



### Some Points to Note

- **Active Flag**

Our School has been awarded an Active Flag in recognition of our efforts in keeping active and getting involved in different sports and activities. We strongly encourage Children to join groups and clubs outside of School to maintain and increase activity levels.

- **Administration of Medication**

If your child is on any medication or suffers from any condition, e.g. epilepsy, asthma, please contact the school as a form will need to be completed.

- **Anti-Bullying**

As a school, we aim to raise awareness and educate children on bullying behaviour, teaching alternatives on how to deal with situations. If ever your child has any concerns please encourage them to speak to an adult and inform the school. If you permit your child to use social media-please **monitor closely** and encourage responsible online behaviour and engagement.

- **Assembly**

Assembly is held every Friday to discuss any matters arising, commend classes on achievement and distribute certificates. It is also the opportunity for children to present project work, art, etc. to the rest of the school.

- **Best Class Line Up**

Students from our Student Council will award points everyday to the classes lined up in the yard after break. At the end of the week the class with the highest number of points will be awarded a certificate.

- **Books**

A Book Rental Scheme is run in the school. Details provided with booklist.

- **Child Protection**

Principal, Annette O'Brien is Designated Liaison Person. Deputy Principal, Fiona Roe is Deputy Designated Liaison Person. Any Child Protection Concerns must be reported to Ms.O'Brien, Ms.Roe or any Teacher working in the School. As part of our Stay Safe Programme, we ask you to encourage your child to nominate 5 Adults in their life that they can go to if they have any worries or concerns.

- **Cycling to school**

While we encourage cycling to school and provide areas to lock a bicycle securely we ask that Parents make sure their child wears a helmet while on their bicycle. Helmets are not expensive but can reduce greatly the risk of serious accidental injury.

- **GAA Coaching**

GAA coaching is provided by a Coach from Trinity Gaels.

- **Garden**

Any parents who are 'green fingered' we look forward to all help, suggestions and support in the future.

- **Green Schools**

The Pupils and staff are working together in order to reduce waste and become a more environmentally friendly school. Children are asked to use a lunch box in order to reduce wrappings and to bring waste home in order to recycle it at home. We were delighted to achieve our first green flag in 2010, our second green flag in 2012 for reducing our energy usage, our 3<sup>rd</sup> Green flag in 2014 for reducing water usage and our 4<sup>th</sup> Green Flag for Travel in 2016. We achieved our 5<sup>th</sup> Green flag for Biodiversity in 2018.

- **Healthy Lunches**

Children are to bring a healthy lunch with non-fizzy drinks. Bars, sweets, Capri-Sun and crisps, for example, are not allowed. Sandwiches, milk and fruit are also available in the school. We would ask parents to avoid using single-use plastic water bottles where a re-useable/refillable bottle is a more sound environmental option.

- **Homework Journal**

A school homework journal is available in the school shop and as part of the school pack. Homework is to be checked and signed by parent or guardian when completed every evening.

- **Reward Booklet**

The reward booklet is a school initiative to reward behaviour that we wish to encourage in the school e.g. arriving to school on time, completing homework to their best ability, etc. Booklet will be sent home every Thursday so weekly progress can be seen.

- **Log out Book**

If children are to be collected early they must be collected from the classroom or office. The person collecting them must fill in the 'Log out book' and state their relationship to the child. If it is not a parent they should have a note of permission from the parent/guardian.

- **Parent Teacher Meetings**

Parent Teacher meetings are held in the first term, date to be communicated.

- **School Day**

- 8.50: Children assemble in the yard and are accompanied to classrooms.

-10.45-11.00: Snack, 15 minute break in yard.

-12.40: Lunch is eaten in the classroom

-12.45-13.05: 20 minute break in yard

-14.30: School ends, children are accompanied to yard.

- ***School Shop***

Children run a school shop, selling all necessary stationery if required.

- ***Student of the week***

Children are commended for effort/ manners/ improvement in behaviour etc. through 'Student of the Week' certificates, trophy and also achievement awards. The child will receive a cert and have their picture displayed in the entrance hall.

- ***Tidy Classroom competition***

The Coiste Na nDaltaí group will examine classrooms every afternoon and award points. At the end of the week a certificate will be awarded to the tidiest classroom.

**PLEASE DO NOT HESITATE TO CONTACT THE SCHOOL IF YOU REQUIRE ANY FURTHER INFORMATION.**

## ***School Rules***

1. School opens to receive children at 8.50am. Pupils assemble and line up in the playground and are taken into the school at 8.50am. The school day ends at 1.30pm for the children aged 3 to 6 years and 2.30pm for all other pupils.
2. A note is required if a pupil is absent/late. The school is obliged by law to notify the Educational Welfare Board of pupils who are absent for more than 20 days in the school year. Pupils with medical/dental appointments will be marked present if they are attending school on that day and the school is presented with evidence of notification in advance.

3. Pupils are not permitted to leave school during school hours unless accompanied by a parent or guardian who signs the pupil out.
4. Homework assignments must be done on Monday to Thursday by 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> classes and on Monday to Friday for 6<sup>th</sup> class pupils. Homework assignments are to be written in the Homework Journal. Homework journals should be signed by parents/guardians every night when homework is completed. Homework should take on average, 30 minutes for 3<sup>rd</sup> Class, 45 minutes for 4<sup>th</sup> Class, 1 hour for 5<sup>th</sup> Class and 1 hour for 6<sup>th</sup> class.
5. Pupils are expected to be of good behaviour, show respect for teachers and for one another and for any adults they meet during their day in school. Parents, as primary educators of their children, are asked to encourage pupils to behave well at all times.
6. Pupils must enter and leave the school in a quiet and orderly manner. In the interests of safety children are asked to walk at all times within the school building.
7. Pupils in the playground are not permitted to play on the driveway, at the teacher's cars, behind or beside St. Kevin's School or behind Scoil Cholmcille.
8. Pupils are to leave their classrooms neat and tidy before departure at 2.30pm. Pupils must not throw litter on the ground or damage or deface school property.
9. Pupils should wear their school tracksuit to school each day. Pupils may not wear make-up to school. Jewellery should be kept to a minimum, e.g. a watch, stud earrings, a chain worn inside the uniform.
10. Mobile phones may not be brought to school unless a parent/guardian writes a letter to the Principal requesting an exemption from this rule. The exemption will mean that the mobile phone will be held in the Principal's office and returned to the pupil at 2.30pm.
11. All pupils must participate in PE lessons unless medically exempt. The school must be notified of any medical conditions.
12. Parents/Guardians are asked to see the Principal before speaking with class teachers. All meetings with teachers must be conducted in a mannerly way.
13. The Principal should be notified about custody issues.
14. To assist with the smooth running of the school parents and pupils are required to sign up to these school rules and code of discipline.

