

DONOUGHMORE NATIONAL SCHOOL



General Information

Donard, Co. Wicklow

donoughmorens@gmail.com

www.donoughmorens.ie

IMPORTANT NOTICE

**From the beginning of school year (2019/2020)
Donoughmore National School is a "nut and kiwi-free zone".**

We have a child in our school who has a severe allergic reaction to nuts and kiwi. This allergic reaction (anaphylactic shock) can occur through ingestion of nuts/kiwi products, cross contamination and breathing nuts/kiwi in the air.

Since this condition can be life threatening, we are asking for your help in minimising the risk to this child:

- a) Avoiding giving children any kind of nuts or kiwi in school lunches.
- b) Avoiding giving nut/peanut butter sandwiches, other spreads containing nuts such as Nutella and snacks/bars containing nuts or labelled "may contain nut traces" and/or kiwi in school lunches.
- c) Asking children **not** to share their lunches.

Due to the severity of the problem, it is important that **all** parents carry out the suggested measures and reduce the risk of allergic reaction to children.

All staff will receive training on administration of medication required.

We thank you for your co-operation.

DONOUGHMORE SCHOOL PHILOSOPHY

The philosophy of Donoughmore National School is to provide a caring and secure environment in which each child can develop holistically. Each individual will be encouraged to develop his/her full potential academically, physically, culturally, spiritually and socially. Each child will be assisted in acquiring interpersonal skills and respect for others and self, the environment and the community as a whole.

(Wherever the term 'parent/parents' is used, it is intended to include guardians or anyone exercised parental responsibility for child/children attending the school).

1. INTRODUCTION

The school's concept of discipline is a positive one.

Great emphasis is placed on anticipation and prevention. Positive re-enforcement rather than a negative approach is preferred in the belief that this will motivate and encourage a positive approach to education and build the pupil's self-esteem.

This code is a set of measures which aim

- a) To foster an atmosphere of mutual respect, trust and tolerance for others by developing self-discipline.
- b) To maintain discipline throughout the school so that each child may develop in a secure and stimulating learning environment.
- c) To ensure that each child will achieve his/her full potential, unhindered by gender.

To achieve these aims the Board of Management sets out below a set of rules, regulations and procedures. **Parents should familiarise their children with these.**

2. SCHOOL TIMES

School opens at 9.00 a.m.

School starts at 9.20 a.m.

School closes at 3.00 p.m.

Junior and Senior Infants finish at 2.00 p.m.

Parents are asked to come **into** the classroom at 2.00 to collect the Junior and Senior Infants.

If your child is returning to school during the school day e.g. dental appointment, please ensure that s/he is returned to the care of the class teacher in the classroom, Church or Hall. The Board of Management can give no undertaking that children will be supervised, and can accept no responsibility where children are left on the premises *outside these hours (after 3.00 p.m. or before 9.00 a.m.)*

The school's telephone number is: 045/404615 or email: donoughmorens@gmail.com

We are anxious that class time is not disrupted by answering calls, therefore we would ask parents to ring on Tuesdays and Thursdays when Gemma, the secretary is in the office.

We ask parents to ring the school or text Principal on 087-9852378 in an emergency.

Absences need not be explained by phone but by filling in an absence form. Each family will be given a supply of absence forms at the beginning of the school year.

3. GENERAL CONDUCT AND SCHOOL RULES

- a) Pupils are expected to treat staff, visitors and other pupils with respect at all times. Any form of disruption or interference with the rights of others to participate in any school activity is not acceptable.
- b) Inside the school
 - Pupils should walk quietly without raising their voices.
 - Running and playing in the classrooms and lavatory areas is strictly forbidden.
- c) Running on the concrete path around the school building is forbidden.
- d) Pupils are responsible for any items they bring to school. Interference with another person's or school property (even in jest) is not allowed. In general pupils should not bring money or valuables into school.
- e) Personal books and school property must be treated with respect. Any form of scribbling or tampering with these items is unacceptable.
- f) The use of bad language, bullying, kicking or spitting will not be tolerated.
- g) Children are not allowed to leave the school grounds without permission.
- h) All children are to line up and walk into class in an orderly manner when the bell goes.
- i) Children must queue for school buses in an orderly manner and must not leave school grounds until a bus is stationary.
- j) The school cannot accept responsibility for behaviour on the school bus. We recommend that parents remind their children to remain seated and refrain from noisy behaviour, which may distract the driver. Children must wear seat belts.
- k) Children are expected to adhere to school rules while attending swimming classes and other school tours.

4. SCHOOL REGULATIONS

- a) Children should be supplied with the following: a substantial school bag which they can open and close independently (school books tend to be large and parents are advised to bear this in mind so that bags are large enough to accommodate the books), pencil, rubber, sharpener, ruler and colouring pencils or felt pens – all clearly marked with the owner's name. Pupils from 3rd class up must also have a good quality writing pen (inky ballpoint pen)
- b) All texts books must be covered.
- c) Glass bottles and breakable cups are strictly forbidden.

- d) Parents are encouraged to provide children with healthy lunches, and keep junk food to a minimum. Chewing gum is forbidden. Please ensure that children can open and close lunch boxes independently.
- e) From time to time a letter or a text will be sent home with children stating holiday details or important events. These will also be available on the school website calendar. **Please check your child's bag.**
- f) Head lice are picked up easily and spread from child to child rapidly. We would earnestly ask parents to be vigilant on an ongoing basis.
- g) Mobile phones/ipods are prohibited in the school (Mobile Phone Policy) except in exceptional circumstances eg the last day of term – to take photos. In all such cases parents must, where they deem necessary, make a written request outlining reasons for necessity of phone. If this request is granted the mobile phone must be switched off during school hours. The school accepts no responsibility for care of the mobile phone/ipod. Picture phones are not allowed under any circumstances.
- h) All hand held computer/music devices are prohibited in the school. Nintendo, Playstation, i-pods etc are not allowed in the school.
- i) During the year the children (under supervision) and teachers will be using digital camera to take photographs of themselves and their work. Some of these will be published on the school website without the surnames.

5. HOME-SCHOOL COMMUNICATION

It is no coincidence that the most successful students are those whose parents are wholehearted in their commitment to the policies of the school. Parents are urged to take an interest in their child's work in school and to assist the discipline of the school by insisting on high standards of punctuality, regularity and neatness from their children and co-operating with teachers in solving any disciplinary problems which arise. To facilitate the implementation of the SPHE (Social Personal Health Education) programme throughout the school, children will be taught the correct terminology for all body parts. Good communication and effective co-operation between parents and teachers is fundamental to your children's development. To this end a variety of communication links are used.

- a) Parents are welcome to keep regular contact with teachers to keep themselves informed about children's progress and discuss any concerns they may have.
- b) Formal meetings between class teachers and individual parents are arranged once a year so that parents may have an opportunity to have a one to one meeting with the teacher.
- c) Written pupils reports are sent to parents annually.

The school has a very active Parents' Association, which plays an important role in the school community. Parents are informed regularly of activities and events organised by the Parents' Association.

6. EMERGENCY CLOSURES

In the event of emergency closures e.g.: snow days, parents will be informed via text if the school will be closed. Buses will not travel if there is snow/ice on the road.

In the event of other emergency closures parents will be informed on their arrival. Parents of children who arrive by bus will be informed by phone and children will be supervised until parents arrive to collect them.

7. HOMEWORK

Homework may take the form of tables, spellings, poetry, reading, written work and research. Homework is important, as it is a consolidation of work done in school. It should be supervised and then signed by a parent only when s/he is satisfied that work is completed to the best of a pupil's ability. Any difficulty the children should encounter should be communicated to the teacher.

8. CLOTHING

The school has a uniform. Parents will be furnished with the necessary details every year. Parents are advised to provide suitable footwear for children. It would be useful to bring in wellies on snowy days. For children who cannot tie laces please provide shoes fastened with Velcro as this saves valuable teaching time. If footwear is being left in school, it must be clearly marked with the owner's name. Trainers must be worn for PE classes.

9. SOCIAL SKILLS

In order to build a child's confidence and self-esteem and to make their transition from home to school as easy as possible for them, please ensure that they can do the following: take off and put on coats, open and fasten buttons, undo zips, open and close lunch boxes and school bags and be independent in general.

10. ABSENCE FROM SCHOOL

The Ed. Welfare Act became law in July 2002. Under this law parents have an obligation to send their child to school between the ages of 6 to 16 years.

When a child is absent the parent must notify the school on the day the child returns, using the absence form provided. If you know the child is going to be absent for an extended period, please notify the school.

The principal shall maintain a record of attendance or non-attendance of each pupil.

A record of attendance shall specify the fact of attendance and the reason of absence.

National Education Welfare Board must be informed in writing by the principal where:

- a student is suspended for 6 days or more;
- a student is absent for 20 school days or more in a school year;
- a student is struck off from the school register; or
- where, in the opinion of the principal, the student is not attending regularly.

In order to minimise the spread of infections or contagious diseases it is essential that parents notify the school immediately if the child becomes ill.

11. ACCIDENT OR ILLNESS OF CHILDREN

If a child has an accident or becomes ill or is thought to require medical attention, a parent will be contacted. If for any reason this is not possible a doctor or ambulance may be called at the teachers'

discretion. The principal will make every effort to contact parent at the earliest possible opportunity. To facilitate this process, parents must keep the school informed of current telephone numbers – either at home or at work and child minders who may be contacted. In the event of the parent being non-contactable it may be necessary for the school to sign a consent form in the hospital.

12. MEDICINES

Medicines must be administered at home, and parents are requested NOT to give medicines to children to take themselves in school. However, where is absolutely necessary, eg. inhalers for asthma, medication for diabetes, etc., for medicines to be administered during school hours the rules require that a **letter of request** to do so be addressed to the Board of Management and **Indemnity form** signed.

It is important for parents to inform teachers concerning medical or other problems, which might affect a child in school.

The Board will co-operate with parents as far as possible. Teachers are under no obligation to administer medicines.

13 BULLYING

“Bullying is repeated aggression, verbal, psychological or physical conducted by an individual or group against others” (Department of Education and Science Guidelines).

The school endeavours to create a positive school climate, which focuses on respect for the individual. To achieve this it encourages a high degree of collective vigilance – i.e. parents, teachers, children, so that bullying can be identified and dealt with in a fair manner.

Children and parents are encouraged to report bullying behaviour to the class teacher (whether it involves her/himself or another child). It will be made clear that they are not telling tales but acting responsibly.

Isolated incidents of aggressive behaviour, which are not condoned, can scarcely be described as bullying. However, when the behaviour is systematic and ongoing it is bullying.

All reports of bullying will be noted, investigated and dealt with by the teachers under the terms of the Code of Behaviour. In cases where it has been determined that bullying behaviour has occurred, the principal will request a separate meeting with the parents/guardians of the parties involved i.e. victim(s) and bully/bullies.

14. CHILD ABUSE

Procedures for Dealing with Allegations or Suspicions of Child Abuse. (More details in Child Protection Policy, School Plan).

The school has a check list to help identification and investigation of suspected child abuse: physical, sexual, neglect and emotional.

No one indicator on the checklist will be seen as decisive in itself but will be seen in the context of a constellation of factors.

The following procedures will be used:

1. If a teacher receives an allegation or suspicion that a child is being abused she will, in the first instance report the matter to the Principal, who is the Designation Liaison Person.
2. If the teachers are satisfied that there are reasonable grounds for the suspicion or allegation they will advise the Chairperson of the B of M.
3. The Chairperson of the Board of Management together with the D.L.P. will report the matter to the Director of Community Care/Medical Officer of Health.

Confidentiality, discretion and sensitivity will be maintained when dealing with any alleged instance of child abuse.

The communication of information will be confined to those who have an obligation to receive it and third parties will not be privy to allegations unless it is necessary to involve them as matters unfold.

“Child Protection Guidelines and Procedures” issued by DES will be followed.

It is a condition of attendance at the school that pupils abide by the rules and regulations specified in this booklet and in Code of Behaviour.

The B.O.M. reserves the right to review this booklet, from time to time, as it deems necessary.

A copy of the School Plan (which contains the School Policies) can be accessed by parents at the school.

Ratified by B.O.M. on 02-10-2002

Ratified by B.O.M. on 24-03-2004

Ratified by B.O.M. on 15-06-2005

Ratified by B.O.M. on 07-07-2007

Ratified by B.O.M. on 22-09-2010

Ratified by B.O.M. on 30-04-2013

Ratified by B.O.M. on 21-04-2016

Ratified by BOM on April 2019

Ratified by BOM on June 2022

Ratified by BOM on 23-04-2024

Signed: _____
Chairperson Board of Management