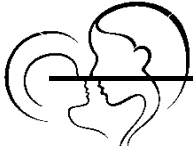


Bunscoil Mhuire

Plean Scoile



**O'Brien's Place
Youghal
Co. Cork
School Year 2018/19**



PLEAN SCOILE

Organizational Policies/Practices

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Bunscoil Mhuire, O'Brien's Place, Youghal, Co. Cork

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PLEAN SCOILE **Organizational Policies/Practices**

PRINCIPAL Mr. Eoghan Rua Ó Néill

On registering children in Bunscoil Mhuire parents are expected to 'sign up' to the various School Policies enclosed and to support teachers in following the policies and procedures of the school. A copy of all policies and procedures is available for viewing by all parents at the school office and on the School's web page www.bunscoilmhuireyoughal.weebly.com. New Parents are informed at the start of every school year that they may receive a copy of all policies and procedures if they so wish.

INTRODUCTORY STATEMENT

The enclosed policies and statements were updated and ratified by the Board of Management in February 2010. The policies, procedures and practices recorded in this school plan have been written, reviewed and subsequently redrafted over a number of years. Draft copies were given to members of the BOM, Parents' Association and staff at the start of the year 2010. Feedback was sought and documents redrafted taking cognizance of comments made. Documents will be continuously reviewed.

RATIONALE

- The rationale in recording these policies, practices and procedures is:
- To conform with legislation
- To provide clear guidelines for teachers, staff, parents, the Board of Management and other relevant parties within the school community.
- To ensure consistency in practice within the school community.

BACKGROUND

Bunscoil Mhuire is a Roman Catholic Primary School in the parish of Youghal, Diocese of Cloyne, Co. Cork. The school is under the Patronage of the Bishop of Cloyne and operates under the guidelines of the Department of Education and Science (D.E.S.). The school is a co-educational primary school. It is located at O'Brien's Place, Youghal, Co. Cork.

MISSION STATEMENT

Our school mission statement is a positive and inclusive one.

Every child in our school will be encouraged and facilitated to reach their full potential as individuals, educationally, spiritually and emotionally, in all aspects of their life.

We also promote a multi-cultural ethos and a respect for difference. We cater for pupils of all faiths and none.

ETHOS STATEMENT

Our school is a co-educational Catholic school under the patronage of the Roman Catholic Bishop of Cloyne. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God.

Our school ethos echoes our mission statement, recognising and reflecting the many aspects of education, nurturing all eight intelligences, while recognising the centrality of Our Lady and Jesus Christ.

We embrace the key characteristics of a Roman Catholic school:

- We are called to be followers of Christ.
- We have a Catholic understanding of education.
- The school is a Christian community.
- The school is an agent of personal growth and social transformation.
- Religious education is an integral part of the life of the school.

“Guided by our Lady with arms outstretched we welcome all to share in our dream of working and learning in a Catholic and all-encompassing environment, striving so that everyone may reach their true potential, building a strong foundation for future endeavour”.

RESPONSIBILITIES OF PARENTS

- To see that their children attend school regularly and punctually
- To supervise homework and ensure it is completed
- To reinforce and support the maintenance of school rules, the school Code of Behaviour and all other policies.

RESPONSIBILITIES OF THE SCHOOL

- To act in “loco parentis” in the education and care of the children
- To treat each child with respect and dignity
- To promote the development of the full potential of each child in each area of the curriculum

SCHOOL HISTORY

Bunscoil Mhuire is the result of the amalgamation of the Presentation Convent Girls' Primary School and the Christian Brothers Boys' Primary School in 1994.

The present school was built in 1969 and has been refurbished and extended to give us additional resource rooms and accommodation. A new extension to give us four new classrooms to cater for our present school population and for new comers is in the process of being built. The extension is being partly founded by the D.E.S and the BOM.

TEACHING STAFF

The Principal is Eoghan Rua Ó Néill and the Deputy Principal is Niamh O'Leary.

There are 27 full time teachers, including the principal, learning support/resource teachers, language support teachers, employed in the school. Bunscoil Mhuire is a mixed school and it caters for the full range of classes from Junior Infants to Sixth class.

ANCILLARY STAFF

We have 10 Special Needs Assistants, one School Secretary and 3 Caretaker-Cleaners.

SCHOOL MANAGEMENT

The BOM strives to ensure that an appropriate education is provided for the benefit of each pupil at the school, upholding the school ethos while taking into account the different cultures, religions, traditions, languages and abilities of the various pupils in the school. The responsibilities of the B.O.M., include but are not limited to, teacher appointments, provision of educational materials, maintenance of school buildings (heating, lighting, cleaning, insurances, etc), supporting the Principal and staff in the search for new ideas and initiatives, guaranteeing that all the initiatives that take place at the school (Literacy Lift-Off, Reading Recovery, Peer Tutoring) are continued into the future as they have proven to be extremely successful. The BOM is also responsible for the employment of ancillary staff.

PARENT ASSOCIATION (P.A.)

There is an active P.A. affiliated with the National Parents' Council in Bunscoil Mhuire, giving valuable assistance and support to the school. All parents/guardians are welcome and encouraged to participate in the P.A.. The P.A. in Bunscoil Mhuire helps to fundraise and assist with school activities, it helps organize extra-curricular activities, it informs parents about the school and its work and gives parents and teachers an opportunity to meet and discuss common interests. The P.A. presents suggestions and comments on how to improve or support the updating of school policies and plans.

FUNDING

Funding is provided by the D.E.S. through payment of teachers' salaries, a capitation grant per pupil towards the maintenance of the school, an ancillary grant for the payment of Secretary P.A. and Caretaker Cleaner(s) salaries and the provision of grants for various curricular areas as well as other specific grants to cover unforeseen events, such as emergency works grant, summer works etc. This funding does not cover in full the school's running costs. All parents are therefore asked to pay for school requisites such as photocopying, computers, pupils' insurance, art, homework journal from 1st to 6th class and

additional art and special stationery for junior classes, etc. The P.A. also runs fund-raising events throughout the school year.

Parents' generous support will continue to play a vital role every year in ensuring that our children benefit fully from high quality, properly funded, teaching and learning standards.

PUPILS

There are currently over 460 pupils in Bunscoil Mhuire National School from Junior Infants to 6th class, ranging in age from 4 to 13 years. There are currently over 330 families that have children in the school. These families reside locally in Youghal and its surroundings.

The families of the school are very supportive of the life and work of the school.

CLASSES AND CLASSROOMS

There are 20 classrooms, 4 resource rooms, 1 room for EAL. Bunscoil Mhuire also has a very modern, up-to-date Computer Laboratory, a new fully equipped Sensory Integration Room (Rainbow Room), a Cookery Room, 3 office spaces, reception, Staff Room and a fantastic general purposes hall and stage.

SCHOOL OPENINGS

- School gate opens at 8.40am
- Class Teaching begins at 9.00am
- Infant school day finishes at 1.45pm
- The school day finishes for all other pupils at 2.45pm

The main gate to the schoolyard is opened to receive pupils at 8.40 a.m. each morning. The Junior Infant Rooms will open at 8.55 a.m. at the beginning of the year. No responsibility is accepted for pupils arriving before 8.40 a.m. (Members of staff who arrive before that time have work to do, which precludes supervision of pupils, and they are not in a position to bring the children into the school building with them). All pupils are expected to have arrived by 9.00 a.m. when the school bell rings.

Infant Classes end at 1.45 pm. 1st to 6th classes end at 2.45 pm. Parents who wish to have their children escorted home should make their own arrangements to have them met at the school gate and the person to escort them should be at the school no later than 1.45 pm (Juniors) 2.45 pm (1st/6th) as the school cannot accept responsibility for looking after the children after that time.

CHILDREN TRAVELLING TO AND FROM SCHOOL BY PRIVATE BUS SERVICE

In the case of children travelling by Bus, the school cannot accept responsibility for escorting them from the bus to the school or from the school to the bus. Parents who feel that their children need to be escorted in these circumstances should make arrangements to ensure that some escort is provided.

Pupils from infant classes are escorted by an SNA from their classes to the gates of the school. Under no circumstances should a pupil from infant classes be taken from the bus line without notifying the SNA in charge.

If your child travels by bus and you wish to collect him/her from school, please send a note to the teacher.

SCHOOL CLOSURES

A list of School Closures are distributed to each family at the beginning of the school year. Parents are encouraged to organize family holidays to coincide with school closure times, as this is the reason for the standardized school year as introduced by the D.E.S.

ATTENDANCE

Poor attendance at school disadvantages children. We aim to ensure that the children in our school attend regularly and on time and where this is not the case we intend to develop procedures which are designed to encourage consistent attendance. Our school day begins at 9am and ends at 1.45pm for infants and 2.45pm for 1st to 6th classes.

In order to ascertain the levels of individual children's attendance, a complete register check will be carried out during and at the end of each term and where there is cause for concern, appropriate action shall be taken (see below).

Appropriate agencies such as the Inspectorate of The Department of Education and Skills and officers of The Education Welfare Services have the right to inspect school attendance figures of individual pupils.

The Education Welfare Act 2000 promotes school attendance and Section 17 of the legislation states that it is a statutory obligation on parents to ensure their child attends a recognized school once registered in the school. Furthermore, where a child is absent from the school, the parent is required under the Act to notify the Principal of the school of the reason for the child's absence.

The Act states that the relevant authorities will be informed of pupils who have been absent for twenty school days or more (this includes illness, holidays outside school holidays etc.) Children deemed at risk will be registered with TUSLA and passed onto the Education Welfare Services.

- **Encouraging Good Attendance**

There is a positive attitude within the school to good attendance and the following will be carried out to promote good attendance:

Term 3: At the end of the school year at the Summer assembly awards shall be issued. There will be time set aside for the presentation of a certificate and a reward to the children who have had full attendance for the academic year. Thus encouraging the same and ensuring the children know that their efforts did not go unnoticed.

Parents will be discouraged from taking holidays during school time.

- **Role of Teacher**

- Individual pupil attendance is recorded each day on the online roll Aladdin. The calling of the roll will commence each day not later than 10 a.m.
- If a child is not present by 10 a.m. and the school has received no notification from parents/guardians he/she will be marked absent whether or not the child arrives later.

- If a child arrives in school on time with a note of a doctor's or dental appointment and will be returning to school after the appointment then the child will be marked present on Aladdin.
- If the school received notification from parents/guardians that a child has an appointment with a doctor/dentist and will be late for school that child will be marked present for that day.
- Sanctions are not imposed on children for being late for or being absent from school.
- If a child is absent for 20 or more days in a school year or if a poor attendance pattern is apparent the school are legally obliged to inform the Education Welfare Services via TÚSLA.

- **Role of Deputy Principal**

- Register each student on the day the child first attends the school and removes the student's name from the register when the child is transferring to another school or is registered with the Education Welfare Services
- To keep a record of the pupil's attendance in the school and the reasons for any failure to attend
- To inform the Education Welfare Services where a student is absent in excess of twenty school days in a school year, where a student is suspended, where a student's name is removed from the register or where, in the opinion of the Principal the student is not attending regularly.

- **Role of Parents**

- To make sure that the child attends school daily and punctually.
- Where a child is absent from the school where s/he is registered, the parent of the child is required under the Act to notify the school of the reason for the child's absence.
- Letters from parents concerning illness and doctor's certificates will be kept on file in the school for one year.
- Written permission from a parent is necessary for a pupil to leave the school for any reason during school hours. In that case the pupil must be collected from the school office and the adult sign the child out of school.

Role of the Education Welfare Services:

The Education Welfare Services has a range of functions assigned to it by The Education Welfare Act. The main functions of the Services are:

- To promote and foster in society, and in particular in families, an appreciation of the benefits to be derived from education,
- To promote and foster an environment that encourages children to attend school and to participate fully in the life of the school,
- To assist children and parents of children who are not attending school on a regular basis,

- To assist schools in drawing up strategies and programmes aimed at preventing non-attendance in schools.

If the Education Welfare Board considers that parents/guardians are neglecting their obligations regarding school attendance, they may follow up with sanctions. Please refer to www.tusla.ie for further details

20 Days Absent

In Bunscoil Mhuire we aim to identify poor attendance at an early stage and to that end the following steps shall be taken:

- Class teachers monitor attendance and advises the Principal and Deputy Principal of potential problems.
- When a pupil has reached his/her 15th cumulative days absent a note is sent to the parents advising them of same.
- If the absenteeism continues the school is obliged to inform Education Welfare Services once the child has reached his/her 20th day of absence.
- Details of the type of absences are forwarded to the Education Welfare Services in December & June
- Where there are no concerns regarding explained absences no further action may be warranted.
- Where there are concerns regarding poor attendance a referral may be made to Túsula's Education Welfare Services
- Every reasonable effort will be made to resolve the issue of persistent unexplained absenteeism through consultation with parents/guardians, school staff and Túsula's Education Welfare Services.

STAFF MEETINGS

Staff meetings take place once a term and will be half in school time and half outside of schooltime.

There are numerous staff meetings (formal and informal) held outside school hours throughout the year.

URGENT MESSAGES

Urgent messages for pupils and teachers may be left with the secretary during school hours. If the secretary is not in attendance a telephone answering machine will be in service. Parents are urged only to contact the school in case of urgent matters or an emergency. All parents are requested to ensure that the school database has their current contact numbers (daytime & evening), so that they may be immediately contacted if required. These numbers must also be written in the Homework Journal. It is recommended to have these numbers written inside schoolbags for Infant pupils.

EMERGENCY CLOSURES

In the event of an emergency school closure a mobile text will be sent per family using the text a parent service provided by IPPN (Irish Primary Principal's Network) and paid for by the BOM; as well as this, if possible, notices will be placed at the entrance of the school.

SCHOOL GARDEN

Children, teachers and parents are very proud of our school garden which was completed with the benefit of various fundraisers organized by the P.A. All children are involved in a wide range of gardening activities and they obtain practical experience of growing plants and vegetables. This practical experience links in very successfully with many areas of the curriculum.

CLASSROOM LIBRARIES

In each classroom there is a well-stocked and attractive library. Children are encouraged to borrow books on a regular basis. Parents are encouraged to make sure that books are returned on time and in good condition.

GREEN SCHOOL

Bunscoil Mhuire N.S. is aiming to achieve Green School Status. The Green Schools Programme is a European Project to bring Environmental issues into the day-to-day running of the school. Bunscoil Mhuire already has a recycling system in operation for a number of years and we hope to apply for a Green School Flag in the short term.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are organized yearly they include chess, cookery, photography, dancing, choir, etc.

Subject choices may change from year to year.

INTRODUCTION FOR NEW PUPILS

An introduction day is held each year usually in May for new children and their parents. This occasion acquaints parents with the routine of the school and is an opportunity for children to see their new school and to meet their teacher (Please refer to attached booklet).

CAR USERS

Parents are asked not to park in the clearway marked at the school entrance, the wheelchair parking space and the bus stops.

CARE OF THE HAIR

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

LOST PROPERTY

There is a lost property area in the school. Parents should check this area on a regular basis if their children are missing any items. All personal belongings e.g. Coats, jumpers, bags, lunchboxes, etc. should be clearly marked with the child's name. Valuable personal property should NOT be brought to school.

ACCIDENT PROCEDURE

Accidents occur despite supervision. Minor accidents are treated at school. Slight cuts and grazes are normally treated by cleaning with water and or antiseptic wipes. Parents are asked to check the cut that evening. Ice packs are applied in the case of a bruise. Parents/Guardians are contacted immediately if there is any cause for concern or if a bang in the head occurs and the Accident Report notebook is filled in.

If a child is injured badly enough to merit being sent home the teacher on yard must inform the office to contact the parent/guardian.

ILLNESS

A pupil who shows signs of illness should be kept at home. A child who is too sick to play with his peers or go outside during break times should not be in school. In exceptional circumstances a child will be allowed to stay inside the playpen area during break time when there is prior parental request.

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. It is very important that the school have at least three contact numbers in respect of each pupil in case an emergency should arise. If the school is unable to make contact with parents/guardians a decision will be made by the school, as to whether the child needs medical treatment.

LUNCHTIME POLICY

- Small Break 11.00-11.15
- Lunch 12.50-1.20
- At break times, once the children have used the toilet they should line up in silence and put on their coats.
- The bell sounds at 11.00/12.50.
- At all times they need to be accompanied and monitored by their class teacher to the yard.
- If the yard is unsupervised, the class teacher must wait for the supervising teachers.
- All teachers must actively supervise while in the yard i.e. walk all the way around the yard, watch out for rough/bullying behaviour.
- Any serious incidents must be reported back to the class teacher/Principal and recorded.
- Children should not bring toys, personal belongings or books out into the yard.

- Absent teachers should swap with another teacher on the day of their yard duty.

Play Areas

Infants – 3rd Class - Bottom Yard Concrete area

4th to 6th Class- Top Yard Concrete area

Each class is encouraged to play games – reasonable running is allowed while making sure that the safety of other children and/or adults in the yard is not compromised.

Behaviour in the Playground

- All pupils have a right to enjoy their time out in the playground in a safe environment at break periods.
- Misdemeanor consists of any action that puts the safety of self or others at risk.
- Fighting, rough play or any physical force is never allowed or tolerated.
- In the interests of safety, climbing on the school walls is strictly forbidden.
- Children do not enter the school building without getting permission from teachers.
- No child is allowed outside the school gates during break times/school day.
- No running in and out of the school building.
- In most cases children are allowed to go to the toilet during break times one at a time and they must request to go.

Sanctions

- For all incidents we listen to the child, we talk/reason with all parties involved and we help resolve the issue.
- If an incident is serious and a child needs 'time out' they are put against the wall.
- If the incident is very serious the Principal is sent for by another responsible child or an SNA/Teacher.
- The Principal will usually inform the parents depending on the gravity of the situation.
- A pupil may be temporarily removed from the normal playtimes if there are repeated incidents of bad behaviour.
- All incidents of this nature must be noted in the accident/incident book. Only teaching staff should deal with incidences of bad behaviour.

Lining Up

When the bell sounds all children freeze/stop and walk quietly to their lines.

Designated First Aid Staff Members

Teachers on yard duty are responsible for First Aid during yard breaks.

Accidents/Illness

- If a child becomes injured during break they should be accompanied by a Teacher or SNA to outside the office.
- All injuries are dealt with in accordance with the school's policy on first aid.
- All staff should wear gloves when dealing with blood/open wounds.

Eating

- Before going out for breaks the children take out their lunches.
- Children are encouraged to avail of our milk scheme.
- Children should eat lunches sitting at their desks.
- Children should put their own lunch waste back into their lunch boxes - no lunch waste in bins. All Tetrapak, paper and card can go in the recycling bin in the classroom. Please note that we cannot dispose of any other waste.
- Healthy lunches are encouraged, see also Healthy Eating Policy.
- The water in the classrooms is not suitable for drinking.
- Lunches are not allowed out in the yard.

Wet Lunchtimes

- Children remain in their own rooms and are supervised by the teacher on duty and the SNA personnel. Games should be organised in advance by the class teacher.
- Supervising teacher to remain with classes until all teachers/classes return to their rooms.
- Children do activities in class based on the class teacher's instructions or supervising teacher's instructions.
- Children are expected to remain seated on wet days.
- The teacher on supervision duty lets teachers know that he/she has arrived.
- Teachers do not leave the classroom until the teacher on supervision/SNA arrives.

NUTRITION POLICY

Statement

- Our Nutrition Policy will strive to help and improve the nutritional standard in our school food, and encourage healthy eating within the school community.
- This Policy was drawn up in conjunction with parents, pupils and all staff members through the use of surveys, suggestions, seminars and team meetings. As a result all food and drinks consumed in the school will strive to follow the recommended guidelines of the food pyramid.

Aims

1. To promote nutritional awareness and positively affect healthy eating in our school.
2. To provide consistent and up to date information in relation to healthy eating.
3. To highlight the importance of healthy eating through both the SESE and SPHE programs.

Food pyramid and the school lunchbox

1. We encourage the inclusion of
 - : 1 serving from the bottom shelf
 - : 2 servings from the fourth shelf
 - : 1 serving from the third shelf
 - : 1 serving from the second shelf
2. We discourage the inclusion of large quantities of foods found on the top shelf of the food pyramid.

Steps to a healthy lunch box

- Encourage wholemeal or wholegrain varieties of bread, roll, scones and crackers.
- Use butters or spreads sparingly and use those low in saturated fats.
- Include salad vegetables in sandwiches and salad boxes, lettuce, tomato, cucumber, carrot and use vegetable sticks.
- Include at least one piece of fruit at lunch e.g. apple, orange, banana.
- Encourage milk or yoghurt with every lunch.
- Ensure that meat, chicken, fish, egg or cheese is included as part of lunch.
- Include a drink at lunch e.g. milk, water, unsweetened pure fruit juice or diluted sugar free squash.
- Using low fat dressings, sauces and relish can add variety and taste to sandwiches, rolls and salads.

Healthy lunch box – putting ideas into practice

- -Wholemeal bread with cheese slice and tomato + 1 banana + sugar free squash
- -Pitta bread with cooked ham, low fat mayonnaise, lettuce and cucumber + orange segments + milk to drink
- -Burger bun with chicken, relish, lettuce and grated carrot + dried fruit + yoghurt + water to drink
- -Toasted wholemeal bread with cooked beef, tomato and cucumber + small apple + milk to drink
- -Cooked pasta with lettuce, tomato, cheese cubes, celery sticks, carrot sticks + dried fruit + water to drink
- -White roll with mashed hardboiled egg, lettuce and cucumber + handful of grapes + Sugar free squash/milk to drink
- -Wholemeal bap with lean grilled bacon, tomato and sweet-corn + peach + milk to drink
- Cooked rice with cooked peas, carrot and chicken pieces + dried fruit + Unsweetened fruit juice
- -Hummus sandwich + banana + unsweetened fruit juice

Drinks

- It is important that children take in enough fluids during the day. Almost 2/3 of the body is made up of water. If children do not drink enough water, they may become dehydrated, thirsty, tired and weak.
- Drinks should also be included for lunch and break-time. Water and milk are the best choices and milk is also a valuable source of calcium, which is important for healthy bones and teeth. Unsweetened fruit juice/diluted sugar free squashes are also suitable drinks if taken with meals. Children should be encouraged to drink fluids with or after – meals and not to full up on drinks before meals.

Treat Foods

We recommend foods such as

- Fresh fruit
- Raisins

- Wholegrain/ Digestive biscuits
- Cereal Bars

The 4 Cs are not allowed Chewing Gum, Crisps, Chocolate bars, Candy

Roles and Responsibilities

1. Role of Parents

- Provide a healthy well-balanced lunch for children
- Encourage healthy eating
- Inform the school of any child's special dietary needs
- To implement school policy by not allowing their children to bring chewing gum, crisps, chocolate bars or candy to school
- Role of Children
- To eat their lunch
- To bring home any uneaten lunch
- To help make their lunches and remind parents of the Healthy Lunch Policy
- Not to bring chewing gum, crisps, chocolate bars or candy to school

2. Role of School

- To promote and encourage healthy eating.
- If children bring chewing gum, crisps, chocolate bars or candy to school they will not be allowed to eat them while in school. If children have these foods and no other food or no food for their lunch the parents/guardians will be contacted to bring a proper lunch for the child (ren).

Implementation

A copy of The Healthy Food Pyramid will be given to every new Pupil at the start of the school year.

As part of the Social Personal and Health Education curriculum reasons for healthy eating will be discussed with the children regularly by staff.

Teachers will continue to give children a sweet treat on occasions in recognition of work done, improvements in work or behaviour and in an effort to promote positive behaviour. Sweet treats used prudently by teachers will not interfere with the health of the children.

THE SCHOOL CURRICULUM

As with all National Schools the full Primary School Curriculum is covered in Bunscoil Mhuire and is made up of the following subject areas

- Language -English & Gaeilge.
- Mathematics
- Social, Environmental & Science Education (S.E.S.E.) – History, Geography & Science.
- Arts Education – Visual Arts, Drama & Music.
- Social, Personal & Health Education (S.P.H.E.) – Stay Safe, R.S.E., Walk Tall (Drugs Awareness) and other related topics.
- Religious Education
- Physical Education
- Modern Language Initiative – Children have the opportunity to learn about the Italian language and culture in the Senior Classes.

TEXTBOOKS

A full book list is distributed to all classes in May/June for the following school year. A book rental scheme is also in operation, which helps to bring down the cost of books to parents. The parents must cover the rental books and must be committed to looking after them so that the scheme may continue in operation.

PUPIL ASSESSMENT

Informal observation by class teachers on an ongoing basis is the day-to-day method of monitoring pupil progress in Bunscoil Mhuire. We also use:

- Standardised Tests in English and Mathematics (MICRA T and SIGMA T) (Senior Infants – MIST - Middle Infant Screen Testing)
- Incidental Tests

In cases where a more detailed assessment is required the school's Educational Psychologist is consulted, in accordance with our learning support policy.

• Rationale

Why do we assess children? Assessment is central to the process of teaching and learning. Through assessment, the teacher gets a fuller picture of the learning needs of the child and plans future work accordingly. Assessment assists communication about children's progress between the teacher and the child, between the teacher and parents and between teacher and teacher. It also helps the child to become more self-aware as a learner and helps to ensure quality in education.

What do we assess? Assessment is integral to all areas of the curriculum and it encompasses all the diverse aspects of learning.

How do we assess?

In Bunscoil Mhuire the main methods used to help teachers assess their pupils are

- Teachers' professional judgment of their pupils
- Observation and correction of their class work and homework, their copybooks and portfolios
- Discussion with parents and discussion with the pupils themselves
- Consultation with learning support/resource teachers, Principal and previous teachers

Formal assessment procedures are seen to confirm these school-based methods and cannot be used in isolation.

In the Senior Infant classes we use formal screening to help in the early identification of difficulties - hearing, vision, speech and language, social skills, learning readiness, pre-reading and pre-number skills.

Formal methods include regular “tests”, such as spelling tests, table’s tests, end of year or end of term tests of what children have learned and retained.

Standardized tests also come into the category of formal assessment. In the first term of each year a Standardized Test in English (Micra-T test) is administered and in the third term a Standardized Test in Mathematics (Sigma-T test) is administered by the class teachers. These tests are designed and standardized for use in Irish Primary schools and span all classes from First to Sixth Class. The functions of these tests are

- To provide teachers with information about how literacy and numeracy performances compare with those of children nationally;
- To assist teachers in identifying those children who would benefit from supplementary teaching;
- To establish the literacy and numeracy levels of advanced pupils and to assist teachers in making decisions regarding appropriate materials and strategies.

The results of these assessments are given as percentiles. For example, a child who scores at the 60th percentile equals 60 percent of Irish children of the same age nationally. A child who scores at the 90th percentile equals 90 percent of Irish children of the same age nationally on the tasks measured. A child who scores at the 15th percentile equals 15 percent of their peers nationally on the tasks measured.

Results are given to parents as part of the bi-annual parent/teacher meetings. It is important to remember that these tests only measure certain skills and tasks. For that reason it is recommended that results are always given at a meeting with parents so that the context and skills can be discussed.

In Senior Infant classes the Middle Infant Screen Testing (MIST) is administered in the second term by the class teachers. It provides a comprehensive screening diagnostic assessment that identifies early literary difficulties. This test is used to:

- assist teachers in identifying those children who would benefit from supplementary teaching;
- establish the literacy levels of advanced pupils and to assist teachers in making decisions regarding appropriate materials and strategies.

Following class screening, individual assessment of literacy and numeracy by the learning support/resource teacher as well as consultation with parents is carried out to determine if a child might benefit from supplementary teaching.

Progress in all subjects varies from child to child and consequently the rate of progress rather than the ranking in the class is the primary consideration .

HOMWORK POLICY

- **Rationale**

We reviewed our Homework Policy for the following reasons:

1. To update the information in our current policy.
2. To ensure that the guidelines are accurate
3. To inform parents of the procedure to follow where homework is presenting as challenging.

Bunscoil Mhuire seeks to enable each child to develop his/her potential. Homework encourages pupils to work independently and take responsibility for their assignments.

- **Aims**

Our Homework Policy should achieve the following;

- Benefit pupil learning.
- Reinforce work done in class.
- Develop study skills.
- Act as a guide to parents
- Strengthen links between home and school.

- **Guidelines:**

1. All classes will get homework.
2. All children will get homework and provision will be made for differentiation where necessary. In the case of children attending learning support classes, their English/Maths homework will be assigned by their learning support teacher instead of their class teacher, unless otherwise specified.
3. There will be a balance between oral, reading and writing homework.
4. Homework is seen as a reinforcement of work done in class.
5. Homework is generally given Monday – Thursday inclusive with exceptions. In the senior classes, they may on occasion have study to do over the weekend e.g. project work.
6. Children from 1st – 6th class will have a Homework Journal.
7. The following are **Recommended Times to** be spent doing Homework.
5th / 6th Class - 1 hour max
3rd / 4th Class - $\frac{3}{4}$ hour max.
1st / 2nd Class – $\frac{1}{2}$ hour max.
Infants – 15 minutes max.
This should include a mixture of oral work, reading and writing. These times will be communicated to parents at the beginning of the school year.
8. Difficulties with Homework should be communicated in the homework journal. If a parent/guardian feels that his/her child is struggling to finish his/her homework despite giving it the appropriate time and effort, he/she should write an account of this in his/her child's homework journal to inform the class teacher.
9. Where homework is consistently undone or partially incomplete without a written explanation from parents/guardians, the teacher will follow the procedures in the Code of Behaviour.
10. The Homework Policy will be reviewed at the beginning of each school year.

PARENT / TEACHER COMMUNICATION

Good communication between parents and teachers is essential to the environment we work to create. The purpose of this statement is to provide information and guidelines to parents and teachers on Parent/Teacher Meetings and Parent/teacher communication in Bunscoil Mhuire. The home is central to the development of the child. Both school and the family strive to be mutually supportive of each other so that the child's education can be effective.

Parents are encouraged to:

- Develop close links with the school
- Collaborate with the school in developing the full potential of their children
- Share the responsibility of seeing that the school remains true to its ethos values and distinctive character.
- Become actively involved in the school/parent association
- Participate in policy and decision-making processes affecting them
- Put structures in place to facilitate open communication & consultation with parents
- Newsletters are issued regularly. They include updates on school and notices of forthcoming events.
- Letters and notes are sent home regularly with the eldest member of the family. This is an efficient and cost-effective way of keeping in touch. However parents are asked to check the bags regularly, otherwise they may not be fully informed about what is happening in the school.
- A Notice board for parents' information is located in the School Entrance and at the School Yard.
- Open Day for parents of new Junior Infants – mid May. Parents and pupils are invited to the school and are welcomed to the school by the Principal. The necessary documentation is distributed.
- Individual Parent/teacher meetings take place in November and June.
- Meetings with parents with children with special needs
- Consultation throughout the year
- School Website www.bunscoilmhuiroyoughal.com
- Homework diary 1st – 6th class used to relay messages which are signed between parents and teachers, also written communication in the form of notes.
- Parents are invited to school plays and concerts, children's choir events, etc.
- Parents are encouraged to help with the School Garden, Cookery and in the area of Literacy Lift-Off.

Parent Teacher Meetings

Formal Parent/Teacher meetings take place in November. However if a parent wishes to arrange a meeting at any stage during the year to discuss their child they may do so by prior appointment.

The aims of Parent/Teacher meetings are to:

1. Let parents know how their children are doing in school
2. Inform teachers on how children are coping outside school
3. Establish an ongoing relationship and communication with parents
4. Allow teachers/parents get to know the children better as individuals
5. Help children realize that home and school are working together.

Communication between parents and teachers is to be encouraged.

- Arranging additional parent/teacher meetings within the school day while children are in school is difficult. In case of prior appointments it would be wise to ring in advance.
 - Meetings with class teachers at class doors to discuss a child's concern/progress is discouraged on a number of grounds
1. A teacher cannot adequately supervise a class while at the same time speaking to a parent.
 2. It is difficult to be discrete when so many children are standing close by.
 3. It can be embarrassing for a child when his/her parent is talking to the teacher at a classroom door.

CUSTODY/SEPARATION POLICY

The BOM and staff of Bunscoil Mhuire encourages parents experiencing separation to come and speak confidently to the teachers and/or principal. It is our aim to handle such matters with sensitivity and compassion, and ultimately, our primary concern is for the well-being and overall development of the child.

1. When a child spends time in two homes, the school requests to be provided with both sets of emergency/contact numbers.
2. Regarding the collection of children from school, it is requested that the school be informed of any changes in collection arrangements in writing.
3. It is school policy to offer the option of separate parent/teacher meetings, if so desired.
4. Regarding notes, school communication via schoolbags, school reports etc., it is assumed that the parent with whom the child principally resides will keep the other parent informed.
5. In the absence of a custody agreement, both parents will be treated as equal partners in terms of parenting rights and responsibilities. The school cannot be asked to withhold a child from either parent, in the absence of a custody agreement.

The staff of Bunscoil Mhuire will endeavour at all times to deal sensitively and caringly with children whose parents are experiencing separation. The staff can recommend books, videos, publications etc., dealing with the issue of separation, on request.

RELATIONSHIP AND SEXUALITY EDUCATION (RSE) PROGRAMME **STAY SAFE PROGRAMME**

In circular 2/95 issued by the Department of Education and Science the minister requested all schools to introduce Relationship Sexuality Education (RSE) as part of the curriculum. In the 1999 curriculum RSE and the Stay Safe programme were included in the Social, Personal and Health Education. The content of the school's SPHE programme includes a wide range of topics such as healthy eating, alcohol, drugs, environmental issues, safety and social responsibility as well as RSE.

RSE is a lifelong process of acquiring knowledge and understanding and of developing attitudes, beliefs and values about sexual identity, relationships and intimacy.

In a school situation RSE, provides structured opportunities for pupils to acquire a knowledge and understanding of human relationships and sexuality through processes

which enable them to form values and to establish behaviours within a moral, spiritual and social framework, appropriate to their age. As Bunscoil Mhuire is a Roman Catholic School this moral framework will be based upon our School Ethos and the teaching's of Jesus Christ. RSE will also be taught in accordance with the Department's directives and within the Philosophy framework of the school. The teaching methods used in the school are child centered and reflect the age and stage of development of each child. Sensitive issues will be dealt with appropriately.

In partnership with the home our aims are

- To provide opportunities for our pupils to learn about relationships and sexuality, imparted in a loving and caring way, within a wholesome environment.
- To help them think and act in a moral caring and responsible way.
- To learn about their own development and about their friendships and relationships with others.
- To teach children personal safety skills so they can look after themselves in situations which could be upsetting or dangerous.

The development of relationships is an integral part of all curriculum subjects. Aspects of RSE and Stay Safe are taught during SPHE, Religion, Science, implementation of the Code of Behaviour etc. An integrative approach towards RSE and Stay Safe ensures that the children encounter RSE and Stay Safe in a holistic manner rather than in isolation.

What the School Currently Provides

At Bunscoil Mhuire, current programmes and policies in place are

- Healthy Eating policy.
- The Stay Safe Programme is taught on an on-going basis.
- Safety and social responsibilities are re-enforced on a daily basis.
- Care for their environment.
- Anti-bullying Policy.
- Health and Safety Policy.
- Child Protection Policy.
- Internet Acceptable Use Policy.

- **The aims of Our Relationships and Sexuality Education (RSE) Programme are:**

- To enhance the personal development, self-esteem and well-being of the child.
- To help the child to develop healthy friendships and relationships.
- To foster an understanding of and a healthy attitude to human sexuality and relationships in a moral, spiritual and social framework.
- To enable the child to acquire an understanding of and respect for human love, sexual intercourse and reproduction.
- To develop and promote in the child a sense of wonder and awe at the process of birth and new life.
- To enable the child to be comfortable with his/her sexuality and of others while growing and developing.

- **All topics will be taught at the appropriate age.**

The Management and Organization of Relationships and Sexuality Education (RSE) in Our School

- RSE will be taught to all classes at the appropriate level throughout the school year. In certain instances, it may be considered appropriate to invite specialists into the school to participate in the programme. The programme will be taught according to the syllabus supplied by the Department of Education and Science.

- Relationships and sexuality education (RSE) is an integral part of Social, Personal and Health Education (SPHE) and will be taught in this context (see school SPHE Plan). The curriculum is spiral in nature (i.e. similar content is revisited at different stages throughout the child's time at school) and all content will be delivered developmentally throughout the child's time in the primary school. RSE-specific education (or core RSE education) will be covered in the strand units Taking Care of My Body, Growing & Changing and Safety & Protection.
- Parents shall have the right to withdraw their children from RSE classes.

The acquisition of appropriate language in RSE is crucially important to enable children to communicate confidently about themselves, their sexuality and their relationships. Not being familiar with the biological terms for the body can put children at a disadvantage.

Therefore we will give children the correct and appropriate language as outlined in RSE Resource Materials as follows

- **Jnr/Snr Infants**

- Term "womb" will be taught.
- Terms "penis" and "vagina" (urethra) will be taught as the obvious physical difference between boy/girl.
- Term "breast feeding" may be used in conversation as a means of feeding a baby.

- **First/Second**

- "penis, urethra vagina, vulva, womb, breast feeding" will be taught/revised in their context of their biological functions
- Teachers will teach that baby is in womb for 9 months and may be breast fed.

Third/Fourth

- Developing foetus and menstruation "umbilical cord" and "navel" taught/revised.

- **Fifth/Sixth**

- Puberty, human reproduction and sexual intercourse in the context of a committed loving relationship will be taught using the language outlined in DES RSE Resource Materials for 5th / 6th classes.

- **Co-educational**

Certain aspects of our sexuality element of the RSE Programme in the context of a loving relationship may be taught gender separately at the teachers' discretion.

- Girls Menstruation
- Boys Puberty
- Sexual intercourse in the context of a loving relationship.
- Development of a human foetus.
- 5th and 6th class teacher may offer the children an opportunity to write questions they wish to ask on a sheet of paper. The teacher may then answer a selection of the relevant questions within the confines of the SPHE curriculum.
- We acknowledge that parents are the primary educators of their children and the school will work in a supportive role.
- On request, parents will be provided with an overview of the SPHE curriculum including the RSE programme.
 - Parents will be informed that they are welcome to view RSE materials at the school and will be notified of the RSE element prior to beginning it within the classroom.

Should a parent wish to withdraw their child, we have an understanding that the parent provide an alternative in this area of education. In this case, it is understood that parents will sign the standard withdrawal letter.

- If a child is withdrawn, the school cannot guarantee that other children will not inform the child in question of the content of the lesson from which the child was withdrawn or that the children will not refer incidentally in class to aspects of the lesson during subsequent days/weeks.

- All content objectives within the RSE will be covered by the end of 6th class.

Teachers will teach only the topics laid down for the class and curriculum content for the year. Teachers will then at their own discretion introduce the Question Box to ensure that age appropriate questions are answered only as defined within the curriculum.

- **Provide for ongoing support, development and re-view**

With a view to supporting teacher, pupils, parents and Board of management in RSE at policy and programme level, teachers will be afforded the opportunity to upskill through PDST courses and seminars. Up to date and relevant publications will be made available to teachers.

It will be the duty of the Board of Management to ensure that there will be periodic review of the Policy Statement and that any amendments as a result of such review will be undertaken.

ACCESS TO RECORDS

- **Aims**

- To provide parents access to the school records for their child
- To empower parents to participate more fully in the welfare and education of their child
- To enhance communication between parent, child and teacher
- To monitor progress of a pupil's development
- To ensure follow through and appropriate action to meet the child's educational needs.

- **Guidelines**

- Parents who wish to access their child's school records must request in writing to the Principal Teacher
- The Principal Teacher will then collate all available records
- An appointment time will then be confirmed to the parents

- **Records Provided**

- Attendance
- Curricular
- Standardized tests
- Diagnostic tests
- Discipline
- Medical/Psychological Reports

- **Retention of Records**

- The School will retain all school records in a safe place for nine years after the child has left the class.
- We are not required by law to make any of our personal data available to the public.

Regarding notes, school communication via schoolbags, school reports etc., it is assumed that the parent with whom the child principally resides will keep the other parent informed.

In the absence of a custody agreement, both parents will be treated as equal partners in terms of parenting rights and responsibilities.

The school cannot be asked to withhold a child from either parent, in the absence of a custody agreement.

The staff of Bunscoil Mhuire National School will endeavour at all times to deal sensitively and caringly with children whose parents are experiencing separation.

The BOM and staff of Bunscoil Mhuire National School encourage parents experiencing separation to come and speak confidently to the teachers and/or principal. It is our aim to handle such matters with sensitivity and compassion, and ultimately, our primary concern is for the well-being and overall development of the child.

- When the child spends time in two homes, it is requested that the school be provided with both sets of emergency/contact numbers.
- Regarding the collection of children from school, it is requested that the school be informed of any changes in the collection arrangements by note.
- It is school policy to offer the option of separate parent/teacher meetings, if so desired.
- It is assumed that when we wish to communicate with parents regarding their child, the parent is contacted (i.e. the parent with whom the child principally resides) will inform the other parent of meetings, arrangements etc.
- Regarding notes, school communication via schoolbags, school reports, etc., it is assumed that the parent with whom the child principally resides will keep the other parent informed.
- In the absence of a custody arrangement, both parents will be treated as equal partners in terms of parenting rights and responsibilities.
- The school cannot be asked to withhold a child from either parent, in the absence of a custody arrangement or court order.
- The BOM and staff of Bunscoil Mhuire National School will endeavour at all times to deal sensitively and caringly with children experiencing separation.

SUBSTANCE ABUSE POLICY

- **Introduction**

A drug can be defined as a chemical, which causes changes in the way the human body functions mentally, physically, or emotionally. For the purpose of this policy we are concerned with drugs which have the power to change a previous mood and the way a person thinks about things and drugs of which the taker may become physically or more often psychologically dependent.

The school sees itself as having a role in the process of enabling students to increase control over and improve their health. We endeavour to promote the wellbeing of students by-

- Providing a safe and healthy environment;
- Promoting positive health behaviours;
- Increasing knowledge about health;
- Promoting the self-esteem and self-awareness of students;
- Working in partnership with the parents and pupils.

To this end, in response to the encroaching drug culture in our society we feel the need to implement a comprehensive policy to address the problem of substance misuse.

- **The policy will focus on:**

- Strategies for prevention of substance misuse problems i.e. walk Tall, S.P.H.E.
- Procedures for dealing with drug incidences in the school.
- Guidelines and information for teachers to improve their response to the problem of substance misuse.

- **Implementation of the policy**

- The policy will be available from the Principal to the Board of Management, Teachers and other staff members.
- Parents and guardians will have access to the policy on enrolment of their child in the school. Enrolment will be on acceptance of this and other school policy documents by them.
- The policy will be regularly evaluated and updated where necessary.
- The school wishes to make clear that the primary role of substance misuse prevention rests with the parents.

- **Prevention**

Education - it is accepted amongst educationalists that education about alcohol, tobacco and drugs is best carried out by Teachers through the inclusion of S.P.H.E. in the curriculum. This S.P.H.E. Programme would also draw on the expertise available from the community i.e. Parents, Gardaí and Health Service Executive.

Smoking

- The school and its environs is a no smoking area in accordance with the Smoking Ban 2004.
- Students are not permitted to smoke or possess cigarettes on the school premises or in any other place.
- Visitors must comply with the no smoking policy.
- Pupils found smoking on the school premises will be reported to the Principal and parents will be informed.
- Tobacco will not be permitted as a prize for school raffles.

Alcohol

- The school is an alcohol free area.

- Pupils will not be allowed to bring alcohol into the school or to consume alcohol in school or during any school activities.
- If a Teacher is of the opinion that a student is under the influence of alcohol, s/he will immediately inform the Principal and consult on what action should be taken.
- Where a student comes to school under the influence of alcohol, their parents will be called in to take them home.
- Students breaking these rules will be dealt with according to the school's disciplinary procedure.
- If alcohol is required for an adult only function, permission shall be sought from the Board of Management.

Illicit Drugs and Solvents

- Students are forbidden from being in possession of or using illicit drugs or solvents on the school premises.

INTERNET ACCEPTABLE USE POLICY

Introduction

The aim of this Acceptable Use Policy is to ensure that pupils of Bunscoil Mhuire will benefit from the learning opportunities offered by the school's internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school Internet Acceptable Use Policy is not adhered to this privilege will be withdrawn and appropriate sanctions outlined in the Internet Acceptable Use Policy will be imposed.

It is envisaged that the Internet Acceptable Use Policy will be reviewed periodically.

Parents will be given a copy of this Acceptable Use Policy and an Internet Access Permission Form.

They will be asked to sign the Internet Access Permission Form for the duration of their child attending the school.

Before signing, the Internet Acceptable Use Policy should be read carefully to indicate that the content is accepted and understood.

This form is in two parts.

- In the first part, the pupil is asked to sign the form indicating that she/he is willing to abide by the rules set out in the Acceptable Use Policy. This is to promote a sense of responsibility in the pupils and to promote good behaviour on the Internet.
- In the second part, parents are asked to give consent for the pupil to access the internet in accordance with the school's Acceptable Use Policy.

School Strategy

The school will employ a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet.

These strategies are as follows

- Internet sessions will be supervised by a teacher.
- Websites will be previewed and/or evaluated using the NCTE's website evaluation model before being integrated into lessons.
- Access will be allowed only to a listed range of approved sites.
- Filtering software will be used to minimize the risk of exposure to inappropriate material. (Safety net).

- The school will regularly monitor and archive pupils Internet usage by checking user files, temporary Internet files and history files.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis. (Norton Anti-Virus)
- The use of personal floppy disks or CD-ROMs in school requires a teacher's permission. World Wide Web
- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Student will report any material of the above nature to a teacher.
- Students will not spend time on non-educational matters and will use the Internet for educational purposes only.
- Students will not upload, download or otherwise transmit material that is copyrighted.
- Students will not disclose or publicize personal or confidential information for example classmates' home addresses, telephone numbers, name and location of their school without their teacher's permission.
- Students will not examine, change or use another person's files, user name or passwords, without their teacher's explicit permission.
- Students will be aware that any usage, including distributing or receiving of any information, school-related or personal, will be monitored.

School Web page

- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web.
- The publication of student work will be coordinated by a teacher.
- Pupils' work will appear, in an educational context, on web pages, with a copyright notice prohibiting the copying of such work without express written permission.
- Photographs of individual students will not be published on the school website. Instead photographs will focus on group activities.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The pupil will continue to own the copyright on any work published.

- **Data Protection Act**

The Data Protection Act 1998 was passed to deal with privacy issues arising from the increasing amount of personal information contained on computers. In accordance with the Act, the school will only publish pupil information that is relevant to the context of the web page. Parents will be informed about pupil information on the school website.

- **Sanctions**

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.

- **Internet Access Permission Form**

• I _____ am willing to abide by the rules set out in the Acceptable Use Policy regarding the use of the Internet at Bunscoil Mhuire.

- We _____ the parents give consent for our son/daughter to access the internet in accordance with the school's acceptable Use Policy.

Signed: _____

Date: _____

SCHOOL TOURS POLICY

Rationale

Taking into account the age and interest of the children and the curriculum being covered, school tours will be arranged by the school to present the children with a new environment in which they can observe, investigate and relate their findings to their own environment.

Tours will be arranged at the discretion of the Class Teacher.

Transport

- The transport organizer of the tour will ensure that
- Tenders are sought for all tours.
- A form of transport appropriate to the distance and the numbers travelling will be chosen, this may include public transport.
- The bus company/suppliers and drivers accept the following conditions.
- Conditions of Hire
- • All transport supplied will be suitable, well-maintained and fitted with safety belt as prescribed by Irish Road Traffic Regulations. Teachers have the right to refuse any bus they find unsuitable for their outing. If the bus proves unsuitable, a replacement will be supplied or the money refunded.
- The driver will be used to dealing with children and have a thorough knowledge of and follow the itinerary and timetable for the tour. The driver is responsible for the safety of the children while they are travelling but teachers have the right to intervene if it is felt the safety of the children is compromised.
- The group will have access to the bus for the full day.
- If the weather conditions are unfavorable the group will have the use of the bus for sheltering or for eating lunch.
- The incidental consumption of food (snacking) and singing on the bus - at an acceptable level - will be at the discretion of the teacher in consultation with the driver.
- Buses will be left as they were found.

- **Tour Kit**

1. Leaders will take a tour kit on all outings. These will be available from the office. The kit will contain
 - First aid materials, refuse and illness bags,
 - Money will be provided for emergency use.

- **General**

Cost - The teachers will ensure that the cost of the tour is reasonable and represents value for money. All children will be actively encouraged to save towards the cost of the tour. Teachers travelling together will agree and notify their group of the upper limit on spending money. This will be based on age and venue. The overall cost should reflect all public transport costs for any parent/teacher helpers.

Venue - Tours will be booked early in the 1st or 2nd term for a date as early as possible in the 3rd term. Teachers will be conscious of the likely "busier" days. The teacher will be "au fait" with the venue, with particular reference to educational opportunities afforded and services available (phone, toilets, emergency facilities).

Weather Conditions - Rain and head gear will be essential for all children and a change of clothes may be necessary, depending on the venue.

Tours List - A list of suitable tours for all classes will be available. Teachers will ensure that venues are suitable for pupils with special needs.

Reports - Where problems arise either with venue or transport, teachers will report back to the transport/tour organiser who will in turn discuss it with the Principal.

Conduct on Tours - Pupils' behaviour on tours will comply with the standard set down in the school's Code of Behaviour Policy. In certain circumstances parents may be asked to agree to a contract on behaviour. Where it is felt that a child's conduct would pose a safety risk or inhibit the educational benefit for themselves or others, the teacher may refuse the child permission to travel. Parents will be advised of this in advance.

Safety and Supervision - Teachers will be extra vigilant when taking children out of the school.

Special attention will be paid to road safety, behaviour on the bus, risks posed by particular venues (e.g. adventure playgrounds etc.). The minimum supervision ratio will be 15:1 (children to adult).

Informing Parents - Teachers will ensure that parents are given sufficient notice of

- a) Itinerary and Timetable
- b) Cost
- c) Special clothing necessary and packed lunch (no glassware).

All pupils will complete a school tours permission slip at the beginning of Junior Infants. This will have effect for the child's time in Bunscoil Mhuire National School.

- **Tour checklist**

Before the tour

- Venue booked
- Transport booked
- Individual parents informed of travelling embargo on disruptive pupils
- Timetable organised

Parents informed by standard letter

- Itinerary
- Timetable
- Cost
- Lunch arrangements
- Clothing necessary

Tour leader will ensure

- cheques for venues
- cheques for bus
- money for coffee
- emergency first aid kit (portable)

* check tour kits contain First aid materials, refuse sacks, illness bags, etc.

RECYCLING POLICY

Bunscoil Mhuire is an environmentally friendly school. We aim to do our best for the environment by helping to control litter and waste management.

We endeavour to reduce our waste and make the children more environmentally aware and to furthermore spread the “greenness” to our community.

- Paper and card are recycled in the big bin.
- All other waste can be placed in the smaller bin.
- A compost bowl to be kept and collected daily by 5th / 6th Class.
- Glass bottles are not allowed in school.
- All children are encouraged to use minimal packaging for lunches.
- We promote the use of flasks and re-usable drink containers.
- All other forms of packaging other than paper and card are to be brought home.
- The children within their gardening time are to maintain the compost heap.

APPENDICES

- **Appendix 1: Enrolment Policy**
- **Appendix 2: Enrolment Application Form**
- **Appendix 3: Administration of Medication Policy**
- **Appendix 4: Administration of Medication Form**
- **Appendix 5: Code of Behaviour and Discipline**
- **Appendix 6: Anti-bullying Policy**
- **Appendix 7: Mobile Phone Policy**
- **Appendix 8: Child Protection Policy**
- **Appendix 9: Assessment Policy**
- **Appendix 10: LS/RT Policy**
- **Appendix 11: Dignity at work Policy**
- **Appendix 12: Safety Health and Welfare at Work Statement (Including First Aid Policy)**
- **Appendix 13: Safety Representatives 'Checklist for School Inspections**
- **Appendix 14: Substitute Teachers' Welcome Pack**
- **Appendix 15: Starting School Booklet**