

St. Louise de Marillac Junior School

Drumfinn Road

Ballyfermot

Dublin 10

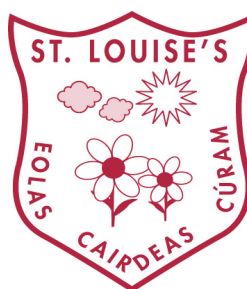
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School Information Booklet

MISSION STATEMENT

St. Louise de Marillac Junior School is a Catholic primary school and is conducted in accordance with the values and philosophy of the Daughters of Charity.

We welcome and respect all our pupils and commit ourselves to promoting the confidence, self-belief and potential of each pupil, within a happy and safe environment.

In partnership with parents, we seek to give pupils a love of learning, good social skills and a positive foundation for life. We commit ourselves to the ongoing cohesive development of the school, of our own resources and of our links with the local community and with other support agencies.

The Board of Management of St. Louise's Junior School, in consultation with the teachers and parents, has formulated and agreed the following information about the school. This is to ensure that each child can learn and that each teacher can teach in a happy, secure, safe and friendly environment. We depend on the co-operation of all involved to make this possible.

SCHOOL TIME - TABLE:

All children should be in school for 9.10 a.m.

The side (pedestrian) gate will be open for the convenience of parents at 8.50 a.m. However, the Board of Management does not accept responsibility for any child before the official starting time of 9.10 a.m. It is absolutely necessary that the children are left into the care of a teacher each morning by a responsible adult, preferably a parent.

Pupils enter the school at the small side gate. The main gate of the school is not the admission gate for pupils, as cars come in this gate. In the interests of safety, only staff cars are allowed in the school car park during school hours.

- 9.10 a.m. At 9.10 a.m. there will be a short assembly and children walk to the classroom by themselves, accompanied by the class teacher. After the first few days/weeks in Junior Infants, parents should try to encourage this independence. Parents who arrive late should leave their children at the assembly door and not interrupt the work of the class.
- 9.30 a.m. For security reasons, the assembly door and pedestrian side gate are locked at 9.30 a.m. After this time, access to the school is only through the main entrance on Drumfinn Rd. Parents' cars should be left outside the gate on the road. Please ring the main bell/buzzer to gain entry.
- 10.40 a.m. **Short Break:** School lunches are currently provided by Glanmore Foods. Milk, water, cheese, yoghurts, rice cakes, pasta, fruit and a variety of sandwiches/wraps and rolls are available to the children. Parents choose an individual menu for their children.
- 12.10 - 12.40 p.m. **Play time/Yard time:** Children have their lunch and then go out to the school yard, weather permitting.
- 1.50 p.m. Dismissal of Junior and Senior Infants.
- 2.50 p.m. Dismissal of First and Second Classes.



As a general rule, the school closes at 12 noon on the day of Christmas, Easter and Summer Holidays.

SCHOOL LUNCHES:

Healthy lunches are encouraged in our school. As outlined above, Glanmore Foods currently provides school lunches that consist of bottled water, cheese, rice cakes, fruit, yoghurts, pasta, crackers and cheese and a variety of sandwiches, wraps and rolls.

Sweets, chocolate, bars, crisps and fizzy drinks **ARE DISCOURAGED.**

Chewing gum, fruit winders, glass bottles, nuts and any food items containing nuts **ARE FORBIDDEN** due to health and safety reasons. Children should have a lunch box and take home any uneaten food as well as all associated wrappings.

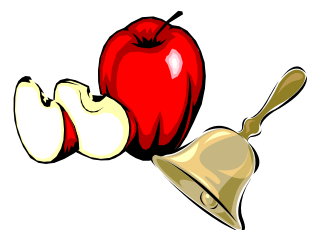
DISMISSAL OF CHILDREN:

Junior and Senior Infants are dismissed each day at 1.50 p.m. Junior Infants will be dismissed at 12 noon for the first two weeks in September.

First and Second Class children are dismissed at 2.50 p.m. each day.

The Board of Management does not accept responsibility for any child after their dismissal time. Children are dismissed through the side doors and go out the pedestrian gate. Children travelling by bus are accompanied to the main school gate, but the Board of Management accepts no responsibility for pupils getting on the correct bus and for incidents that may occur while pupils travel on the bus. Once the child is dismissed from school, he/she is not permitted to return to the school.

Children should be collected promptly at 1.50 p.m. (Junior & Senior Infants) and at 2.50 p.m. (1st & 2nd class). Please be punctual because young children do not like to be left behind when all others are gone and they may get distressed. Our phone number is: (01) 6234153 in case you need to contact us if you are unavoidably delayed. The school gate is locked at 3.00 p.m.



SCHOOL ATTENDANCE:

Regular attendance at school from the beginning is vital for the child's educational progress. Children should not be absent from school for any reason other than illness.

Under the terms of the Education Welfare Act, the school principal must inform the National Educational Welfare Board if any child is absent (for any reason) for 20 days or more in any school year. The Educational Welfare Officer regularly examines the school roll books and he/she may take further action, in the case of any child who is absent without sufficient reasons. If a child is absent from school, he/she must bring a note from the parents/guardians, outlining the reason for the absence, on his/her return to school.

SCHOOL UNIFORM:

The uniform for our school is:

Grey Skirt/Pinafore/Trousers, Grey Jumper, Blue Shirt, Red Tie, Black/Grey tights or socks. There is also an official crested waterproof jacket for the outdoors. On P.E. (physical education) days children should wear a navy tracksuit and red polo shirt or the school's Active Flag white T-shirt. The official crested uniform is available from Top Store, Ballyfermot Road.

We encourage the children to wear the uniform every day and their tracksuit on P.E. days. For safety reasons, flat shoes must be worn with the uniform and runners must be worn on P.E. days or other days that the child is requested to by the class teacher. For insurance reasons, children will not be allowed to participate in P.E. or activities in the school hall unless they are wearing runners.

PERSONAL BELONGINGS:

All children must have his/her name on all clothing and other belongings such as school bag, books, lunch box, etc. The Board of Management accepts no responsibility for any item that is damaged, lost or stolen.

As a general rule, children are requested not to bring toys or other personal belongings to school unless the class teacher requests him/her to do so, e.g. for a "Show and Tell" lesson. Toys can be a source of distraction and other children may be made to feel envious or unhappy.

JEWELLERY AND MOBILE PHONES:

For safety reasons, children are not permitted to wear any item of jewellery to school except stud earrings and watches. Hooped earrings are particularly dangerous in the school yard and should not be worn.

Mobile phones/camera phones are particularly distracting and are a security issue in school situations. Children should not bring mobile phones to school and their use is banned. If a child needs to be contacted or needs to contact someone during the school day, this can be done via the phone in the school office.

If children bring toys or phones to school or wear inappropriate jewellery, the class teacher will keep them in his/her possession until home time.

The Board of Management accepts no responsibility for any personal item lost, damaged or stolen or for any injuries that may occur due to these items.

NOTES FROM PARENTS:

A note from the parent to the class teacher is essential:

- When a pupil is absent from school (pupil should bring note on their return);
- When a pupil is late for school;
- When a pupil needs to leave school early; *
- When a brother, sister, aunt, uncle or other relative collects a child from school earlier than 1.50 p.m./2.50 p.m.;
- When there are alternative travel arrangements (e.g. child not travelling on school bus as normal);
- When homework is not done for any reason;
- When a child is on medication (other than long-term medication; see "Health and Safety" below).

* If a child needs to leave school early for any reason, he/she must first notify the school office and be "signed out" in a book in the school office by a parent or guardian they will be issued with a permission slip to give to class teacher. If any other person is collecting the child, he/she must have a note of permission from the parent/guardian. This is to try and ensure, insofar as possible, all children's safety.

SOCIAL, PERSONAL AND HEALTH EDUCATION (SPHE):

This subject is now a part of the school's official curriculum. It will include other programmes such as Stay Safe, Relationships and Sexuality Education (RSE) and Walk Tall in the SPHE programme.

LEARNING SUPPORT:

Where necessary, children will attend learning support classes with the learning support teacher. Children may be withdrawn from their class on a regular basis to attend these classes.

ASSESSMENT:

In order to get extra help and resources for pupils who may need them, Educational and/or Psychological and/or Speech and Language assessments are arranged where necessary with the school psychologist/private psychologist or with the HSE, with written permission from parents/guardians.

BOOK RENTAL SCHEME:

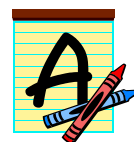
All pupils are invited to take part in the School Book Rental Scheme. The cost is determined annually. Children must take good care of the text books and ensure they are returned to the class teacher in good condition. Book lists are given to each child at the end of the school year and the money is payable to the designated teacher.

HOME/SCHOOL/COMMUNITY LIAISON:

Our school participates in the Home/School/Community Liaison (HSCL) initiative and there is a Home/School/Community Liaison teacher shared between the Junior and Senior schools. Parents are invited to drop in to the Parents' Room and become involved in various school-related activities and personal development courses.

EXTRA CURRICULAR ACTIVITIES:

The School Completion Programme offers many and varied after school activities to our first and second class children. These include homework club, basketball, soccer and choir and run from 3-4 p.m. from Monday to Friday during term time. The School Completion Programme also runs a three week summer camp each July involving sport and various activities. Full details are available from the School Completion Co-ordinator, Dympna Byrne at 01-6265928.



PARENTS' VISITS:

If parents wish to speak to a teacher about a problem/issue concerning their child, he/she should make an appointment to see the teacher at a time that is mutually convenient, in order not to disrupt class contact time. If necessary, an arrangement will be put in place that the class is supervised while the teacher is speaking to the parent. No parent will be allowed to meet a teacher or to collect a child if they are obviously under the influence of alcohol or drugs. (Refer to "School Substance Use Policy").

PARENT/TEACHER MEETINGS:

During the course of the school year parents may be invited to attend various meetings with regard to their child's education. It is important that either one or both parents attend such meetings.

PARENTS' ASSOCIATION:

It is hoped that the Parents Association would be actively involved in the work of the school. Parents are encouraged to become involved. They should contact the Home/School/Community Liaison teacher who is shared between the Junior and Senior Schools. Parents can contact her/him through the school office or in the parents' room at designated times.

HEALTH/SAFETY:

Parents are asked to make the school and teachers aware in writing of any physical disability, special needs or allergies that the child may have.

No teacher is allowed to administer medication to a child. If a child is on long-term medication, parents should apply in writing to the Board of Management if the child requires medication during school hours. Prescribed medicines will not be administered by school staff without the specific authorisation of a teacher to do so by the Board of Management.

Parents are requested to please check their child's hair regularly for outbreaks of head lice. Children with long hair are required to have their hair tied back.



Children should avoid carrying heavy school bags to school. They should only bring to school what is necessary for that day.

The school is a designated non-smoking area under the legislation and is also an alcohol and drug-free zone. Parents should refer to the School Substance Use Policy for more details.

The school operates under the “Children First” national guidelines and procedures in relation to **Child Protection and Welfare** that became law in July 2002. These guidelines promote the welfare of all children and are to be welcomed. Consequently, there is now a legal mandatory obligation on school staff to report any incidences of child abuse that they are made aware of, e.g.:

- ◆ physical abuse
- ◆ sexual abuse
- ◆ emotional abuse
- ◆ neglect (which covers lack of hygiene, unhealthy appearance, absenteeism, no lunches, constant lateness coming to school or being picked up, etc.)

These must be reported to the local Health Board. They will assess the case and provide the necessary support for the child concerned.

FIRST AID:

If a child has a fall or injury in the classroom or during play, he/she will receive attention from a member of the school staff. Basic First Aid may be administered by a member of staff. Generally this may involve washing with water or use of an antiseptic wipe. In the case of more serious accidents e.g. broken limbs, deep cuts, etc. parents will be notified and medical aid will be sought. In serious circumstances, the child may be brought to a general practitioner or hospital.

PLEASE ENSURE THE CLASS TEACHER HAS YOUR PHONE NO. AND AN ALTERNATIVE CONTACT NUMBER WHERE YOU MAY BE CONTACTED.

Generally speaking, teachers will not offer children lifts home/to a doctor/to hospital. If we are unable to contact you by telephone, we will call the emergency services. In the event of a child being brought home, to a doctor, to hospital by any member of staff in his/her car, for any reason, the member of staff or Board of Management cannot accept responsibility for any accident or injury that may occur to the child while being transported.

INTERNET ACCEPTABLE USE POLICY: The full policy is available from the school website/office. The following is a summary of the main points.

- Internet sessions will always be supervised.
- Pupils will observe good “netiquette” at all times and will not undertake any actions that will bring the school into disrepute.
- Pupils will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable material.
- Pupils will use the Internet for educational purposes only.
- Pupils will never disclose or publicise personal information.
- Face to face meetings with somebody organised via the Internet chat will be forbidden.
- Pupils will be aware that any usage, including distribution or receiving in formation, school - related or personal, may be monitored for unusual activity, security and / or network management reasons.
- Pupils will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Pupils will note that sending / receiving email attachments is subject to permission from the teacher.
- Pupils may be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web.
- Personal information including home and contact details will be omitted from Web pages.
- Photos displayed on the school’s website will focus on group activities.
- Misuse of the internet may result in disciplinary action including written warnings, withdrawal of access privileges and in extreme cases suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

HOMEWORK:

Homework is generally assigned four nights a week (Monday – Thursday) where appropriate. It may include some of the following: a passage of reading, words, number work and written work.

It is best that it is done early in the afternoon, under the supervision of an adult, in a quiet and relaxed atmosphere.

CODE OF BEHAVIOUR

The purpose of the Code of Behaviour is to create a positive learning environment that promotes contentment, motivation and achievement. The School Rules are guidelines to expected good behaviour within the school.

Good behaviour will be encouraged through a positive, affirmative approach used by teachers. The complete Code of Behaviour is available on the school website or from the school office. Extracts from it are included below.

Good work and good behaviour will be acknowledged and rewarded within the classroom and playground through:

- encouragement and focus on good behaviour
- demonstration of good work at teacher's discretion
- encouraging respect and trust
- oral and written praise
- class applause
- recognition at monthly school assembly
- merit stickers, stamps, stars, certificates, sweets, lollipops, other prizes.

Children will be rewarded in class and at monthly assemblies for being, for example:

- improved at work
- improved in behaviour
- helpful
- a good attender
- displaying good manners



SCHOOL RULES:

- Be in school at 9.10 a.m.
- Have respect for yourself, others and their belongings.
- Always speak the truth.
- Always walk while inside the school.
- Stay in the school grounds until school is over.
- Do your best in class.
- Keep the school tidy.

CLASSROOM RULES:

- Learn and work to the best of your ability.
- Listen well.
- Take turns.
- Each class may develop their own set of classroom rules.

PLAYGROUND RULES:

- Be nice to each other.
- Include other children in your games.
- Take turns.
- First bell—Freeze! Second bell- Walk to your class line.
- Be Safe! Have Fun!

Please encourage your child to learn and remember these rules. Praise your child when he/she comes home with any rewards from school.

MINOR OFFENCES WHICH ARE CONSIDERED UNACCEPTABLE:

- Breaking a School Rule
- Disobeying a teacher's request
- Disrupting the class
- Quarrelling
- Use of bad language



PROCEDURE FOR DEALING WITH MINOR OFFENCES:

Strategies may include one or more of the following:

- Discussion about feelings of child/teacher/others
- Discussion about consequences for child/teacher and others concerned
- Confiscation of distracting objects
- Stopping work until behaviour ceases
- Verbal reprimand
- Writing the child's name in teacher's notebook
- Time-out within the classroom for a limited time
- Child sent to another classroom for a limited time
- Loss of play-time/ "golden time"
- Discussion of issue with parents e.g. punctuality.

SERIOUS OFFENCES:

- Persistent repetition of minor offences
- Physical injury to another pupil
- Stealing and/or damaging other person's property
- Bullying and intimidating other children
- Racist behaviour
- Use of foul and offensive language
- Repeated class disruption
- Leaving school grounds without permission
- Use of tobacco, alcohol, solvents, drugs.

Please refer to the school's code of behaviour for the procedure used to deal with serious offences. Thankfully, these incidences/offences are very rare in our school.



ANTI-BULLYING POLICY

DEFINITION:

Bullying is any *repeated* physical, verbal or emotional hurt caused by one person/group to another.

"We are a Telling School." Everyone in school is expected to ensure that bullying does not happen and everyone has the responsibility to "tell." This is not considered to be telling tales. Incidences of bullying and reports of bullying are taken seriously and investigated by the school.

What Are The Signs of Bullying?

- Upset/crying/sickness
- Change in behaviour (e.g. kicking doors, calling names, etc.)
- Off food/losing weight
- Doesn't want to go to school
- Picking on other children at home
- Doesn't want to do homework
- Mood swings, being cheeky
- Withdrawn/quiet
- Not enjoying life
- More defensive
- Signs of bruises/marks
- Worried/not sleeping
- Your instinct tells you something is wrong
- Contemplating suicide.

How Can Parents Help To Prevent Their Child Being Bullied?

- Help your child to practice walking with confidence
- Talk to your child about what he/she may have learnt about bullying in class
- Help your child to practice shouting "no" and running away
- Bring/collect your child to/from school
- Ask about after-school clubs and extra-curricular activities to help increase your child's self-confidence
- Invite children to your home to play to help your child to make friends
- Tell the child he/she does not deserve to be bullied
- Find out the full facts about an alleged bullying incident
- Don't agree to keep the bullying a secret
- Talk to the child's teacher or the principal if the bullying is happening in school.

WHAT SCHOOL DOES IF A CHILD IS BEING BULLIED:

- ◆ When bullying is reported, both the bully and the victim will be interviewed separately;
- ◆ The bully will be asked to promise it will not happen again and the victim will be encouraged to tell if it does happen again;
- ◆ Minor bullying offences are dealt with under the procedure for minor offences as outlined above;
- ◆ In the case of serious incidences, the parent and/or teacher informs the Principal;
- ◆ The Principal invites the parents of the bully to the school and all discuss the problem and suggest solutions;
- ◆ The Principal invites in the victim's parents (separate meeting) and discuss suggested solutions;
- ◆ Follow-up on suggestions agreed at meetings;
- ◆ Meet with parents/child/children on a date agreed;
- ◆ On-going support given to all children involved by class teacher;
- ◆ There may be a need for assessment / counselling / therapy;
- ◆ If there is no co-operation or support, parents will be requested to attend a meeting of the Board of Management and the procedure for serious offences as outlined above will be implemented.

*“You get it for being Jewish,
Get it for being black,
Get it for being chicken,
Get it for fighting back.
You get it for being big and fat,
Get it for being small,
Oh, those who get it, get it and get it,
For any old thing at all.”*

School Contact Details:

Tel: (01) 6234153

e-mail: admin@stlouisesjns.com

Principal: Kathryn Crowley

These are a number of school policies that are available either in the school office or on the school website. They are available to parents on request.

They include:

Administration of Medication Policy
Admissions and Participation Policy
Adult Bullying and Sexual Harassment Policy
Anti-Bullying Policy
Assessment Policy
Attendance Policy
Child Protection Policy
Class and Classroom Allocation Policy
Code of Behaviour
Code of Conduct for Staff
Critical Incident Plan
Early Start Enrolment Policy
Equality Policy
Homework Policy
HSCL Policy
Internet Acceptable Use Policy
Professional Development Policy
Record Keeping and Data Protection Policy
Safety Statement
Special Educational Needs Policy
Substance Use Policy
Supervision of Pupils Policy