

SCOIL NIOCLAIS NAOFA

Ethos

The school aims at promoting the full and harmonious development of all aspects of the pupil including his/her relationship with God, with other people and with the environment.

The pupils are prepared for the reception of the sacraments of First Confession, First Holy Communion and Confirmation in accordance with arrangements in the diocese.

The school aims at fostering a sense of community between management, teachers, parents and pupils. The teaching staff aim at making the school a centre of excellence in which high professional standards are maintained and where pupils learn in a safe and happy environment.

A spirit of mutual respect is promoted within the school. The pupils are drawn by example and teaching to appreciate and respect people of different nationalities and religious affiliations.

The schools Code of Discipline reflects the Christian values promoted within the school with an emphasis on forgiveness and reconciliation. The teachers are sensitive to the needs and particular circumstances of the pupils.

Contact is maintained between the school and the home. Ancillary staff in the school are highly respected and it is recognised that their work makes a valued contribution to the process of education.

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It is the policy of this school that priority of enrolment should occur in the following manner for applications received by the closing date each year.

1. Catholic children of the parish (including children of the Travelling Community residing within the parish.)
2. Brothers and sisters of children in the school.
3. Children of the current school staff.
4. Catholic children who live outside the parish and do not have a Catholic School in their parish.
5. All children who live within the parish boundaries but are Catholic applying for placement are entitled to a place provided groups 1-4 have been allocated places.
6. All children who apply to the school and are not Catholics and not resident within the parish boundaries are entitled to a place in the school, provided there are vacancies in the school after the groups from 1-4 have been allocated places.

Enrolment of children in categories 5 and 6 will be allocated places on a first come first serve basis.

The children must be of school going age i.e. at least 4 years old on 31st August.

It is recommended that a child should have reached his/her birthday before March 31st in the year of enrolment.

Children transferring from other schools (non Junior Infants) would have precedence of enrolment over those enrolling for Junior Infants.

Enrolments will only be accepted for one school year in advance.

CODE OF DISCIPLINE

In our school teachers have a right to teach in an environment free from frequent disruption. Pupils are entitled to learn and play in a safe, secure and disruption free environment. Parents are entitled to feel that their child is safe and secure as long as they attend this school. The parent's role and support in implementing the code of discipline is crucial.

Aims

- * To allow each child to be educated in a disruption free environment
- * To maintain good order throughout the school and to maintain the school environment.
- * To develop self-discipline in pupils based on consideration, respect and tolerance for others

Rules will be kept to a minimum. Every effort will be made by members of staff to adopt a positive approach towards children's behaviour. Those children who respect and adhere to school rules and policies will be praised and rewarded. Pupils will be referred to the Principal for serious breaches of discipline and repeated incidents of minor misbehaviour. Teachers will keep a record of any such incidents in the Incident Book. Parents will be asked to approve the Code of Discipline when enrolling their child in Junior Infants.

Strategies for praising those who adhere to school rules

- * Comment in homework journal.
- * Word of praise in front of class.
- * Pupil sent to other staff member or Principal for commendation.
- * Delegating a special responsibility or privilege.
- * Oral communication to child's parents.
- * No homework assigned.
- * Treat.
- * Stars and stickers.
- * Stamps.

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BOARD OF MANAGEMENT

The Board of Management is charged with the direct governance of the school. It is made up of two nominees of the patron, two parents of children enrolled in the school, the school principal and one other teacher and then two extra members who are proposed by the above six nominees.

The Catholic Archbishop of Dublin is the Patron of the school. The members of the board shall hold office for a period not exceeding three years.

UNIFORM

GIRLS Grey Skirt/ Pinafore
Grey Blouse/Shirt
Wine Cardigan or Jumper
Wine Tie

BOYS Grey Pants
Grey Shirt
Wine Jumper
Wine Tie

P.E. Clothes can be worn only on swimming or P.E. days.

The school uniform must be worn at all other times.

All Infant Classes only wear the school tracksuit at all times. All other classes wear the school uniform. On P.E. or swimming days the school tracksuit must be worn.

The school tracksuit is available for purchase from the office. A white polo shirt must be worn under the school tracksuit.

PARENTS CONTACT

There is a very active Parents Association who provide enormous support in the school. Meetings are held almost monthly and all matters concerning the school are discussed.

Parent/Teacher Meetings take place each year. Meetings are also held for parents of those in:-

First Holy Communion and First Confession (2nd Class)

Confirmation (Sixth Class)

New Infants

Parents will be kept informed of all developments within the school through newsletters and notes sent home with the children.

Parents should regularly check their child's schoolbag for notes and sign their homework.



PARENT - TEACHER MEETINGS

Parent/Teacher meetings will take place in early November and late May.

Parents unable to attend on the day should make an appointment to meet with the class teacher at an alternative time.

Written reports will be sent home with the children during the last week of June.

COMPLAINTS PROCEDURE

Where parents or teachers wish to address a problem or item of concern the following procedures should be followed.

Parents Concern

Parents make an appointment to meet the teacher in writing or by a phone call. Parents must make teacher aware of the nature of the complaint, prior to the meeting.

If the situation is unresolved the parents should make an appointment to meet the principal to discuss the complaint.

If the situation is still unresolved the parents should contact the Chairperson of the Board of Management in writing, who will try to resolve the complaint.

If the situation is still unresolved the Chairperson will bring the matter to the attention of the Board of Management.

Teachers Concern

Teacher makes an appointment with a parent, making parent aware of the nature of the issue.

If unresolved the teacher informs the Principal who will discuss the issue with the parents.

If still unresolved, the teacher will inform chairperson who will try to resolve the complaint.

If the situation is still unresolved the Chairperson will bring the matter to the attention of the Board of Management.

It should be stressed that parents are ***always*** welcome to discuss matters of concern with a class teacher at any time during the school day, without an appointment. Meetings of this nature should be brief i.e. 3 minutes, but it is our experience that issues can be quickly resolved with clear communication. Parent and teacher meeting must be conducted in a civil manner.

HOMWORK POLICY

Parents should check the children's homework each day and sign the homework journal

Homework will not be issued to children who are absent through illness or on holidays.

Homework is given each night in all classes from Monday to Thursday. Homework is not given on Fridays.

Homework for classes first to sixth is recorded in a homework journal.

If a child's birthday coincides with a homework day the child will not have any homework that night.

Homework is an important link between the school and the home.

For the last week of each term homework will only consist of oral or reading work.

Learning Support / Resource homework will take precedence over homework issued by the class teacher.

Below is a guide to the length of time a child should be spending at homework. If a child is spending much longer than the average times below then parents should consult with the class teacher

Junior Infants	-	10 minutes
Senior Infants	-	15 minutes
First Class	-	20 minutes
Second Class	-	20 minutes
Third Class	-	25-30 minutes
Fourth Class	-	30-40 minutes
Fifth Class	-	40-50 minutes
Sixth Class	-	60 minutes

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HEALTHY EATING POLICY

Following input by parents and staff our school recommends the items below as part of our healthy eating policy. To ensure good overall health children should go to bed at an appropriate time. They should have a proper breakfast daily which should include a cereal. Regular brushing of teeth should take place and children should be encouraged to participate in physical exercise. In order to help the school environment we ask that all lunch wrappings and leftovers are brought home each day in the child's school bag. We would also recommend that a re-usable easily opened drink container be used i.e. plastic bottle.

Each Friday children are permitted to bring one treat to school. Children may be given lollipops as a treat or reward by the class teacher.

Recommended lunches

Fruit / dried fruit / raisins / raw carrots / celery sticks / cherry tomatoes / fruit bags

Sandwiches / rolls / baps / crackers / rice cakes / wraps

Cold meat / tuna / salmon

Egg / cheese (preferably not grated) / cheese slices / cheese strings / nuts / peanuts

Sandwich fillings may include jam, peanut butter, chocolate spread

Yoghurts / creamed rice

(Please ensure that your child has a spoon for yoghurt)

Home produce

Natural fruit juice / water / milk / diluted drinks

Recommended treats for a Friday

Fruitcake / buns / cereal bars / biscuit bar i.e. Penguin, Twix, small plain chocolate bar.

Banned Foods

Chewing gum / fizzy drinks / bars (non biscuit e.g. Mars) / crisps / popcorn / sweets



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(Please ensure that your child has a spoon for yoghurt)

Home produce

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READING

Parents often ask how they can help their child with reading. The parents role in helping their child to read is vital. Parents should talk to their children about general matters i.e. weather, days of week, household objects and tell them their proper names for everyday items i.e. weather, days of the week, household objects and tell them their proper names for everyday items i.e. saucepan, microwave, cereal etc..

Parents should question their children to extend their vocabulary and should not accept incorrect grammar i.e. he done, we was etc. and should encourage children to answer in full sentence i.e. "I am eight years old" as opposed to a child saying "eight".

A child will have difficulty with reading unless they have language and this language comes firstly from the home. Parents should spend time with their children -play games with them e.g. jigsaws, draughts, cards, board games etc. Encourage your child to draw and colour - bring them to the library and places of interest - buy books and magazines relating to the child's own Interest i.e. football, music, t.v. - Parents should always read to their children before they go to bed.

We operate a Shared Reading Programme in the school where parent and child take time each day to read an appropriate book which is taken from the classroom.

SCHOOL LIBRARY

We have a well stocked Library which children visit on Library day. Books are taken home and returned each week. Each year we endeavour to get extra books for the Library by running a Book Fair, which is held in November.

ACTIVITIES

We aim to allow each child to experience as wide a range of activities as possible. Speech and Drama, Gaelic Football, Swimming, and Music Lessons from specialised teachers are available to the children during the school year.

Hurling, Gaelic, Tag Rugby and Basketball coaching takes place outside of school hours with the school taking part in the Kildare Cumann na mBunscol leagues and the West Wicklow school leagues.

Visiting theatre groups and educational shows take place in the school each year. Groups from Ireland, England and Australia have presented shows on various topics such as Dinosaurs, Irish History and Antarctica in recent years.

An annual Craft Fair displaying children's crafts takes place in December.

The school choir take part in the Hallelujah Concerts at the Point Theatre each December. Our choir has performed in a song contest in the Olympia Theatre.

The Recorder and Tin Whistle are taught from 3rd class upwards as part of our Music Programme

School Tours takes place each year for all classes. We organise a whole school trip each January to a Pantomine.



PERSONAL ACCIDENT INSURANCE

A personal accident insurance scheme is available to children. Details of this scheme are circulated in September.

SCHOOL BOOK GRANT

A limited amount of money is made available to the school for the purchase of school books for families who need assistance. This grant is issued in June.

EXCEPTIONAL CLOSURES

Every effort will be made to contact parents in the event of a sudden closure.

KFM Radio Station will be notified and a sign put up at the school entrance. In the event of snow, parents are requested to ensure that teachers are present before leaving children at school.

RECYCLING

We recycle paper, card and plastic items. Pencil sharpenings and fruit peels are sent to our compost bin. We encourage children to take pride in the school surroundings and to be litter conscious.

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