

me as you would like to be treated.

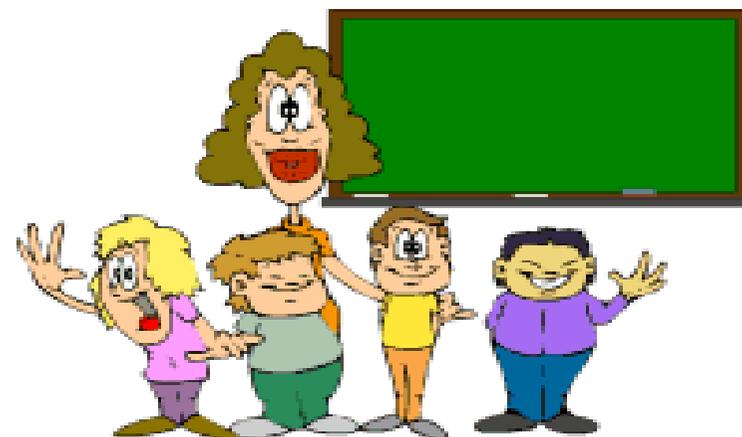
5. I am a special gift from God; please treasure me as God intended you to do, holding me accountable for my actions, giving me guidelines to live by, and disciplining me in a loving manner.
6. I need your encouragement to grow. Please go easy on criticism; remember, you can criticize the things I do without criticizing me.
7. Please give me the freedom to make decisions concerning myself. Permit me to fail, so that I can learn from my mistakes.
8. Please don't do things over for me. Somehow that makes me feel that my efforts don't quite measure up to your expectations.
9. Please take me to Sunday mass regularly; setting a good example from an early age.
10. Please don't be afraid to leave for a weekend together. Kids need breaks from parents, just as parents need breaks from kids.



# Clocha Rince

## NS

### Welcome Booklet



### **Contact Details**

Clocha Rince NS,  
Clogherinkoe,  
Moyvalley,  
Co. Kildare.

Telephone	046 9553428
Fax	046 9553428
Website	www.clocharince.ie
Email	secretary@clocharince.ie

### **Céad míle fáilte romhaibh go léir go SN Clocha Rince!!**

Your welcome pack includes;

- Clocha Rince Welcome Booklet
- Junior Infant Welcome Booklet
- DRAFT Code of Behaviour and Discipline Policy
- DRAFT Enrolment Policy
- Annual Consent Form
- Healthy Lunch Policy
- School Calendar 2011/2012
- Booklist

**Last Updated June 2011**

and hungry so a healthy snack and some quiet time, with or without you, will be just what they need after school.

Listen to your child! Make this a priority. They'll probably talk about their day in their own time so avoid pressing your child, but do give them opportunities to talk to you.

## **A CHILD'S TEN REQUEST-MENTS**

1. My hands are small; please don't expect perfection whenever I draw a picture or throw a ball. My legs are short; please slow down so that I can keep up with you.
2. My eyes have not seen the world as yours have; please let me explore safely. Don't restrict me unnecessarily.
3. Housework will always be there. I'm only little for a short time; please take time to explain things to me about this wonderful world, and do so willingly.
4. My feelings are tender; please be sensitive to my needs; don't nag me all day long. Treat

You may need to get into the term-time habit too. Write a list of all the things you'll need to organise, snacks and lunches, PE tracksuit, labelled plastic bag with change of clothes, School bag with books and utensils. Stick the list to the fridge and tick each item off as you sort it out.

Involve your child in getting ready for their first day. The evening before term starts you and your child can work together to lay out their uniform, bag and snacks.

Last of all set your alarm early for the first day - even the most organised parents and children need extra time to get ready for the big event.

### ***Your emotions***

Your feelings will guide your child's emotions. If you approach your child's first day with confidence that they'll be fine, using positive words about school and loving attention, their anxieties will be reduced.

**Saying goodbye at school may be very emotional for you. But try to send your child off with a smile and a wave along with the reassurance that you'll be there to collect them later. Remember even distressed children settle very quickly once you're gone, so make your leave loving but brief. Teacher will call you if there is any problem!!**

### ***The end of the day***

Do make sure you're a little early to collect your child at the end of the first few days - even a few minutes late can seem an eternity to a waiting child. Your child will probably be tired

## **Staff**

Principal Colm Byrne

Deputy Principal Rosaleen Mc Cabe

## **Teaching Staff**

Muiríosa Mc Carthy

Ruth Swords

Eithne Mhic Sheoin

Eimear Hurley

Aoife Fealy

Patricia Roche

Maria Canniffe

Hayley Murphy

Suzanne Murphy

Áine Hurley

Helen Fagan

## **Special Needs Assistants**

Allison O Connor

Geraldine Finley-Mulligan

Anne Mulraney

Vanessa Cullinan

**Secretary**

Liz Mallen

**Librarian**

Orla Flanagan

**Computer Teacher**

Joan Mc Guire

### **Board of Management**

Chairperson	Very Rev. Gerard Breen
Secretary	Colm Byrne
Staff Representative	Aoife Fealy
Treasurer/Community Member	Orla Flanagan
Parent Nominee	Patrick Oman
Parent Nominee	Karina Curley
Bishop's Nominee	Pat Byrne
Community Member	Peter Jones

The Board of Management is the management authority of the school. Two of its members are elected directly from the parent body. The Parent Representatives on the Board act as liaisons between the PA and the Board itself.

### **Parent Association**

The school has a very active PA. All parents/guardians are entitled to attend PA meetings and stand for election to the PA Committee. The PA Constitution is currently under development.

The PA's primary objective is to fundraise for the school and assist and support the pupils, teachers in ways which benefit the school environment as a whole. Clocha Rince NS is massively underfunded by the state and depends greatly on the PA's fundraising efforts.

### **Five ways to make school familiar for Junior Infant Child**

1. Point out the school whenever you pass it.
2. Tell stories about what you enjoyed at school and the fun things you did.
3. Build a school with your child from cardboard boxes or play-bricks, then act out some classroom scenarios with your child.
4. Read some positive books about starting school. Good titles include 'Topsy and Tim Start School' by Jean and Gareth Adamson or 'Starting School' by Alan and Janet Ahlberg.
5. Walk or drive to school together so your child gets to know the route. Note how long it takes so you leave in plenty of time on the first day.

### ***Plan ahead***

Shop for uniform and other equipment early - you're more likely to find things in the right sizes and you'll avoid the crowding of the last week before term starts. Make the shopping trip into a special event for you and your child and emphasise they're choosing their grown-up school clothes.

### ***The countdown***

If your child's in holiday routine - staying up late and rising late - then one week before term begins change their schedule. Gradually bring their bedtime back to a time suitable for school nights and introduce more regular eating habits with meals at set times.

Pupil details are made available to the HSE in line with the school's 'Data Protection Policy'.

### **Acceptable Use on the Internet Policy**

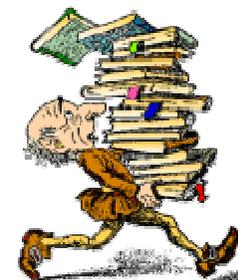
All parents/guardians and pupils from Junior Infants upwards are expected to sign the AUP once your child begins lessons on the internet. The school will teach and advise the children about appropriate behaviour while on the internet. Parents/Guardians are expected to talk to their child about same.

### **School Trips/Tours and General Leaving of School Premises**



Each class usually receives the opportunity at least once a year to leave the school to visit a destination organized by the teacher to supplement the delivery of the school's curriculum. The cost of these trips are met by the parents/guardians of the pupil. Please consult the Annual Consent Form for further detail.

### **Principal**



The Principal of Clocha Rince NS is an administrative Principal with a heavy workload. Parents are requested to request an appointment if they wish to meet with the principal. Parents should consult their classroom teacher firstly for all classroom related issues.

### **Mission Statement**

#### **School Schedule**

Clocha Rince NS aims to promote the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. Clocha Rince models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. The Catholic school provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the catholic faith.

### **Mission Statement**

Clocha Rince NS, Clogherinkoe, is a national school under the patronage of the Catholic Bishop of Kildare and Leighlin, for the education of children primarily from the Parish of Balyna and the town of Edenderry and surrounding areas. The school is committed to the aims and principles of the 'Revised Primary School Curriculum' (1999). It celebrates the uniqueness of each child as expressed in each child's personality, intelligence and potential for development. The school seeks to nurture the child in all dimensions of his or her life – spiritual, moral, cognitive, emotional, imaginative, aesthetic, social and physical.

Clocha Rince NS seeks to be a warm, welcoming place, respectful and accommodating of the diversity in race, culture, religion, gender and ability. We recognise the dignity and value of each person made in the image and likeness of God. We strive to provide an inclusive environment responsive to the needs of all, including members of the travelling community, refugees, foreign nationals or children with special needs. We aim to promote equity in all areas and to strive to provide extra support for any child with a learning disability or any learning difficulty.

The school accepts that some parents may not wish their child to be educated in the Catholic faith. The school will respect a parent's view in this regard.

#### ***Our curriculum aims to enable each child:***

- To live a full life as a child and to realise his or her potential as a unique individual.
- To develop as a social being, through living and co-operating with others and so contribute to the good of society.
- To prepare for further education and lifelong learning.

We aim to provide quality-learning experiences that are engaging, enriching and stimulating through a broad, balanced and relevant curriculum. Pupils do their best, respecting others and the school environment. Parents/Guardians encourage and positively support their child to behave in this manner. The Principal and teachers continue to make the school a centre of excellence in which high professional standards are maintained. Whole school policy development in

### **Correspondance Home**

The school will periodically forward notes home via your child. Please check your child's homework bag and/or school bag for same.

The school also operates a text-a-parent system to communicate information home. The first mobile number provided will be used for all texts. Please contact the school secretary to inform of any change of number.

Parents can also provide the school with an email address as a supplementary means of communication.

There is a monthly newsletter providing details of up and coming events, school calendar etc.

The homework journal is also used to communicate between home and school and should be checked regularly.

All messages are communicated in good faith that all families will receive them. The school will not accept any responsibility for failure of parent/guardian to receive correspondence due to circumstances beyond the school's control.

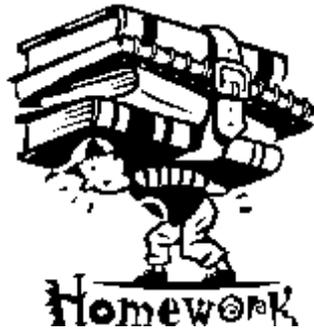
The school website [www.clocharince.ie](http://www.clocharince.ie) will also contain useful information.

### **HSE**

The Health Service Executive visits the school at regular intervals during the school year to administer hearing and sight tests to specific classes. The HSE also uses the school to administer inoculations and boosters for same.

## Homework

Each classroom teacher has their own particular stamp on how they give homework. A new Homework policy will be developed next year.



Homework supervision and completion is the duty of the parent/guardian. Parent/Guardian should sign the homework journal every evening after the journal entry has been checked against the homework completed. Parents/Guardians should check bags for homework exercises and notes.

curricular, administrative, organisational and pastoral areas will be central. This will involve regular reviews of policy and practice. Teachers lead the learning experience through good classroom management, the positive application of rules and the encouragement of each child to respect and follow the school's Code of Behaviour.

All school partners will strive to ensure a happy and safe environment exists for our pupils. Clocha Rince NS will continue to nurture and grow our pupils with a special interest in sport, music and Informational Technology. Information and Communication Technology and Digital Learning will be central to the learning experiences in our school. The pupils will be guided to an awareness and concern for our environment. The Green Schools initiative will be fostered through the school's Green School's Committee and the promotion of our Green Code.

The school views itself as an integral part of the parish and in partnership with parents seeks to nurture the Catholic faith through religious education, preparation for the Sacraments and through the ethos of the school. Religious education is provided for the pupils in accordance with the doctrine and tradition of the Catholic Church. Prayer is a feature of the school day and pupils are given opportunities to participate in liturgical celebrations arranged by the school. The school models and transmits a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. The policies, practices and attitudes of the school are inspired by Gospel values. Christ, Mary and St. Brigid are a familiar and attractive reality for the pupils and staff and are admired as the exemplars of the values.

We value most highly our relationship with parents and the local community and seek to continue to work with all school partners in our mission. We strive to foster a sense of community between management, teachers, parents and pupils and a sense of insertion into the wider community of the parish. The pupils are encouraged to participate in appropriate parish activities. We hope that the pupils will gradually acquire a sense of the Universal Church whose concern extends to all peoples.

**The school is a learning community. We promote and value lifelong learning for all. We urge all the school partners to work together, in good faith, to reinforce the shared values of home and school.**

### **School Policy**

The school has developed policy in many areas of school practice and organisation. These policies are continually updated and reviewed by all interested parties. The parent body is a key partner in the process of policy development. One representative per class may be elected to the Policy Development Committee. Staff, parents/guardians and pupils are expected to support and promote all areas of school policy.

By accepting a place for your child in Clocha Rince NS you have also agreed to accept all school policy .

The most immediate applicable policies will have been distributed to you. All policies are posted on the school website for your perusal.

### **Healthy School Lunch**

Parents/guardians will have received the school's 'Healthy Lunch Policy'. Please note all sweets, crisps and fizzy drinks are not permitted. Please provide your child with a healthy lunch and drink each day. Due to the increasing number of pupils with serious nut allergies, nuts are not permitted.

Pupils are asked not to swap lunches or offer their lunch to another pupil.

Teachers do not 'police' lunch time. Children are encouraged and advised to eat their full lunch but teachers do not monitor whether your child has eaten a full lunch.

### **School Uniform**

There is no official school uniform although some parents have organized a school jumper, which can be purchased in Dermott Hall, Edenderry.



Make every reasonable effort to ensure that your child will develop to his/her full potential.



Make every reasonable effort to ensure that your child's time in Clocha Rince NS will be happy and fruitful.

### Attendance

Each child is expected to attend school each day it is open. Child welfare legislation places an onus on parents/guardians to ensure full attendance.

Any absence from school must be accompanied by **written excuse from the parent/guardian stating the reason for absence.** This information is recorded by the school and passed on to 'The National Educational Welfare Board'.

If a parent/guardian has advance knowledge that a pupil will be absent on a particular day, please inform the class teacher beforehand.

The school is obliged to report any pupil that has exceeded 19 days absence to the Education Welfare Board.



### School Access

All pupils must be in the school line at the main door or 'Junior Infant Door' for 9:05am when the children are admitted into the building. Pupils are not supervised before this time.

Parents/Guardians of Junior Infant Pupils may enter the school building and accompany their child to their desk for the first month. After September JI pupils will be collected at the class line at the JI Door by their classroom teacher.

Parents/Guardians of Junior Infant children must collect their child promptly at 2pm from the rear door of the school. The Junior Infant teacher will line the children up at the door and release the pupils to each individual parent/guardian. JI pupils will never be released to an unknown individual.

Parents/Guardians wishing to collect pupils before the designated time **must report to the school secretary to sign your child out. For child protection purposes, non members of staff are not permitted to approach/enter a classroom during the school day.** The school secretary is the only port of call when visiting

the school unless otherwise directed by a member of staff.

Pupils arriving after 9:15am must be accompanied by a parent/guardian to the school office to sign the Late Book. **Never allow your child to enter the school grounds unaccompanied after this time. This way we can be sure your child is cared for by a member of staff.**

Please consult the section of the Health & Safety Policy which relates to the above. This is included in your 'Welcome Pack'.

### **Code of Behaviour & Discipline** **&** **Anti-Bullying Policy**

This policy has been developed to positively encourage and promote the high standard of good behaviour associated with pupils of Clocha Rince NS. The policy also sets out the sanctions the school can impose for any behaviour contrary to the Code.

The behaviour of your child at school and elsewhere is the sole responsibility of you, the parent/guardian. The parent/guardian is the primary educator. The school reinforces the good standard of behaviour that is modelled and taught in the home by the parent/guardian.

### **What You Can Expect From the School**

Parents/Guardians can expect that the school will;



Act in the best interest of all the pupils of the school.



Deliver the full primary curriculum.



Aid your child's mental, social, physical and spiritual development through the delivery of the Primary Curriculum.



Provide your child with equal opportunity during the delivery of the Primary Curriculum.



Make every reasonable attempt to ensure your child's safety and good well being while under school supervision.



Monitor your child's development, report regularly to parent/guardian, and provide assistance for remedy/support as appropriate.

expected to promote the same high standard of work expected by the school.



Each Parent/Guardian will take an active interest in their child's social and educational development by providing your child with extra curricular opportunities appropriate and specific to your child. This may include educational trips, dancing/music/art lessons, involvement in community sports groups etc.



Each Parent/Guardian will take an active interest in their child's moral and spiritual development.

Parents/guardians should be conscious that the school is not an extension of the home environment.

School life is very different to home life. Parents & pupils must respect this fact and not have unreasonable expectations of the school. School life is stricter regarding behaviour. There are also more restrictions placed on each pupil to ensure effective and efficient school management.

The objective is that each pupil be assimilated into the school setting by becoming aware of the behaviour expected of them as distinct from being at home. Parents/guardians have a central role to play in assisting your child with this process.

Pupils will encounter new experiences and social situations. Though the school strives to ensure an environment which creates positive, happy and stimulating experiences, it can be upsetting for you, the parent/guardian if your child becomes upset for some reason. You should comfort, reassure and talk to your child if there is such an occurrence. Remember children learn from all life situations even the 'not so nice ones!'

Your child's classroom teacher can be informed of any concerns you may have regarding your child's development at school.

**Never approach any pupil with any issues you may have with them. Speak to the child's parent and/or classroom teacher.**

## School's Expectations of Parent/Guardian & Pupil



Each child will arrive on time for class.



Each child will arrive with all the materials required for their school day.



Each child will be washed and groomed and provided with clean clothing.



Each child will arrive fit for the school day, having slept for minimum of 10 hours the night before. **A tired child will not learn!**



Each child will be healthy coming to school.  
**Children who are ill should not be sent to school.**



Each child will show utmost respect for school staff, school property, school policy and each other.



Each parent/guardian will show utmost respect for school staff, school property, school policy and each other.



Parent/Guardian will espouse respect of a parent's/guardian's and teacher's authority by their child. Parents/Guardians should never undermine the school, school policy nor classroom teacher. Authority and the good will of your child's teachers should always be respected regardless of whether a parent agrees with a school's decision and/or course of action.



Each Parent/Guardian will take an active interest in your child's educational development through involvement in your child's class work. This is done by following school guidelines regarding parental involvement. Parents are