

C L O G H R O E N. S.

Information and Guidelines for Parents

We are pleased to welcome your child to our school and we trust that he /she will have a happy and rewarding time here. There are a few rules and regulations to which we wish to draw your attention. Rules and Regulations concerning behaviour, good order and movement in the school are outlined and explained clearly to pupils in the school on an ongoing basis. These rules are there for the benefit of all our pupils.

1. School Day Pupils

For Junior and Senior Infants, the school day commences at **8.50 a.m. sharp** and ends at **1.30 p.m.** It is essential, therefore, that your child is in school not later than 8.50 a.m. and that you arrange for his/her collection from school at 1.30 p.m. He/she will meet you at the school gate. To ease the transition from home to school all Junior Infants are dismissed at **12.00 noon** for the first 3 or 4 weeks in September. In classes I to VI, the school day is **8.50 a.m. to 2.30 p.m.** Please ensure your child is in the school yard at 8.50 a.m. This allows your child to line up and walk to their classroom, with their teacher, SNA and classmates. Teach your child the good habit of being on time for school.

2. School Uniform

Pupils are required to present themselves in school in a neat and tidy fashion on all occasions. Bizarre haircuts, hairstyles, haircolours and make-up of any kind are not allowed. Nose jewellery/studs are not allowed. Boys are not permitted to wear earrings or studs.

The School Uniform is as follows: -

<u>Girls</u>	<u>Boys</u>
Grey Pinafore	Grey Trousers
Grey Blouse/Shirt	Grey Shirt
Bright Red Tie	Bright Red Tie
Grey Crested Jumper	Grey Crested Jumper

Girls may, if parents so wish, wear the grey trousers of the school uniform instead of pinafore. Please note that all students will be expected to wear black, grey or brown shoes or dark colour runners. The full uniform is available from **Buckley Drapery Ltd.**, 93/94 Shandon St., Cork. Buckley's will facilitate parents by coming to the school in June. The Parents Association organise this. **The complete school uniform must be worn at all times.** If for any reason it is not worn on any occasion, a written note must be brought to the class teacher and to the Deputy Principal.

3. School Tracksuit

The school tracksuit is obligatory for all pupils in all classes. It is available from Buckley Drapery Ltd., 93/94 Shandon St., Cork. **The school tracksuit will always be worn with a short-sleeved white polo shirt, which has a collar.**

4. Entry to and Exit from School

Access to the school for parents and pupils must be via the main entrance on all occasions. No other means of access or egress is permitted. During the school day, children are not permitted to leave the school grounds for any reason. You may if you wish escort your child/children to the school gate and for the very young children you might like to bring them into the school yard. However, after 1st term Sept/Oct it is expected that all children will be able to walk from the main gate. They will then line up in the yard at 8.50 a.m. in their pre-arranged class positions. When collecting your child/children at school closing time, he/she/they will meet you **at the school gate**, not at classroom doors or steps.

Early Collection of Children

In the interest of child safety, parents who wish to collect their children early from school should inform the school office or class teacher in advance by way of a written note. Only in the event of an unscheduled collection should a phone call be used to inform the school.

When collecting a child early, parents/carers can collect the children at the classroom door or outside the office door, if the classroom is some distance from the gate. If collecting occurs during lunch breaks please inform a teacher on yard duty. In the event of an unscheduled collection, please inform either the secretary or the class teacher.

The Board of Management and Teachers accept responsibility for pupils during official school hours only -- 8.50 a.m. to 1.30 p.m. for Junior & Senior Infants and 8.50 a.m. to 2.30 p.m. for all other classes.

Pupils, whether present or past, are not permitted on school property at any time outside of official school hours, at week-ends or during holidays.

5. Parking in the school vicinity

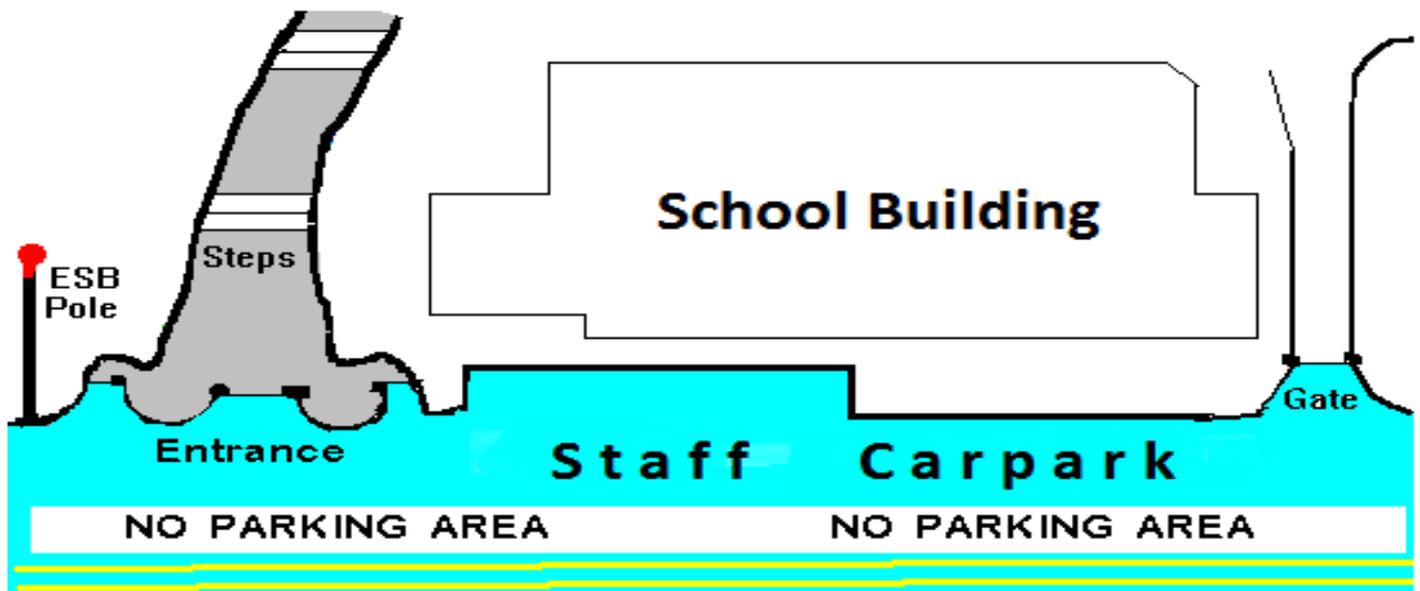
Our school, like most of the primary schools in the country, was built at a time when everybody walked to school. Parking in the school vicinity when depositing or collecting children is an extremely dangerous exercise. You are specifically asked to park along the Tower road. You may also park in the roadside church car park (**not the churchyard carpark**) or along the school side of the road in front of either the church or the priest's house in the morning and in the evening. You can then accompany your child to and from the school gate. The priest's house, lawn and driveway and the churchyard and church driveway are all private property. The Churchyard, driveway up to the Church, area around the priest's house, the driveway from the road up to the priest's house, the driveway from the church to the priest's house are **not** to be used under any circumstances for parking, depositing or collecting children.

The school car park is strictly for Staff parking only and is to be kept clear always.

The Gardaí, Board of Management, Parents' Association and individual parents have specifically asked that **Parents do not, under any circumstances whatsoever and regardless of weather conditions, park, turn, deposit or collect children in the following areas :**

- (a) in front of or near the school gates, (b) in front of or near the school staff car park.**

In future we hope to have additional car park facilities.



To ensure the safety of all school users and particularly your own child/children **never stop, park or turn your car anywhere in the shaded area (Entrance/Teachers' carpark) between the ESB Pole (on western side) and the gate next to Golf Course (on eastern side).**

As part of our Green Flag initiative on travel we encourage children to walk to school with permission of parents. We have a special W.O.W. plan in operation – Walk on Wednesdays.

6. Your child's Conduct and Progress in school

Bad manners, rudeness, impertinence, coarse, vulgar and/or abusive language, bullying, name-calling, inappropriate body language and all other forms of misbehaviour are not tolerated. Therefore it is very important that all parents consistently impress on their children the necessity of having respect for themselves, their classmates, their teachers and any other school-related personnel. As children grow older this becomes more and more necessary.

The pupil's **Homework Journal** details his/her homework, and should be signed by a parent. Classwork and Homework should always be done to the pupil's best ability. If, for any reason, homework is not done or not completed in full a note must be sent to the Teacher by the parent. The Homework Journal may be used for this purpose and for other notes of a general nature, e.g. visit to the Dentist/Doctor, illness, absence, etc. Notes of a more personal nature or other correspondence with the teacher should be in a sealed envelope.

If you are aware of any factors which may affect your **child's progress** (poor eyesight, partial hearing, ill-health, speech defects, asthma, etc.) please inform the teacher. Any factors which might develop over the years and which might have detrimental effects of his/her progress should also be brought to the teacher's attention.

The school authorities may, at any stage prior to or during your child's enrolment in this school, seek a psychological assessment/report on him/her. It is obviously in your child's best interest to provide same as a matter of urgency. Failure to do so may result in the school being unable to enrol your child as it may not be in a position to address any special needs that he/she may have, and will certainly result in your child becoming educationally disadvantaged and, consequently, his/her progress in primary school - and thereafter in post primary school - will be seriously affected.

Screening tests will be administered to all pupils at certain stages during their time in Cloghroe N.S. by Classroom teachers and/or Learning Support teachers. These tests will assist the teachers in providing the best educational opportunities for all pupils and indicate where other appropriate educational interventions might be warranted.

7. Labelling all Property

It is in your own and your child's interest that you label all items of clothing, bags, etc. Each year a considerable amount of material - anoraks, cardigans, bags, lunch boxes, flasks, shoes, etc. - is left in the school or misplaced. If your child's name is clearly marked on all his/her clothes and belongings, then it makes it much easier to find lost items.

8. Communication with Teacher/School

To comply with the Education Welfare Act, if your child is absent you must, either before or after the period of absence, provide a written note for the teacher. This note must be on a single sheet of paper, clearly stating the reason for the absence, the date/s and duration of the absence and must be signed and dated by a Parent/Guardian. If you want your child to go home early you must also provide a brief written note for his/her teacher. There is no necessity to ring the school re absences once the note is provided. Normally notes are provided for the eldest member of the family in the school re. special closures, school milk, etc. However, your child may have received some note of concern only to his/her class, so you should check his/her schoolbag/books for same on a daily basis.

Normally, teachers will meet parent/s of each child individually during the first or second term of each school year. If you wish to otherwise discuss any matter relevant to your child, you should make an appointment with his/her teacher; it is not reasonable to expect the teacher to see you if you have not made an appointment. Occasionally a teacher may request a parent to visit the school, and if so, it is appreciated if such a request should be complied with promptly.

A parent's primary concern and responsibility is for his/her child/children. Any queries, issues or concerns that a parent might have regarding any matter concerning his/her child/children shall be discussed, in the first instance, with the class teacher and thereafter with the Principal, if necessary. A complaint will only be entertained where it is made by the parent/s of the specific child. The complaint will be addressed initially by the teacher and parent. If this is unsatisfactory, a meeting is arranged between the parent and the **Principal**; the Principal will already have discussed the outcome of the first meeting with the teacher.

If this is still unsatisfactory, a further meeting is arranged between parent, teacher and Principal. If the matter still remains unresolved the matter is then processed strictly in accordance with the procedure clearly outlined in the I.N.T.O./ C.P.S.M.A. Complaint Procedure and/or Grievance Procedure

9. Food and School Milk

The school has a healthy eating policy. You should encourage your child to have a good breakfast and to bring a healthy lunch to school. The school discourages minerals, biscuits and sweets. You are encouraged to provide sandwiches, wraps, scones, salads, fruit, vegetables or yogurt.

Cheating Gum is not allowed under any circumstances in the school or on any school related activities.

Chilled school milk is available at a much reduced rate and is an extremely convenient and wholesome drink. Money is collected once a term for same. *In line with our Green Schools Policy all food left-overs, unfinished lunches, wrappings and empty milk cartons are taken home in the lunch boxes.*

10. School Facilities

Our school is exceptionally well-equipped with an extensive range of facilities. All our classrooms are in excellent condition. Each one has an interactive whiteboard and computer. Additionally, the school has three tarmac play areas, a playing pitch, an all-weather astro turf pitch, a state of the art computer room, a library, a school garden and a magnificent multi-purpose hall.

11. Curriculum & Class Organisation

The Curriculum is as approved by the Department of Education and Science. Children are allotted to classes on a random basis. At the end of each schoolyear the existing class groupings are all amalgamated and children are again randomly re-assigned to new classes for the new schoolyear. Children will be in a single class grouping some years. Other years they will be in double class groupings.

12. Extra Curricular Activities

Certain types of activities may be undertaken at different times in the various classes by your children; some of these may be optional and others may not. **Speech and Drama is currently part of our curriculum for all pupils. Swimming also forms an important part of our curriculum and is obligatory for all pupils from 111 Class upwards, unless a Doctor's Certificate is provided.**

13. School Policies

General Policies can be viewed, by prior arrangement, in the Principal's Office and also on our website www.cloghroens.com

14. Urgent Contact

If your child is ill or unwell on a particular day, it is not advisable to send him/her to school. Due to insurance implications it is not possible to allow ill or unwell children to remain in classrooms during break times. The school may need to contact you urgently should your child become ill or injured. This invariably happens when least expected. Accordingly, **your child and /or his/her teacher should always know when and where you may be contacted. If you are unavailable on a particular day then he/she should know who else should be contacted. Every pupil must at all times have a telephone contact number.**

Mobile phones are discouraged. However some parents may wish to be in a position to contact their older children after school. In such circumstances pupils who have mobile/smart phones **must have them switched off from once they enter the school grounds in the morning until they exit in the afternoon.** They are not allowed in the yard, at breaks, to take photographs or for playing games. Any breach of this stipulation or any other inappropriate use of a mobile phone will result in confiscation of the phone from the pupil. A parent will then have to collect the confiscated phone from the Principal's office or from the classroom teacher. iPads, iPods, and all other types of electronic and gaming equipment are not allowed at any time in school, in the yard or on school related activities.

The enrolment of your child in Cloghroe N.S. signifies acceptance by Parents and Pupil of this "Information and Guidelines for Parents" the school's Code of Behaviour and the school's RSE Policy.

Emma Dineen

Emma Dineen Principal.