

A – Z Important Information



Absence	<p>If your child is absent, please send in note on return (Juniors) or sign the appropriate page in the back of your child’s homework journal. If absence is longer than a few days, please telephone the office.</p> <p>If you are aware of upcoming absence, please inform the class teacher in writing. The school will write to you if your child is absent for 15 days in a school year. All absentees in excess of 20 days have to be reported TUSLA, the Child and Family Agency in accordance with the Welfare Act 2002.</p>
Administration of Medications	<p>In the interest of safety, medications are not administered at school except in emergency situations and according to our Administration of Medications Policy. Please give advance notice to the school Principal if emergency medication is prescribed by your child’s consultant.</p> <p>Inhalers prescribed for Asthma may be taken by pupils from 1st Class upwards. In Junior classes, please speak with your child’s class teacher regarding inhalers if required.</p>
Appointments	<p>All appointments are made through the office. Our school secretary is Sabrina Cusack. Her hours of work are</p> <p>Tues and Thurs 9.00 – 1.30 Wednesday 9.00 – 3.00 . phone no: (061) 376861 .</p>
Book list	<p>This is included in your report envelope (also available on the website) Cover all books and write child’s name on outside. We also operate a Book Rental Scheme for senior classes.</p>
Board of Management	<p>Members of BOM are Patrick Sullivan, Fiona Fitzgerald, Alison Varley, Marie Conway, Kevin O Looney, David Short, Pádraig Egan and Deborah Dugeon</p>
Certificates	<p>Copies of Birth Certificate are requested by the school upon enrolment.</p>
Code of Behaviour	<p>At Killaloe Convent Primary School we aim to provide a <u>stable, secure, learning environment</u> where all pupils achieve their true potential. Bullying behaviour undermines and dilutes the quality of education we can provide and therefore we implement school based initiatives aimed at preventing bullying at our school. We remind parents and pupils that they have a particularly important role and responsibility in helping the school <u>to prevent and address bullying behaviour</u>. Please visit our school’s website (www.cpskillaloe.ie) to familiarise yourself with our <i>Code of Behaviour and Anti-Bullying Policy</i>.</p>
Contact Details	<p>Changes of phone numbers and addresses must be given to the school as soon as any changes are made in order to ensure correct and accurate numbers are available to contact parents and guardians.</p>
Complaints Procedure	<p>Should you have any concerns regarding your child at school, we encourage you to make an early appointment with your child’s class</p>

	teacher as per our Complaints Procedure.
Credit Union	The girls are encouraged to save some money regularly – Aine from the local Credit Union collects the money and savings book from the school and the children can save for a ‘rainy’ day !! more info available from Sabrina in the office.
Camogie	Camogie training takes place for classes throughout the school.
Dancing	Classes are held periodically; parents will be notified throughout the year of these classes and celebratory displays of our Irish dance are held.
Entrance & Exit	<p>When the children are entering and exiting the school grounds we would kindly ask that adults refrain from smoking directly in front of the school.</p> <p>Each morning the children line up in the ‘upper’ school yard from 9.10am sharp. PUPILS ONLY are permitted onto the school yard and NO-ONE is permitted onto the yard prior to 9.10am. There is a strict policy on this at the school in accordance with the particulars of our Insurance company. Pupils who attend the ‘halla’ building classes may use the Convent Hill gate to enter and exit the school.</p> <p>Exit <u>collection</u> is at the front gate.</p> <p>Pupils up to and including 2nd class must be collected by their parents from school. However, if crèche staff or any other person is collecting your child please <u>notify your child’s class teacher of these arrangements.</u></p> <p>Pupils from 3rd class upwards may leave the school premises according to parent’s wishes.</p>
Emergency Closures	Notification regarding emergency closures will be given out via text message. Also tune into the local radio station.
Email	info@cpskillaloe.ie
Folder	All correspondence between home/school is placed in your child’s journal/homework folder
Green School	Great emphasis on “reduce, reuse, recycle”. We recommend using reusable bottles for drinks, saving electricity and water.
HSE	HSE visit the school for immunisation & vision/hearing check up. Parents will receive notification.
Health & Safety	Emphasis on Health & Safety for everyone. Information on our Health and Safety rules are in the schools procedures booklet and our Policy is available on our website.
Holidays	School calendar for the following academic year is issued with the end of year report. Also uploaded to our website
Head Lice	Detection combing is essential on a weekly basis. Please notify class teacher if your child contracts head lice.
Insurance	Pupil 24hr insurance available at the start of each year.
Infectious Diseases	Please notify the school immediately if your child contacts an infectious disease.
Lunch	Read Healthy Eating Policy in Procedures Booklet for guidance and practical tips regarding what is recommended. It also outlines what it NOT permitted. Policy is on the website
Label	Label everything (lunch box, uniforms, coats, pencil cases etc)
Library	Our school library is constantly updated and we love to get second hand

	donations– we encourage membership of the local library (Killaloe Library) as it is free to all
Money	Money given to a child should be placed in an envelope with the child's name written on the outside. In order to facilitate safe keeping of school money specific days for collection of money will be given and we ask that you send money on these specific days.
Newsletter & Notes	These will be given to the eldest child in the family.
Open Afternoon	Arranged for new entrants each year in May/June
Parent's Association	Support pupils of the school in various ways. New members always welcome.
Positive Good behaviour	Is reinforced and rewards given as appropriate by class teacher.
Policies & Procedures	These are devised to benefit everyone. They are available on our school website and also on request via the school office.
Photographer	Visits the school on alternate years.
Parent/Teacher Meetings	Formal meetings are held annually. Appointments will be sent to each family. Informal meetings will be accommodated as required by appointment with your child's class teacher.
Road Safety & Traffic	Care, courtesy and consideration for all road users is expected at all times. Extensive work by previous Parents Associations, staff and Boards of Management has been done in order to maintain a high level of road safety in the environs of the school and yet we still witness carelessness when it comes to dropping off and collecting children. Currently, the school staff, BOM and Parents Association are in negotiations with Clare County Council regarding the issue of parking in Johns Lane – we strongly urge you NOT TO PARK in Johns Lane and to use public car park in ALDI and walk to school in so far as is possible. Johns Lane needs to be free from congestion in order that the children of our school are safe when entering and exiting the school.
Rules & Regulations	These are specified in the School's Procedures Booklet. Please read carefully.
Reports	Written reports are posted at the end of the school year.
Reading	It is very important to read to your child and share the enjoyment of reading. Buddy reading, shared reading, literacy lift off & library book reading are promoted as well use of audio books and e-books.
Respect	Respect for all and for our environment is our school Philosophy.
School Secretary	Sabrina Cusack is our school secretary. Here are her hours of work: Tuesday 9am-1.30pm Wednesday 9am-3pm Thursday 9am-1.30pm
Sports	A variety of basketball, hockey, swimming, dance and camogie take place.
SET (Special Education Teacher)	We have one full time SET and one part time SET in the school. These teachers are deployed where the needs are the greatest as per the new model of Special Education in Primary Schools. Class teachers assess the individual needs of the children and adjust their teaching and seek support accordingly – the class teacher will speak with you if she has any concerns and likewise , we encourage you to speak with us about any

	concerns you may have about your daughters learning.
Times	School tuition starts @ 9.20am sharp. Infants finish @2pm and 1 st -6 th Class@ 3pm
Testing	Screening tests are administered at least once a year in the senior infant class. Standardised testing yearly from 1 st -6 th class.
Telephone	061-376861
Uniform	Uniform policy available on the website and also outlined briefly in 'Procedures Booklet'. Available in "Fine Rags" Main St. Killaloe.
Visitors	Visitors are welcome to our school by appointment.
Website	www.cpskillaloe.ie – visit regularly for updates. Please see also Facebook and Twitter for snapshots of daily life at school.
Weather	In wet weather, children remain indoors and eat their lunch in the classrooms. On fine days they enjoy playtime supervised outside.