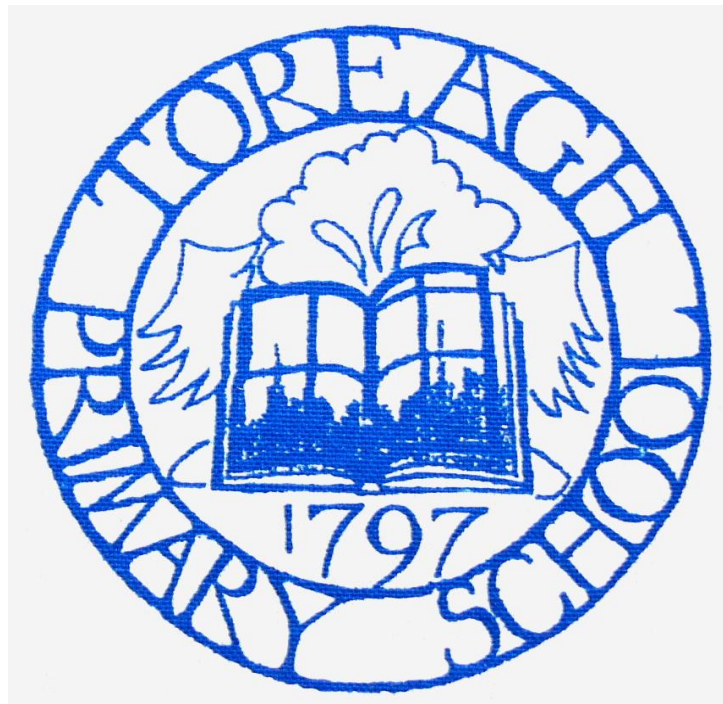


TOREAGH PRIMARY SCHOOL



PROSPECTUS
2023 / 2024



Message from the
Principal,
Miss Morrow

It has been my privilege to have been the Principal of Toreagh for 24 years. I have seen our school grow and prosper significantly over this time.

At Toreagh, we work as a team to provide a safe and secure learning environment, where your child can achieve and believe in themselves, in a caring, friendly atmosphere.

Thank you for taking the time to read our prospectus and considering Toreagh as the school for your child.

This prospectus is reflective of what Toreagh Primary School has to offer. I hope you find it useful. Please also view our website: www.toreaghprimaryschool.co.uk

If you have any questions, please do not hesitate to contact me either by telephone (02828260617) or email (lmorrow225@c2kni.net).

Take care,

Lyn Morrow

TOREAGH PRIMARY SCHOOL

62 Raloo Road, Larne BT40 3DU

Telephone: 028 28260617

info@toreaghps.larne.sch.ni.uk

www.toreaghprimaryschool.co.uk

Principal: Miss C. L. Morrow B.Ed. Hons., M.Ed.
Chairperson, Board of Governors: Mrs. G. Anderson

Toreagh is a controlled, co-educational, primary day school.

Admissions number: 105 Enrolment number: 16 max. 19

Age range of pupils: 4 – 11 years

Annual Attendance 2022/23: 94.5%

	Applications	Admissions
2021/2022	21	20 (1 on Appeal)
2022/2023	13	13
2023/2024	8	8

Toreagh Primary School is situated in a rural setting, approximately 1 kilometre from Raloo Village and 2.5 kilometres from Gleno.

The dedicated staff has the overall well-being of the children as their priority. A happy atmosphere permeates throughout the school, allowing children to be taught in a meaningful way and effective learning to take place.

OUR MISSION STATEMENT

At Toreagh Primary School it is our mission to provide a happy, stimulating and constructive environment in which all children can develop academically, socially, physically and emotionally to their fullest potential.



ENROLMENT

Open Evening: Thursday 16th November 2023 6.30pm – 7.30pm.

Why not come along and see what we have to offer? If this date does not suit, please contact Mrs Wilson in the school office, to arrange an alternative.

ADMISSION OF PUPILS TO TOREAGH PRIMARY SCHOOL

In the event of over-subscription, the Principal and the Board of Governors will make a decision on the basis of the following criteria.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the application or provided directly to the school. Parents/Guardians should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application or provided directly to the first preference school. Examples of such information include whether the child has brothers/sisters attending the school or is Toreagh Primary School the nearest school.

ADMISSIONS CRITERIA

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 9th January 2024 at 12noon (GMT) and an application submitted by the closing date of 26th January 2024 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 26th January and up to 4 pm on 31 January 2024 will be treated as a late application, this is also the last date and time for processing a change of preference in exceptional circumstances. After 4 pm on 31 January 2024 no applications will be processed until after the close of primary procedure on 25th April 2024.

Priority will be given to children who will have attained compulsory school age at the time of their proposed admission, including those children whose parents deferred their admission to primary school in September 2023 as defined by the new School Age (NI) Act (both groups to be treated equally).

In selecting children for admission, children resident in Northern Ireland at the time of their proposed admission will be selected for admission to the school before any child not so resident.

**Admissions criteria to be used in the event of the school being oversubscribed.
The criteria are listed in order of priority.**

1. Children who have a child of the family attending Toreagh Primary.
2. Children who, at the date of their application, are the eldest child of the family to be eligible to apply for admission to Toreagh. Documents verifying this information: a letter of confirmation that your child is the eldest child in the family (e.g. from a Minister, Pre-School Principal, Nursery School Leader, Doctor or other public servant etc.)
3. Children for whom Toreagh is the closest school to their home address, via the shortest route by road, as measured by Google Maps, on the day applications close.
4. In the event of there still being more children than places, any remaining places will be offered to children who are the eldest, as established by date of birth.

Duty To Verify

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application form.

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

Waiting List Policy

Should a vacancy arise after placement letters have been issued, all applications for admission to Primary 1 that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. The waiting list will be in place until the end of the academic year. The school will contact parents in writing if a child gains a place in the school by this method. A child's name will be automatically added to the list. Parents should contact the school if they wish for their child to be removed from the list.

Admission during the school year: Year 2 – Year 7

Pupils will be admitted to P2 – P7 in accordance with the preference expressed by a parent if the school's enrolment number has not been reached, unless to do so would prejudice the efficient use of resources. The above criteria will also be used for admission of children from P2-P7.





SCHOOL MANAGEMENT

The Board of Governors of the school has regular meetings throughout the year. The present chairperson is Mrs G Anderson. Correspondence for her may be addressed to the Chairperson, Toreagh Primary School Board of Governors, at the school address.

The Board comprises of :

- Mrs G Anderson (Chairperson)
- Mr J Weatherup (Vice Chairperson)
- Mr W Rainey
- Mr J Mc Faul
- Mr M Lambe
- Mrs H Apsley
- Mrs Y Wells (Teacher Representative)
- Miss L Morrow (Secretary)

The Governors were reconstituted, Autumn 2018.

TEACHING STAFF 2023 – 2024

Principal	Miss Morrow	Year 7
	Mrs Wells	Year 1 & 2
	Mrs Robson / Mrs Craig	Year 2 & 3 Job Share (2 days/ 3 days)
	Miss Fleming	Year 4
	Mr Nelson (Temporary)	Year 5
	Mrs Ellison	Year 6

The dedicated staff has the overall well-being of the children as their priority. A happy atmosphere permeates throughout the school, allowing children to be taught in a meaningful way and effective learning to take place.

Classroom assistant:	Miss Hunter
SEN General Assistants:	Mrs Mawhinney & Mrs Walsh
SEN Classroom Assistant:	Mrs McKnight, Mrs Dalton & Mrs Stewart
Executive Officer:	Mrs Wilson
Buildings Supervisor:	Mr Hayes
Supervisory Assistants:	Miss Hunter, Mrs McKnight and Mrs Wilson
Dinner Supervisor:	Mrs Dalton

SCHOOL HOURS

School commences at 9.00am

Ends 12.00noon - **Year 1 August/ Mid September**

Ends 1.55 pm - **Year 1 from Mid September**

Ends 1.55pm - Year 2 - 3 Monday to Friday

Ends 3.00pm - Year 4 - 7 Friday 2.00pm

Morning break (staggered): 10.20am to 10.45am

Lunch (staggered): 12.00pm to 1.15pm

School Year 2023 - 2024

Term 1 Wednesday 23rd August – Friday 22nd December 2023

NEW PRIMARY 1 children only Wednesday 23rd August 9.00 – 11.00am

All children to attend Thursday 24th August 2023 (half day)

All children attend Friday 25th August 2023 (half day)

Pick up time for 24th & 25th P1 12 noon

P2 & P3 12.10pm

P4 – P7 12.15pm

School Development
Day

Friday 29th September 2023 – no children to attend

Half Term Holiday
(inclusive)

Monday 30th October – Friday 3rd November 2023

School Development
Day

Friday 22nd December 2023 – no children to attend.

Christmas
(inclusive)

Monday 25th December – Thursday 4th January 2024

School Development
Day

Friday 5th January 2024 – no children to attend

Term 2 Monday 8th January – Friday 22nd March 2024

Half Term Holiday
(inclusive)

Monday 12th – Friday 16th February 2024

Easter Holiday
(inclusive)

Monday 25th March – Thursday 4th April 2024

School Development
Day

Friday 5th April 2024 – no children to attend

Term 3 Monday 8th April – Friday 28th June 2024

May Day

Monday 6th May 2024

Spring Bank
Holiday

Monday 27th May 2024

School
Holiday

Tuesday 28th – Thursday 30th May 2024 (inclusive)

School Development
Day

Friday 31st May 2024 – no children to attend

School closes on Friday 28th June 2024 at 12 noon.

This is the plan for the school year 2023 / 2024, which is subject to change. You will be informed of any changes to the above dates in good time.

Pupils should not arrive at school before 8.45 A member of staff will be on duty to supervise. It is important that children arrive and are collected on time.

Travel assistance may be available for those children who reside 2 miles and over from the school, Toreagh being their nearest school. Forms are available from the EANI website.

Parents should leave and collect their children at the school gate. No vehicles are allowed inside (only in exceptional circumstances) the school grounds for safety reasons. As parking is restricted, it is important that due care and attention is taken at the start and end of the school day.



Toreagh is a nut aware school

BREAK-TIME

We have a policy of healthy break in operation. We encourage children to eat fruit and vegetables at this time. As this break is short, one item is sufficient. Children are encouraged to bring water to drink during the day. This should be brought to school in a plastic bottle with a sports top.

SCHOOL LUNCHES

School dinners are provided for those who are entitled to free school meals. (Forms are available from EANI website.) Children should bring a packed lunch. These must be brought in suitable lunch containers. Glass bottles **must not** be brought to school. Milk is available at lunchtime.

ABSENCES

When a child is absent from school for any reason, a phone call or email giving the reason should be sent to school on the first day of absence. Our records are computerised and if a reason is not received, children will be recorded as such.

If you take your child on holiday during the school term, this will be classified as an unauthorised absence. No work will be given by staff on this occasion.

If your child comes to school after registration, they will be recorded as late on the register.

ATTENDANCE

You will be informed of attendance throughout the year. Those children with an attendance below 85% will be referred to the Education Welfare Officer, as this is our statutory duty.

COMPLAINTS

Any parent wishing to make a complaint about the curriculum, or any other matter should, in the first instance, approach the Principal. If the issue needs further discussion, the complaint should be put in writing and submitted to the Board of Governors. Finally, complaints may be referred to the Ombudsman. (See Policy)

VISITING THE SCHOOL

Parent Interviews will take place by telephone or in person.

It is the aim of Toreagh Primary School to involve the parents in the education of their children and to inform them as fully as possible about their children's progress. The arrangements for consultation are:

School Initiated

(a) All parents of prospective P1 children will be invited to meet their teacher and view the classroom in June.

(b) Entrants who have previously attended another school:

- 1 An interview will be arranged with the principal and appropriate paperwork completed.
- 2 Parents will be welcome to view the school premises.
- 3 A meeting can be arranged with the prospective teacher/s of the child or children.

(c) Parents will be invited to come to school (on an appointment basis) twice per year, to meet their child's teacher.

(d) Parents will be invited to the school to take part in such activities as curriculum evenings, assemblies and school matches as occur from time to time.

(e) Parents of children who will be transferring to secondary education will be invited to an interview to provide advice and guidance on the completion of the transfer applications.

PARENT INITIATED VISITS

Parents are very welcome to come to school to discuss their children's progress. To avoid disruption of classroom work the following procedures should be followed:

1 Emergency - Parents should approach the school secretary who will arrange a discussion with either the Principal or other senior member of staff.

2 Non-Emergency - Parents should contact the school secretary who will arrange an interview, through the Principal, with the class teacher at a mutually convenient time.

SCHOOL AIMS

In full recognition of the enormity of the privilege and duty with which we have been entrusted and our role in promoting a caring community with a strong community within our school, The Board of Governors and Staff of Toreagh Primary School aim:

- To create an environment in which children will be safe, happy and stimulated to enjoy learning.
- To offer each child a broad and balanced curriculum, in line with their needs.
- To help all children to use number and language effectively and to fully implement The Northern Ireland Curriculum.
- To help children to develop lively enquiring minds, the ability to apply themselves to tasks, self-confidence, independence and a variety of physical skills.
- To help children acquire knowledge and skills relevant to adult life and to develop the capacity to become contributing members of the community.
- To promote close links between home, school and the community.
- To respect and encourage the needs and individuality of each child.
- To help children understand the surrounding environment and the world in which they live.
- To welcome and actively encourage parental involvement in the life of the school and thus recognise the contribution that parents make to the total life of the school.
- To encourage and support staff development.

MOST RECENT DENI INSPECTION REPORT

The following are taken from the reports:

“the quality of education provided by this school is very good”

“the quality of the arrangements for pastoral care are outstanding”

“standards of behaviour are exemplary”

“a very strong family and community ethos”.

“Toreagh had a high level to sustain improvement.”

CURRICULUM DELIVERY

To achieve these aims, Toreagh Primary School will provide a curriculum which:

- is planned to ensure the development of skills, concepts, values, attitudes and knowledge:

- provides worthwhile experiences in each of the Areas of Learning:

- * Language and Literacy
- * The Arts
- * Personal Development and Mutual Understanding

- * Mathematics and Numeracy
- * The World Around Us
- * Physical Education
- * Religious Education

- is especially practical and builds on the interests and experiences of the pupil
- encourages pupils to become independent learners and to take responsibility for organising their own learning.

CURRICULUM SKILLS AND CAPABILITIES

Through opportunities to engage in active learning across all areas of the curriculum children will develop the following skills:

Communication, Using Mathematics, Using ICT, Managing Information, Thinking, Problem solving and Decision-making, Being Creative, Self management and Working with others.

CONCERNS RE CURRICULUM

In accordance with the school's policy of involving parents in the education of their children in those cases where parents consider that the curriculum provision is inappropriate they are welcome to express their concerns. In the vast majority of cases the problem will be solved at Stage One. In the case of greater concerns these should be specifically detailed in writing and given to the Principal.

- Stage 1** Contact class teacher as above.
- Stage 2** Contact Principal as above.
- Stage 3** Contact Chairman of the Board of Governors.

RELIGIOUS EDUCATION

Religious Education is taught as part of the curriculum in our school and during assembly. Parents may withdraw their child from RE classes and assemblies. Please contact the Principal, should you wish to do so.

POLICIES

School policy statements and programmes of study are available in the school office for examination by the parents of both actual and prospective pupils. You will also find some on the school website: www.toreaghprimaryschool.co.uk

SCHOOL UNIFORM

It is our belief that children who develop an interest in their appearance carry this attitude into other areas of school life. We encourage parents to send their children to school in uniform every day. On occasion there are non-uniform days, we will inform parents when these take place. Uniform is practical and emphasises the school policy that all children are treated equal. The prescribed uniform of Toreagh Primary School should be worn, if possible, to help distinguish Toreagh pupils from those of other schools and to reduce competition in dress. Pupils are encouraged to take a pride in their appearance.

It is our policy that jewellery **should not** be worn in school as it can be dangerous and there is the risk that it may become lost, this includes earrings.

Raised heels on shoes are unsuitable from a safety angle and it is preferable that they are not worn.

BOYS

White shirt or polo shirt

Grey trousers

Royal blue/grey jumper/
school sweatshirt

Grey socks

Black shoes

School tie

Summer

Grey/navy tailored shorts

GIRLS

White shirt or polo shirt

Grey skirt/pinafore

Royal blue/grey jumper/cardigan
school sweatshirt

White socks

Black shoes

School tie

Summer

Royal blue checked dress

School sweatshirts, fleeces and coats are available from S D Kells, Main Street, Larne or online from Squarewear (www.squarewearni.co.uk)

School ties may be bought from school.

Trainers or sandals may be worn in May and June.

PE UNIFORM

Years 1 and 2

Slip on slippers (these are kept in school)

Year 3 - 7

PE shoes, shorts/tracksuit bottoms/leggings, school polo shirt & school sweatshirt. Children come in PE clothing on allocated days.

Years 6-7

Swimming kit

Long hair should be tied back.



SPECIAL EDUCATION, INCLUSION & ACCESSIBILITY POLICY

It is part of the ethos of this school to work towards helping each child to fulfil his or her maximum learning potential regardless of capability or ranking in relation to peers. To achieve this, it is the aim of each teacher to identify the level at which a child is performing and consequently to provide learning opportunities which suitably challenge each child's ability. We, at Toreagh, acknowledge the needs of all children who have special educational needs during their time at this school. We understand that their needs must be addressed and access must be given to a broad and balanced

curriculum, as far as possible in accordance with the N.I. Curriculum. All provision will be made within the stipulations of the statutory Code of Practice.

SEN Co-ordinator: Mrs K Craig

SAFEGUARDING & CHILD PROTECTION INFORMATION

The protection of our children is of paramount importance to us. Anyone who has a concern about the protection and safety of any child, should report their concerns immediately to the school's **DESIGNATED TEACHER FOR CHILD PROTECTION**. If the concerns involve the Principal, referral should be made to the Chair of the Board of Governors.

Designated Teacher:	Miss Morrow
Deputy Designated Teacher:	Mrs Wells
Chair of Board of Governors:	Mrs G Anderson
Governor in Charge of Child Protection:	Mrs Apsley

Details of procedures for dealing with these concerns are outlined in the school's Child Protection Policy. The Board of Governors, the principal and staff regularly up-date the policies on Safeguarding & Child Protection, Discipline, Anti-bullying and Drug Abuse – these are all under the umbrella of Pastoral Care.

OPERATION ENCOMPASS

The school will be part of Operation Encompass, allowing schools to be informed by the PSNI, should a child be involved in or witnessed domestic violence.

PASTORAL CARE

At Toreagh each child has a right to feel secure, to be valued as individuals and will be encouraged to learn and grow within a happy, caring, healthy and safe environment.

DRUGS EDUCATION

It is a statutory requirement for every school to have a drugs education policy and to publish details of it in their prospectus. Every school must teach drugs education as part of Health Education, World Around Us and PDMU.

As well as fulfilling our legal requirements, and in keeping with our school policy of maximising the potential of each pupil and recognising our responsibility to care for each pupil's physical and emotional well-being, we must express our concern about the misuse of drugs in present day society.

We therefore feel it is our duty to:

- explain what a drug is; a substance which, when taken, has the effect of altering the way a person behaves, feels, sees or thinks.
- to emphasise that while all medicines are drugs, not all drugs are medicines and that the improper use of drugs can have serious consequences.
- to begin to equip our pupils with the necessary life skills and information to prevent and protect them from the dangers attached to the misuse of drugs in society.

It will be appropriate to the needs and the experience of the children in our school. In drawing up this drugs education policy we believe that in addressing the drugs issue we are being a responsible school.

Above all our primary concern is the welfare care and protection of our pupils.

One of the main objectives is that pupils should develop their knowledge and understanding of the use, misuse, risks and effects of drugs and other potentially harmful substances. We will cover at an appropriate level the following areas of drug abuse - alcohol, tobacco, solvent and controlled drugs.

ADDRESSING BULLYING POLICY

It is recognised by all staff and Governors that bullying exists throughout society. It will exist in school despite rigorous supervision. The Staff and Governors have agreed and drawn up and committed themselves to a set of specific guidelines and measures, which will be used to create a climate that allows Staff to investigate and deal firmly with any case of bullying.

How we try to counteract bullying at Toreagh Primary

- Assemblies – through stories about feelings and friendship
- Actively promoting positive behaviour by praise – Golden Box and awards. Highlighting good behaviour in and out of class.
- By example – encouraging mutual respect, fairness, honesty, positive reinforcement
- Group work and paired activities – teaching how to work together and showing strategies of how to deal with different personalities.
- Small school setting allows each teacher to know each child well.
- Actively promoting the notion of “telling” and who to go to.
- Positive relationships between staff and parents built up through open nights, information meetings and open door
- Staff - staff relationships through on-going discussions
- Positive reinforcement through posters in rooms and corridors
- Having in place procedures should bullying occur

RELATIONSHIP & SEXUALITY POLICY

R.S.E. is ‘a lifelong process which encompasses the acquisition of knowledge, understanding and skills, and the development of attitudes, beliefs and values about personal and social relationships and gender issues’.

It is important that as a staff, we prepare children with an education which adequately prepares them for adult life. At Toreagh this will be done in an age-appropriate and sensitive manner.

PROMOTING AND SUSTAINING POSITIVE BEHAVIOUR

A policy has been established in the school and is available to all parents.

Our pupils are made aware of school rules by members of staff.

We, at Toreagh, ensure that each child has an adequate opportunity to achieve his/her full potential in a safe and happy environment by encouraging the children:-

1. To become responsible members of the school community with respect for self, others and their property.
2. To be punctual.

3. To be polite and well-mannered.
4. To avoid any unacceptable social behaviour such as bullying or bad /inappropriate language.
5. To produce homework neatly and punctually.

Children will receive reward by praise and encouragement by being given responsible tasks and by displaying good work.

Senior pupils will be encouraged to draw up a set of behaviour rules for themselves.

Sanctions for misbehaviour are imposed and it is expected that full parental support will be forthcoming in these matters. Parents will be informed of inappropriate behaviour and/or unsatisfactory work. The co-operation of parents is essential.

A high standard of discipline is expected in the school or on school outings at all times. Each child is expected to conduct himself/herself at school in a well behaved manner, respecting school rules, members of staff and his or her peers.

HOMEWORK

Homework consisting of oral, inquiring, learning, written and practical work is set each night during the school year. It is thought to be an invaluable addition to the school curriculum and is set for a purpose.

The purpose of homework is:

- to reinforce and revise work covered in class;
- to allow parents to be aware of the work being covered and progress being made;
- to give practice and extend pupils range of inquiry and resources;
- to develop interest and encourage pupils to work, investigate and learn independently.

The length of time a pupil is expected to spend on homework will increase as he/she progresses through the school. Parents are asked to share in and supervise all homework and see that a high standard is maintained.

FRIENDS OF TOREAGH ASSOCIATION

There is an active and supportive F.T.A. within the school. Over the years, activities have been organised for both children and adults. A great many events and activities are organised in order to raise funds for the subsidising of outings and trips for pupils. Much equipment has been purchased by the group for the pupil's benefit. Many fundraising activities involve the local community and great enjoyment is gained from these. The Friends of Toreagh Association is a most valuable resource that is greatly appreciated by Governors, staff and pupils alike.

All parents are invited to attend the meetings, where they will be made very welcome.

PUPILS' VOICE

We continue to develop the concept of our school council. It is felt that this is one way of involving the children in their learning and in the running of the school. The council are involved in choosing the charity for the year, fully involved in decisions within school and running specific events. P7 children are involved in helping in the classrooms and at times in the playground through the 'Buddy System'.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are provided to help children develop their personal skills and their physical and social skills. These activities are usually offered to children in Years 4 – 7 on a designated afternoon. Over the past few years, we have expanded this provision and now offer activities in blocks of 5 weeks.

This year the activities offered include:

FOOTBALL AND HOCKEY



ECO CLUB

The ECO club is a very successful activity and the enthusiasm of the children is overwhelming. The Eco committee organise and put forward various ideas on all things to do with the environment.



CODING CLUB

The children use technology to practise and further develop their coding skills.

ART CLUB

A range of media is used in a creative, fun way.

CYCLING PROFICIENCY

Cycling Proficiency instruction is offered to year 7 pupils during the Summer term.



P6 & P7 OUTDOOR PURSUITS

Traditionally P6 & 7 pupils can avail of a outdoor pursuits' residential trip.

OTHER ACTIVITIES

Visitors are invited to the school to give talks and demonstrations, eg. Farm Safety, Cancer Focus, PSNI and NI Ambulance Service.

Educational outings are organised such as visits to such places as Castle Espie, Titanic Belfast, Carrickfergus Castle, Carnfunnock, Belfast Opera House, Belfast Zoo, the Ulster Museum, the Ulster Folk and Transport Museum, local hospitals/supermarkets and many other outings which are deemed to be of value to the pupils.

SWIMMING

Swimming lessons are taken at Larne Leisure Centre swimming pool for years 6 & 7 pupils. Pupils may gain certificates for distance swimming and lifesaving. The children will follow the scheme drawn up by EANI.

CHARITIES

During the year the children are given the opportunity to contribute to charity. Our policy is to have one major charity effort during the year. This usually takes the form of the Christmas Concert. The main charity for the year is decided by the School Council at the beginning of each new school year. During the year other smaller charitable events may take place, eg. 'Children In Need'.

SCHOOL FUNDS

By running various in-house events and activities the school raises money which is always put to good use during the year.

Policy on Parents taking children on Holiday During Term Time

It is becoming a growing trend for parents to take children on holiday during term-time. There is no provision made by the E.A.N.I for absences during term-time in respect to holidays. Schools have a legal obligation to provide the curriculum to all their pupils. A pupil absent from school for reason of going on holiday is missing this provision. This absence is classed as unauthorised.

Teachers are not expected to provide work during absences, unless due to illness or other unavoidable absence, as this places an extra burden on their already overloaded work schedule. The majority of teaching and learning taking place in school cannot be done in the home. To provide such work would also be condoning the absence of pupils for holidays.

A Principal cannot legally give permission for a pupil to miss school for reason of going on holiday – this is the sole responsibility of the parent. The only action that can be taken by the school is to mark the child absent on the class register as an unauthorised absence.

It is the school policy to expect pupils to attend without exception unless in the case of sickness or other unavoidable cause.

CHARGES AND REMISSIONS POLICY

There will be no charge for the following:-

1. Education provided during normal school hours.
2. Books, materials and equipment necessary for the delivery of the curriculum.
3. Any examinations offered by the school.

In an effort to offset expenses, parents may be asked, on a voluntary basis, to contribute towards the cost of trips. No child will be excluded from trips.

Charges will be made for the following:-

1. Board and lodgings cost of residential visits.
2. Transport costs of residential visits and educational visits
3. Entrance fees encountered during residential and educational visits in excess of Department of Education funding.
4. Swimming – a small weekly charge. This amount will be in keeping with E.A.N.I. advice.
5. Any breakages that have occurred deliberately.

