

St. Ciaran's National School

Chairperson

Canon Eugene McLoughlin

Principal

Ms. Rosita Murphy

Religious Education.

St. Ciaran's N.S. is a catholic school, under the patronage of Bishop Kevin Doran of Elphin. A Christian ethos permeates the school day and the life of our school. The religious programme is Catholic but we respect the rights of parents to determine as to whether or not their child will participate in the delivery of the programme.

School Opening and Closing Times.

Junior and Senior Infants 9.20am – 2.00pm.

All other classes 9.20am – 3.00pm.

Pupils should not be within the school grounds outside the above times (parents should note that the Board of

Management and staff cannot be responsible for the safety of children who are dropped off early or collected late from school). We ask you to exercise extreme caution when dropping off or collecting your child.

The Curriculum.

As stipulated, in the Department of Education & Science Primary School Curriculum, the following subjects are taught in St. Ciaran's N.S. from Junior Infants to 6th Class.

Gaeilge.

English.

Mathematics.

SPHE (Social, Personal and Health Education).

P.E.

SESE (History, Geography, Science and Environmental Studies).

Visual Arts (Art, Drama, Music).

Religion.

School Uniform.

The wearing of full school uniform is very important. It shows respect and is a reflection on our school. Children are expected to wear it at all times (other than designated tracksuit days)

Girls: Grey Skirt or pants, white shirt and wine jumper or cardigan.

Boys: Grey pants, white shirt and wine jumper.

Please put child's name on all clothing.

School Tracksuit.

The tracksuit is a navy sweatshirt, navy tracksuit bottom and a white polo shirt. These items can be purchased at a store of your choosing. We will supply you with iron/stitch on school logo that can be purchased from the school office in September.

Sickness.

A pupil who show signs of illness should be kept at home. Request from parents to allow their child to stay inside during break cannot be accepted. A child who is too sick to play with his/her peers or go outside during break times should not be in school. The school is unable to provide adequate supervision both inside and outside the school, during break times. However, arrangements will be made in exceptional circumstances, when a child needs to stay inside. If a child becomes sick in school his/her parents/guardians will be contacted and if it is considered necessary, the child will be sent home.

Attendance/Absent Notes.

The Education Welfare Act requires children to be in school every day unless there is a reasonable explanation for not attending. Where a child is absent from the school, the parent is required under the Act to notify the school of the child's absence.

The school provide 'Pupil Absent Consent Forms' to be completed by parent/guardian. These notes are convenient to use and necessary when:

1. Your child is absent for one or more days.
2. If your child is leaving the school early.
3. If your child is returning to school following a morning absence.

In a case where your child is been collected early or returning from a morning absence, we would ask parent/guardian to come into the school and acknowledge same with teacher. This is to ensure the safety and whereabouts of all children.

Health/Medication.

Parents are asked to inform the school in writing if their child suffers from any allergies, long term or short term illness and if their child is on medication. No teacher can be required to administer medicine or drugs to a pupil.

Allergies: Due to the fact that some pupils suffer from serious nut allergies, we would ask parents/guardians not to include nuts in packed lunches.

Accidents.

Accidents occur despite supervision. If an accident occurs basic first aid will be applied. However, if it is deemed to be more serious, we will contact you and inform you of the incident and further action can be taken if needed. An accident report form will be completed by the teacher for your information.

Care of Hair.

Parents are asked to check their child's hair regularly for outbreaks of head lice. If there is an outbreak, please let the school know as soon as possible. All parents of pupils in that classroom are informed by note and advised on how to treat the outbreak and asked to take immediate action to treat the infestation.

Invitations/Cards.

It is the school's policy that invitations to birthday parties are not distributed on the school premises, out of consideration to those non-receivers.

Complaints Procedure.

A Parent/Guardian who wishes to make a complaint should:

Approach the class teacher with a view to resolving the complaint.

Where the Parent/Guardian is unable to resolve the complaint with the class teacher he/she should then approach the Principal with a view to resolving this issue.

If the complaint is still unresolved the Parent/Guardian should raise the matter with the Chairperson of the Board of Management. If the complaint remains unresolved at this stage and the parent/guardian wishes to pursue the matter further he/she should lodge the complaint in writing with the Chairperson of the Board of Management, who will then process the complaint in line with the 1993 agreement between the I.N.T.O and C.P.S.M.A. on a procedure for dealing with complaints.

Child Protection.

At St. Ciaran's N.S. we take the responsibility of Child Protection very seriously. We have set out policies and procedures under the Children First Act. The protection and welfare of children is of paramount importance in our school.

Data Protection.

The school is compliant with data protection and procedures as of its introduction in May 2018.

Parent/Teacher Communication.

Informal communication often takes place early morning before class between parents and teachers. This informal communication is very important. However, meetings with class teacher at the class doors to discuss a child's progress/concern is discouraged on a number of grounds:

1. A teacher cannot adequately supervise her class while at the same time give full attention to a parent.
2. It can be difficult to be discrete when other children are close by. Therefore, we would recommend that you make an appointment to speak to your child's teacher.

School Rules.

All pupils have the right to learn therefore no disruptive behaviour that interferes with the learning or safety of others will be tolerated.

Pupils are expected to treat all staff members, themselves, other pupils and visitors to our school with respect and courtesy.

1. Have respect for one's own belongings and for the belongings of others.
2. Damage or defacement of school property or other children's property is strictly forbidden.
3. We keep our school grounds clean and tidy at all times.
4. A written explanation is required for all absences.
5. Pupils enter and leave the school in an orderly fashion.
6. No bullying will be accepted.
7. Pupils are expected to wear their full uniform/tracksuit at all times.
8. We encourage healthy lunches as part of our Healthy Eating Policy.
9. Mobile phones are forbidden and will be confiscated.
10. For other children's safety all camera devices will be confiscated.
11. Fighting, rough play or any physical force is never allowed or tolerated.
12. It is school policy to inform parents of serious or recurrent breaches of school rules.