

CUSTOMS/PRACTICES

This section is only highlighting certain aspects of school policies, for more detailed information please refer to the relevant policies.

Birthdays and Invitations:

Distribution of birthday invitations and Christmas cards within the school grounds are allowed but due consideration must be shown to non-receivers.

Homework:

It is the policy of the school to assign homework on a regular basis.

Teachers shall make every effort to match the curriculum to the aptitude of the pupils. It follows, therefore, that homework assignments may vary from pupil to pupil.

Parents are strongly encouraged to take an active interest in their child's homework.

If homework causes worry for the pupil, parents are asked to contact the teacher.

Parents should sign homework every night.

Absences:

Every absence of a child must be accounted for either by forwarding a note or by making contact with the school when the child returns. If a child wishes to leave school early, a written note must be given to the class teacher.

Permission:

No pupil may leave the school during school hours without permission from the School Authorities.

Illness:

The school **must** be notified immediately in the case on any infectious illness.

Car Users: Junior Cycle

Parents are asked not to park at the school gate even for a short period.

Parents are asked to walk young children on the footpath.

Parking

Please do not park your car at the school gate, even for a short period.

Care of the Hair:

Parents are asked to check their child's hair for head lice regularly as it is a national problem. If a parent contacts the school about this matter, all pupils in the concerned class receive a letter, stating school policy and the procedure to be taken (Appendix D). Pupils who are infected are to be treated at home. It is recommended that long hair be tied back or plaited.

The following steps are to be taken if issue not resolved:

- Letter to parents as above
- The Principal contacts the parents
- Invitation to parents to a meeting with the School Nurse

Accidents – Injuries

Pupils with minor injuries sustained in class will be dealt with by Class Teacher (Bosca Glas)

In the event of a serious accident in the yard, the teacher on yard duty should send two children for the Principal or the Deputy Principal or the person in charge.

In very serious cases (life threatening etc) involving possible hospitalisation then the teacher should call an ambulance at the earliest possible moment. A member of staff will remain with the pupil, at the hospital, until the child's parent/guardian arrives.

The teacher in the adjoining classroom should take over classroom supervision duties until the teacher returns to his/her classroom.

All accidents have to be recorded in the School Accident Report Book.

Illness:

A pupil who shows signs of illness should be kept at home. Requests from parents to allow their child to stay inside during break times will be facilitated where possible.

A child who is too sick to play with his peers or go outside during break times should not be in school. Children with a written request are supervised in the Halla during play-time.

Situations do arise however, when a child appears well in the morning and then gets sick during the day. On such occasions every effort will be made to make the child comfortable. Parents/guardians will be contacted. Parents are requested to collect their child as soon as possible on being informed of the child's ill health.

It is very important that the school have at least three contact numbers in respect of each pupil lest an emergency should arise.

Failure to make contact: -

If the teacher is unable to make contact with the parents, e.g. no phone or no answer, then s/he should contact the principal. If the teacher is unable to make contact with the principal then contact should be made with other members of staff in order of seniority for assistance and advice.

If the school is unable to make contact with parents/guardians a decision will be made as to whether the child needs medical assistance/hospital attendance.

If not needing medical assistance/hospital attendance the child will be made as comfortable as possible until a parent/guardian is contacted.

If deemed necessary the child's family doctor will be contacted.

A record of all accidents, telephone or other contacts should be kept in the Class Accident/Telephone Record Book.

Safety:

For my own safety and that of others:

- I should be careful coming to and going from school
- I should always walk while in the school building
- I should remain seated at all times in class and while eating lunch
- I should always show respect for my fellow pupils
- Bring a note of explanation following absences
- I should never leave the school grounds without the permission of the Principal
- I should stand clear of school gates before 8.30am

Caring for myself:

- I should respect myself and my property, always keeping my schoolbag, books and copies in good order.
- I should always be in school before the bell rings at 8.50am
- I should show respect for my school and be proud to wear the complete school uniform every day
- I should always be aware of my personal cleanliness
- I should always bring a sensible, nutritional lunch to school. sweets, chocolate, fizzy drinks , chewing gum and crisps are not permitted
- I should always do my best in school by listening carefully, working as hard as I can and by completing my homework.

Caring for others:

- I should be kind and respectful to teachers and fellow pupils by being mannerly and polite, by taking turns and by remaining silent and orderly in my class line
- I should behave well in class so that my fellow pupils and I can learn
- I should always keep my school clean by bringing unfinished food and drinks, cartons, wrappers etc home and placing all other rubbish in the bins provided.
- I should show respect for the property of my fellow pupils, the school building and grounds.
- Be truthful and honest at all times

Parents:

If you wish to discuss your child's progress, a note should be sent to the teacher to arrange an appointment.

Parents will be informed by way of the school journal when a pupil's behaviour is not of a sufficiently high standard.

If parents wish to drop in lunch boxes, sports gear etc. this can be done through the secretary's office as it is important to keep class interruptions down to a minimum.

School Environment:

- Pupils are expected to value our school environment and to care for it. The playground is a litter-free zone.
- To protect the environment, the school is involved in various projects:

Recycling: Waste paper and cardboard are collected for recycling. Fruit peelings are collected for the school compost bin.

All other empty cartons drink containers and wrapping papers are considered household waste and are taken home.

Written & Verbal Communication on and behalf of An Mhodhscoil:

All written/verbal complaints on and behalf of An Mhodhscoil of a personal/interpersonal nature must, in the first instance, be brought to the attention of a member of the Senior Management Team.