assumed that when we wish to communicate with parents regarding their child, the parent contacted (i.e. the parent with whom the child principally resides) will inform the other parent of meetings, arrangements etc. Special arrangements for separate communication can be accommodated. 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 Mhuire will endeavour at all times to deal sensitively and caringly with children experiencing separation.

### **Procedures for Reporting allegations of Child Abuse**

The Board of Management of Scoil Mhuire follows the procedures as outlined in the *Children's First Guidelines 1999* as issued by the Department of Health and the guidelines issued by the Department of Education and Science. These procedures are listed in our School Plan. The Designated Liaison Person (DLP) appointed by the BOM is Ms. Úna Feeley. The deputy DLP is Ms. Margaret Mannion. If any parent is concerned about a pupil in the school they should in the first instance contact the DLP.

### **Relationship and Sexuality Education**

In circular 2/95 issued by the Department of Education and Science the minister requested all schools to introduce Relationship and Sexuality Education (RSE) as part of the curriculum. In the 1999 curriculum RSE was included in Social Personal and Health Education (SPHE). The content of the schools SPHE programme includes a wide range of topics such as healthy eating, alcohol, drugs, environmental issues, safety and social responsibility as well as RSE. 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. If parents are concerned about the more sensitive aspects of the programme, they are welcome to visit the school to examine the content of the programme and discuss their concerns with the principal. Following this meeting if parents wish to have their child/ren withdrawn when sensitive issues are being taught, they are requested to submit this in writing to the Principal. Efforts will be made by the school, using the resources it has, to accommodate these children by providing supervision within another classroom.

### **Invitations/ Cards**

It is school policy that invitations to birthday parties, Christmas cards etc. are not distributed in the school premises, out of consideration for non-receivers.

### **Care of Hair**

Parents are asked 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' Association**

A vibrant Parents' Association/ Council is in existence since 1989. Membership is open to all parents/ guardians of all pupils enrolled. It promotes the interests of the pupils in co-operation with the BOM, Principal and staff. Parents as a group have a wide range of talents, abilities and skills that have the potential to enrich and extend the educational opportunities provided for pupils.

## SCHOOL UNIFORM

The uniform is very important for the image of the school and it enforces your child's association with the school. We ask you to adhere strictly to the colour scheme of the uniform.

Pupils should be in full *Scoil Mhuire* school uniform from the commencement of the school year. Boys and girls must wear flat, sensible, dark coloured shoes and to prevent falls when running- NO BOOTS permitted. Runners are allowed **only** on P.E. days. Girls may wear tailored trousers or skirts. Navy trousers for girls are available at Donnellans, Main St. For safety reasons stud earrings, worn in the lower lobe of the ear and watches are the only jewellery allowed. Children are encouraged to wear hair in its natural colour.

Item	Available From:
Navy blue v-neck jumper with <b>compulsory School Crest</b> . Navy plaid skirt or pinafore Navy striped tie	Crested jumper available from Donnellans or Wards. Navy plaid skirt/pinafore and striped tie available from Donnellans.
Pale Blue Shirt Navy Blue Trousers Navy Blue Socks/Tights Dark coloured, flat, sensible shoes	These items are widely available.
<b>School Tracksuit</b> On P.E. days, pupils wear: Navy blue/pale blue panelled tracksuit top with <b>compulsory School Crest</b> .	Tracksuit top available from George Bannon Sports.
Plain navy, shell material tracksuit bottoms with zips. Pale blue collared T-shirt Runners	Stripes or writing down side of tracksuit bottoms are not permitted. This is to avoid pressure on children to have labelled tracksuit bottoms such as Canterbury's.

### PLEASE LABEL ALL ITEMS:

To avoid loss of personal property - jumpers, coats, tracksuit tops, lunch boxes etc. should be marked. Coats and jackets should have loops for hanging up.