



**Bunscoil Mhuire**  
Youghal

📍 O'Brien's Place, Youghal, Co. Cork  
☎️ (024) 93234  
✉️ secbsm@bunscoilmuire.com  
🌐 www.bunscoilmuire.com  
Roll No. 20024C

# **Bunscoil Mhuire**

## **Plean Scoile**



**O'Brien's Place**

**Youghal**

**Co. Cork**

**School Year 2024/2025**



### PLEAN SCOILE

#### Organisational 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.bunscoilmuire.com](http://www.bunscoilmuire.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 first 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.

### TEACHING STAFF

The Principal is Eoghan Rua Ó Néill and the Deputy Principal is Marian Leamy.

There are 47 full time teachers, including the principal, admin deputy principal, mainstream class teachers, special class teachers, special education 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. Our current enrolment also includes Early Intervention Students.

### ANCILLARY STAFF

We have 25 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 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 expenses such as photocopying, computers, pupils' insurance, art, homework journal from 1<sup>st</sup> to 6<sup>th</sup> class and additional art and special stationery for junior classes, etc. The P.A. also runs fund-raising events throughout the school year.



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## Youghal

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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 520 pupils in Bunscoil Mhuire National School from Junior Infants to 6<sup>th</sup> class, ranging in age from 4 to 13 years. There are currently over 370 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 23 classrooms, 6 ASD classes and 8 resource rooms. Bunscoil Mhuire also has 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 8.45am
- 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 8.45 a.m. each morning and children walk straight to their classrooms. A morning supervision rota is in place to ensure the safe arrival of all children. Special arrangements are made with regard to children with SNA access, children in special classes and junior infants at the beginning of the school year. No responsibility is accepted for pupils arriving before 8.45a.m. All pupils are expected to have arrived by 9.00 a.m. when the school bell rings.

Infant Classes end at 1.45 pm. 1<sup>st</sup> to 6<sup>th</sup> 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 (1<sup>st</sup>/6<sup>th</sup>) as the school cannot accept responsibility for looking after the children after that time.



### **CHILDREN TRAVELLING TO AND FROM SCHOOL BY SCHOOL TRANSPORT**

In the case of children travelling by Bus from the accommodation centre in Redbarn, 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 organise family holidays to coincide with school closure times, as this is the reason for the standardised 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 1<sup>st</sup> to 6<sup>th</sup> 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 recognised 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 TÚSLA 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:

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](http://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 an email 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 Túsla'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 Túsla'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/email provided by Aladdin and paid for by the BOM.

## **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. has achieved Green School Status. The Green Schools Programme is a European Project to bring Environmental issues into the day-to-day running of the school.

### **EXTRA-CURRICULAR ACTIVITIES**

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

Subject choices may change from year to year.

### **INTRODUCTION FOR NEW PUPILS**

An open day is held each year usually in term 1 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. Children that are enrolled will also be invited for an induction afternoon, usually in term 2.

### **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 Junior end 10.45-11.00am Senior end 11.00-11.15am
- Lunch Break Junior end 12.30-1.00pm Senior end 1.00-1.30pm
- At break times, once the children have used the toilet they should line up in silence and put on their coats.
- 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

Junior Infants, Senior Infants Bottom Yard Concrete area

1<sup>st</sup> and 2<sup>nd</sup> class Top Yard Concrete area

3<sup>rd</sup> and 4<sup>th</sup> Class- Top Yard Concrete area

5<sup>th</sup> and 6<sup>th</sup> class- Bottom 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

Staff 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

- A morning snack is given to all children
- Hot lunches are provided to all children in the school using "The lunch bag"  
Lunch is given to 3<sup>rd</sup> to 6<sup>th</sup> class before they go outside and to Junior Infants to 2<sup>nd</sup> class when they return from yard.
- Children should eat lunches sitting at their desks.
- Children should put their own lunch waste back into the 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.
- Where children are not eating the hot lunch and choose to bring their own lunch Healthy lunches are encouraged, see also Healthy Eating Policy.
- The water in the classrooms is not suitable for drinking.
- There is a filtered water station that can be used if children need a refill.
- 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.
- We are confident that The Lunch Bag, our hot food supplier is fully compliant with the nutritional requirements as set out by the government in the Hot lunch scheme.

#### **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 (where applicable)

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

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

### TEXTBOOKS

Primary School books scheme.

Under the new free school books scheme all children will receive textbooks, workbooks and copybooks at the start of the new school year.

The school will fulfill the operational requirements of this scheme.

The parents must cover the 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 (Drumcondra Reading and Drumcondra Maths)
- (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, tests of number facts, end of year or end of term tests of what children have learned and retained.



Standardised tests also come into the category of formal assessment. In the first term of each year a Standardised Test in English (Drumcondra test) is administered and in the third term a Standardised Test in Mathematics (Drumcondra test) is administered by the class teachers. These tests are designed and standardised 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 60<sup>th</sup> percentile equals 60 percent of Irish children of the same age nationally. A child who scores at the 90<sup>th</sup> percentile equals 90 percent of Irish children of the same age nationally on the tasks measured. A child who scores at the 15<sup>th</sup> percentile equals 15 percent of their peers nationally on the tasks measured.

Results are given to parents as part of the annual report card sent via Aladdin in June. Teachers are to contact parents before the release of the report cards if there is a drop of two STEN scores from the previous years test. 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 1<sup>st</sup> – 6<sup>th</sup> class will have a Homework Journal.
7. The following are **Recommended Times to** be spent doing Homework.

5<sup>th</sup> / 6<sup>th</sup> Class - 1 hour max

3<sup>rd</sup> / 4<sup>th</sup> Class -  $\frac{3}{4}$  hour max.

1<sup>st</sup> / 2<sup>nd</sup> 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
- Texts and emails are sent home regularly via Aladdin app.. This is an efficient and cost-effective way of keeping in touch.
- Open Day for parents of new Junior Infants – first term. 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 reports are sent in June.
- Attend SSPP meetings where child is receiving this level of support
- Consultation throughout the year
- School Website [www.bunscoilmhuiire.com](http://www.bunscoilmhuiire.com), school facebook and Instagram page.
- 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 Organisation 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 5 th / 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.
- 5<sup>th</sup> and 6<sup>th</sup> 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 SPHD 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 6<sup>th</sup> 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
- Standardised 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.



## 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 pervious 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 & Vaping

- The school and its environs is a no smoking/vaping area in accordance with the Smoking Ban 2004.
- Students are not permitted to smoke or possess cigarettes or vapes on the school premises or in any other place.
- Visitors must comply with the no smoking/vaping policy.
- Pupils found smoking or vaping 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**

This policy has been formulated by Bunscoil Mhuire to assist teachers, pupils and parents in making an informed decision in relation to the safe and practical use of technology in education. This Policy applies to all of the school's "Devices", which means all computers, iPads, laptops and other IT resources that connect to the school's network.

#### **Aim of Policy**

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from 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 AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the Code of Behaviour– will be imposed. It is envisaged that school and parent representatives will revise the AUP regularly. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified.

#### **School Strategy**

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Internet sessions will always be supervised by a teacher.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.



- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- It is important that parents/guardians and pupils are aware of our Anti Bullying Policy in relation to social media.

### **Internet Usage**

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only during class time.
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable usage policy.
- Students will be aware that any usage, including distributing or receiving information, school related or personal, may be monitored for unusual activity, security and/or network management reasons.

### **Two Way Communication**

With the advent of Web 2.0, the Internet has become a two way communication system for the school and the wider community. Services such as Aladdin (Aladdin Connect), Seesaw, Facebook and other social media are being used by the school to communicate with parents, and also for parents to communicate with the school. These services, although not owned by Bunscoil Mhuire, form part of our web services and all content that is placed on these services falls under this policy. For example, any content on the school's website account follows the same safety rules, e.g. the showing of photographs, video, etc. The safety of our children on the web is of utmost importance so the following rules apply to the school and parents.



- Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age.
- Parents and guardians are encouraged to regularly check their child's online activity / digital footprint. Parents are encouraged to check social media apps (e.g. Facebook, Snapchat, Viber, Whatsapp, Instagram etc) on mobile phones and electronic devices to ensure they are aware of their child's online interaction with others and approve of same.
- Please do not "tag" photographs or any other content which would identify any children or staff in the school.
- If you are uploading a photograph, please ensure that it does not identify the child in any way. Please make sure photograph size is kept as small as possible (no bigger than 800x600 pixels)
- Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- Avoid any negative conversations about children, staff or parents on social media accounts.
- Please do not request to "friend" a member of staff in the school. The staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore a Facebook or other social network request.
- Please do not add advertisements to our wall without prior permission of the principal.
- Failure to keep the above rules will result in a permanent ban to our social media accounts.



### **School Website**

- Please note that the following points apply to the school's website and social media profiles, including but not limited to Facebook and YouTube.
- Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work may appear in an educational context on Web pages
- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Photographs, audio and video clips may be used.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names.

### **Distance Learning**

- In circumstances where teaching cannot be conducted on the school premises, teachers may use SeeSaw, Google Classroom, Zoom or other platforms approved by the Principal as platforms (the "Online Platforms") to assist with remote teaching where necessary.
- The school has signed up to the terms of service of the Online Platforms in use by the school.
- The School has enabled the most up to date security and privacy features which these Online Platforms provide.



- Parents can access Seesaw through the Seesaw Family App, there a family account will link all children in a family. Children can access Seesaw through the Seesaw Class App and view and submit work set by the teacher accordingly.
- If teachers are using Zoom, parents/guardians must consent to their child having a school email address as above to allow their child access to the lessons. Where the child does not have a school email address, parents can consent by submitting their own email address for their child to access lessons on Zoom.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms

## I-Pads

### Users' Responsibilities (including members of staff)

- Users must use protective covers/cases for their I-Pad.
- The I-Pad screen is made of glass and therefore is subject to cracking and breaking if misused: neither drop nor place heavy objects (books, laptops, etc.) on top of the I-Pad.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the I-Pad screen. I-pads will be cleaning after use by child and stored on the charging trolley.
- Do not subject the I-Pad to extreme heat or cold.
- Do not store or leave unattended in vehicles.
- Users may not photograph any other person, without that persons' consent.
- Devices must be surrendered immediately upon request by any member of staff.

### Safeguarding and Maintaining as an Academic Tool

- I-Pad batteries are required to be charged after a class uses them.
- Items deleted from the I-Pad cannot be recovered.
- Memory space is limited. Deletion of photos and videos will happen periodically by the Principal, ICT Co-Ordinator or Staff members.
- I-Pads must always be returned after use and are never to be taken home by children.
- If an I-Pad is found unattended, it should be given to the nearest member of staff.



### **Lost, Damaged or Stolen I-Pad**

- If an I-Pad is lost, stolen, or damaged, management must be notified immediately.

### **Prohibited Uses (not exclusive):**

- Accessing Inappropriate Materials – All material on the I-Pad must adhere to the ICT Policy.
- Illegal Activities – Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Violating Copyrights – Pupils are not allowed to have music and install apps on their I-Pad.
- Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate photographs or videos, nor will it be used to embarrass anyone in any way.
- Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of the Teacher or in the case of staff use.
- Use of the camera and microphone is strictly prohibited unless permission is granted by a teacher.
- Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.
- Jailbreaking – Jailbreaking is the process which removes any limitations placed on the I-Pad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.
- Inappropriate media may not be used as a screensaver or background photo.
- Bunscoil Mhuire reserves the right to confiscate and search an I-Pad to ensure compliance with this Responsible Use Policy.

### **Support Structures**

Bunscoil Mhuire endeavours to have support structures in place to ensure the appropriate use of electronic devices in school and to ensure staff, parents and pupils feel supported in same.

• The school will provide Internet Safety and Cyber Bullying lessons annually for pupils from Junior Infants – 6th class.

• The school, where possible, will provide Internet Safety and Cyber Bullying talks for parents and guardians annually to all parents in the school.



- Staff will partake in Continuous Professional Development in relation to AUP, internet safety and Cyber Bullying.

### **Sanctions**

Misuse of the Internet may result in disciplinary action, as outlined in the school's Code of Behaviour. Sanctions can include written warnings, Yellow card, Red Card, withdrawal of access and privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.



### 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 organiser 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,

- **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 via the Aladdin Connect App.

- **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

- Collection of invoice from venue for payment via school office
  - 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.
- Our hot lunch provider offers a service where everything is compostable.
- 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