

MISSION STATEMENT

St. Patrick's B.N.S. was established to cater for the Catholic community of Foxrock Parish, and its environs. However pupils of different religions do attend, and are respected. Many nationalities are represented and are welcome.

AIMS:

We aim to make our school a centre where young people feel accepted, and their personal worth and dignity is affirmed; where the spiritual, intellectual and physical potential of each individual is recognised, respected and developed: where special concern for the disadvantaged and underprivileged is experienced and encouraged and where staff, parents and students co-operate for the common good.

We try to awaken the hearts and minds of young people; to help them value and develop their heritage of faith and culture; to encourage them to use their talents positively.

We acknowledge that the parent/guardian is the first and foremost educator and the school welcomes communication, participation and collaboration based on mutual trust and understanding.

The staff, pupils and parents **value and affirm each** other by sharing a common mission; by working in collaboration and by exchanging inspiration, support and encouragement.

BOARD OF MANAGEMENT

Our school operates under the rules for National Schools of the Department of Education and Science. The Archbishop of Dublin is the Patron of the school.

The Board of Management is charged with the direct governance of the school, the appointment of teachers, subject to the approval of the Patron and Minister for Education and the day to day maintenance and administration of the school.

The Board of Management's term of office is four years and it is composed of:

- Two direct nominees of the Patron.
- Two parents of children enrolled in the school (one being a Mother, the other a Father) elected by the general body of parents of children enrolled in the school.
- The Principal Teacher (or Acting Principal Teacher) of the school.
- One other teacher on the staff of the school, elected by vote of the teaching staff.
- Two extra members from the Community proposed by those nominees.

The Chairperson of the Board is nominated by the Patron.

The authority of the Principal, who is responsible for the day to day running of the school, derives from the Board of Management.

The Chairperson corresponds with the Department of Education and all outside bodies.

Members of the Board undertake to manage the School in accordance with the regulations of the Department of Education.

They are required to keep all matters discussed at meetings confidential unless advised otherwise by the Board.

BOARD OF MANAGEMENT MEMBERS

Dr. M. Hillery
Mr. W. Hobbs
Fr. C. Holahan
Mrs. N. Hurley
Mrs. H. Kelly (Principal)
Mrs. K. McAndrew (Chairperson)
Mr. J. McCarthy
Mr. R. Ryan

TEACHING STAFF

Currently we have 34 members of Teaching Staff in addition to the Principal and Deputy Principal.

PARENTAL INVOLVEMENT/PARENTS' ASSOCIATION

Our School has an active PARENTS' ASSOCIATION which was first established in 1980 and throughout the years it has worked hard and enthusiastically.

The Constitution provides for Committee members to be elected at each Annual General Meeting in September. In addition the two parent representatives on the Board of Management are ex-officio members. Copies of the Constitution are available at the AGM. Also, sub-committees are set up for special purposes such as the Book Fair, Communion Breakfast, Swimming, etc.

The School-Family relationship is recognised as very important at Primary School level and parents are advised to be involved in their Schools.

The school is regarded as an extension of the home and an active partnership between parents and teachers makes this a reality, especially in the eyes of the young child, who is the central figure.

Four delegates representing our school on the National Parents Council – are elected at the AGM.

The Parents Association may appoint a member to Foxrock Parish Council.

All parents are invited to attend the AGM and their support is always appreciated.

ENTRANCES TO SCHOOL

All pupils must enter by their designated door—usually the door nearest their classroom. This avoids needless congestion on the corridors.

CURRICULUM

The Curriculum of the school is that laid down by the DES in the “Primary School Curriculum”.

Within its integrated structure, the subjects covered are arranged as follows:

1. Religion.
2. Language: Irish, English and French (from 4th class). German (5th and 6th extra curricular)
3. Mathematics.
4. S.E.S.E. (Social, Environmental, Scientific Education.) This includes History, Civics, Geography and Elementary Science.
5. S.P.H.E. (Social, Personal Health Education.)
6. Music.
7. Visual Arts and Craft.
8. Physical Education
9. Drama

The syllabus is drafted to allow a great degree of flexibility to each school. Full details are set out in the Primary School Curriculum.

In 6th class PMCA (Parents Making Children Aware) speak to the boys on Health Education and Accord personnel speak to them on RSE (Relationship and Sexual Education).

HOMEWORK

It is the policy of the school to arrange homework and parents are strongly encouraged to take an active interest in their child’s homework. If homework causes worry for the pupil, parents are asked to contact the teacher.

Parents should sign homework each night when they are satisfied that every task is completed.

TIMETABLE

8.40 a.m.	School opens.
1.25 p.m.	School ends for Junior and Senior Infants.
2.25 p.m.	School ends for all other classes

All pupils are expected to be punctual. No responsibility is accepted for pupils outside of these times.

LUNCH

School milk is available. We have a healthy lunch policy. Pupils are encouraged to eat healthily. Sweets, fizzy drinks, crisps etc are not permitted.

CALENDAR OF SCHOOL CLOSURES

A list of School Closures is issued early in the first term, listing Holidays/ Staff meetings etc. during the school year.

EMERGENCY CLOSURES

Though rare, it may be necessary to close the school during bad weather, failure of the heating system etc. Every effort is made to contact parents about an Emergency Closing.

LOST PROPERTY

Mislaid items of clothing may be found in the lost property box in the school hall. **Please ensure that all clothes are labelled with child's name. (Particular, School Jackets)**

MEETINGS WITH TEACHERS

Parent Teacher meetings are held annually for parents to discuss their child's progress with the teacher. Parents will be notified in advance of the date of this meeting.

Parents may also meet with teachers at other times:

Junior and Senior Infants: Teachers will meet parents by appointment after 1.25pm.

1st to 6th Classes: Teachers will meet parents by appointment.

4th – 6th classes: During French Class by appointment.

The Principal, Mrs. Kelly is also available to meet parents by appointment.

When you are coming to visit a teacher please check in with the Secretary first, **to ensure the safety of all our boys.**

After 9.00 a.m.—please enter and leave the building by the main door only.

Parents are always very welcome to visit the school by appointment to review their child's progress.

If a child appears to have a problem, the parent and teacher working together will usually sort it all out.

Discussions between parents and teachers are essential, especially where children have learning or behavioural difficulties.

At Parent Teacher meetings, parents may discuss their child's progress with the teacher.

COMPLAINTS PROCEDURE

Should any parent feel that they have a grievance they should do something about it, quickly and personally.

The following procedures, which have been developed over time, have been found to facilitate the positive resolution of most problems.

Firstly, arrange to meet the teacher at a time convenient to both of you.

The agreed order for processing complaints is as follows:

Remember your son's teacher is in Loco Parentis while he is in school. If you have a problem, a query or a complaint you should first approach the teacher and in general any difficulties should be resolved at this stage.

If you are still dissatisfied you should bring the issue to the next stage – the principal. The principal, having listened to both sides, will try to settle the issue to the satisfaction of both parent and teacher.

If the issue still remains unresolved it should be passed to the Board of Management, in writing, through the Chairperson.

If still not satisfied, the complaint should be forwarded to the Department of Education, in writing. Hopefully, this should not be necessary and everyone should endeavour to resolve the issue on the first step of the ladder.

No anonymous complaint will be entertained by a Teacher, Principal, the Board of Management or the Department of Education.

Our Parent's Association cannot involve themselves in a complaint as it is not their function.

NOTES OR LETTERS OF EXPLANATION

For reasons of safety and discipline, parents are required to send notes of explanation, in the homework notebook, to class teachers for the following situations:-

If a child is unavoidably late for school.

If a child must leave early or during the school day (i.e. Appointment with Doctor, Dentist)

If a child is unable to do, or complete homework.

If a child cannot go outside at playtime (i.e. broken limb, recovering from an operation, etc. where the playground might pose additional danger).

If a child has to be excused from P.E.

ABSENCES

If a child has been absent from school, please do not phone the school secretary. Absence notes should not be written in the child's Homework Journal. A separate note please as class teachers are required to keep a written explanation for all absences.

All absences of 20 days or more for whatever reason in the school year must be reported to the National Education Welfare Board by the school.

JUNIOR INFANTS

Each year, parents will be notified about a special meeting concerning pre-school children, i.e. children starting school the following September.

If you need any assistance or further information, please contact your Junior Infant Teacher after the meeting or before the end of June.

DROPPING AND COLLECTING JUNIOR INFANTS

For the First few weeks: parents may leave the child at the classroom door in the morning and collect from the classroom door at 1.25 p.m.

After the first few weeks:- The children will come into the class themselves. At 1.25 p.m the class will be brought out by the teacher. Parents will collect their children at the Junior Infant Pick-up Point in the carpark. Parents will be advised of the change at the time.

HEALTH, SAFETY AND DISCIPLINE CODE

This document forms an integral part of the School Plan. It is a condition of attendance at this school that pupils abide by the rules and regulations in this Code of Discipline. The code has been drawn up after a process which involved consultation with every teacher in the school, pupils, parents and the Board of Management. It will be reviewed at regular intervals.

The staff shall work as a team in pursuance of its aims and the support and co-operation of parents are essential to its effective operation. If teachers and parents are not working in harmony, the pupils will inevitably suffer. Parents will be informed at an early stage if problems occur and not simply at the point where possible suspensions are involved.

Aims:

In keeping with our Mission Statement and Philosophy of Education, and with the Teachers' Charter, we aim to ensure the safety and well being of our pupils by:-

Establishing a happy and secure environment for every pupil so that an efficient and stimulating learning environment is maintained.

Developing integrity and self-discipline in pupils based on consideration, respect and tolerance for others.

Good manners are expected of each pupil.

Any form of anti-social language is totally unacceptable.

Training in obedience is part of character building.

Disobedience which is likely to undermine the authority of any member of staff will not be tolerated.

Pupils must respect school property and the personal property of others and keep the school environment clean and litter free.

Proper and hygienic use of toilets is expected at all times.

It is school policy that the uniform should be worn at all times when attending or representing the school.

School Tracksuit and yellow t-shirt must be worn for P.E. Wearing football jerseys in class is not acceptable.

Pupils are encouraged to take pride in their appearance.

Pupils should have their names on their uniforms, coats, other personal property such as school books, copies etc.

FIRST AID

Minor injuries are attended to and parents/guardians are contacted in the case of more serious incidents.

ILLNESS AND ACCIDENTS

If your child becomes ill or should have an accident at school, every effort will be made to contact parents or guardians.

Please do not send your child to school if they have a bad cold, persistent cough or a throat infection, or if they are generally unwell in the morning. Apart from your child feeling miserable, infections do spread very quickly in a classroom.

CONTAGIOUS DISEASES

Should your child contract any contagious disease, i.e. measles, chicken pox, mumps, etc. please inform his class teacher immediately.

MEDICATION

If your child needs a prescribed medication during school hours, the Board of Management has made arrangements with the Principal to allow parents, should they wish, to administer the medication. In a situation where the parents cannot administer the medication themselves, parents must advise the Board (via the Principal) in writing giving full details about medication which the child is to receive.

If a teacher should be requested to administer medication on a long-term basis, parents must write to the Board (via the Principal) informing the Board of the medication required. The Board will consider each case individually.

FIRE DRILLS

Children are instructed how to respond to a Fire Alarm.

CODE OF BEHAVIOUR

Behaviour in Class:

Any form of disruption, distraction or interference with the effective work of teachers in the classroom is unacceptable.

Pupils must show respect for their teachers and classmates. Defiance, cheek and insolence are unacceptable.

Mobile phones are not permitted—unless permission has been sought, and granted.

Pupils are expected to work to the best of their ability and to present written exercises neatly.

Pupils must have all the required books and materials for each lesson.

Chewing gum is strictly forbidden at any time on school premises.

Behaviour out of Class:

In the interest of safety and with a view to preventing accidents pupils must not behave in any way which endangers themselves or others.

Instructions or directions given by any teacher are to be complied with.

Pupils must line up in an orderly manner when requested.

Running or unruly behaviour in corridors is strictly forbidden.

When going home classes will assemble so that their exit can be supervised by the class teacher.

Boys are forbidden to return to school premises after school is officially closed, unless they are engaged in sporting or extra curricular activities.

Rewards:

Greater emphasis is placed on rewards than on sanctions e.g:-

Student of the week award.

Homework Passes.

Pupil of the year award.

Stamps and stickers on copies.

Recognition for good behaviour and kind deeds.

Praise and encouragement for improvement in behaviour and work.

Acknowledgement by Principal.

Sanctions:

Where sanctions are deemed necessary, they will be imposed with two objectives in view:

- to re-establish positive teaching which has been ignored;
- to protect the common good (e.g. the safety, respect and education) of the pupils as a whole.

In keeping with the positive objectives of the school code, sanctions will be directed, not towards labeling children but towards clearly indicating certain behaviour as unacceptable, and preventing its recurrence.

The following forms of sanction may be imposed, taking due account of the gravity of the misbehaviour, and the age of the child concerned:

Reprimand in the appropriate forum, including advice on how to improve.
Temporary separation from peers, friends and others.
Loss of privileges.
Prescribing extra work.
Referral to Principal.
The ultimate sanction is suspension in accordance with Department of Education & Science procedure.

Bullying:

Bullying is defined as **“repeated aggression, verbal, psychological or physical, conducted by an individual or group against others”**

The most common forms of this type of behaviour are aggressive physical contact, name calling, intimidation, extortion, isolation and taunting.

Bullying under any guise will not be tolerated and parents will be expected to co-operate with the school at all times in this matter.

Yard:

Pupils are obliged to play in the designated areas which are visible to supervising teachers. They are encouraged to enjoy the yard by playing safely.

Pupils may not leave yard or re-enter school building without permission.

Staff will be vigilant in respect of activities that might constitute assault on fellow pupils.

Food must not be brought out into the yard.

The following are strictly forbidden in the school yard:

Wrestling/Headlocks, Jockeybacks, Bullying/Intimidation, Teasing/Jeering, Fighting, Spitting, Kicking, Charging in groups etc.

TOURS

As is suggested in the Primary School Curriculum, teachers may bring their pupils to places of educational interest and value—historically, environmentally, musically, socially, linguistically etc.

Parents will be notified about details of the location, approximate time of departure and return, means of travel and cost. The consent of parent/guardian is required before a pupil can join an educational tour.

Example of tours are:

Puppet Theatre
Local Library
Local Church
Farm
The Dail

Theatre
Delphi
Pine Forest
New Grange
Gaeltacht

The National Gallery
Tour of Dublin
Kilkenny Castle
Malahide Castle
Heritage Park

EXTRA CURRICULAR ACTIVITIES

Extra curricular activities are available to pupils from 1st to 6th classes– on a first come, first served basis. These can include:

Hurling

After School Games

Olympic Handball

Swimming (in Glenalbyn, organized by Parent's Association).

French

German

Japanese

Art

Guitar

16.10.08