



Ballinteer Community School



Welcome Booklet

Contact Details

Ballinteer Community School,
Broadford Road,
Ballinteer,
Dublin 16,
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Telephone: 01 298 8195

Website: www.ballinteercs.ie

Email: admin@ballinteercs.ie

Welcome to the BCS Family!



Staff

Principal Ms Amy Doherty

Deputy Principal Mr Chris Doyle

There are 35 mainstream teachers, 6 resource teachers and 13 SNAs (Special Needs assistants).

We have two full time secretaries (Celine & Susan) and one part-time office administrator (Mary). We also have a day-time caretaker (Don) and an evening caretaker (Yong).

Board of Management

The Board of Management is the management authority of the school. Two of its members are elected directly from the parent body every three years. The BOM run and manage the school. The Principal acts as the daily Manager of the school and implements the policies of the Board of Management.

Parents' Association

The school has an active PA. All parents/legal guardians are entitled to attend PA meetings and stand for election to the PA Committee. Please get involved in any way you can and assist us to give our students the best learning environment we can offer. Contact admin@ballinteer.cs.ie or contact us on ballinteercommunityschoolpa@gmail.com if you would like to get involved.

The PA's primary objective is to assist and support the students & teachers in ways which benefit the school environment as a whole. The PA is also involved in fundraising for the school.

Principal



The Principal of Ballinteer Community School is an administrative Principal with a heavy workload.

The Principal cannot accede to every request for an appointment but will strive to ensure that your query or issue raised is responded to by her or another member of staff.

Who to contact with Queries?

Your child's learning - Parents should consult their classroom teacher firstly for all issues related to your child's learning. In addition, parents can contact their child's Year Head.

Behaviour issues - Again your child's **Year Head is best placed to respond** to any queries regarding behaviour by or against your child.

If a behavioural issue requires further attention, the teacher and/or parent may refer the matter to the **Deputy Principal, Mr Chris Doyle** who has responsibility in this area.

Special Educational/Additional Educational Needs - You should make the school aware of any such needs upon enrolment. If you have any concerns whilst enrolled, you should make an appointment with your child's Year Head. The matter may then be referred to our Special Education Support Team. This will then be followed up by the resource teacher assigned to your child's Year Group or by the school's appointed Special Education Needs Coordinator (Ms Katherine Coleman & Ms Zoe Higgins), who have responsibility in this area. You can email queries regarding special/additional educational needs to senco@ballinteer.cs.ie

Medical Alert Issue – If your child has a Medical issue/condition (allergy etc) you should inform the school immediately. This will be referred to one of our In-school Management Team members with responsibility in this area (Ms Coleman/Ms Higgins), who will contact you.

Mission Statement & Ethos

Our school first opened its doors on 1st September 1974 and has been serving the community for over 40 years. Ballinteer School Community school is a co-educational multi-denominational post-primary school under the joint patronage of the Le Chéile School Trust (the Carmelite Order, the Brigidine Congregation (who divested in 2021) and the Dublin & Dun Laoghaire ETB. Our school provides a comprehensive system of post-primary education open to all the children of the local community. An innovative approach to delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical and social well-being of students within their community. Our school campus was redeveloped and our new school building was officially re-opened on 12th of October 2008, with facilities that we are immensely proud of.

In Ballinteer Community School, we are dedicated to providing students with a vibrant educational experience in a highly collaborative, inclusive, and supportive environment. The core values of Ballinteer Community School are care, respect, community, inclusion, equality, justice and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach his/ her full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with Section 3 of the Equal Status Act 2000. Once enrolled, Ballinteer Community School provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

Ballinteer Community School provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, culture or background. Our school promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.

Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The

characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

In Ballinteer Community School we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment. We are committed to nurturing a school that fosters a love for life-long learning and innovative practice. BCS is a bustling, inclusive community of learners who are encouraged to think critically, communicate effectively, solve problems creatively, and work independently and collaboratively. We challenge our students to act with courage, integrity, and leadership.

Our professional team of teachers and staff are actively involved in creating a stimulating, quality learning environment. Our comprehensive range of subjects caters for the needs of each individual student. Our state of the art facilities complement our broad and balanced curriculum and allow students to tap into their key strengths. Our goal is that our students reach their full potential.

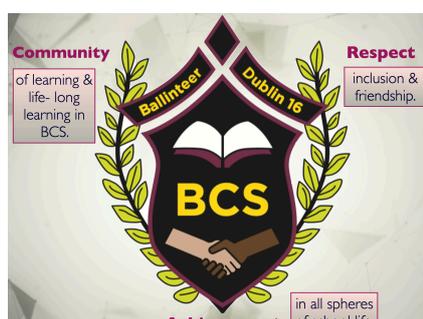
There is a strong culture of partnership among all members of the school community. Parents are invited to participate in the life of the school through the Parents' Association and various aspects of school life. We value our positive, healthy, compassionate, and student-focused relationships. Our mission statement highlights our core values of respect, inclusion, and care. This is most evident in our positive, quality teaching and learning environment.

Ballinteer Community School Mission Statement

The school is committed to providing quality education to its students. The school is dedicated to imparting to them strong moral values, a love of learning, concern for others and the skills necessary to lead purposeful and meaningful lives in their communities. The ethos of the school is Christian and is nurtured in an inclusive and meaningful way so that students of all religious tradition have a strong conviction of Faith and the intellectual curiosity and religious commitment to develop and deepen their knowledge of it.

Ballinteer Community School Vision

In 2021/2022, in consultation with all school partners, we relaunched our vision for Ballinteer Community School: Respect, Community and Achievement. In 2021, our students redesigned our school crest to support this vision. We are a school community where every student matters, every moment counts.



GDPR/Data Protection

Please read our schools Data Protection Policy online. You will have read the most important items on your Application for Enrolment and on the Consent Form, regarding Data Protection. **No photographs or videoing is permitted at anytime by parents/public in school including school grounds unless otherwise advised by the Principal/Deputy-Principal.**

Class Allocation

Class allocations may be altered at any time by the school Principal/Year Head during your child's time in Ballinteer Community School. Classes may be split, amalgamated or students moved to other classes at anytime for operational, behavioural and/or academic reasons. Class placement is a school decision, we do not accede to requests from parents/guardians to move a child from one class to another.

School Uniform

The uniform is compulsory - The uniform can be sourced through the designated provider which is: www.schoolwearhouse.ie

- **Grey Slacks or tartan Skirt**
- **White Shirt**
- **Black Sweater with Crest**
- **Black shoes**

ALL Classes may wear the school tracksuit only as their uniform during PE class. Shorts are permitted as part of the PE uniform. Leggings are not permitted as part of the PE uniform. Plain black tracksuit bottoms are permitted.

The uniform must be worn in its entirety every school day, without exception. In the interest of safety as little jewellery as possible should be worn. If earrings are worn they must be studs - no hanging earrings allowed.

'Make-up' should be minimal and Facial piercings are not allowed. Jackets should be plain and black. Jackets may only be worn outdoors.



School Policy Development and School Self Evaluation

Staff, parents/guardians and students are expected to support and promote all areas of school policy.

By accepting a place for your child in Ballinteer Community School you have also agreed to accept all current and future school policy.

The most immediate applicable policies will have been distributed to you. Our policies are posted on the school website for your perusal.

School Meals

Nutritious Meals

Healthy, wholesome, freshly cooked hot meals and snacks are available, free of charge, to all BCS students at morning break and lunchtime in the GPA. It is expected that students will take great care to put their waste in the correct bins and leave the lunch/break area tidy and clean. In the mornings, students can access their lockers. There is plenty of time for students to access their locker and walk directly to their designated classroom and wait until the bell rings and the class is collected by their tutor at 8.28am.

School Access

Pedestrian Entrance

There are three pedestrian entrances:

1. Hillview Entrance – This is suitable for Pedestrians entering the school from the Hillview area. This gate will be open early in the morning but will be closed at 8.45am (students should be in their class at 8.28am). The gate will be re-opened at approximately 14.45.
2. Broadford Road – This is suitable for Pedestrians entering the school from the Broadford area & bus stop. This gate will be open early in the morning but will be closed at 8.45am (students should be in their class at 8.28am). The gate will be re-opened at approximately 14.45.
3. Main Entrance – This is suitable for both cars and Pedestrians entering the school from the Broadford area & bus stop beside Meadowbrook Gym. This gate will be open from 7.00 am in the morning but will remain open until the school building is closed at night-time.

Drop Off Zone

The Car Park is for Staff Parking ONLY!

This is a DROP OFF ZONE ONLY and will only be open for dropping your child off. The Drop Off Zone is not suitable for Parents/Guardians who need to park and get out to assist their child. Drivers should not alight from their vehicles in the Drop-Off Zone.

Zero-Tolerance Policy on Aggression

Please remember that our school has a **zero-tolerance policy on aggression towards staff**. We cannot allow verbal aggression towards staff in the car park or in the school as a whole and reserve the right to refuse access to the school for any level of aggression shown towards a member of staff.

School Access

If a parent/guardian is visiting the school an appointment should be made. Parents/Guardians must visit the Reception Office inside the front Main Entrance and not move beyond this point until collected by a member of staff.

Door ('Drop-Off Zone' Side). **Parents/Guardians are not permitted to enter the school beyond Reception under any circumstance unless invited to do so by a member of staff.**

For child protection purposes, non-members of staff are not permitted to enter the corridors or student areas of the school.

The school secretary is the only port of call when visiting the school unless otherwise directed by a member of staff. **This is for the protection of your child!**

Sign In

All Parents/Guardians and visitors to the school are obliged by the Board of Management to 'sign-in' and wear a Guest Pass which must be clearly displayed during their visit to the school.

Early Removal of a Student

The Early removal of a child from class is very disruptive and should only be done in the event of an emergency or a HSE appointment. **All early removals are recorded on your child's attendance record. We ask that parents/guardians use the VSware App to notify the school that their child has to leave early in order to attend an appointment.**

In an emergency, parents/guardians wishing to collect students before the designated dismissal time **must report to the school** Secretary who will arrange to have your child withdrawn from their classroom. Teachers will not release a student from their class unless instructed to do so by the school secretary/principal/deputy-principal.

Students may not be removed from school during lunch for early collection. Parents/Guardians must wait for lunch to finish before a child will be released. Ideally, a parent/guardian should inform the teacher and secretary to have their child waiting in Reception for their arrival during lunchtime.

The School Office will have a limited service between 11am and 1pm to allow for essential administrative work to be done. This block of time should be respected.

A register will be kept of all students removed from class before the dismissal time and the reason for same. Teachers will also record the early leaving of a student on the school data management system. A parent/guardian who wishes to remove their child early from class will do so through VSware and the school secretary/Niamh in Homeroom and will sign the 'Early Removal Register'.

A student arriving after 8.28 am will be marked absent on the school roll. The school roll cannot be altered once attendance has been taken. Please inform your teacher/Year Head, in advance, if you might be late for any reason.

Students should leave class at their specified appointment time and present to Homeroom to sign out.

Attendance

Each child is expected to attend school each day it is open. Child welfare legislation places an **onus on parents/guardians to ensure full attendance.**

Any absence from school must be accompanied by **written excuse or absence excuse given to the tutor from the parent/guardian stating the reason for absence.** **VShare should be used to inform your school of current or future absences.** This information is recorded by the school and passed on to 'TUSLA'. If an absence has not been accompanied by a written note, this absence will be recorded and reported as 'Unexplained'.

If a parent/guardian has advance knowledge that a student will be absent on a particular day, please use VShare to inform the school.

The school is obliged to report any student that has exceeded 19 days absence to TUSLA.

As a school we become concerned when a child has missed 9 days absence. Where a child is consistently missing significant days from school every year, this must also be reported by the school to TUSLA.

You must inform us beforehand if you are leaving the school and provide us with the name and address of your new school.

Code of Behaviour & Discipline & Bí Cinéalta Policy

These policies have been developed to positively encourage and promote the high standard of good behaviour associated with students of Ballinteer Community School. The policies also set out the reprimands and sanctions the school can impose for any behaviour contrary to the Code.

The behaviour of your child at school and elsewhere is the sole responsibility of you, the parent/guardian. The parent/guardian is the primary educator. The school reinforces the good standard of behaviour that should be modelled and taught in the home by the parent/guardian.

Our Code of Behaviour **is our set of rules** for managing behaviour **in our school**. Our staff and Board of Management are best placed to decide the procedures and rules pertaining to managing behaviour in our school.

Parents/guardians should be conscious that the school is not an extension of the home environment. School life is very different to home life. While most rules are common between home and school, there are other rules which the school must use to keep our students safe and happy. School life is stricter regarding behaviour to ensure optimum safety for your child and for effective and efficient school management. Parents & students must respect this fact and not have unreasonable expectations of the school.

Parents/guardians also have a central role to play in assisting your child to learn and practise expected behaviours whilst at school. Students should have already been taught the basic social rules at home (Yes Please! No Thanks!) (Look someone in the eye when you speak with them).

Resilience

Students will encounter new experiences and social situations. Though the school strives to ensure an environment which creates positive, happy and stimulating experiences, it can be upsetting for you, the parent/guardian, if your child becomes upset for some reason. You should comfort, reassure and talk to your child if there is such an occurrence. Remember children learn from all life situations even the 'not so nice ones!' It is a parent's role, as primary educator, to teach their child 'Resilience' i.e. the understanding that things will not always go their way and that bad experiences occur in life and providing the children with the tools to cope with these experiences.

Your child's classroom tutor or Year Head can be informed of any concerns you may have regarding your child's development at school. **Never approach any student with any issues you may have with them. Speak to the child's parent and/or Year Head.**

Bullying & Our Bí Cineálta Policy

Targeted behaviour, online or offline that causes harm. The harm caused can be physical, social and/or emotional in nature. Bullying behaviour is repeated over time and involves an **imbalance of power** in relationships between two people or groups of people in society.

Investigating and Dealing with Bullying

The primary aim in investigating and dealing with bullying is to resolve any issues and to restore, as far as is practicable, the relationships of the parties involved (rather than to apportion blame). At all times, we will follow our Bí Cineálta Policy available on our website www.ballinteercs.ie. Student friendly versions of this policy are dotted around our school.

The school will not investigate or deal with a behavioural complaint that occurred outside of the school.

Bí Cineálta!

We want everyone at our school to feel safe and happy.

Bullying behaviour is when someone keeps being mean or hurtful to others on purpose over and over again.

Our school has a **Bí Cineálta** policy to try to stop bullying behaviour.

We look at this policy every year to see what is working well or what could work better.

If a student tells a staff member that they think they are being bullied, we will:

- Talk with the student
- Ask the student what they want to happen
- Work out a plan together
- Talk to their parents
- Talk to the other student(s) involved
- Talk with the other student's parents

If you think that you are being bullied or someone else is being bullied, you need to tell a teacher or another adult who you trust. They will know what to do to help.

BCS

Social Media/Cyber Safety

Social media, as we consider it, can be a dangerous and unsupervised environment for students. It is expected that parents/guardians would monitor their child's activity with vigilance.

Please visit www.webwise.ie for parental resources on cyber safety.

Mobile Phones & Our Mobile Phone/Device Policy

Mobile phones are not permitted in our school. Students may not use a mobile phone at any stage during the school day. Students are not permitted to use their mobile phone to ring home. Should a student need to ring home, they get a written note in their journal from their Tutor or Year Head to do so and a staff member will assist them to call home in Homeroom. Please familiarise yourself with our school Mobile Phone/Device Policy online at www.ballinteer.cs.ie. **The school accepts no responsibility for lost/missing mobile phones.**

Any recording devices will be confiscated by the teacher and handed to the Principal/Deputy-Principal/Year Head and will only be returned by them to a student at the very end of the school day by the Deputy Principal.

Mobile Phones

First Offence:

- Device confiscated immediately by staff member
- Device stored securely in Deputy Principal's office
- Device returned to student at end of school day
- Incident recorded on [VSwags](#)
- Parents/guardians notified via text that phone was confiscated. Parents will be informed that should a second incident of non-compliance occur, the phone will be confiscated, and a community service hour will be completed by their son/daughter.

Second Offence:

- Device confiscated
- Device stored securely in Deputy Principal's office
- Device returned to student at end of school day
- Incident recorded on [VSwags](#)
- Parents/guardians will be phoned. Parents will be informed that should a third incident of non-compliance occur, the phone will be confiscated, only returned to the parent, and a one-day suspension from school will be issued.
- A community service hour will be issued to the student after school on an agreed day. The phone must be handed to the Deputy Principal and held in the Deputy Principal's office each day until the community service hour has been completed by the student.

Third and Subsequent Offences:

- Device confiscated
- Formal disciplinary process initiated under Code of Behaviour
- A one-day suspension will be issued and further consequences such as: loss of privileges, lunch-time detention and or Friday detention may be invoked.
- Device returned only to parent/guardian (not to student)



Rules of the School

1. Students should arrive for school no later than 8.20am.
2. The complete school uniform must be worn at all times. On days when students have P.E. the school tracksuit and runners must be worn. Jackets may only be worn outside.
3. Students returning to school after an absence must provide a written explanation signed by parent/guardian. We ask that parents use VShare to communicate with the school regarding current or future absences.
4. No child may leave the school premises during school hours unless the school has written permission in VShare to do so.
5. Courtesy and respect should also be shown to everyone.
6. Students must walk to and from classrooms in a respectful and in an orderly fashion.
7. Courtesy and good manners are expected from students at all times, both in their dealings with staff and with each other.
9. When students are away from the school e.g. school tours, swimming, playing games, etc they are to behave in a manner which will reflect well on the school.
10. Mithing, vandalism of school property, the use of bad language, name calling and cheekiness are regarded as serious breaches of school discipline.
11. The student's behaviour and attentiveness in class must be of such a standard as to allow the teacher conduct the class without undue disruption and to allow the other students learn to the best of their abilities.
12. Students must do all homework prescribed by the teacher. Failure to do so requires a written explanation from parent/guardian.
13. Students should eat a healthy lunch every day. Crisps, fizzy drinks, sweets are not recommended. Chewing gum is forbidden. Cans and glass bottles are also forbidden. Students should bring a reusable bottle to fill with water from the water fountain in the courtyard. Free school meals are provided to all students at lunch and morning breaks. Students must use the correct waste disposal bins and tidy up after themselves once they have finished eating.
14. Students should be free to come to school, take part in the day's activities and go home without being bullied. Bullying is regarded as one of the most serious breaches of school discipline and is dealt with accordingly.

15. Using mobile phones is forbidden. Please familiarise yourself with our Mobile Phone/Device policy available at www.ballinteercs.ie.
16. Students must show courtesy to adults (staff and parents) by standing to one side and allowing them in and out doors first. Students are also reminded that saying "Please" and "Thank You" is expected of them.
17. Rough play and 'mock' or 'mess' fighting is not allowed in the school grounds.
18. Stud earrings only allowed. No facial piercings allowed & make-up to a minimum. Students may be asked to remove jewellery deemed to pose a health and safety hazard.
19. Students are not permitted to loiter around the reception area at any point during the school day.
20. Students are to follow the one way system of movement throughout the school.
21. Disabled parking spaces should be respected by all visitors to the school and are reserved for permit holders only.
22. Students may access the bathroom facilities before and after school and during lunch/break times. Access will be monitored at breaks to allow the swift movement of students in and out. Students who require access to the bathroom during a class lesson must put their mobile phone on the teacher's desk. The teacher will then give the student a lanyard which will permit them to be on the corridor during a lesson. Students will have their toilet pass written into their journal and will go to Home Room where the bathroom will be opened for them.
23. Students do not have permission to be on the corridors once class lessons have begun. Any student who is found to be on the corridor without a Lanyard during class time, will be sent back to class.

School's Expectations of Parent/Guardian & Student

- ☑ Each student will arrive on time for class and attend the full school day.
- ☑ Each student will arrive with all the materials required for their school day.
- ☑ Each student will be in clean clothes, washed and groomed and dressed in full school uniform.
- ☑ Each student will arrive fit for the school day, having slept for minimum of 8 hours the night before. **A tired person will not learn!**
- ☑ Each student will be healthy coming to school. **Students who are ill should not be sent to school.**
- ☑ Each student will show utmost respect for school staff, school property, school policy and each other.
- ☑ Each parent/guardian will show utmost respect for school staff, school property, school policy and each other.
- ☑ Parent/Guardian will espouse respect of a parent's/guardian's and teacher's authority by their child. Parents/Guardians should never undermine the school, school policy nor classroom teacher. Authority and the good will of your child's teachers should always be respected regardless of whether a parent agrees with a school's decision and/or course of action.
- ☑ Each Parent/Guardian will take an active interest in your child's educational development through involvement in your child's learning. This is done by following school guidelines regarding parental involvement. Parents are expected to promote the same high standard of work expected by the school.
- ☑ Each Parent/Guardian will take an active interest in their child's social and educational development by providing your child with extra curricular opportunities appropriate and specific to your child. This may include educational trips, dancing/music/art lessons, involvement in community sports groups etc.
- ☑ Each Parent/Guardian will take an active interest in their child's moral development.

What You Can Expect From the School

Parents/Guardians can expect that the school will;

- Act in the best interest of all the students of the school.
- Deliver the full post-primary curriculum.
- Aid your child's mental, social, physical and spiritual and emotional development through the delivery of the Post-Primary Curriculum.
- Strive to provide your child with equal opportunity during the delivery of the Post-Primary Curriculum.
- Make every reasonable attempt to ensure your child's safety and good well-being while under school supervision.
- Monitor your child's development, report regularly to parent/guardian, and provide assistance for remedy/support as appropriate.
- Make every reasonable effort to ensure that your child will develop to his/her full potential.
- Make every reasonable effort to ensure that your child's time in Ballinteer Community School will be happy and fruitful.

Homework

- o 1st Year : 1.5 hours a day
- o 2nd Year : 2 hours a day
- o 3rd Year : 2.5 - 3 hours a day
- o 4th Year : 2 hours a day
- o 5th Year : 3 - 4 hours a day
- o 6th Year : 3 - 4 hours a day

Generally there is homework following each lesson but it may be given at the teacher's discretion should he/she consider there is a specific reason for so doing.

Homework supervision and completion is the duty of the parent/guardian. Parent/Guardian should sign the homework journal every week thus indicating that it has been checked against the homework completed. Please consult the Homework Policy on www.ballinteeracs.ie.

Administration of Medicines

Staff are not permitted to administer medicines to your child. Should you require a member of staff to do so, you should first make contact with our Special Education Needs Coordinator, Ms Coleman/Ms Higgins: email senco@ballinteercs.ie, who will advise you of the procedures. If the Board sanctions the application you will be requested to complete an Indemnity/Permission Form.

Signing the School Journal

The school will teach and advise students about appropriate behaviour while on the internet. Parents/Guardians are expected to talk to their child about same. Your child will be asked to sign the Acceptable Use of the Internet form since they are at a stage where independent internet use is required.

This, as well as other consent forms will be visible in the school journal/sent to you via VShare. It is vital that parents/guardians read the school journal and sign where appropriate.



Thank you for entrusting your child to us. We look forward to working with your child in Ballinteer Community School this year and catering to their needs in the year ahead.

