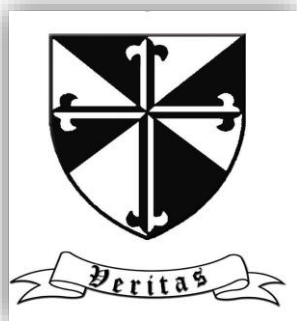


St. Malachy's Boys' National School

Anne Street, Dundalk, Co. Louth, A91 N286

Telephone: 042 93 38145 / Email: office@stmalachysbns.ie

Website: www.stmalachysbns.ie



INFORMATION BOOKLET

Our school motto is:

'Building confidence to realise potential'

Principal: Mr. Keith Farrell *(Child Safeguarding Designated Liaison Person)*
Deputy Principal: Mrs. Orla Hughes *(Deputy Child Safeguarding Designated Liaison Person)*

School Times:

Start: 9.05am Break (10mins): @ 10.40 or 10.50am

Finish: 2.45pm Lunch (30mins): @ 12.00 or 12.30pm

Morning drop-off and After school pick-up

The morning drop-off timeslot is between 8.45 – 9.05am, with no facility to drop children off any earlier. Parents may drop-off/collect their children at any of the following gates:

- Anne Street gate (front of school)
- Mulholland Avenue gate (town side of school)
- Back gate (walkway alongside Friary field – Bus children will use this gate)

Please ensure that your child is aware of the collection location. Any child who is not collected should always go back in to the Secretary or Principal's office where they will be looked after. There will be no access to walk through the Boys' school yard to get to the Infants' or Girls' school. Likewise, boys will not be permitted to walk through the Infants' or Girls' school yards.

Walking & Cycling to school

As part of our Green schools initiative, children are encouraged to walk or cycle to school if parents deem it safe and suitable. Cyclists must wear a helmet and dismount when entering the school yard. Bicycles can be parked in our secure bike shelter and pupils should bring their own chain and lock.

Parking

We ask all parents to be respectful and patient towards pedestrians, cyclists, other vehicles and our neighbouring residents, especially at busy times. Motorists should not park in the yellow boxes/lines at any of our gates. The safety of all your children is of paramount importance.

Punctuality

It is important that children are in school on time. Please note that anyone who arrives to school after the bell at 9.05am will only gain access via the Anne Street entrance and the buzzer at the front door of the Boys school. Children who arrive after 10.30am are marked as 'Absent – Late' in line with the Department of Education guidelines.

Attendance

Please ensure your child attends school regularly. The school management are obliged to inform the Education Welfare Service (Tusla) when a child has missed 20 school days or if reasonable excuse has not been provided for an absence. Absence reasons can be submitted through the Aladdin Connect app or by completing a standard absence note provided in your child's homework folder. Aladdin Connect also allows parents to advise the school of a pupil's absence in advance. Parents will be alerted when their child has missed 10, 15 and 20 days (see Attendance policy).

Pupil Illness

If your son is showing symptoms of illness please keep him at home. In the event of an illness developing in school we will make contact with (1st) the child's parent(s)/guardian(s), (2nd) the emergency contact persons supplied.

Early Collection

In the event that an early collection is required, children can be collected at the entrance to the Boys' school via the Anne Street gate. Please use the buzzer in the porch area when you arrive and your child will be brought out to meet you. The sign-out book should be filled in.

School Communication

The school's main method for group communication with parents is through Aladdin Connect. This platform will give you secure access to important messages from the school and to details of your child's attendance, reports cards etc. via secure login from your internet browser or the Aladdin Connect App. The school email (office@stmalachysbns.ie) and telephone (042 93 38145) are also methods that parents can freely use to communicate with the school. Please ensure parents inform the school of any changes to your contact details or to that of the emergency contact persons. Our school website (www.stmalachysbns.ie) allows you to access school policies, information and keep to date with the latest news and photos

Parent / Teacher communication

Your son's homework folder can be used for notes/messages between parents and teacher. Appointments must be made through the school secretary if a parent wishes to speak with the class teacher/principal. If a concern arises between parent/teacher then it must be addressed between the parent and teacher prior to an appointment with the principal (if required). Parent/teacher meetings are generally held in November. Parents will be notified in advance of such meeting.

Classes

Subject to the number of pupils who enrol in St. Malachy's BNS and the staffing arrangements set by the Dept. of Education, it may be necessary to divide pupils at the same class level, into classes of the same level or multigrade (composite) classes. The criterion used in this process is age. Parents can be assured that children will follow the same curriculum and have the same opportunities as their peers in the same class level (see Class Allocation policy).

Discipline

Good learning can only occur where there is good discipline. In St. Malachy's Boys' School positive behaviour is always encouraged and good manners between staff, pupils and visitors is expected. In instances of ill-discipline our school code of discipline is followed.

General School Rules include:

- Mobile phones or smart watches must not be brought to school for any reason
- Chewing gum is forbidden on school premises and on school trips
- Earrings and jewellery are not permitted (see Uniform policy)
- Children must have respect for all school property and not graffiti on school books

Uniform

Full school uniform should be worn on Monday, Tuesday and Wednesday. This consists of:

- Grey (crested) v-neck jumper, grey shirt, grey trousers, school tie (grey/black striped) and plain black footwear (no white or coloured branding).

School tracksuit can be worn on Thursday and Friday (PE days). This consists of:

- Grey (crested) crew-neck jumper, plain white polo shirt, plain black bottoms, and PE runners (preferably black).

All school uniforms, coats and tracksuits should be clearly labelled with the child's name. A note should be provided to the class teacher to advise if pupils are unable to wear the correct uniform. All t-shirts, trousers and shirts should be plain and non branded. V-neck and crew neck crested jumpers can be purchased from McEvoy's (Clanbrassil St.), Michael Lynch Menswear (Clanbrassil St.) and RK Manufacturing (York St.) (see Uniform policy).

School Books

Books will be supplied by the school. These books are the property of the school and must be looked after accordingly. Pupils should not write on textbooks or workbooks unless directed by the teacher.

Homework

Homework is assigned Monday-Thursday and should be submitted on the day requested by the teacher. Pupils are provided with a homework folder and are responsible for ensuring books required for completing homework are brought home. Parental involvement in your son's homework is vital. Parents are required to sign the homework grid each night to show that you are satisfied with the standard of homework completed. Comments regarding incomplete homework can be noted on the grid.

Religious Formation

St. Malachy's BNS is a Catholic school. Children of other faiths are welcome to attend. In instances whereby parents wish for their child to be excluded from religious instruction a written request should be made to the principal and alternative curriculum work will be provided. Our long and proud association with the Friary Dominican Church often sees us referred to as 'The Friary Boys School' (see Religion policy).

Sacraments: 2nd class – First Penance & First Holy Communion. 6th class – Confirmation.

The preparation of the children for sacraments is a shared responsibility for pupils, teachers, parents and clergy.

- **First Holy Communion:** first Saturday in May (notwithstanding a clash with Confirmation). This date and time is confirmed to parents as early as possible in Term 1
- **Confirmation:** Date is set by the Bishop/St. Patrick's Parish and is communicated to parents as soon as known.

Healthy Eating

Healthy body, healthy mind! Healthy lunches are promoted in St. Malachy's BNS. Children are encouraged to take fruit/veg. for their small break-time snack and sandwiches/wrap, water or non-sugary drinks and a small treat for lunchtime. Please note that in the instance of a pupil with a nut or other food allergy in a class, parents will be advised to restrict certain food items (see Healthy Lunches policy).

Handwriting & Presentation

A high standard of handwriting and presentation is promoted in all pupils of our school. The Twinkl cursive looped style of handwriting is taught in all classes and a 'Presentation Checklist' is provided. Monthly handwriting certificates for excellence and effort/improvement are awarded to encourage pupils to take pride in the presentation of their work.

Parents Association

Our PA meet 3-5 times per year and act as an important link between parents and the school Principal/Teachers and Board of Management. If you would be interested in joining the Parents Association, please contact the school office and you will be notified of when meetings take place.

Swimming

As part of our PE curriculum, we offer swimming lessons at Dundalk swimming pool to 3rd and 5th classes. This will involve a cost to cover the expense of the bus and swimming instructors.

Extra-curricular activities include:

- Gaelic football, soccer and other sports
- School choir
- School music band
- Tin whistle
- Chess club
- Art competitions
- Student council
- Green flag
- Drama shows
- Quiz competitions
- Library