

School Information

INFORMATION FOR PARENTS

The aim of our school is to provide a caring learning environment, which facilitates the nurturing of each pupil's full educational potential. The achievement of this aim informs all of the planning processes and activities which occur in our school.

Teachers and parents are partners in the children's education, with co-operation and communication between home and school being vital ingredients in the educational process. We share the same aim - the well-being of the children in our care. This document has been produced to facilitate the sharing information with parents concerning school policies, rules and routines

GENERAL INFORMATION

1. School begins at 9.05 a.m. It is important that the children develop the habit of being punctual for school. Children who are in the yard prior to official assembly time are not the responsibility of any member of staff, but if children are in the yard prior to 9.05 a.m., they are expected to walk in the schoolyard. The Principal or Deputy Principal will receive children at 08:50.
2. In the interest of security and safety children should not enter the school building prior to 9.05 a.m. unless they have permission from a staff member. On wet days and in times of inclement weather children will be admitted as soon as a staff member arrives on the premises.
3. There are two breaks at 10.40 and 10.50 a.m. Lunch break is from 12.30 p.m. to 1.00 p.m. Children will be adequately supervised on all breaks.
4. All pupils should enter/exit through the Mulholland Ave., Anne St. gates and rear yard gates. Parents should ensure that their child is fully aware of arrangements for travelling home after school. Pick up arrangements should be made clear to all children. Any child left behind should go immediately to the Secretary's or Principal's office where they will be looked after.
5. Pupils who bring bicycles to school are asked to alight at the gates of the school. A secure stand is available at the rear of the school.
6. While every effort will be made to provide for the safekeeping of property The Board of Management does not accept responsibility for the loss or theft of children's property. All coats and jumpers should be marked clearly with the child's name and stored in cloakroom area provided.
7. Pupils should respect and follow the directions of the school traffic warden at all times.
8. If parents wish to take their child home early, it is necessary to contact the school and inform the Principal. A log out book will be available at Secretary's office.
9. In the event of a pupil being absent through illness or for any other reason, the class teacher should be informed by note on the pupil's return to school. If it is anticipated that the absence will be of a lengthy duration, the class teacher should be informed by note as soon as possible.
10. As the need arises, parents will receive notices with regard to school matters and events. Encourage your child to deliver notes immediately or check each evening at homework time to see if there is a note from the school. All communication with home will be on YELLOW paper.

Dress Code

1. The school uniform is worn on all school days other than on days of PE lessons. Black shoes should be worn with the uniform.

2. For Physical Education, and associated events, runners are compulsory and it is recommended that the pupils wear the school tracksuit.

3. For Health and Safety reasons pupils are not permitted to wear studs, earrings or other jewellery in school

School Books

1. We are very conscious of the cost of schoolbooks and for this reason the different book series in use in the school are changed as rarely as possible.

2. A limited amount of money is made available to the school for the purchase of books for children where circumstances merit this assistance being given. Please contact the Principal or Deputy-Principal if there is a problem with regard to the purchase of books.

3. Books purchased under the scheme should be returned at the end of each school year.

4. Due to the physical weight of a fully laden schoolbag pupils are permitted to leave some books in school.

Health/Safety

1. Children who are ill should not be sent to school.

2. Parents are asked that teachers be made aware of any physical disability or allergies that their child might have. It is the Parents' responsibility to update each teacher as the child moves to a new class.

3. Please check your child's hair regularly for outbreaks of Head Lice. If there is an outbreak of head lice in a class, all parents of pupils in that class are informed by note, and asked to take immediate action to treat infestation.

4. Requests to remain indoors at break times should only be made in exceptional circumstances.

5. In the interests of safety, cars are not allowed into the school grounds in the morning or at home time. When visiting the school for an arranged visit cars may be brought into the grounds. Co Council have agreed to allow free Car parking all along Mulholland Ave for parents collecting children?

6. At assembly and dismissal times, parents and other visitors to school are asked to avoid parking on or near the pedestrian crossing outside the school. Lines are clearly marked.

Accident Procedures

1. Accidents can occur despite supervision. Minor accidents are treated at school. Slight cuts and grazes are normally treated by cleaning with cold water and applying a plaster to the wound. When a dressing has been put on a wound, parents are requested to inspect the wound when the child comes home from school.

2. In the event of an accident/child becoming ill, every possible effort will be made to contact the pupil's parents or the persons delegated to take responsibility for the pupil.

3. Please complete the form giving details of home/work phone numbers. The school should be notified immediately of changes of address etc. school. A contact person must be available at all times.

4. The school cannot accept responsibility for any medical expenses incurred.

5. Individual insurance cover is available to all pupils for a small fee. Forms are sent to all parents in early Sept each year. It is optional but strongly advised that such insurance be taken out.

Home/School Communication

Frequent communication is of vital importance in developing and nurturing co-operation between home and school. In our school, communication between parents and teachers may take one of the following forms:

1. Individual consultation: This occurs where a parent has asked for an interview with a teacher or has been invited to visit the school to exchange information or to discuss matters of concern. A note to the class teacher requesting such an appointment is always essential. It is also necessary that the purpose of the visit be stated so that teachers may undertake whatever preparation is necessary with regard to information and records. In order to protect all our children visitors to the school must never go directly to a classroom. Please contact the Secretary or Principal first.

2. Appointment with Principal: Parents should contact Secretary at 0429338145 if they wish to meet the Principal. The Principal will not be available to meet parents without prior notification. If a problem exists between a parent and a teacher then the parent and teacher should meet prior to any appointment to meet principal. The principal may be contacted to discuss other issues by appointment.

3. Parent / teacher meetings for pupils are generally held during the second term. Parents will be notified well in advance of such meetings.

4. Meetings are held in connection with preparation for the Sacraments of Reconciliation, Holy Communion and Confirmation. Parents will be notified in advance.

In addition to the above forms of home/school links, the following means of communication are also utilised:

1. Notes in the pupil's homework notebook.
 2. School reports are issued in June at the end of the school year.
 3. Details of school holidays or early school closures are always communicated in writing.
 4. Texting is used to notify parents of important events or emergencies as they may arise.
- Parents must be contactable at all times or provide an appointed guardian.

Complaints Procedure

It is in the interests of pupils, parents and teachers that good relations should exist between home and school. The teachers are willing to discuss any problems that may arise from time to time. With mutual respect and goodwill, most problems can be resolved readily.

Stage 1:

1. A parent who wishes to make a complaint about a teacher should arrange to meet firstly with the class teacher with a view to resolving the complaint.
2. If the matter is not resolved, the parent should then arrange to meet with the Principal.
3. If the complaint is still not resolved, a parent should meet with the Chairperson of the Board of Management. List of BOM members are readily available to all parents in school.

Stage 2:

1. If the complaint is still unresolved, it should be lodged in writing with the Chairperson of the BOM.
2. The Chairperson should bring the precise nature of the written complaint to the notice of the teacher and seek to resolve the matter within 5 days of the receipt of the written complaint.

Attendance

Each child, to whom the School Attendance Act applies (that is, those between the ages of 6 and 15) is obliged by law to attend school every day on which the school is in operation unless there is a reasonable excuse for not attending. The school authorities are obliged to notify the Education Welfare Officer when a child is absent regularly (20 days or more) or if a reasonable excuse has not been provided for an absence by the child's parents

Religious Formation

1. St. Malachy's is a Catholic school. Children of other faiths are all welcome to attend. Religious instruction other than that of a Catholic nature will not be provided. Parents who wish their child to be excluded from religious instruction should inform the school.
2. The pupils receive the Sacraments of Penance and Holy Communion when they are in Second Class, and they receive Confirmation when they are in Sixth Class. The preparation of the children for sacraments is a shared responsibility for pupils, teachers, parents and clergy. Those pupils who do not wish to be involved will be given alternative work, and may at times of practices for Communion for example, be requested to go to another classroom to complete assignments.
3. On certain occasions throughout the school year, the children may participate in prayer services or a class Mass

CODE OF BEHAVIOUR

School Rules

School rules are kept to a minimum and are devised with regard for the health, safety and welfare of all members of the school community. If a school is to function efficiently, it is necessary that rules and regulations are clearly stated and enforced consistently and wisely.

1. Pupils leave and enter the school building in an orderly fashion.
2. Pupils must not behave in any way that endangers themselves or others. Rough play comes into this category.
3. Any form of threatening behaviour to teachers or pupils is unacceptable.
4. All instructions or directions given by the supervising teacher and/or by the classroom assistant should be complied with.
5. Pupils line up in an orderly manner at the end of breaks.
(Available on request Entry Exit Policy)
6. Pupils are not allowed to run on corridors.
7. Pupils may not re-enter the school building during breaks without the express permission of a teacher.
8. If, due to inclement weather, the pupils are allowed to remain indoors, they must remain seated unless given permission to do otherwise by the supervising teacher or classroom assistant. Appropriate entertainment will be provided in each class by teacher.

Rewards for Good Behaviour

Most of the pupils are very well behaved and rewarding good behaviour is an important part of our Code of Discipline. The following strategies may be utilised to reward good behaviour.

1. Note in pupil's homework notebook to convey messages of approval from teachers.
2. A points table is at times kept on a class by class basis. Prizes for best-behaved classes are sometimes awarded.
3. Prizes may be awarded at the end of term for pupils who have not been noted on the yard discipline list.
4. Some free-homework may be given if particular targets are achieved.
5. Extra privileges may be given to those who assist with any aspect of school organisation eg entry exit yard etc..

Sanctions

The following strategies may be used to show disapproval of unacceptable behaviour.

1. Reasoning with pupil.
2. Verbal reprimand, including advice on how to improve.
3. Temporary separation from peers, friends and others.
4. Recording of incident of misbehaviour by means of a misbehaviour mark or by a loss of credits.
5. Note in homework journal to parents.
6. Detention during breaks and (in extreme cases) after school detention with prior notification to parents.
7. Withdrawal of privileges. (outings etc...)
8. Extra exercises to write out.
9. Pupils who misbehave frequently may not be allowed to participate in school outings for their own safety and that of the other pupils.
10. Referral to Principal.

Disciplinary Procedures See Code of Behaviour

Truncated Version of Code of Behaviour below

Stage 1

- a) Child's name and class recorded; nature of the incident is noted.
- b) Report of incident is given to class teacher.
- c) Written exercise is set as punishment and signed by both parents where possible.

Stage 2

If incidents are recurrent, a note will be sent home. This note should be signed by both parents where possible and returned to school.

Stage 3

If misbehaviour continues, a note will be sent to parents requesting that they call to the school to discuss the child's behaviour. The child may also be detained during lunch break on a specified day or refused permission to play on the field.

Stage 4

If a pupil misbehaves on a continuous basis, or if there is a serious incident of misbehaviour, it may be necessary to suspend a pupil. Procedures for the suspension of a pupil are as follows:

1. Parent is invited to discuss the matter with the class teacher and the principal.
2. If suspension is being invoked, the parent is informed, and then confirmation of the duration of the suspension is provided in writing.
3. The maximum period of an initial suspension is three school days.
4. A special decision of the Board of Management is necessary to authorise a further period of exclusion up to a maximum of ten school days to allow for consultation with the pupil's parents. In exceptional circumstances, the Board of Management may authorise a further period of exclusion in order to enable the matter to be reviewed.