

# ST. CLARE'S PRIMARY SCHOOL CAVAN



## INFORMATION BOOKLET 2018/2019

Telephone No: (049) 4332671

School Website: [stclarescavan.ie](http://stclarescavan.ie)

Email: [stclares12@gmail.com](mailto:stclares12@gmail.com)



## **A WORD OF WELCOME**

On behalf of the Board of Management and Staff of St. Clare's Primary School I would like to extend a warm welcome to the children and their parents who will become part of our school community. It is our sincere wish that the time you spend here will be rewarding and positive. Our commitment to the development of each individual child is encapsulated in our mission statement:

### **MISSION STATEMENT**

**St. Clare's Primary School is a Catholic Primary School which strives to provide a well ordered, happy and secure atmosphere where the self-esteem of each child will be enhanced and the educational, spiritual, moral and cultural needs of each child identified and developed with compassion, enthusiasm and due regard for the child's individuality. St. Clare's Primary School promotes excellence in teaching and learning.**

## St. Clare's Primary School Cavan

The following aims and values are prioritised in St. Clare's Primary School:

- St. Clare's Primary School is committed to the holistic development of the child and will ensure that a broad and balanced curriculum is provided for every child. A range of extra-curricular activities are also organised.
- Parental Involvement in the education of their children is valued within St. Clare's Primary School where it is fostered and encouraged.
- Regular Attendance at school is crucial if every child is to realise their potential.
- St. Clare's Primary School promotes a Catholic ethos with due recognition for all other religions.
- St. Clare's Primary School is committed to addressing the needs of children who are disadvantaged and will strive to ensure that all pupils develop a healthy respect for people from all social, religious and ethnic backgrounds.
- Staff at St. Clare's Primary School recognise the importance of early identification of learning difficulties and will strive to ensure effective intervention and support.
- The Irish Language, Culture and Traditions are highly valued in St. Clare's Primary School and every effort will be made to ensure their development.
- Gender Equity is promoted within St. Clare's Primary School.
- St. Clare's Primary School is committed to inclusive planning and reviewing processes within the school community so that change can be managed effectively.

*Alma Leonard*

School Principal

## **SCHEDULE FOR CATHOLIC SCHOOLS**

St. Clare's Primary School is a Roman Catholic School and 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 loving relationship with God and with other people.

The school 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 traditions of the Roman Catholic and promotes the formation of the pupils in the Catholic faith.

## EDUCATION

St. Clare's Primary School, Cavan provides a broad and balanced education in all curricular areas as laid out by the Department of Education & Science

English	Irish	Maths
Social, Personal & Health Education		Music
Physical Education	History	Geography
Science	Drama	Visual Arts
Religion		

St. Clare's Primary School promotes a Catholic Ethos and the Catholic Religious Programme is followed in all Classes. Children are prepared for First Communion in Second Class and for Confirmation in Sixth Class.

Parents of other denominations who do not wish their children to participate in religious studies may request an exemption in writing to the school. These children are given an alternative task or activity but usually remain within the classroom.

St. Clare's Primary School promotes the prevention of Learning Difficulties and Early Intervention where difficulties are detected. Parents are consulted about such recommendations and all referrals to Learning Support which may be provided in a small group situation, within the classroom or on a withdrawal basis. There are a number of teachers trained to deliver the Reading Recovery Programme which is an intensive, individual programme provided for some children within Senior Infants and First Classes. Extra Support is also provided for children whose first language is not English. There are also a number of trained Maths Recovery Teacher who deliver the Maths Recovery Programme which is an intensive programme provided for some children on an individual, group or whole class basis.

### FACILITIES

Computer Room

Parents Room

Assembly hall and stage with lighting and sound equipment

Interactive White Boards in all classes

Data Projectors in all classrooms

Wide range of up to date equipment and resources in all subjects

## EXTRA CURRICULAR ACTIVITIES



### Include:

- After School Sports  
e.g. Football, Camogie, Athletics, Mixed Sports.
- Lunch Time Sports Programme  
e.g. Indoor Camogie, Basketball, Athletics
- Gymnastics, Drama, Art
- Computer classes and After-School Computer Club
- Quizzes
- School Marching Band & traditional music group
- Accordion & keyboard classes
- Violin classes for infants & first classes
- School choirs
- German/ French for 6<sup>th</sup> class
- Dance
- Chess

## GUIDELINES FOR PARENTS

Parents are asked to ensure that their children are in their class lines at 8.50a.m. It is important that your child gets the best start to the day by being on time.

The school doors will open at 8.50 a.m. Children are collected from their lines in the playground & brought directly to class by their teacher. **The school does not accept responsibility for pupils who enter the school grounds before 8.50 a.m.**

Infant children finish school at 1.30 p.m. and parents are asked to ensure that their children are collected on time. Children in classes from first to sixth finish at 2.30 p.m. **The school does not accept responsibility for children after this time.**

If you wish to collect your child early from school please make prior arrangements with class teacher. An Early Departure Form which is available in the secretary's office must be signed. Please note the office is not open between 12.20 and 12.50 each day.

Children are **not allowed** to leave school premises during the school day at any time unless they are accompanied by a teacher or collected by a parent or guardian and with the knowledge of school personnel.

A copy of school holiday arrangements for 2018/2019 are at the back of this booklet. Notification of half-days will be given one week before the day. Text-a-Parent Service is also in operation for whole school or class notices only. The school issues a School Newsletter per term. Our school website is also updated regularly

Parent-Teacher meetings are organised once a year. Should you wish to speak with your child's teacher at any other time please phone the school to make an appointment. Meetings with class teachers at class doors to discuss a child's progress/concerns are discouraged on a number of grounds:

1. A teacher cannot adequately supervise his/her class while at the same time speaking with a parent.
2. It is difficult to be discreet when so many children are standing close by.

## St. Clare's Primary School Cavan

3. It can be embarrassing for a child when his/her parent is talking to the teacher at a classroom door.

Occasions occur where a parent needs to speak to a teacher urgently. Sometimes these meetings need to take place without prior notice. The principal may facilitate such meetings if possible.

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

Please inform the school of any changes to contact details submitted on application for enrolment as soon as possible. It is essential that we have current and updated details of addresses and phone numbers. **Parents are responsible for ensuring that we have correct contact details in case of emergency.**

### **Access to Records**

Parents are entitled to an account of their child's progress in school. First to 6<sup>th</sup> Classes participate in a National Standardised Assessment (in English and Maths) every year. Parents are informed by the class teacher of results of tests on the school report in summer. Parents who wish to access their child's school records must do so in writing to the Principal Teacher. Records provided include Attendance, Standardised Tests, Diagnostic tests (if applicable), Discipline, Medical/ Psychological (if applicable) and end of year reports. St. Clare's Primary School retains all school records in a safe place for nine years after the child leaves 6<sup>th</sup> class. Parents will be asked to provide proof of guardianship in order to access records.

### **Custody/Separation**

The BOM and staff of the school encourage parents experiencing separation to come and speak **confidentially** to the teachers and/or principal. It is our aim to handle such matters with sensitivity and compassion and ultimately our primary concern is for the well-being and overall development of the child. When the child spends time in two homes it is requested that the school be provided with both sets of emergency/contact numbers. Regarding the collection of children from school, it is requested that the school be informed of any changes in the collection arrangements by note. It is assumed that when we wish to communicate with parents regarding their child, the parent contacted (i.e. the parent with whom the child principally resides) will inform the other parent of meetings, arrangements etc. Special arrangements for separate communication can be accommodated. In the absence of a custody

## **St. Clare's Primary School Cavan**

arrangement, both guardians will be treated as equal partners in terms of parenting rights and responsibilities.

**The school cannot be asked to withhold a child from either guardian in the absence of a custody arrangement or court order.**

### **Relationship and Sexuality Education**

In circular 2/95 issued by the Department of Education and Science the minister requested all schools to introduce Relationship and Sexuality Education (RSE) as part of the curriculum. In the 1999 curriculum RSE was included in Social Personal and Health Education (SPHE). The content of the schools 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 will 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 centred and reflect the age and stage of development of each child. Parents are invited to an information meeting if they wish to discuss the more sensitive aspects of the programme.

### **Care of Hair**

Parents are asked check their child's hair regularly for outbreaks of head lice. If there is an outbreak of head lice in a class, all parents of pupils in that class are informed by note and asked to take immediate action to treat infestation. Girls with long hair should have it tied up or back. Untreated headlice will not be ignored as it is a public health issue.

### **Attendance**

Regular attendance at school is vital. If your child is absent for any reason please send a note of explanation to the school on their return. Under the Education and Welfare Act 2000 records of these explanations must be kept in school for inspection and names of children who miss 20 days or more in any school year must be referred to the National Education Welfare Board. St. Clare's Primary School will inform parents when their child has missed 15 days or more.

## St. Clare's Primary School Cavan

<b>Guidelines for common CHILDHOOD ILLNESSES</b>		
Illness	Symptoms and signs	What to Do
Fever	Temperature- 100.4 F or 38.0 C	Stay home must be fever free for 24hrs before going back to school.
Headache	If the child can't do normal activities	Stay Home
Vomiting	More than 2 times in 24 Hrs or if diarrhoea also	Stay home until 24 hrs after last episode
Diarrhoea	More than 3 times in 24 hrs	Stay home until 24 hrs after last episode
Sore Throat	If not eating or fever	Back as soon as well or 24 hrs after starting antibiotic if prescribed.
Cold Symptoms	Stuffed or runny nose, sneezing mild cough.	No need to stay home.
Cough	If the cough disrupts normal activities...	Return to school after Doctor has cleared child of serious illness e.g. whooping cough.
Asthma	If your child can't do normal activities or coughing a lot...	Needs to see Doctor or asthma nurse to review treatment.
Conjunctivitis (red eyes)	With yellow or green puss	Seek treatment and return after 24 hrs.
Chicken Pox	May have fever, abdominal pain, sore throat, headache, or feeling sick a day or two before rash appears.	Return when blisters are dry and crusted over.
Hand foot and mouth Disease	Not infectious once rash appears	No need to stay home unless drooling.
Impetigo.	Blisters developing on patch of red itchy skin., soon forming crusty yellow-brown sores.	May return 24hrs after starting antibiotics, 48hrs after starting antibiotic cream. Sores must be covered with dressing.
Ringworm	Ring shaped oval patch of scaly red skin.	Return after starting treatment. Keep area covered.
Head lice	Spread directly from head to head.	Must be treated. No need to stay home.
Dentist or Doctor visit		Back to school afterwards unless advised to stay home.
<b>Produced in association with Dr Van der Spek, HSE Drumalee, Cavan.</b>		

## **CHILD SAFEGUARDING STATEMENT**

St. Clare's Primary School, Cavan is a school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Primary and Post Primary Schools 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of St Clare's, Cavan has agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is Alma Leonard

The Deputy Designated Liaison Person is:

- 1) Marie Brady
- 2) Eithne Doyle

- 3) The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and

## St. Clare's Primary School Cavan

- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

### 4) The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DES website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
  - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages Board of Management members to avail of relevant training
  - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.

### St. Clare's Primary School Cavan

- In this school the Board has appointed the abovenamed DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the child safeguarding statement.
  - All registered teachers employed by the school are mandated persons under the Children First Act 2015.
  - In accordance with the Children First Act 2015, the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is attached as an appendix to this statement.
  - The various procedures referred to in this Statement can be accessed via the school's website, the DES website or will be made available on request by the school.
- 5) This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association and the Patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 6) This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on 7/03/2018

Signed by: Paul Surlis  
Chairperson of Board of Management

Signed by: Alma Leonard  
Principal/Secretary to the Board of Management

# HOMEWORK



Parents are asked to check that their child has completed all homework given by the teacher - written work, oral work and reading and to ensure that each pupil has all they need for the school day - lunch, pencils, copies etc. If you are unsure about any aspect of the homework routine please arrange to meet the teacher.

## Recommended Homework Times

Junior/Senior Infants:	15 Minutes
First/Second Class:	30 Minutes
Third/Fourth Class:	45 Minutes
Fifth/Sixth Class:	1 Hour

## **SCHOOL UNIFORM**

Pupils must wear the appropriate School Uniform at all times. Children who do not wear the appropriate school uniform may be asked to change into a uniform supplied by the school. School footwear should be flat. Neat earrings may be worn. Nose rings, lip rings, belly rings etc are not allowed. Make-up is not permitted. To avoid loss of personal property - jumpers, coats, tracksuit tops, lunch boxes etc should be marked.

### **Uniform**

***Dark Green Jumper with School Crest***

**Red Polo Shirt**

Tartan Skirt or Pinafore

(Pinafore may be more suitable for smaller children)

Navy or Black Tights

Navy Trousers

PE Uniform (to be worn on designated P.E. days only)

Plain navy tracksuit bottoms

**Designer gear is not permitted.**

**PLEASE LABEL ALL ITEMS**

**Uniform available from**

**Charles Fay Drapery  
Main Street  
Cavan**

**Or**

**Uniformity  
New Court  
Cavan**

## HEALTH & SAFETY GUIDELINES

1. St. Clare's Primary School promotes a **Healthy Eating Policy**. A healthy lunch is provided free of charge. If parents choose not to avail of the lunch provided they may provide a healthy lunch which must not include fizzy drinks, chocolate, sweets or crisps. Chewing Gum is not allowed in St. Clare's Primary School
2. Mobile phones are not allowed in school except by prior arrangement with Class Teacher and Principal. Phones must be left into Bernie's office in the morning & collected after school.
3. Tippex, Cigarettes, Aerosols are not allowed in school.
4. In the event that your child is taking medicine including inhalers the school must be informed in advance & a consent form signed.
5. All medications, inhalers etc. to be kept in a locked secure place in the secretary's office during the school day.
6. Parents are asked to sign a Consent Form giving the school permission to bring a child for medical attention in the event of the child have an injury or accident and the parents not being contactable.
7. Supervision will be provided on the yard during breaks by members of the teaching staff: 1 or 2 adults in each of the 4 outside areas. Special Needs Assistant will supervise the children to whom they are assigned during playtime interaction.
8. A pupil who shows signs of illness should be kept at home. Requests from parents to allow their child to stay inside during break times cannot be facilitated. A child who is too sick to play with his peers or go outside during break times should not be in school. The school is unable to provide adequate supervision both inside and outside the school, during break times.
9. Children will not be supervised after their school official finishing time unless they are involved in After-School Activities e.g. Homework Club, Sports etc.  
**In which case they should be collected as soon as the activity ends as supervision will not be provided later than this. The Board of Management cannot accept responsibility for children after school hours.**
10. Pedestrian Access to the school yard is via gate at "Convent Mews" and via the gate at the main entrance. There is **no pedestrian access** at Staff Car Park Entrance.
11. Access to school building is through main gate & door only.  
The Main Door is closed at 9.10 a.m. and anyone (parents/pupils or visitors) wishing to gain access to the school must ring buzzer at door/ gate

## **CODE OF BEHAVIOUR/CODE OF DISCIPLINE**

### **Roles and Responsibilities of Staff Members in relation to Behaviour.**

St. Clare's aims to provide a caring environment for the entire school community. All teachers share responsibility for good order in the corridors, school grounds and during school events. Teachers are primarily responsible for maintaining discipline in their own classes. For misbehaviour the teacher will impose an appropriate reprimand and / or appropriate sanction.

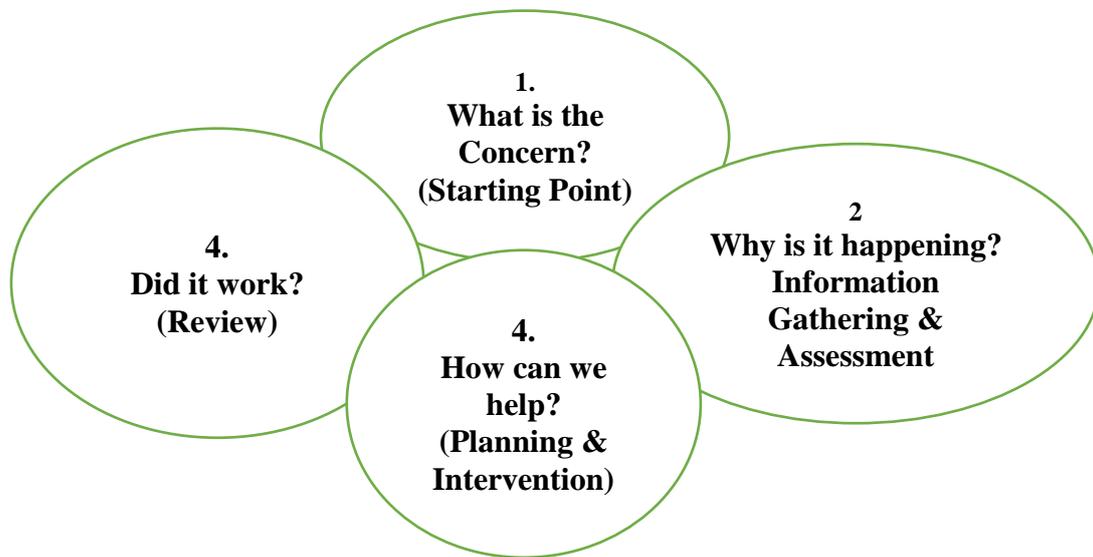
### **System of Referral and Procedures**

Teachers keep written records of breaches of discipline by pupils. Records of serious breaches of discipline are retained on file by the principal. The degree of misdemeanour i.e. minor, serious or gross will be judged based on a common sense approach with regard to gravity and frequency. Each teacher will draw up the ground rules with their own class and a copy will be sent home in September. Pupils will also be aware of positive rewards for good behaviour and work (***Compliment Bug policy, Clare's Credits, In-class Reward Systems*** etc. See Appendix III) and sanctions which can be given where appropriate, to correct behaviour.

St. Clare's operates a positive proactive approach to encourage good attendance. Procedures regarding this approach are outlined in Appendix II of this document. Homework is an integral part of every child's education as it supports and reinforces the work which has been previously taught in various curricular areas. The format and expectations for homework will be explained to pupils and their parents at the beginning of the school year. Guidelines will be given from our school policy on homework about the length of time homework should take etc and we ask parents to ensure that homework is completed. Pupils who do not complete homework assignments on a regular basis and, without good reason will be reprimanded in accordance with our Code of Behaviour. Parents are asked to send a note or contact the school by telephone if their child had a particular difficulty in completing home-work tasks. A teacher will refer a pupil directly to the Deputy Principal or Principal only in the event of a serious breach of discipline. Teachers do not remove pupils from the classroom and leave them unsupervised outside the classroom. If immediate intervention is necessary, another pupil will be sent to the Deputy Principal or Principal with a message explaining the problem. Where there are

## St. Clare's Primary School Cavan

persistent occurrences of behavioural difficulties in St. Clare's we will endeavour to utilise a *Problem Solving Process Approach*



When concerns cannot be met through our whole school framework and classroom structures and supports, St. Clare's will endeavour to meet the needs of pupils who fall into such a category by implementing a continuum of support as advocated by NEPS. Such pupils will be supported through a three stage process of classroom support, school support and school support plus up to the point of benefiting from the development and implementation of an individual behaviour support plan. St Clare's has in place clear procedure for investigating alleged incidents of bullying within the school. (See Anti Bullying Policy)

**The following are the sanctions to be used for dealing with inappropriate or disruptive behaviour. These have been agreed by staff, parents and Board of Management**

- Verbal reprimand
- Verbal contact with parents (optional at any stage)
- Additional work (older classes only)
- Removal from class for a period of time or removal from a particular area of the playground following misbehaviour
- Detention during school time
- Withdrawal of everyday privileges i.e golden time, extra PE, compliment bug party

## **St. Clare's Primary School Cavan**

- Formal contact with parents
- Withdrawal of more significant privileges i.e school tour
- Use of an individual behaviour plan ( optional at any stage in consultation with parents)
- Formal Report to Board of Management
- Temporary Suspension
- Permanent Suspension in accordance with the; **Education Welfare Act (2000)** and **Developing a Code of Behaviour: Guidelines for Schools(2008) NEWB**

All of the above may be carried out by the class teacher, Principal, Deputy Principal or any teacher in charge at the time of the misdemeanour

### **Procedures for Suspension and Expulsion**

Where there are repeated instances of serious misbehaviour, the Chairperson of the Board of Management will be informed and the parents will be requested in writing to attend at the school to meet the Principal regarding Temporary Suspension. Suspension will be in accordance with the; **Education Welfare Act (2000)** and **Developing a Code of Behaviour: Guidelines for Schools(2008) NEWB**. In the case of gross misbehaviour the Board will authorise the Chairperson or the Principal to sanction an immediate suspension, pending a discussion of the matter with the parents. Permanent Suspension may be considered in an extreme case in accordance with the Education and Welfare Act. (2000). Parents are welcome to contact the Principal to discuss any problem their child may be experiencing in school and can make an appointment by telephoning 049 4332671.

(Signed by Paul Surlis, Chairperson, BoM on 26/08/2016)

### **Appendix I**

#### ***Agreed Procedures to Support Smooth Day to Day Running of the School Around the school***

While walking around the school the following will apply:

- Single file
  - Move around quietly
  - Whole classes to be accompanied by teacher with the use of stopping places to maintain good order
  - Messengers (2) - walking quietly
- Any pupils found running in corridors are reported to class teacher.

## St. Clare's Primary School Cavan

### Lunchtimes

During lunchtimes the following will apply:

*12.20 all teachers will accompany their classes to the hall and remain with them until the teacher on yard duty takes over.*

- Each class are required to sit in 2 rows facing each other.
- If benches are used 4 children must be present when lifting a bench
- Pupils remain seated for the first 10 minutes while lunches are being eaten
- Pupils to raise a hand to request attention
- Once the bell has been rung pupils stand up quietly.
- Children to put lunch bags in storage bins (as far as possible pupils are encouraged to take home unused lunches and refuse in lunchbags)
- Wet break time - pupils sit in their 2 rows, class teacher sends wet day activity box with class or watch a DVD
- Pupils are forbidden from returning to their classrooms or back into the school building during 'play-time'.
  
- **Toilets at Rooms 9, 10 & 11 to be used for pupils in the hall at lunchtime.**
- **Toilets at Prefabs 3A&3B to be used when pupils are outside.**

**Lining up outside:** All pupils are reminded to go to their line-up areas immediately after the bell rings. Teachers on yard areas bring the pupils to attention to say the prayer and classes wait quietly to be collected by their class-teachers.

To encourage good behaviour pupils will be rewarded by a system which awards

- Classes that remain seated in their class-line while eating lunch.
- Classes that line up promptly and quietly.
- Classes that keep their 'area' clean and neat.

Children to be awarded with Ludo Board Moves, Golden Time and Clare's credits

## **St. Clare's Primary School Cavan**

### ***Consequences for not lining up quietly in the hall or in the yard.***

- The line will receive a warning.
- If behaviour persists the line will be last to go outside and class teacher will do some extra work about working cooperatively and respectfully with others

In both instances the class teacher will be informed and will be asked to remind the class of the behaviour that is expected at lunchtime

### **Morning Time**

Pupils line up at designated areas outside in the school yard from 8.40. When the bell rings pupils stand quietly.

- Pupils wait quietly and are accompanied to their classroom by the class-teacher.
- Parents are asked to leave the children with the class teacher at this time

### **Appendix II**

#### **School Reward System:**

Our school reward system provides whole classes as a group to be rewarded for good behaviour. The underlying philosophy is one of 'catch them being good'. The system allows for teachers to give rewards either to individuals on behalf of their classes or to the whole class for instances of positive behaviours.

In an effort to promote good behaviour in school, each class will have a copy of a 'Ludo' game board called, '4 in All Win!'

Each class will choose rewards for each of the four coloured sections of the board e.g. once the red section is full they could get extra playtime on the yard. Once the yellow section is full they could get to bring in their favourite toy/game etc...

Once all sections have been filled in they can get an extra special treat of their choosing in consultation with their teacher. Classes will get to move along the game board for quiet lining up, good manners, walking around the school quietly and in single file, holding doors open/standing back for teachers to pass etc. Staff can decide on a monthly/termly basis what particular behaviour they would like to see an improvement in and award classes accordingly when the positive behaviour is observed. If a class fill their entire board they can then choose different treats for each section and begin again.

## St. Clare's Primary School Cavan

### Clare's Credits Awards System

Each child has a booklet and each teacher has a stamp to give a stamp for either a subject, behaviour or positive attitude. We envisage that each child should fill two booklets in the school year so that should give an idea of how often to give stamps. Each staff member can give awards within the class perhaps when a child finishes a page of the booklet. This booklet should not impinge in any way on each individual teacher's own award system within the class. Once a child has completed a booklet they go to the Principal and they can then be rewarded with a homework pass, a pen/pencil or both. We suggest that homework passes are not given out too easily within the classes own award system so that such a reward stays an effective award for the principal to give. Learning support staff can also give a stamp to a child. Children who have completed a booklet can be brought up onto the stage and given extra praise maybe once per month/term.

### Attendance Initiatives:

**PERFECT ATTENDANCE:** Each class will have the letters that spell out 'PERFECT ATTENDANCE.' For each day that the entire class is present the children get to put another of the letters on their door. The aim is to spell out 'PERFECT ATTENDANCE.' Once they have the two full words on their door they go to the principal to collect a gold star for their door, a homework pass and a ticket for each child for our termly attendance raffle. They place the gold star on their door to show they have had 'PERFECT ATTENDANCE' and they take the letters down to begin again. The aim is to get as many stars for your door which means lots of tickets in our attendance raffle.

**ATTENDANCE RAFFLE:** Each child who has missed 2 or less days within a term get to put a ticket in for our termly ATTENDANCE RAFFLE. Poor Attenders on our '20 days or more missed' list can have a ticket in the draw if they have missed 5 or less days within the term. All tickets are put back in the box after each raffle for our big raffle prize of a bike at the end of the year.

**BEST CLASS ATTENDANCE:** Each month the class with the best percentage of attendance for that month will get extra tickets for our attendance raffle. Their achievement is recorded on our attendance notice board.

**100% ATTENDANCE** Any child with 100% Attendance for each term gets a certificate and a pencil.

St. Clare's has in place clear procedure for investigating alleged incidents of bullying within the school. (See Anti Bullying Policy)

## I.C.T. POLICY



Principal Mrs Alma Leonard

ICT Co-ordinator Mrs Claire Clarke

Emma Fitzpatrick

November 2016

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 AUP - will be imposed.

It is envisaged that school and parent representatives will revise the AUP regularly. Before signing, the pupil internet agreement should be read carefully to ensure that the conditions of use are accepted and understood.

### School's 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:**

#### General

- 1 Internet sessions will always be supervised by a teacher.
- 2 Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- 3 Students will be provided with training in the area of Internet safety.
- 4 Uploading and downloading of non-approved software will not be permitted.
- 5 Virus protection software will be used and updated on a regular basis.

## **St. Clare's Primary School Cavan**

- 6 The use of personal memory sticks, CD-ROMs, or other digital storage media in school is not permitted.
- 7 Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

### **World Wide Web**

- 1 Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- 2 Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- 3 Students will use the Internet for educational purposes only.
- 4 Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- 5 Students will never disclose or publicise personal information.
- 6 Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- 7 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.

### **Email usage during school hours**

- 1 Students will use approved class email accounts under supervision by or permission from a teacher.
- 2 Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- 3 Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- 4 Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- 5 Students will note that sending and receiving email attachments is subject to permission from their teacher.

### **School Website**

1. Pupils will be given the opportunity to publish projects, artwork or school work on the world wide web in accordance with approval processes regarding the content that can be loaded to the school's website
2. Each class blog and noticeboard will be regularly checked by class teachers to ensure that there is no content that compromises the safety of pupils or staff.

## **St. Clare's Primary School Cavan**

3. The publication of student work will be co-ordinated by a teacher.
4. Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
5. The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission. Video clips may be password protected.
6. Personal pupil information including home address and contact details will be omitted from school web pages.
7. The school website will not publish a child's name and photograph together.
8. Pupils will continue to own the copyright on any work published.

### **iPads**

1. Students should never leave their iPad unattended when in use
2. Students should follow teacher's instructions accessing only the applications to which the teacher has agreed.
3. Students require permission before sending any form of electronic message.
4. Audio or video taken at school cannot be transmitted, broadcast or transferred without the teacher's permission.
5. The camera and audio recording functions may only be used under the teachers' direction.
6. Identity theft (Pretending to be someone else) is in direct breach of the school's acceptable use policy.
7. In the event of a child accidentally accessing inappropriate material or images during a lesson, the student will immediately minimize the page and report the incident to the class teacher without attracting the attention of other students.
8. iPads must be handled with care at all times.
9. Any damage to the device must be reported immediately to the teacher.

## **St. Clare's Primary School Cavan**

### **Personal Devices**

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy. Mobile phones may be brought to school under exceptional circumstances and with the permission of the teacher/principal (must be off during school) and sent to the secretary's office

### **Whole Class Internet Sessions/Browsing**

1. The use of blogs, social networking sites, instant messaging and/or chat rooms may be used on a whole class basis at the teacher's discretion. This will be done on the interactive whiteboard and will be for educational purposes only.
2. INTERNET CHAT: Usernames will be used to avoid disclosure of identity.
3. Face-to-face meetings with someone organised via Internet chat in school will be forbidden.
4. At times, teachers may wish to use images to inform teaching. If carrying out an image search using a search engine e.g. Google™ images, teachers will ensure that their interactive whiteboards are set to 'no show'. This will ensure that the students are not exposed to any inappropriate results. The teacher may then deselect the 'no show' button, when he/she has found an appropriate image to inform his/her teaching.
5. YouTube™ is a video sharing forum and, at teacher discretion, is permitted for educational/recreational use in whole class settings. When teachers are conducting a video search using YouTube™, teachers must ensure that their interactive whiteboards are set to 'no show' and that the audio is switched off/muted. This will ensure that the students are not exposed to any inappropriate results/advertisements. The teacher may then deselect the 'no show' button and switch on/unmute the audio, when he/she has found an appropriate video to inform his/her teaching or for recreational purposes.
6. Teachers will have previewed fully any video segment in advance of showing it to the whole class.
7. Legislation

Information is available through the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

## St. Clare's Primary School Cavan

- 1 Data Protection (Amendment) Act 2003
- 2 <http://www.irishstatutebook.ie/2003/en/act/pub/0006/index.html>
- 3 The Data Protection Act 1988  
<http://www.irishstatutebook.ie/1988/en/act/pub/0025/index.html>
- 4 Freedom of Information Act 1997
- 5 Safety, Health & Welfare at work Act (Regulations) 2001
- 6 Childcare Act 1991
- 7 Children Act 2001
- 8 Child Trafficking and Pornography Act 1998
- 9 Interception Act 1993
- 10 Video Recordings Act 1989

### Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. Websites offering support and advice in the area of internet safety are listed below

- NCTE - <http://www.ncte.ie/InternetSafety>
- Webwise - <http://www.webwise.ie>
- Make IT Secure - <http://www.makeitsecure.ie>
- Safe Internet - <http://www.saferinternet.org>
- Think Before You Click - [www.thinkb4uclick.ie](http://www.thinkb4uclick.ie)
- Safety, Facts, Awareness and Tools - <http://www.saftonline.org>

### Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

## **ANTI-BULLYING POLICY**

In accordance with the requirements of the Education (Welfare) Act 2000 and the code of behaviour guidelines issued by the NEWB, the Board of Management of St. Clare's primary school has adopted the following anti-bullying policy within the framework of the school's overall code of behaviour. This policy fully complies with the requirements of the Anti-Bullying Procedures for Primary and Post-Primary Schools which were published in September 2013.

The Board of Management recognises the very serious nature of bullying and the negative impact that it can have on the lives of pupils and is therefore fully committed to the following key principles of best practice in preventing and tackling bullying behaviour:

- (a) A positive school culture and climate which
- is welcoming of difference and diversity and is based on inclusivity;
  - encourages pupils to disclose and discuss incidents of bullying behaviour in a non-threatening environment; and
  - promotes respectful relationships across the school community;

*See Appendix 1 Ensuring a positive school culture and climate and to help prevent and tackle bullying behaviour.*

- (b) Effective leadership
- (c) A school-wide approach
- (d) A shared understanding of what bullying is and its impact
- (e) Implementation of education and prevention strategies (including awareness raising measures) that-
- build empathy, respect and resilience in pupils; and
  - explicitly address the issues of cyber-bullying and identity-based bullying
- (f) Effective supervision and monitoring of pupils
- (g) Supports for staff
- (h) Consistent recording, investigation and follow up of bullying behaviour (including use of established intervention strategies); and
- (i) On-going evaluation of the effectiveness of the anti-bullying policy.

## St. Clare's Primary School Cavan

In accordance with the *Anti-Bullying Procedures for Primary and Post-Primary Schools* bullying is defined as follows:

***Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.***

The following types of bullying behaviour are included in the definition of bullying:

- ***deliberate exclusion, malicious gossip and other forms of relational bullying,***
- ***cyber-bullying and***
- ***identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person's membership of the Traveller community and bullying of those with disabilities or special educational needs.***

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, *do not fall within the definition of bullying* and should be dealt with, as appropriate, in accordance with the school's code of behaviour.

However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

Negative behaviour that does not meet this definition of bullying will be dealt with in accordance with the school's code of behaviour.

See Appendix 2: Examples of bullying behaviours

2a: Effects of Bullying

2b: Indicators to suggest that a child is being bullied

Every effort will be made to educate children to prevent bullying

See: Appendix 4 Education and prevention strategies

### **Where a case of bullying is suspected or reported**

The relevant teacher(s) for investigating and dealing with bullying is the class teacher, however any teacher may act as a relevant teacher if circumstances warrant it.

## St. Clare's Primary School Cavan

### Reporting bullying behaviour

- Any pupil or parent(s)/guardian(s) may bring a bullying incident to any teacher in the school.
- All reports, including anonymous reports of bullying, will be investigated and dealt with by the relevant teacher.
- Teaching and non-teaching staff such as secretaries, special needs assistants (SNAs), bus escorts, caretakers, cleaners must report any incidents of bullying behaviour witnessed by them, or mentioned to them, to the relevant teacher;

### Investigating and dealing with incidents: Style of approach

In investigating and dealing with bullying, the teacher will exercise his/her professional judgement to determine whether bullying has occurred and how best the situation might be resolved;

- Parent(s)/guardian(s) and pupils are required to co-operate with any investigation and assist the school in resolving any issues and restoring, as far as is practicable, the relationships of the parties involved as quickly as possible;
- Teachers should take a calm, unemotional problem-solving approach.
- Where possible incidents should be investigated outside the classroom situation to ensure the privacy of all involved
- All interviews should be conducted with sensitivity and with due regard to the rights of all pupils concerned. Pupils who are not directly involved can also provide very useful information in this way;
- When analysing incidents of bullying behaviour, the relevant teacher should seek answers to questions of what, where, when, who and why. This should be done in a calm manner, setting an example in dealing effectively with a conflict in a non-aggressive manner;
- If a group is involved, each member should be interviewed individually at first. Thereafter, all those involved should be met as a group. At the group meeting, each member should be asked for his/her account of what happened to ensure that everyone in the group is clear about each other's statements.
- Each member of a group should be supported through the possible pressures that may face them from the other members of the group after the interview by the teacher;  
*It may also be appropriate or helpful to ask those involved to write down their account of the incident(s)*
- In cases where it has been determined by the relevant teacher that bullying behaviour has occurred, the parent(s)/guardian(s) of the parties involved should be contacted at an early stage to inform

## **St. Clare's Primary School Cavan**

them of the matter and explain the actions being taken (by reference to the school policy). The school should give parent(s)/guardian(s) an opportunity of discussing ways in which they can reinforce or support the actions being taken by the school and the supports provided to the pupils;

- Where the relevant teacher has determined that a pupil has been engaged in bullying behaviour, it should be made clear to him/her how he/she is in breach of the school's anti-bullying policy and efforts should be made to try to get him/her to see the situation from the perspective of the pupil being bullied
- It must also be made clear to all involved (each set of pupils and parent(s)/guardian(s)) that in any situation where disciplinary sanctions are required, this is a private matter between the pupil being disciplined, his or her parent(s)/guardian(s) and the school;

### **Follow up and recording**

- In determining whether a bullying case has been adequately and appropriately addressed the relevant teacher must, as part of his/her professional judgement, take the following factors into account:
  - Whether the bullying behaviour has ceased;
  - Whether any issues between the parties have been resolved as far as is practicable;
  - Whether the relationships between the parties have been restored as far as is practicable;
  - Any feedback received from the parties involved, their parent(s)/guardian(s) or the school Principal or Deputy Principal
- Follow-up meetings with the relevant parties involved should be arranged separately with a view to possibly bringing them together at a later date if the pupil who has been bullied is ready and agreeable.
- Where a parent(s)/guardian(s) is not satisfied that the school has dealt with a bullying case in accordance with these procedures, the parent(s)/guardian(s) must be referred, as appropriate, to the school's complaints procedures.
- In the event that a parent(s)/guardian(s) has exhausted the school's complaints procedures and is still not satisfied, the school must advise the parent(s)/guardian(s) of their right to make a complaint to the Ombudsman for Children.

### **Recording of bullying behaviour**

It is imperative that all recording of bullying incidents must be done in an objective and factual manner.

## **St. Clare's Primary School Cavan**

The school's procedures for noting and reporting bullying behaviour are as follows:

- All reports, including anonymous reports of bullying must be investigated and dealt with by the relevant teacher, the relevant teacher must keep a written record of the reports, the actions taken and any discussions with those involved regarding same
- The relevant teacher must inform the principal of all incidents being investigated. The school's current yellow form ( Appendix 5) should be used to record alleged incidents of bullying
- If it is established by the relevant teacher that bullying has occurred, the relevant teacher must keep appropriate written records which will assist his/her efforts to resolve the issues and restore, as far as is practicable, the relationships of the parties involved.
- All yellow forms should be kept on the school file of the child who is being bullied & if necessary a copy should be kept on the file of the child who is or has been engaged in bullying behaviour

The relevant teacher must use the recording template at Appendix 3 to record the bullying behaviour in the following circumstances:

a) in cases where he/she considers that the bullying behaviour has not been adequately and appropriately addressed within 20 school days after he/she has determined that bullying behaviour occurred; and

b) In certain circumstances bullying behaviour must be recorded and reported immediately to the Principal or Deputy Principal as applicable. Teachers should use professional judgement but in general:

- ✓ Serious cases of physical aggression
- ✓ Cyber bullying

When the recording template is used, it must be retained by the relevant teacher in question and a copy maintained by the principal. All records will be retained in line with the school's record keeping policy

### **Suggested intervention strategies for children affected by bullying behaviour**

- Teacher interviews with all pupils
- Negotiating agreements between pupils and following these up by monitoring progress. This can be on an informal basis or implemented through a more structured mediation process
- Working with parent(s)/guardian(s) to support school interventions
- Circle Time

## St. Clare's Primary School Cavan

- Restorative interviews
- Restorative conferencing
- Implementing sociogram questionnaires
- The traditional disciplinary approach as per the school's Code of Behaviour
- Strengthening the victim
- Mediation
- Work on self esteem

**The school's programme of support for working with pupils affected by bullying is as follows:**

- All in-school supports and opportunities will be provided for the pupils affected by bullying to participate in activities designed to raise their self-esteem, to develop friendships and social skills and build resilience e.g.
  - Pastoral care system
  - Buddy / Peer mentoring system
  - Care team / Student Support Team
  - Group work such as circle time
- If pupils require counselling or further supports the school will endeavour to liaise with the appropriate agencies to organise same. This may be for the pupil affected by bullying or involved in the bullying behaviour.

Pupils should understand that there are no innocent bystanders and that all incidents of bullying behaviour must be reported to a teacher.

**Supervision of Pupils:** The Board of Management confirms that appropriate supervision and monitoring policies and practices are in place to both prevent and deal with bullying behaviour and to facilitate early intervention where possible. **Prevention of Harassment** The Board of Management confirms that the school will, in accordance with its obligations under equality legislation, take all such steps that are reasonably practicable to prevent the sexual harassment of pupils or staff or the harassment of pupils or staff on any of the nine grounds specified i.e. gender including transgender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller Community.

## **St. Clare's Primary School Cavan**

This policy has been made available to school personnel and provided to the Parents' Association. A copy of this policy will be made available to the Department and the patron if requested.

This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel and provided to the Parents' Association. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

## **We look forward to meeting your child**



St. Clare's Primary School Cavan

School Calendar 2018-19

School Starts Wednesday August 29<sup>th</sup>

October Mid-term

School closed Monday October 29<sup>th</sup> - Friday Nov 2<sup>nd</sup>

Christmas Holidays

School Closes on Friday December 21<sup>st</sup>

Re-opens on Monday January 7<sup>th</sup>

February Mid - Term

School Closed Thursday & Friday February 21<sup>st</sup> & 22<sup>nd</sup>

St. Patrick's Day

School Closed on Monday March 18<sup>th</sup>

Easter Holidays

School closes on Friday April 12<sup>th</sup>

Re-opens on - Monday April 29<sup>th</sup>

May Bank Holiday

School closed on Monday May 6<sup>th</sup>

June Bank Holiday

School closed Monday June 3<sup>rd</sup>

Summer Holidays

School closes on Friday June 21<sup>st</sup>