

Procedure at Our School

< A brief guide >

Convent Primary School Killaloe



Vision Statement

At the Convent Primary School, we aspire to help each child reach her full potential in a Christian atmosphere where respect, responsibility and cooperation are central to all learning experiences.

Aims

- To provide an education which enables the child to progress at her own rate, socially, intellectually and spiritually.
- To develop values to help the child to be well adjusted, to have a healthy self-image.
- To achieve a balance between the imparting of knowledge, development of skills and the following of leisure pursuits.
- To give an appreciation of our rich cultural heritage and respect for other cultures.
- To awaken a sense of civic pride in the local environment.
- To foster a sense of justice and respect for life... human, animal, and plant.
- To cultivate good relationships between all partners in Education.



Healthy Eating Guide

The Board of Management of the Convent Primary School hope that this guide will help you produce a varied and healthy lunchbox for your child. We have a Healthy Eating policy at the school and we do not allow foods which are high in sugar or treats at school.

Children need a variety of foods for growth and health. Active children who are constantly on the go use up a great deal of energy and need to eat healthy foods. Parents want to give their children the best start in life and this includes helping them eat the right foods.

The best way to ensure that your child meets all of her nutritional requirements is to ensure that she eats a wide range of different foods.

The Green School committee encourage us to reduce, re-use and recycle. Pupils must bring home uneaten contents of their lunches in their lunch boxes. The motto is “if it’s in your lón bring it home!”



Tips for Junior Classes

Fruit such as apples could be cut into quarters to facilitate small hands. Oranges should be peeled. Make sandwiches look attractive – cut the crusts off or cut into appealing shapes. Avoid foods which cannot be easily managed independently.

Suggestions for the Senior Classes

Older children might enjoy a more substantial lunch. Maybe try a variety of healthy breads with mixed salads, couscous, dips or hummus for their vegetable sticks.

An ideal lunch would contain some bread or cereal food, some fruit or vegetables, some milk/yogurt/cheese and a protein rich food.

Foods which are not allowed

The following are not allowed under the healthy eating policy:

Fizzy Carbonated drinks, crisps, biscuits, mini-bars, cereal bars, iced queen cakes, sweets, chocolate and Frubes (as these can be messy for younger pupils).

PLEASE NOTE: we cannot facilitate the distribution of birthday cake / treats / party bags on occasions such as birthdays. We will celebrate birthdays and special occasions at school but without the edibles!

Code of Behaviour

Our school aims to promote, encourage and reward positive behaviour and good manners in our school community.

Pupils are expected to

- Show respect for their teachers and cooperate with the whole school staff.
- Be courteous to all visitors to the school.
- Treat each other with respect at all times.
- Wear the full school uniform/ tracksuit (as per policy) each day.

Rewards

Members of our school community will endeavour to create an environment where positive behaviour is reinforced through modelling, praise and reward.

Strategies used to foster this include:

- Whole school assemblies are held where achievements, positive behaviour and talents are celebrated
- Providing a stimulating and supportive learning environment to promote positive behaviour including music, dance, camogie, Christmas concerts and carol services, art and crafts, sports day, school tours, nature walks and library visits. These will be reviewed and reformed as deemed necessary
- School staff will use encouraging language and gestures, both in class and around the school, so that positive behaviour is instantly recognised and positively rewarded. Special attention will be paid to pupils who have previously been associated with poor behaviour so that not only good behaviour but also improvement in behaviour is acknowledged and commended
- Various reward systems are implemented at different class levels including: star charts, certificates, positive notes/emails home or verbal communication with the parents acknowledging improvements or achievements, edible reinforcements, positive sensory experiences (video time, circle time), activity reinforcement (computer time)
- Pupils work is publicly displayed

- School newsletters are distributed periodically to all families outlining various activities and achievements of pupils
- Golden Time is used as a chill time for pupils. The children choose what activity they will pursue e.g. jigsaws, games, reading, art activities and additional sporting activities. The class teacher keeps record of negative behaviour during the week and children with such behaviour will have 5 minutes deducted from their Golden Time (10 minutes for two breaches etc)
- Attendance rewards are given to pupils who have missed no days or who have improved on their previous attendance
- Our school website keeps all informed re. special events taking place
- Social media outlets such as Twitter and Facebook are updated constantly to showcase the achievements of the pupils

Sanctions

When a pupil's behaviour at school is unacceptable there is need for sanctions to show disapproval.

The following sanctions are in place in our school

- Reasoning with the pupil.
- Advice on how to improve behaviour.
- Temporary separation from peers.
- Withdrawal of privilege.
- Detention during a break.
- Prescribing additional work.
- Communication with the Principal.
- Communication with parent/guardian.

In extreme cases of misbehaviour suspension is considered.

Our school's Code of Behaviour and Anti-Bullying Policy may be viewed on the school website – www.cpskillaloe.ie

Bullying

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.

At the Convent Primary School we aim to provide a stable, secure, learning environment 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 and programmes 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 prevent and address bullying behaviour. Please visit our school website to familiarise yourself with our Code of Behaviour and Anti-Bullying Policy.

Signs of Bullying

- Anxiety about going to school.
- Unwillingness to go to school.
- Loss of concentration, loss of enthusiasm and interest in school.
- Pattern of physical illness (headache, stomach aches).

- Changes in mood or behaviour.
- Visible signs of anxiety or distress – stammering, withdrawing, nightmares, difficulty in sleeping, crying, vomiting, bedwetting.
- Spontaneous out-of character comments about either pupils or teachers.
- Possessions missing or damaged.
- Increased requests for money or stealing money.
- Unexplained bruising or cuts or damaged clothing.
- Reluctance and or refusal to say what is troubling her.

How to report Bullying

- Parents / Guardians, pupils, non-teaching staff, teachers, and members of local community should inform school of incidents of bullying they hear of or witness.
- All reports of bullying, no matter how trivial will be investigated and dealt with according to our Code of Behaviour.

Property

- Pupils are responsible for their own property – books, pencils etc, lunch box and items of clothing
- The school accepts no responsibility for lost or damaged property.
- All clothing should be clearly labelled with pupils name
- Pupils must respect the property of others and not damage it or take it without permission
- All school property, furniture, rental and library books must be treated with care
- School property must be kept litter free

Uniform

- Our school uniform consists of navy pinafore or knee length skirt, white shirt, red tie, navy socks/ tights and black/navy shoes with heels suited to the child's age. White socks may be worn in the summer. Neat fitting black/navy boots are permitted during the cold weather. Ugg style boots are not allowed
- All hair should be 'tied back' for hygiene reasons
- Hairbands / Hair ties / Clips must be neat and tidy
- Visible piercings are confined to stud earrings in the ears only
- Gel / acrylic or false nails are not permitted to be worn at school
- Tracksuit: Specific School Tracksuit- Navy & Red. Uniforms and track suits may be purchased in "Fine Rags" Boutique, Killaloe
- Runners must be worn with the tracksuits on P.E. days
- Tracksuit to be worn on Tuesdays and Thursdays - should this change for any reason parents will be notified in advance
- In very hot weather pupils may wear navy tailored shorts with a red t-shirt, runners and white socks

Health and Safety for pupils

- School begins at 9.20am. Every child is expected to be in her classroom at this time.
- Children may line up in the school yard from 9.10am – please note – parents are NOT permitted onto the school yard. (see A-Z information sheet for details of where to enter and line up etc)
- Noone is permitted onto the school grounds prior to 9.10 am. The Board of Management and the staff of the school accept NO responsibility for any pupils on the school grounds prior to 9.10am due to Insurance reasons
- Infants are dismissed at 2pm, 1st-6th at 3pm. Pupils must be collected punctually. School must know who will be collecting your child (pupils J.I – 2nd Class).
- No responsibility can be taken for pupils who stay once dismissed by class teacher. Classes held by outside personnel will be supervised by the teacher in charge (Approved by the Board of Management)
- Only pupils with written permission may leave the school before the official closing time and must be accompanied by an adult
- Parents/Guardians must sign their child in/out in the sign in book located at all entrances
- Children stay in designated areas of the yard at break-time and lunch time.
- Children are NEVER allowed to leave the school to collect lunch in a shop or go unsupervised to the school gate to collect lunches.
- On the rare occasions if a child has forgotten her lunch - parents may deliver lunch at break times.
- It is essential that an emergency 'phone number' is supplied to the school in the event of a pupil becoming ill and parents cannot be contacted.
- If a pupil has a contagious infection, please discuss this with the teacher who will advise regarding appropriate attendance.
- If a pupil has a medical problem that may affect her schoolwork or homework, it is necessary to inform the teacher
- If a pupil gets head lice, please treat immediately to avoid unnecessary spread and inform class teacher. Pupils must have their hair tied up with scrunchies or drawn back with a hairband / clips
- No medication is administered to pupils by the teaching staff during school hours except according to the schools Administration of Medication Policy. Should parents wish to administer necessary medications – this can be facilitated by class teacher.
- Pupils wishing to re-enter the school building to use the toilet at lunchtime should seek permission from teacher on duty.
- Tippex is not allowed.
- Organisation of birthday parties and play dates outside of school should take place outside of school to avoid unnecessary distress to pupils

In the Classroom

- Pupils are required to listen attentively in class and to carry out the teacher's instructions.
- Pupils are expected to cooperate with the teachers and to be polite to visitors to the school/classroom.
- No running is allowed inside the school
- Pupils must treat each other with respect at all times.
- Each pupil must learn to take responsibility for her actions.

In the School Environs

- Pupils respect and co-operate with the teacher who is supervising
- Pupils avoid rough play, keep the yard litter-free and remain in their designated areas at break-time and lunch-time.
- No rough play is allowed
- No running on steps or stairs

Homework and Testing

- Assigned homework both written and oral is expected to be done with care.
- An appropriate amount of homework is allocated to each pupil during the week.
- Occasional failure to do homework is remedied at the discretion of the teacher.
- Constant failure to do so will mean parents will be contacted.
- Homework is generally not assigned at the weekends. In exceptional cases e.g. to enable a child to catch up on missing work, homework maybe assigned at weekends at teachers discretion.
- It is important that a suitable time be set aside each night for homework, thus ensuring that a child will build up good study habits that will benefit her during her school career.
- Standardised testing will be carried out at each class level from 1st Class upwards yearly. If additional standardised testing is deemed necessary parents will be consulted and permission sought

Parent/Teacher Meetings

- Parent/Teacher meetings are held once or twice a year. Parents are notified well in advance of these meetings
- Parents who wish to meet the teachers outside the official agreed meeting are welcome to do so by appointment
- Interruption of classes is discouraged

Useful website and email addresses

School email: info@cpskillaloe.ie

Principal's email: msfitzgerald@cpskillaloe.ie (Fiona Fitzgerald)

School website: www.cpskillaloe.ie

also, check out our facebook page and twitter account @ConventPrimary

CONVENT PRIMARY SCHOOL

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