

# Clonenagh National School

## Information for Parents



## **1. Opening and Closing Times**

We open to receive pupils at 9:10 am and not before. Class instruction begins at 9:20am. School finishes for Junior and Senior Infants at 2pm and for the rest of the school at 3pm. Children should be collected promptly at the relevant close of school time. CHILDREN MUST BE PUNCTUAL.

## **2. Lunches**

Children in Clonenagh N.S. eat on two occasions each day in school and so we ask you to send your child to school with a lunch each day. We request that you do not send in sweets or treats for your child's entire class, either on their birthday or on any other occasion. We advocate healthy eating. A pattern of whole class sweets and treats is, we feel excessive, in light of the detrimental effect of too many sweets on children's health and teeth; the increasing incidence of dietary allergies/ intolerances in children and the fact that some children have specific dietary requirements which need to be strictly adhered to on medical grounds.

On Thursdays, we have Single Use Plastic Free lunches. This runs in conjunction with our Green Schools Initiative.

### **3. Absences**

*The Education Welfare Act, 2000*, Section 18 requires parents to notify the Principal of a school of the reasons for a child's absence. Section 21(14) requires a School Principal to inform an Educational Welfare Officer in writing if the aggregate number of school days on which a student is absent from school during a school year is 20 days or more. In compliance with these sections, the following procedures apply:

- For absences of pupils from school for a period of up to 3 days, parents will fill in a form for the class teacher upon the return of the child outlining the reasons for absence.
- When in excess of 3 days, please phone the school on the 3<sup>rd</sup> day to indicate that the child will be absent for a period of longer than 3 days and indicating the approximate length of absence. Parents will fill in a form for the class teacher upon the return of the child outlining the reasons for absence.
- It is necessary on occasions, for pupils to leave school early. Written notice of this must be given to the class teacher. Parents must sign the pupils out at the office. Under no circumstances are pupils allowed to leave the school building unaccompanied to meet parents or others off site.

#### **4. Administering of Medicines**

A small number of pupils require the administration of medicines in our school. There are a number of formalities associated with making arrangements for this form of care and assistance for children. Parents are asked to notify the school regarding this as soon as possible.

#### **5. Communicating with Parents**

The school place a high value on communicating with parents, and has a number of strategies in place to ensure that the best possible contact is maintained with parents throughout the lifetime of their children here at Clonenagh N.S.

- Prior to Junior Infants beginning their formal education, a meeting of their parents is held, the purpose of which is:
  - To introduce parents to the teachers
  - To outline school routines
  - To provide practical information and tips for starting school
  - To distribute materials
  - To indicate how best parents feel they can help their child in these earliest and crucial years of life
  - To answer any questions parents may have

- A formal written report is furnished by the school on each pupil at the end of the school year.
- A formal consultation is offered each year to review your child's progress, attainment and any other matter relevant to your child's progress at school.
- Teachers are always available by appointment to meet with parents.
- Teachers sometimes request parents to meet with them when it is judged that such meetings are in a pupil's best interest.
- Parents are requested not to "phone teachers at home."

## **6. Sexuality Education**

As part of the Social, Personal & Health Education programme in schools, children in 6<sup>th</sup> class (boys and girls together) are introduced to the basic biological facts of reproduction.

## **7. Stay Safe Programme**

The school teaches the Stay Safe Programme to children from Junior Infants through to Sixth Class. This happens every second year, usually in the Spring Term. Children bring home worksheets for completion as part of their homework and parents sign these. A booklet for parents, outlining the content of these lessons, is available to download at [http://www.staysafe.ie/parent\\_guide.htm](http://www.staysafe.ie/parent_guide.htm).

## **8. Medical Examinations**

The Health Service Executive operates a schools programme which can include:

- Basic medical examination for each pupil
- An eyesight and hearing test
- A vaccination programme against the childhood diseases of Diphtheria, Tetanus, Whooping Cough, Polio, Measles, Mumps, Rubella and Meningitis C.
- A referral arrangement to the schools dental service.

## **9. Promoting Commercial Products**

In line with the terms of Circulars 23/84, 7/87 and 38/91 from the Department of Education and Skills, it is the policy of this school not to promote commercial products or organisations. On the rare occasions when the school facilitates outside organisations by distributing leaflets, parents should be aware that we are happy to endorse the activity/ event or meeting being proposed in the leaflet.

## **10. Homework**

Homework is an integral part of the life and culture of Clonenagh N.S. In time, homework will come to encompass reading, learning and written assignments. At all times, homework is designed to be manageable by pupils and in Senior Classes will take between half an

hour and one hour on average. No homework is given at weekends.

### **11. Party Invitations**

Party invitations may not be distributed in school.

### **12. School Uniform**

- Plain Navy Jumper
- Blue Shirt
- Red Tie
- Grey Skirt (Girls)
- Grey Trousers (Boys or Girls)
- Navy/Grey Socks
- Girls can wear grey or navy tights
- Black Shoes

School uniform is worn 4 days a week except on P.E. day, when a navy Sweater, White Polo Shirt, Navy Tracksuit Bottoms, Runners etc. are worn.

Uniform can be bought in Dunnes Stores etc.

### **13. Wellington Boots**

Please ensure that your child has a pair of Wellington boots with their name on them. These will be stored in school. They are worn when the grass is wet and muddy.

### **14. Parking**

Please do not park in areas reserved for buses. At home time, the teacher on duty will release each pupil to their parent/ minder. Please respect this routine as it is an important safety measure.

Thank you for your cooperation in all of these matters.

Mrs Burnell

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