

Gaelscoil
Aonach Urmhumhan
Ag Spreagadh na hOige

CÓD IOMPAIR, RIALACHA & TREOIRLÍNTE

Ráiteas:

Is Gaelscoil chaitliceach í seo, a dhéanann sár-iarracht timpeallacht shlán shabháilte a sholáthair do gach duine, chun tacú le forbairt foghlama agus múineadh; oiriúnach do phearsantacht ar leith gach duine aonair. *Gaelscoil Aonach Urmhumhan is a Catholic school which endeavours to offer a safe healthy environment to all, to promote learning and teaching suited to every individual's personality.*

Réamhrá:

Is é an meas bunphrionsabal na scoile;

- i) Meas ag an duine air/uirthí féin
- ii) Meas ar a chéile agus
- iii) Meas ar fhearas na scoile

Sa chód seo, glactar le riachtanaisí áirithe an pháiste chomh maith le cursaí na scoile. Tá sé mar aidhm ag an nGaelscoil aonarach an pháiste a chinntiú chomh maith le cearta an pháiste a admháil i dtimpeallacht slán sabháilte agus Ráiteas na Scoile a chomhlíonadh.

Moltar iompar oiriúnach agus múintear titim amach drochiompar chun gur féidir atmasféar dearfach a choimeád timpeall na scoile. Is ghné tábhachtach sa scoil seo ná **Cleachtas Aisiríoch**, ag diriú ar an mbunphrionsabal de mheas ar gach duine. Úsáidtear ceisteanna áirithe i ndiaidh eachtra idir pháistí chun teacht ar réiteach atá fireálta do chách agus a cheadaíonn dóibh machnamh a dhéanamh ar a gcuid gníomhaíochtaí agus na hiarmhairtí chomh maith.

In this code particular consideration has been given to the particular needs and circumstances of all children attending Gaelscoil Aonach Urmhumhan. The aim of the school is to ensure that the individuality of each child is accommodated in fulfilling the school mission statement while acknowledging the right of each child to an education in a relatively disruption-free, safe environment.

An important part of our approach to behaviour management and in keeping with the new Bi Cineálta Anti-Bullying procedures is the concept of 'Restorative Practice'. Our "Cód Smachta" / Code of Behaviour and "Bí Cineálta" / Anti-Bullying policies ([Bí Cineálta](#)) are focused on the positive aspects of behaviour rather than on punishments, sanctions or suspensions etc., although these are included in the appropriate sections of our policies.

We promote the notion of a school community where everything we do is based on mutual respect. Pupils are expected firstly to respect themselves and then to treat each other and staff members with respect. Teachers and staff members are expected to treat students with respect. Our school operates on the basic principle of respect for i) self, ii) others & iii) for school property.

We take the view that pupils (other than some pupils with very special needs) choose their behaviour to a great degree – they always have an alternative. Therefore, they must take responsibility for their behaviour. If they treat others poorly, they may be acting out their own anger and frustration, but they can also learn to choose differently and more positively. We ask children to treat others as they want to be treated themselves.

The Restorative Practice Questions (Aguisín 1/Appendix 1) are fair and give each child a chance to explain what happened from their perspective. The questions encourage children to reflect on their actions and consequences.

*Mutual respect, kindness, friendship, building of positive relationships and above all, empathy are all corner-stones of our Restorative Practice philosophy. We implement the principles of **Restorative Practice** in conjunction with the *Bi Cineálta Anti -bullying procedures*, constantly aware of the underlying values of:*

- *Respect*
- *Interconnectedness*
- *Fairness*
- *Personal Accountability*
- *Honesty*
- *Collaboration*
- *Problem-solving*

Tá an cód seo dírithe ach go háirithe ar pháistí na scoile seo agus iad faoi chúram údarás na scoile. This code principally applies to the children when they are under supervision of the school staff.

Déantar an Cód Smachta a athbheithniú go bliantúil. The Code is revised annually.

*Tá an Cód Smachta curtha le chéile ag na Múinteoirí in éineacht le moltaí na dtuismitheoirí, Rialacha do Scoileanna Náisiúnta agus glactha ag an mBord Bainistíochta. Tá ar gach tuismitheoir agus páiste ó Rang 3-6 an cód seo a léamh, agus an fhoirm chúil a shíneadh agus a chur ar ais tríd Aladdin (Córas Cumarsáide Dhigiteach na Scoile). Iarraimid ar thuismitheoirí páiste níos óige na códanna cuí a phlé leo. *The Discipline Code has been compiled by the teachers with recommendations by the parents, in conjunction with Rules for National Schools, and has been approved by the Board of Management. It is the responsibility of all parents of children attending this school to read this code and to ensure their children from Rang 3-6 also read it and to co-operate with its implementation. We ask that parents of younger children explain the relevant parts to them. All parents are required to sign the form pertaining to The Cód Smachta and Bi Cineálta on the school communications platform Aladdin – Permissions.**

Fothaidil an pholasáí seo/ Sub-titles of this Policy:

- **Cathain Is Cóir An Cód a Leanúint/ Policy Guidance**
- **Ar Scoil — Ba Chóir/School Ground Rules**

- **Níl Cead/Are not allowed**
- **Ag Cur An Chóid i Bhfeidhm /Applying The Code**
- **Ag Déileáil le Droch-iompar/Dealing with Misbehaviour**
- **Polasaí le Síniú- Policy to sign**
- **AGUISÍN 1- Appendix 1 (Cleachtas Aisiríoch/ Restorative Practice)**
- **AGUISÍN 2 – Appendix 2 (Gnéithe eile Tábhachtacha/ Other Important Aspects, Gaeilge/Irish)**
- **AGUISÍN 3- Appendix 3 (Úsáid na hidirlíne sa Scoil/ Internet Usage, Obair Bhaile/ Homework, Cathain atá Nóta ag Teastáil ó Thuismitheoirí/When is a note required?, Cruinnithe—Meetings, Rúndacht agus Cosaint Sonraí—Confidentiality and Data Protection, Oifig/ Office, Am Ar Scoil – School Opening/Closing, Tinreamh agus Puncúlacht/ Attendance & Punctuality, Cumarsáid leis an scoil/ Communication with the school, Nuachtlitreacha- Newsletters, Méan Shóisialta – Social Media, Polasaithe Na Gaelscoile/ Gaelscoil Policies)**
- **AGUISÍN 4-Appendix 4(Parcáil-Parking, Rothair & Scútair- Bicycles& Scooters, Leigheas-Medicine, Cinn Míolta/Head-Lice, Lón/Lunch, Imeachtaí Breise/ Additional Activities, Scrúdaithe Caighdeánacha/Standardised Tests, Athchursáil/ Recycling, An Curaclam/ The Curriculum, Na Sacraimintí/ The Sacraments Lipéid/Labels, Éadaí Scoile/ School Clothes)**

Cathain Is Cóir An Cód a Leanúint:

The Code Applies to All:

- **Sa seomra ranga agus i bhfoirgneamh na scoile: In the classroom and on the school premises**
- **I gclós na scoile: In the playground**
- **I rith gníomhaíochtaí breise: During extra-curricular activities**
- **Ag gluaiseacht ón scoil agus ar ais faoi chúram an mhúinteora go dtí an leabharlann, an pháirc, an halla ...srl: Moving to and from the school; to the library, park, hall etc.**
- **Ar thurasanna scoile srl: On school tours etc.**

Ar Scoil — Ba Chóir/ At School The Ground Rules are:

•	Gaeilge a labhairt <i>Irish to an appropriate standard should be spoken at school</i>
•	Iompar oiriúnach a léiriú <i>Behaviour should be acceptable</i>
•	Ard-mheas a thaispeáint d'fhoireann na scoile uilig, do pháistí agus do chuiditheoirí. Ní ghlactar le bulaíocht. (Tag: Bí Cineálta/ Polasaí ar Fhrithbhulaíocht ar scoil). <i>All pupils must have respect for other children and their property, all school staff and visitors. Bullying is not accepted. (Ref: Bí cineálta/ Anti-Bullying policy).</i>
•	Freastal ar scoile go rialta agus a bheith in am gach lá. <i>Pupils should attend school on a regular basis and be punctual</i>
•	A dhícheall a dhéanamh le hobair scoile agus obair bhaile <i>Pupils should do their best in school and at homework</i>

Níl Cead/Are not allowed:-

Seo a leanas samplaí de rudaí nach bhfuil ceadaithe, ach níl an liosta uileghabhálach./This is a list of examples of misbehaviour which is not exhaustive.

•	Ionsaí ar bith a dhéanamh ar pháiste nó ar bhall foirne <i>Any assault on children or member of school staff is forbidden and is considered a serious offence.</i>
•	An clós nó an scoil a fhágaint gan cead: má dhéantar é seo, cuirfear fios ar na gardaí agus ar thuismitheoir/chaomhnóir an dalta <i>Pupils may not leave the school grounds without permission. If they do so An Garda Síochána and child's parent/guardian will be called</i>
•	Súgradh in áiteanna nach bhfuil ceadaithe; an carr-chlós san áireamh <i>Pupils should play in designated areas only and should not enter the staff car park</i>
•	Cluichí garbha a imirt <i>Rough play is not permitted.</i>
•	Drochtheanga a úsáid <i>Bad language is not permitted</i>
•	Cur isteach ar pháistí eile nó bheith ag troid <i>Fighting with, or bothering others, is not permitted</i>
•	Dreapadh, lasmuigh de cheachtanna spóirt/ionad súgartha <i>Pupils should not climb at school other than during P.E. lessons under the teachers' instruction</i>

•	<p>Bheith ag súgradh tar éis an chloig amuigh sa chló Púils must proceed to the line, immediately and quietly when the bell rings to end play time.</p>
•	<p>Rudaí éinne a thógail nó a úsáid gan cead. Má thógtar nó má ghoidtear aon rud riamh, deileáiltear leis go han-dáire ag glaoch ar na Gardaí Síochána más cuí <i>No-one may take others goods or use them without permission. Taking or stealing will be treated very seriously, and if necessary, will be dealt with by An Garda Síochána.</i></p>
•	<p>Trádáil Trading among children is not permitted.</p>
•	<p>Fáinní cluaise móra a chaitheamh nó aghaidh a bheith polta Púils are not allowed to wear large ear-rings or have facial piercings at school.</p>
•	<p>Smidiú a chaitheamh ar scoil Púils should not wear make up at school</p>
•	<p>Gútháin soghluaiste & Uaireadóirí Chliste: Ní cheadaítear iad a bheith ar scoil nó ag imeachtaí scoile riamh. Coimeádtar aon ghuthánsoghluaiste/uaireadóir chliste atá faighte in san oifig an ar feadh 3 lá, agus ní mór do thuismitheoir é a bhailiú i ndiaidh an tréimhse. <u>Mobile phones & Smart Watches</u> are not allowed at school or at school activities under any circumstances. If a child is found to have a phone on his/her person, it will be confiscated for three days and must be collected by a parent.</p>
•	<p>Ní cheadaítear tippex(leacht) a úsáid, an luchóg tippex amháin atá ceadaithe Tippex (liquid) is prohibited (Tippex mouse only permitted)</p>
•	<p>Gum coganta a ithe Chewing gum is forbidden</p>
•	<p>Aon rud mí-oiriúnach nó dáinséarach do shaol an pháiste a bheith ag an bpáiste. Choimeádfai a leithéid. (Tag: Míúsáid Substaint ar Scoil) Any articles or substances considered inappropriate by the School will be confiscated (Ref: Misuse of Substances at school)</p>
•	<p>Ag an bpáiste dul isteach sa chistín, sa seomra fóirne, san oifig, san áiléar nó ar an mbalcóin gan cead. Children may not enter the kitchen, staffroom, office, attic or balcony without permission</p>

Ag Cur An Chóid i Bhfeidhm/Applying The Code:

1. Ta Cód Smachta na scoile seo bunaithe ar mhodhadh in áit cáineadh.

Leanfaimid ag bronnadh duaiseanna i bhfoirm suaitheantais. Dáilfear na suaitheantais seo a leanas ar pháistí i ngach rang nó ag Tionól. *Our system of discipline is based on praising rather than punishing and we continue to adopt our system of reward. The following are examples of the 5 stickers which are distributed weekly in class or at Tionól.:* Ar Fheabhas (Sa ghaeilge/In Irish) Obair Iontach, Obair Mhaith, An Mhaith, Go Maith (Work),

2. Tá Leabhar Iompair ag gach páiste. Coimeádfar cuntas seachtainiúl ar iompar an pháiste agus cuirtear abhaile é go míosúil chun bhuir síniú a fháil. Muna bhfaigheann bhuir bpáiste réalt, cuirigí ceist faoi. *Each child has a 'Behaviour' notebook. Each child begins the week with 10 points. If a child misbehaves or breaks a school rule 1 point or more will be deducted. Warnings may also be issued. A weekly account of each child's behaviour and how school rules are kept are recorded in it. This notebook is sent home every month for you to see and to sign. If your child receives a star, he/she deserves great praise. If not, please discuss this with your child, so that you can keep an on-going account of his/her behaviour and commitment at school. If your child receives less than 10/10, in any given week, the notebook will be sent home to you for your signature and support. A high score (38+) for the month is rewarded with a star. Scores below this mark need your attention and intervention.*

3. Sa chás go bhfuil páiste ag cailliúint pointí seachtainí i ndiaidh a chéile, do rialacha scoile briste, nó drochiompar, tabharfar Leabhar Nótaí Dearg don dalta seo ina ndéanfar monatóireacht laethiúl ar an bpáiste. Cuirfear an leabhar nótaí seo abhaile gach lá do shníú na dtuismitheoirí go dtí go bhfuil feabhas ar an scéal. *Where a pupil has points deducted on a regular basis over several weeks consecutively, for the breaking of school rules, or for misbehaviour, a Red Notebook will be given in which a daily record of behaviour will be recorded. This will be sent home daily for parents' signatures until there is a significant improvement.*

Ag Déileáil le Droch-iompar/Dealing with Misbehaviour:

Cuirtear béim ar na bunphrionsabail dhearfacha den gCleachtas Aisiríoch agus fadhb á réiteach gan choimhlínt le páiste, ag ceistiú iad faoi threoir na cúig cheist bunúsacha (Aguisín 1) chun iniúchadh fireálta a dhéanamh ar an gcéad dul síos. Muna bhfuil an fhadhb socraithe, is iad seo na smachtbhannaí a chuirfear i bhfeidhm má bhriseann páiste na rialacha. *Emphasis is placed on the positive basic principles of Restorative Practice to resolve a problem in a non-conflicting manner with a child, utilising the five basic questions (Aguisín 1) to sort issues in a fair manner initially. If the problem is not resolved, the following are a range of sanctions which may be implemented if a child misbehaves or breaks a school rule:*

•	Labhraíonn an Múinteoir leis an bpáiste agus cuireann sé/sí comhairle air/uirthi. <i>The teacher speaks to the child and advises him/her.</i>
•	Scartar an páiste ó pháiste eile, le seomra ar fáil nuair is gá. <i>Child separated from his/her peers temporarily & possibly to another room.</i>
•	Baintear pribhléidí den pháiste. <i>Privileges withdrawn, at the discretion of the Múinteoir ranga.</i>

•	Obair scoile/bhaile sa bhreis tugtha le nóta do na tuismitheoirí ag lorg a siníú. <i>Extra school/homework given with accompanying note to be signed by a parent.</i>
•	Is féidir cosc a bheith ar pháiste dul ar thuras nó gníomhaíochtaí scoile a dhéanamh muna bhfuil muintín ag an Múinteoir as iompar an pháiste sin, nó muna bhfaigheann an páiste 8 as 10 ar a laghad sa Leabhar Iompair an tseachtain roimhré. <i>Child may be prevented from going on a class tour or participating in school related activities if the teacher is not confident of the child's good behaviour, or if the child hasn't scored at least 8 out of 10 in his/her Leabhair Iompair the previous week.</i>
•	Coimeádtar an páiste istigh ag am lóin ar feadh tréimhse de. Beidh nóta sa leabhar iompair, pointe bainte agus siníú na dtuismitheoirí á lorg i gcás mar seo. <i>The child may be kept in for 15 minutes at am lóin. In this case, parents will be informed in your child's Leabhar Iompair and parents' signature will be sought to ensure awareness of the occurrence.</i>
•	D'fhéadfadh bileog iompair a bheith tugtha don pháiste le líonadh. Bíonn siníú na dtuismitheoirí ag teastáil air. Beidh siníú tuismitheora ag teastáil. <i>A school behaviour reflection sheet may be given to the child to be filled in, accounting for the behaviour displayed. Parent's signature is required in this event.</i>
•	Uaireanta nuair nach n-éiríonn leis an múinteoir ranga an cás a réiteach le cuid de na smachtbhannaí thuas cuirfear an páiste go dtí an Príomhoide/Príomhoide Tánaisteach. <i>On occasion, if the situation is not resolved the Príomhoide/Deputy Príomhoide will speak with the child</i>

Má theipeann ar na céimeanna thuasluaite tabharfaidh an Múinteoir cuireadh do na tuismitheoirí teacht go dtí an scoil chun an fhadhb a phlé. *If the misbehaviour or breaking of school rules continues after implementing some of the above, the parents will be called by the teacher to be informed of the misbehaviour, and to discuss how to improve the situation.*

•	Má leanann na deacrachtaí, tabharfar cuireadh do na tuismitheoirí arís chun cás an pháiste a phlé leis an Múinteoir agus/leis an bPríomhoide. Déanfar an scéal a mhíniú dóibh agus míneofar dóibh go bhfuil an scoil ag súil lena dtacaíocht chun feabhas a chur ar iompar a bpáiste. Pléfar an scéal, ag súil le deá-thoradh. Más gá, cuirfear in iúl dóibh go dtógfáir an cás céim eile ar aghaidh muna bhfeabhsófar an scéal. <i>If the issue continues, parent(s) will be invited to meet with the Teacher and/or Principal to discuss. The situation will be explained and the importance of an improvement of the situation, with their support, will be emphasised. An improvement will be expected with an explanation of the additional steps to be taken if this improvement does not take place.</i>
•	Tá sé an-tábhachtach go nglacann Tuismitheoirí/Caomhnóirí freagracht d'iompar an pháiste. <i>It is very important that parents accept responsibility for their child's behaviour.</i>
•	Má leanann an drochíompar buaileann an Príomhoide/Príomhoide Tánaisteach leis na tuismitheoirí, nó: <i>If the misbehaviour continues parents will be contacted and asked to come meet with the Teacher and Principal/ Deputy Principal. The matter will again be discussed, and co-</i>

	<p><i>operation sought, in improving the child's behaviour, or:</i></p> <p>Má leanann drochiompar dáiríre ar aghaidh nó má tharlaíonn eachtra an-dáiríre, cuirfear an t-eolas seo ar aghaidh chuig an mBord Bainistíochta, nó: Where there are repeated instances of serious misbehaviour or the committal of a very serious offence, the Board of Management will be informed or:</p>
	<p>Ceist i scríbhinn a chur ar na tuismitheoirí ag tabhairt cuireadh chun bualadh leis an gCathaoirleach agus leis an bPríomhoide, nó. The parents may be requested in writing to meet the Chairperson and the Principal, or.</p>
	<p>Cuireann an Príomhoide fios ar thuismitheoir/ ar chaomhnóir an dalta ag iarraidh go dtógfai an dalta abhaile ón scoil don chuid eile den lá, nó: Informal suspension may be invoked whereby the Principal contacts the child's parents/guardian and requests that the child be taken home for the remainder of the school day or:</p>
	<p>An cás a chur os comhair an Bhoird Bhainistíochta agus conradh iompair a chur le chéile don pháiste seo, le bheith glactha ag na tuismitheoirí agus leis an mBord bainistíochta, nó: The case may be put before the Board of management, and a behaviour contract be drawn up to the specific needs of this child, which would be accepted and signed by the child's parents and the Board of Management, or:</p>
	<p>An páiste a chur ar fionraí ar feadh suas go 3 lá ag cruinniú den Bhoird, le cruinniú eile den Bhoird chun an tréimhse a leathnú, má tá sé riachtannach, (Is gá an scéal a chur chuig Túsla, má tá páiste ar fionraí ar feadh tréimhse suas go 20 lá in aon scoilbhliain amháin), nó: At a Board of Management meeting the child may be suspended for a period of up to 3 days. Another Board meeting would be required to extend this period. (Túsla is informed of all suspensions) or:</p>
	<p>An páiste a chur as an scoil. Ní mór don pháiste a bheith ar fionraí ar feadh 20 lá ar dtús leis an scéal sin curtha ar aghaidh chuig Túsla don tréimhse iomlán sin. Luíonn an fhreagracht seo leis an mBord Bainistíochta. The child may be expelled. Before a child is expelled, Túsla must be informed, and 20 days must have passed after confirmation of such information given to Túsla is obtained. The Department of Education and Science rules for expulsion will be followed. The authority to expel a pupil is reserved by the Board of Management.</p>

This policy has been made available to school personnel, published on the school website, and is readily accessible to parents and pupils. A copy of this policy will be made available to An Roinn Oideachais agus Eolaitochta and the patron if requested. This policy and its implementation will be reviewed by An Bord Bainistíochta once in every school year.

Síniú: Paola O'Connell (Cathaoirleach an Bhoird Bainistíochta)

Síniú: Brid Mí Shlatare (Príomhoide)

Dáta: 22-1-2026

Date of next review: 22-1-2027

Polasaí le Síniú/Policy to Sign

Please complete this permission on the school communications platform via Aladdin Connect (Permissions).

Tá rialacha na scoile/An Cód Smachta & Bí Cineálta/frith-bhulaíochta léite agam agus glacaim leo.

I have read Cód Smachta/The Code of Discipline and Bí Cineálta/Anti- Bullying Policy and I accept them.

AGUISÍN 1/Appendix 1

Be Fair - 3 E's

- **ENGAGE** with everyone who is affected by the decision.
- **EXPLAIN** why the decision needs to be made and any contributing factors.
- Make sure everyone knows what is **EXPECTED** of them in the future.



Oide

Tuisleán Idirghráin
Chairmiúil le hÉiliam
Scéil agus Nuairtíoch

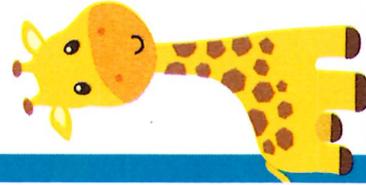
Supporting the Professional
Learning of School Leaders
and Teachers



CEISTEANNA DON CHLEACHTAS AISIRÍOCH

1. Cad a tharla?
2. Cad a bhí tú ag smaoineamb faoi ag an am?
3. Cad a smaoinigh tú faoi é shin?
4. Cé ar a chuir do ghniomaíochtaí isteach orthu agus conas?
5. Cad ba cheart tarlúint anois chun cúrsaí a shocrú?

Restorative Questions to Address Harm



1. What happened?
2. What were you thinking of at the time?
3. What have you thought about it since?
4. Who has been affected and in what way?
5. How could things have been done differently?
6. What do you think needs to happen next?



Oide

Tuisleán Idirghráin
Chairmiúil le hÉiliam
Scéil agus Nuairtíoch

Supporting the Professional
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AGUISÍN 2/Appendix 2

GNÉITHE EILE TÁBHACHTACHA/ Other Important Aspects

Gaeilge/Irish:

Is gné den gCód í polasáí na Gaeilge. Is í an Ghaeilge an teanga chaidrimh timpeall na scoile. Tuigtear go labhraíonn na páistí as Gaeilge nuair atá siad ar scoil. *The school's policy on Gaeilge is an important part of our code. Irish is the language medium of the school. It is understood that the children will speak Irish when at school, within and outside the classroom, and at all school activities.*

Beifear ag súil le lán tacaíochta agus comhoibriú óna tuismitheoirí agus beifear ag súil freisin, go labhróidh tuismitheoirí cibé Gaeilge atá acu leis na páistí Múinteoirí & Cúntóirí timpeall na scoile agus sa bhaile. Ba mhaith leis an scoil go mbeadh na páistí bródúil as an nGaeilge agus toilteanach í a labhairt chomh minic agus is féidir leo. *The school expects parents to co-operate in ensuring that they speak whatever Irish they have within the vicinity of the school and at home. We would hope that children would be proud of their language and would endeavour to speak it in public places whenever a chance occurs.*

Spreagfar agus gríosfar an páiste chun an teanga a labhairt. Tabharfar gach tacaíocht agus cabhair dó/dí, le réaltai agus duaiseanna beaga. *Children will be encouraged and given every help to speak Irish with stars and regular rewards.*

Beidh Scoláire Gaelach i ngach rang gach seachtain. Bronnfar gradam go seachtainiúil. *Each class will have a weekly Scoláire Gaelach in each class with one of the 8 children being selected for the school 'Gradam' on Fridays. At the end of each school year, this Gradam will be presented to one Scoláire Gaelach on a lottery basis.*

Cárta agus Coimeád: The following are some of the sanctions implemented in the event of a pupil ó Rang a 3-6 not speaking as Gaeilge to the standard expected:

- i. Cuirtear an dalta ar Choimeád agus tugtar Cárta Bui dó/dí. *A child is put on Detention for 15 minutes, supervised, and will have the word 'Coimeád' recorded in his/her Leabhar Notai Iompair by the Múinteoir supervising, and will receive a Cárta Bui.*
- ii. Má chuirtear an dalta ar an 3ú Coimeád in aon leath-théarma, faigheann an dalta Cárta Dearg agus glaohtar isteach na Tuismitheoirí chun a gcomhoibriú a fháil don dalta a mhealladh chun feabhsú. *If a child is put on his/her third Coimeád during any half-term of the school year, a Cárta Dearg is issued, and the pupil's parents are called in to be asked to help to encourage an improvement.*

AGUISÍN 3/Appendix 3

Úsáid na hidirlíne sa Scoil/ Internet Usage:

Toisc go bhfuil úsáid na hidirlín ar scoil chomh fite fuaite trí mhodhanna múinte na múinteoirí, glactar go bhfuil cead ag na páistí é a úsáid ag cloí leis na rialacha a leanas. Más fearr le tuismitheoirí nach mbeadh a pháiste á úsáid ba chóir dóibh é seo a chur in iúl don Phríomhoide. *As the internet is such an integral part of today's teaching and learning, it is understood that pupils have access to technology as per the AUP and Distance-Learning Policies.* ([Internet Usage](#)) ([Cianfhoghlaim](#))

Here are some of the most important elements:

1.	Caithfidh cead an mhúinteora a bheith ag an bpáiste chun an idirlíon a úsáid, agus ní mór dó a bheith i rith am ranga. <i>The child must have the teacher's permission to use the internet, and this should only be during class time.</i>
2.	Níl cead ag na páistí/múinteoirí a seoladh pearsanta ríomphoist a úsáid ach ar thionscnaimh áirithe le cead an mhúinteora. <i>Children and teachers may not use their personal e-mail address unless for very specific projects and under supervision.</i>
3.	Má chuireann na páistí aon obair theicneolaíochta pearsanta ar scoil ar ardáin digiteacha éagsúla, ní mór dó a bheith feicthe faoi fhéitheoireacht an thuismitheora. <i>If children submit work to class from home via an online platform e.g. Seesaw, this should be viewed under the parents' supervision.</i>
4.	Moltar dea-chleachtas ar an idirlíon ach go háirithe le linn ceachtanna bheo. <i>Good practice is recommended for all in the use of the internet, particularly during live lessons at school and at home.</i> www.webwise.ie is recommended by the Department of Education and Skills as a reference point for teachers and parents.

Obair Bhaile/ Homework:

Tugtar obair bhaile chun dul siar agus daingniú a dhéanamh ar obair scoile. Luíonn an fhreagracht leis na tuismitheoirí féitheoireacht agus seiceáil a dhéanamh ar an obair bhaile agus an Dialann obair bhaile a shíniú (tar éis í a sheiceáil) agus a bheith cinnte go bhfuil sí ar aon chaighdeán leis an obair scoile. *Homework is a consolidation of schoolwork. We ask you to undertake the responsibility to supervise your child's homework, check and sign the homework notebook (only when checked), and ensure that it is neat and in keeping with the standard of their work in school.*

Muna bhfuil Obair Bhaile an pháiste déanta, agus nach bhfuil nóta scríofa ón tuismitheoir don Mhúinteoir Ranga, gheobhaidh sé/sí 'Spota Dearg'. Má fhaigheann dalta 5 spota thar 4 sheachtain, gheobhaidh sé/sí litir ón Múinteoir Ranga agus ón bPríomhoide ag cur é seo in iúl agus ag lorg glacadh freagrachta. Tag: Polasaí Obair Bhaile. *Homework is a consolidation of schoolwork. We ask you to undertake the responsibility to supervise your child's homework, check and sign the homework notebook (only when checked), and ensure that it is neat and in keeping with the standard of their work in school. If a pupil's homework is not done, and you haven't written a note to your child's Múinteoir Ranga, he/she will receive a 'Spota Dearg.' If a pupil gets 5 spots, over a four-week period he/she will get a letter from your child's Múinteoir and Príomhoide informing you and seeking your acceptance of responsibility. We appreciate the support you do give with homework. You can be confident that your child benefits greatly. Ref. 'Homework Policy' for more details.*

De ghnáth tugtar obair bhaile ó oíche Luain go Déardaoin, ach má chailleann páistí amach air i rith na seachtaine nó mar phionós, is féidir é a thabhairt Dé hAoine freisin. *Usually, homework will be given from Monday - Thursday. However, if a child misses work during the week, or if research needs to be done, or sometimes as punishment, homework may be given on a Friday.*

Cathain atá Nóta ag Teastáil ó Thuismitheoirí?

We Require That You Please write a note in the following instances:

1.	Nuair a thagann páiste ar ais ar scoil tar éis a bheith as láthair, seolann an tuismitheoir nóta tríd aip na scoile (Aladdin Connect) <i>If you know that your child is going to be absent from school due to illness, i.e., hospitalisation, please let us know, through the school app (Aladdin Connect)</i>
2.	Má bhíonn ar an bpáiste an scoil a fhágáil go luath nó teacht ar scoil déanach iarrfaimid oraibh nóta a chur isteach ar Aladdin Connect. <i>If a child must leave early or come to school late: child should always be brought to school office and complete notification on school app.</i>
3.	Má tá fáth éigin nach raibh an páiste in ann obair bhaile a dhéanamh, moltar nóta a scríobh sa Dhialann Obair Bhaile. <i>If a child was not able/did</i>

	<i>not succeed in getting homework completed, an explanatory note must be written in the child's homework diary.</i>
4.	<i>Má tá páiste ag tógáil laethanta saoire i rith téarma scoile (Ní mholtar é seo). If a child is taking holidays during the school year, (strictly not recommended, for the child's sake), a minimum of a month's notice should be given to the school, via AladdinConnect. Under the Child Welfare Act 2000, we are obliged to report any children who are absent from school for any reason for 20 days in a school year to the Child Welfare Officer</i>
5.	<i>Más rud é go bhfuil tinneas tógalach ag páiste agus gur cóir go mbeadh a fhios ag tuismitheoirí eile faoi, go gcuirfeadh tuismitheoir nóta chuig na scoile láithreach ar Aladdin Connect (aip na scoile). If a child has a contagious illness, and other parents need to be informed of this, the child's parent should send a notification to the school as early as possible, via Aladdin Connect (School App).</i>
6.	<i>Is go fíor-annamh gur chóir go mbeadh ar do pháiste fanacht istigh, agus ar an iomlán, muna bhfuil páiste in ann dul amach ag súgradh, níl sé/sí maith go leor chun a bheith ar scoil. Only under exceptional circumstances may your child stay inside during breaktimes as, in general, if a child is not well enough to play outside, he/she is not well enough to be at school.</i>
7.	<i>Nuair nach bhfuil páiste ag glacadh páirte in imeachtaí na scoile, ar chúiseanna eisceachtiúla, cuir nóta chugainn. If a child is not taking part in a school organised activity, for exceptional reasons, please forward a note.</i>

Coimeádfar na nótaí seo, mar cháipéisí oifigiúla mar sin níl cead iad a scríobh sa Dialann Obair Bhaile, ach má bhaineann sé le obair bhaile. These notes will be kept as official documents therefore should not be written in the Homework section of pupils Dialann, except for notes relating to homework.

** Please ensure to distribute party invites outside of school*

Cruinnithe—Meetings:

Más mian le tuismitheoirí, múinteoirí nó príomhoide bualadh le chéile chun dul chun cinn nó iompar an pháiste a phlé, ní mór dóibh nóta a chur ar Aladdin Connect lena chéile chun cruinniú a shocrú. Féach ar an nasc anseo i gcomhair a thuilleadh eolais: ([An Nós Imeachta maidir le Gearáin ó Thuismitheoirí](#))

If parents, teachers or principal wish to meet to discuss a child's progress or behaviour, they should send a note through Aladdin Connect and preferably stating the reason for requesting the meeting. The school phone is allocated for school office business only. Please view the following link for further information: ([Parental Complaints Procedure](#))

Rúndacht agus Cosaint Sonraí—Confidentiality and Data Protection:

Ní phléitear, de ghnáth dul chun cinn nó iompar aon dalta ar an nguthán, nó lasmuigh den scoil. Más maith le tuismitheoirí aon chás a phlé maidir lena bpáiste, ba cheart dóibh coinne a dhéanamh chun bualadh leis an bPríomhoide/Múinteoir, ar Aladdin Connect. Pupil's progress or behaviour should not, in general, be discussed by phone, or outside the school. If parents would like to discuss any case regarding their child, they should arrange to meet with the Príomhoide/Múinteoir through Aladdin Connect.

Oifig/ Office:

Ar bhonn sláinte agus sábháilteachta, ní mór do gach duine a thagann go dtí an scoil tar éis a 9.00 a chlog, síniú isteach agus amach ag Oifig an Rúnaí. For reasons of health and safety, anyone coming to the school after 9.00a.m. for a meeting etc., should sign in and out at the school secretary's office.

Ní cheadaítear siúl tríd na scoile am ar bith. Is fearr fanacht ar an Rúnaí san Fháiltiú. In the interest of safety, parents/child minders etc. must call to the office to collect or deliver children during school hours. In the event of the office being unattended, visitors are asked to please wait at reception.

Am Ar Scoil – School Opening/Closing:

Ba chóir do na daltaí teacht isteach ar scoil de réir a chéile d'fháiltiú na múinteoirí ar 8.40 ar aghaidh gach lá ó Luan go h-Aoine. Críochnaíonn lá scoile na Naíonáin ag 1.30 i.n. gach lá, agus na ranganna eile ag 2.30 i.n. Ba chóir go mbeadh gach páiste bailithe díreach tar éis scoile/ gníomhaíochtaí tar éis scoile, mar críochnaíonn clúdach árachais na bpáistí ansin, agus ní féidir leis an scoil freagracht a ghlacadh ina dhiaidh é sin. Ní ceart go mbeadh páistí óga, atá ag fanacht ar shiblíni a bhailiú, a bheith sa chlós, mar níl said clúdaithe ó thaobh árachais de. *Pupils should come into school from 8.40 onwards for reception by their teachers daily from Monday to Friday. Classes will end each day at 1.30 p.m. (Infants) and 2.30 p.m. (Rang a 1-6). Children must be collected punctually after school and extra curricular activities, as the school does not accept responsibility for children on the school premises outside of school hours. Younger children or those returning to collect siblings should not enter the school grounds, as they are not covered by insurance.*

Tinreamh agus Poncúlacht/ Attendance & Punctuality:

Rialacha na Roinne Oideachais: Chun a bheith 'ar scoil' caithfidh an páiste a bheith isitigh ó 9.50am. Má tá a fhios go mbeidh an páiste níos déanaí ná sin, ach go bhfuil sceal/nóta iniste ag an tuismitheoir don mhúinteoir, is feidir leis an bpáiste a bheith 'ar scoil'. Department of Education Rule: For a child to be 'marked in attendance', a child must be at school by 9.50. It is very important for your child, and for the smooth running of the school that children arrive to school on time. It is also vital that children are collected punctually after school particularly after extra curricular activities. Children awaiting collection should wait at the school gate only.

Cumarsáid leis an scoil/ Communication with the school:

Is é Aip Na Scoile ná Aladdin Connect. Úsáidfidimid é le teachtaireachtaí agus nuachtlitreacha a sheoladh abhaile agus is féidir le tuismiteoirí/caomhnóirí é a úsáid agus iad i dteagmháil leis an scoil. *The school app Aladdin Connect is used to send notifications and newsletters to parents and guardians. It can be used by parents to return school forms, send emails, view notifications, make e-payments and so forth.*

Nuachtlitreacha/ Newsletters:

Cuirtear Nuachtlitir amach ar ríomhphost agus ar aip na scoile i rith na bliana chun eolas a thabhairt do na tuismitheoirí mar gheall ar chursaí agus imeachtaí na Gaelscoile. Ní mór daoibh iad seo a úsáid mar thagairt. Tá siad, chomh maith le Féilire na Bliana, ar fáil ar www.gaelcoilau.ie Newsletters are sent out to you via Aladdin throughout the year to keep you informed about events at the Gaelscoil. They should be always used for reference and are also on the school website, as is the annual school calendar.

Méan Shóisialta / Social Media:

Úsáidtear Aip na Gaelscoile (Aladdin Connect) agus na meáin sóisialta m.sh. Instagram chun nuacht agus grianghrafanna scoile a fhógairt. *The school app (Aladdin Connect) and social media e.g. Instagram are used for G.A. U news & photos.*

Polasaithe Na Gaelscoile/ Gaelscoil Policies:

Cuirtear na polsaithe scoile go léir ar an suíomh ghreasáin go rialta. www.gaelcoilau.ie .
Policies are available on the school website.

AGUISÍN 4/Appendix 4

Parcáil/Parking:

Ní mór do gach duine an-aire a thabhairt ag parcáil. ***These directions should be made clear by you to anyone giving your children a lift to or from the school:***

- *The area directly in front of the school gates is for access of emergency services and bus use only and must not be used even for set-down.*
- *The designated parking and set-down areas should be used at all times. Cars should be parked a reasonable distance from the school, and parents/children, childminders, etc., walk to the school gates. This minimises the traffic activity directly outside the school.*
- *The School Staff car park should not be entered by parents, childminders, nor should the entrance to the car park or the Government Offices be used for parking or set-down or be blocked at any time.*
- *The utmost care and attention to safety for all should be taken at all times.*

Rothair & Scútair/ Bicycles& Scooters:

Is féidir le páistí rothair a thógaint ar scoil, ach ní bheidh an scoil freagrach astu. **Ba chóir go gcaithfeadh na páistí clogaid, veist agus na geataí don chlós a úsáid.** *Children may bring bicycles to school, but the school does not accept responsibility for these bicycles. Children using bicycles should wear helmets, a high-viz vest and be well aware of road safety. Children with bicycles and scooters, should bring them through the double gate at the pedestrian entrance to the school, and lock them in the bike and scooter stand. We ask all parents and pupils to adhere to this on safety grounds.*

Leigheas/Medicine:

Níl cead ag na Múinteoirí leigheas a thabhairt do pháistí. Beidh ar na tuismitheoirí nóta a sheoladh chuig an múinteoir ranga gach bliain má tá ‘inhaler’ á úsáid ag an bpáiste agus ainm an pháiste air. **Tag: Dáileadh Leighis ar Scoil.** *Please note that, teachers may not administer medicine to pupils. If your child needs to use an inhaler he/she must do so independently, it must be labelled with child’s name and an Aladdin notification should be sent to the class teacher at the beginning of each school year.*

Cinn Míolta/Head-Lice:

Molaimid go ndéanfar dianscrúdú ar ghruaig do pháiste le cíor speisialta uair gach seachtain. Chomh maith le sin, ba chóir do pháistí le gruaig fada í a choimeád thuas. *We strongly recommend that each child’s hair is checked for head lice with a fine comb at least once a week, and that children with long hair should keep it tied back at school. (Prevention and early diagnosis is the best approach to keeping head lice at bay. If head lice are detected the Múinteoir Ranga should be informed so that parents can be extra vigilant. If a child is noticed scratching his/her head, parents will be informed as a matter of course. It is important to realise that Head Lice shampoo only kills the head lice your child has at that*

time. It does not prevent re-occurrence. Therefore, regular fine-combing at least once a week at all times, is really vital.)

Lón/Lunch:

Ba chóir go n-íosfadh na páistí bia breá sláintiúil ar scoil. ‘Sé sin níl cead acu mílseáin, seacláid, barraí, criospaí nó deochanna coipeacha a thógaint ar scoil ach ar laethanta áirithe. Má thugann na páistí a leithéid ar scoil ní bheidh cead acu iad a ithe. Tá cead ag na páistí rud beag deas a thógáil ar an Aoine, m.sh briosaí, nó barra briosa seacláide. De bharr páistí a bheith aléargach do chnónna, moltar gan iad a thabhart do pháistí don lón. Cuirtear lón te ar fáil go roghnach dona páistí ar fad faoi chúram an chomhlucht “The Lunchbag” We have a healthy-eating policy at the Gaelscoil. Children should bring nutritious foods to school. We recommend that every child brings at least one portion of fruit and veg every day. We also advise that only milk and water are drunk. Sweet drinks/Frubes are not allowed. On Fridays one treat is allowed for adhering to the healthy eating practices during the week. Sweets, chocolate bars, etc., are allowed only on very specific days. If children bring any of the above, they will not be permitted to eat them at school. As several pupils in the school have a serious nut allergy, it is imperative that pupils do not bring nut products of any type to school e.g. Nutella/Peanut butter. Hot lunches are provided on a voluntary basis through the company “The Lunchbag” for all children.

Imeachtaí Breise/ Additional Activities:

Tá páistí a ghlacann páirt in imeachtaí breise clúdaithe ó thaobh árachais de fad is atá an ceacht ar siúl amháin. Dá bharr, tá sé thar a bheith riachtannach go mbaileofaí páistí díreach i ndiaidh aon imeachtaí breise. *Children taking part in extra-curricular activities are insured for the duration of that activity only and must be collected immediately afterwards for their own safety.*

Scrúdaithe Caighdeánacha/Standardised Tests:

Má tá dalta ar laethanta saoire ar lá scoile nuair a bheidh scrúdú caighdeánach ar siúl, ní bheidh deis eile chun é a dhéanamh. *If a pupil is on holidays on a school day, when a standardised test is being administered, he/she will not have another opportunity to do it.*

Athchursáilt/ Recycling:

Tá córas athchursála againn ar scoil agus múintear cursaí athchursáilte i ngach rang. Moltar rudaí a chur ar scoil leis an méid pacáiste is lú agus cuirtear abhaile na rudaí folamha gur féidir leis na páistí a athchursáilt sa bhaile. Moltar buidéal beag le deoch nó bainne agus bosca lóin don lón. B’fhearr linn nach núsáidfeadh na páistí scragall stáin ach go hannamh! *We have a recycling system in school. Children learn about, are encouraged to recycle and taught the importance of the three R’s : REDUCE, RE-USE, RECYCLE. We would ask that children’s lunches have as little packaging as possible, and children take home empty cartons etc., to recycle at home. Children are encouraged to re-use plastic bottles for their drinks. We also discourage the use of tin foil, but if necessary, that it would be reused.*

An Curaclam/ The Curriculum:

Leanann an scoil seo an curaclam do Bhunscoileanna agus glactar go ndéanann na páistí na gnéithe uilig. *This school follows the Curriculum for primary schools. It is expected that Children participate in all aspects of the curriculum and if parents prefer otherwise, they should inform the Príomhoide.*

Na Sacramintí/ The Sacraments:

Ullmhaíonn na Múinteoirí na daltaí don Chéad Fhaoistin agus do Chéad Chomaoineach i Rang 2 agus do Chóineartú i Rang 6. Tá sé intuigthe go ndéanann páistí na sacramintí seo. Má theastaíonn ó thuismitheoirí nach ndéanfaidh a bpáiste iad ba chóir dóibh é seo a chur in iúl don Príomhoide. *This school follows the Religious Curriculum for Catholic Primary Schools. It is understood that children attending the school receive their sacraments in the relevant classes. If parents prefer otherwise, they should inform the Príomhoide.*

Lipéid/Labels:

Ba chóir go mbeadh lipéid ar a rudaí pearsanta go léir. *Children should have all their personal belongings marked with their name. The school is not responsible for replacing lost items.*

Éadaí Scoile/ School Clothes:

Léine bhán	White Shirt
Carbhat dearg	Red tie
Briste le stocaí dearga nó liath	Grey trousers with red or grey socks
Sciorta/pirlín liath le riteoga dearga nó stocaí glúine/rúintín dearga	Skirt/pingfore with red tights or red socks
Geansaí glas	Green Jumper
Bróga dubha nó bróga Reatha dubha	Black shoes or completely plain black runners
Éadaí Spóirt	Sports Uniform
Culaith Spóirt GAU	GAU School Tracksuit (A Sportsman's Dream)
Léine Spóirt Bhán/Dhearg	White/Red Polo shirt

Briste gearra dearga - O'Neills	<i>Plain Red "O'Neills" shorts only (A Sportsman's Dream)</i>
Stocáí spóirt dearg agus glas	<i>Red and green sports socks</i>
Bróga Reatha	<i>Runners</i>