

# *Scoil an Chlochair*



## *Kilbeggan*



*Issued by the Board of Management*

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*Morning Prayer*  
*Father in heaven, you love me,*  
*You're with me night and day.*  
*I want to love you always*  
*In all I do and say.*  
*I'll try to please you, Father.*  
*Bless me through the day.*  
*Amen*

This handbook was updated on 27<sup>th</sup> November 2018

## **Scoil an Chlochair**

The Order of the Sisters of Mercy was founded on 12<sup>th</sup> of December 1831 when Catherine McCauley and two other sisters made their profession of vows. In the ten years between the founding of the order and her death on November 11 1841, Catherine founded nine Convents of Mercy. The first was in Tullamore in April 1836.

The Convent of Mercy School in Kilbeggan opened its doors on January 10<sup>th</sup> 1880 and by the end of the month there were 240 pupils on the rolls. On September 15<sup>th</sup> 1955 the late Dr. Kyne, Bishop of Meath blessed and officially opened the modern National School following a decision to renovate the old National school for the Secondary pupils. In September 1997 the Convent of Mercy National School and Kilbeggan Boys National School amalgamated to form Scoil an Chlochair (The school of the convent). In 2003 Bishop Michael Smith of Meath blessed and Mary O'Rourke, leader of Seanad Eireann officially opened the newly renovated and extended Scoil an Chlochair. In January, 2016 four new classrooms and office facilities were opened by Minister for Education and Skills, Jan O Sullivan.

Catherine told her sisters:

"Each day is a step we make towards eternity, and we shall continue thus to step from day to day until we take the last step, which will bring us into the presence of God."

## **MISSION STATEMENT**

Scoil an Chlochair is a Catholic school which was established by the Sisters of Mercy and is under the patronage of the Bishop of Meath. Our school is committed to the educational, moral and spiritual development of all of the children in our care. Our mission is to provide the children with a personally challenging and quality education, which is suitable to each pupil's individual abilities. We are committed to collaborating as a staff with each other, with parents and others in order to enhance the educational experience we offer.



## **Information about the School**

**Address:** Scoil an Chlochair,  
Kilbeggan,  
Co. Westmeath

**Telephone:** 057 9332338/ 9333558/9333559

**Email:** [office@kilbeggannationalschool.com](mailto:office@kilbeggannationalschool.com)

**Website:** [www.kilbeggannationalschool.com](http://www.kilbeggannationalschool.com)

### **Board of Management**

**Chairperson:** Karen McCormack

**Board Members:** Valerie Barrett, Sheila Keenan, Kathleen Lennon, Charlie Moore, John O'Brien, Niall Rabbitt, Dale Weston

### **Staff for 2018-2019**

**Principal:** Niall Rabbitt

**Acting Deputy Principal:** Eileen O'Neill

**Assistant Principal:** Caroline Dunne

**Class Teachers:** Florence Guilfoyle, Caroline Dunne, Jean Wade, Rebecca Hannevig, Fionnuala Irwin, Eileen O'Neill, Aoife Sheridan, Brenda Watts, Padraig Seery.

**Special Educational Teachers:** Brenda Treacy, Charlie Moore, Carmel Campbell

**Special Needs Assistants:** Mona Kelly, Irene Hanlon, Debbie Coughlan, Angela Doonan

**Secretary:** Florrie Gill

**Cleaners:** Geraldine Hctor, Aisling Kilroe

**Caretaker:** Rafal Lazarewicz

## **General Enrolment/Admission Policy**

Scoil an Chlochair serves the people of the Catholic parish of Kilbeggan and is a parish-based school. It is a Catholic school that has been established by the Minister of Education and Skills. Most Reverend Thomas Deenihan, the Bishop of Meath, is the patron. The school aims at promoting the full harmonious development of all aspects of the pupil — intellectual, physical, cultural, moral and spiritual, including a living relationship with God and 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. This Catholic school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Catholic Church and promotes the formation of pupils in the Catholic faith.

The Board of Management hereby sets out its policy in accordance with the provisions of the Education Act 1998, and trusts that by doing so parents/guardians will be assisted in relation to enrolment matters.

### **Application Procedure**

- Parents/guardians who wish to enrol their child in junior infants or in subsequent years in the school must complete an application for enrolment form.
- A birth certificate must be provided with each application.
- Parents/guardians of Catholic children are asked to provide a baptismal certificate (except where children have been baptised within the parish).
- *Enrolment week takes place during January (see below) The enrolment form must be completed and returned by 2pm on the Friday of enrolment week.*
- Decisions in relation to applications for enrolment are made by the Board of Management of the school in accordance with school policy.
- Prior to the autumn starting date parents/guardians will receive a letter inviting them to a meeting with the school Principal and the Chairperson of the Board of Management.

Neither the completion of an application for enrolment form, nor the placing of a child on a waiting list, confers an automatic right to a place in the school. No processing of applications can be made before the closing date for applications.

### **Enrolment Criteria**

As a general principle, and in so far as practicable having regard to the school's enrolment policy, children who apply will be enrolled in accordance with the criteria below, provided there is space available. The school will endeavour to ensure that a policy of respect for every child is operated and that no child is refused admission for reasons of ethnicity, special education needs, disability, language, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

For children transferring from another school the Board of Management must receive a completed application form together with relevant reports before the application may be considered.

## **Enrolment of Junior Infants**

The Board is bound by the Department of Education and Science rules for National Schools and the Education (Welfare) Act 2000. Children may only be enrolled from the age of 4 years upwards, though compulsory attendance shall not apply until the age of 6 years.

In the event that applications for enrolment exceed available spaces, applicant children will be enrolled strictly in accordance with the following criteria and in that order. If the number of applicants under category a) outnumbers the places available, children will be prioritised and enrolled in order of age, beginning with the eldest. The same applies to the other categories should places then be available.

- a) All children within the parish boundary (*please see map of parish boundary on school website [www.kilbeggannationalschool.com](http://www.kilbeggannationalschool.com)*)  
Sisters and brothers of pupils already enrolled in the school;  
Children of current permanent staff, including ancillary staff;
- b) All other children from outside the parish boundary.

Admission of junior infants normally takes place in the autumn on the first day of the new school year. If a child is not four years of age before 1 September, then he/she cannot be enrolled.

Enrolment week takes place from Monday January 14<sup>th</sup> until Friday January 18<sup>th</sup> 2019. During this week enrolment forms are issued and must be returned by 2pm on Friday January 18<sup>th</sup>, 2019 in order to be considered for admission.

For the school year 2019-2020 a maximum of 26 Junior Infants will be enrolled. In the event that we have more than 26 applicants the Board of Management may operate a cut-off date of birth. This means that in the event that priority is required to be given to children within any one of the above categories, older children will be given priority.

## **Enrolment during the School Year**

Pupils may be enrolled during the school year if places are available. The enrolment criteria outlined in this document will apply.

## **Transfer from other Schools**

Applications for enrolment for children transferring from other schools will be subject to the rules governing National Schools and the criteria for enrolment set out in this policy. Under the terms of the Education Welfare Act (2000), information concerning attendance and the child's educational progress is to be provided by the school from which the child is transferring.

The following documents will be requested from parents/guardians of applicant children who have been expelled or encouraged to leave the school from which they are transferring:

1. A copy of the letter received by the parents/guardians from the previous school clearly stating the reasons for the expulsion;
2. Details of interventions and other agencies involved with the child.

Where the Board of Management is of the view that a student would constitute a danger to the safety and welfare of other students, or staff, it will refuse to enrol the child. It is clear, therefore, that if a child was expelled from another school on the grounds that she/he presented as a danger to the health and safety of other pupils or staff members, the Board will refuse to enrol him/her as it will be fairly assumed that the applicant will constitute a similar risk in Scoil an Chlochair.

### **Exceptional Circumstances**

The school reserves the right to refuse enrolment to any pupil in exceptional cases. For example such an exceptional case could arise where either:

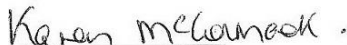
- a) the pupil has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the pupil with an appropriate education, or
- b) in the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property. The parents/guardians of any pupil who has been refused enrolment, for any reason, are entitled to appeal that refusal pursuant to Section 29 of the Education Act 1998 and, in such circumstances, will be advised in writing of their entitlement to such an appeal.

### **Appeals**

- 1) Parents/guardians who are unhappy with an enrolment decision may appeal to the Board of Management. This appeal must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal and lodged within ten days of receiving the refusal to enrol.
- 2) If unhappy with the outcome of this appeal, they may then appeal to the Department of Education and Skills on the official form provided by this Department. This appeal must be lodged within 42 days of receipt of the final refusal from the school.

This policy is updated each year and was approved by the Board of Management on November 27<sup>th</sup> 2018.

Signed :



**Karen McCormack Chairperson  
Board of Management, Scoil an Chlochair**

## **Enrolment/Admission Policy for Scoil an Chlochair ASD Class**

### **Vision Statement:**

In setting up the Autism Spectrum Disorder (ASD) Class in Scoil an Chlochair, the aim of the Board of Management (BOM) is to develop an educational setting which is focused on the needs of all of the children. The Board of Management is committed to providing the highest quality of education for all children. The Board of Management of Scoil an Chlochair has developed this policy for the Autism Class in conjunction with the overall policy for the school. The policy is set out in accordance with the provisions of the Education Act of 1998, the Education Welfare Act 2000, the Equal Status Act 2000, the Disabilities Act 2005 and the EPSEN Act 2004. The Board trusts that by so doing, parents will be assisted in relation to enrolment.

### **Aim and Objectives**

The aim of the Class is to promote growth and learning in an atmosphere of inclusion and mutual respect by focusing on pupils' strengths, and to identify and provide for their special educational needs to allow them to reach their potential in life.

To achieve this we have many objectives, some of which are to:

- Enable each child to benefit from an integrated and inclusive education;
- Work towards the age appropriate national curriculum targets;
- Enhance the communicative and social skills of the children;
- Enhance the emotional development of each child;
- To provide a quality driven, appropriate educational service to all children in the ASD Class, within the requirements of all recent legislation pertaining to Special Needs Education;
- To strive towards the full or partial integration of children in the ASD class into mainstream education, having regard for levels of ability, available resources and suitability for such integration.

### **Enrolment**

The number of admissions depends on the number of places available. This may vary from year to year up to a maximum of 6 children.

Applications for enrolment will be taken during the school's enrolment week if places are available for the following school year (please see details in the school's Enrolment and Admission policy).

In the event of places becoming available during the school year the same enrolment criteria (below) will be applied.

In the event that the number of children seeking enrolment into the ASD class exceeds the number of places available, names will be placed on a waiting list for that year in accordance with the school's enrolment policy.



**Enrolment Criteria:**

The maximum class size is six pupils. The number of ASD class based places available will also depend on the number of mainstream pupils of that grade and the number of children with Special Educational Needs already integrated. If the number of eligible children on the list of applicants to enrol exceeds the number of places available, the following criteria will apply in priority order, beginning with number one, once a definite diagnosis of Autism has been provided by a qualified professional:

- 1 Pupils currently enrolled in our mainstream school and seeking to transfer to the A.S.D. class, priority eldest.
- 2 Siblings of existing pupils, priority eldest.
- 3 Children living within the parish, priority eldest.
- 4 Children currently enrolled in the local Kilbeggan pre-schools, priority eldest.
- 5 Children of past pupils living locally, priority eldest.
- 6 Children currently enrolled in another local mainstream school, priority eldest.
- 7 If spaces are still available, places will be allocated randomly, once an assessment has been made by the Enrolment Advisory Board.

**Assessment Criteria for Admission to our ASD Class**

This assessment will involve meeting the parents/guardians and child at the school.

A child will be offered a place in accordance with our enrolment policy when all of the following criteria have been met:

1. A fully completed application form for enrolment has been submitted to the school by the parents/guardian. This application will include permission for the school's NEPS psychologist to review all reports regarding the applicant.
2. The child must have a multi-disciplinary report with a primary diagnosis of a qualifying Autism Spectrum Disorder (DSM V) and with a recommendation to attend an ASD class attached to a mainstream school. This diagnosis must be made using a professionally recognised clinical and psychological assessment procedure.
3. A recent recommendation/psychological report (within two years of the proposed admission date) must be provided by the above professional indicating that a placement in an ASD Class in a mainstream school is warranted. A needs analysis/recommendation in respect of each child will also be required in order to provide the best education possible for the children.
4. The child has access to, and will continue to have access to, specified services as recommended; for example Occupational Therapy, Speech Therapy.
5. The school have in place the resources to meet the special needs of the child, as per point 4.

### **ASD Class Enrolment Advisory Board**

Applications will be considered by the school's ASD Class Enrolment Advisory Board. This board will consist of the school Principal, a member of the Board of Management and a teacher from the ASD Class. In addition the ASD Class Enrolment Advisory Board will seek advice/input from a National Educational Psychological Service (NEPS) psychologist. The ASD Class Enrolment Advisory Board will advise the Board of Management on the placement of a child. The final decision as to the placement of a child in the ASD Class lies with the Board of Management.

### **Offer of Placement**

A child will be offered a place in our ASD Class if all of the assessment criteria described above are met and there is a place available.

### **Refusal of enrolment**

If, prior to enrolment, it transpires that the school cannot meet the required needs of the child for placement in our ASD Class class, the child will not be enrolled in the school for the following year and the following actions will take place:

1. The school will notify, in writing, the parents/guardians of the rationale for the decision.
2. The school will notify, in writing, The National Educational Welfare Board, the National Council for Special Education and the Department of Education and Skills of the decision and the requirements necessary for the school to meet the specified needs of the child.

The school reserves the right to refuse enrolment to any student where either:-

1. The student has special needs such that even with additional resources available from the Department of Education & Skills and the Department of Health the school cannot meet such needs and/or provide the student with an education in line with the assessments, recommendations and needs analysis received, and the Individual Educational Profile drawn up by the school.
2. In the opinion of the Board of Management the student poses a risk to the health and safety of the other students, to school Staff or to school property.

Fulfilling the enrolment criteria does not necessarily ensure enrolment if:

- Necessary resources pertaining to the enrolment are not available
- Sufficient classroom space is not available.
- All relevant documentation is not supplied by applicant
- The Admissions Team decide that the school is unable to adequately meet the needs of the child. Taking all of the above into account, and based on the advice of the enrolment team of the Autistic Class, the Board of Management reserves the right of admission.

## **Right of Appeal**

Any applicant who applies for and is not offered a place in Scoil an Chlochair has the right to appeal the decision.

1. Parents/guardians who are unhappy with an enrolment decision may appeal to the Board of Management. This appeal must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal and lodged within ten days of receiving the final refusal.
2. If unhappy with the outcome of this appeal, parents/guardians may then appeal to the Department of Education and Skills on the official form provided by the school. This appeal must be lodged within 42 days of receipt of the final refusal from the school.

## **The First Year**

The first year will be used to;

- Assess the child's educational needs.
- Develop an I.E.P. to address identified needs.
- Assess whether the child's placement is appropriate.

If, in the course of the year, it transpires that the school cannot meet the required needs of the child the child will not be re-enrolled in the school for the following year and the following actions will take place:

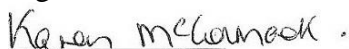
1. The school will notify, in writing, the parents/guardians of the rationale for the decision.
2. The school will notify, in writing The National Educational Welfare Board, the National Council for Special Education and the Department of Education and Skills of the decision and the requirements necessary for the school to meet the specified needs of the child.

Taking into account the Department of Education and Skills regulations and programmes, the rights of the patron as set out in the Education Act and the funding available, the school supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special education need.
- Equality of access and participation in the school.
- Parental choice in relation to enrolment.
- Respect for the diversity of values, beliefs.
- Traditions, languages and ways of life in society. The Board of Management will not refuse a child on the basis of ethnicity, disability, traveller status, refugee status, political beliefs or family or social circumstances, provided they fulfil the enrolment criteria.

This policy is updated each year and was approved by the Board of Management on November 27<sup>th</sup> 2018.

Signed :



Karen McCormack Chairperson  
Board of Management, Scoil an Chlochair

## **Child Safeguarding Statement**

Scoil an Chlochair, Kilbeggan is a primary 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 Scoil an Chlochair 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 Niall Rabbitt

3 The Deputy Designated Liaison Person (Deputy DLP) is Eileen O'Neill

4 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
- 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.


5 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.
  
  - 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 s 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 these procedures.
  
  - 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.
- 6 This statement has been published on the school’s website and has been provided to all members of school personnel, the Parents’ Association (if any) 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.
- 7 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 09-03-2018 and reviewed on 27-11-2018

  
**Karen McCormack Chairperson**  
**Board of Management, Scoil an Chlochair**  
 Date: 27-11-2018

  
**Niall Rabbitt, Principal/ Secretary**  
**Board of Management. Scoil an Chlochair**  
 Date: 27-11-2018

# **Child Safeguarding Risk Assessment**

## **Written Assessment of Risk of Scoil an Chlochair, Kilbeggan**

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Scoil an Chlochair, Kilbeggan, Co. Westmeath.

### **1. List of school activities**

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- Outdoor teaching activities
- Sporting Activities
- School outings
- Use of toilet/changing areas in and out of school
- Annual Sports Day
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed
- Care of any vulnerable adult students, including intimate care where needed
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- Care of pupils with specific vulnerabilities/ needs such as
  - Pupils from ethnic minorities/migrants
  - Members of the Traveller community
  - Lesbian, gay, bisexual or transgender (LGBT) children
  - Pupils perceived to be LGBT
  - Pupils of minority religious faiths
  - Children in care
  - Children on CPNS (Child Protection Notification System from TUSLA)
- Recruitment of school personnel including -
  - Teachers/SNA's
  - Caretaker/Secretary/Cleaners
  - Sports coaches
  - External Tutors/Guest Speakers
  - Volunteers/Parents in school activities
  - Visitors/contractors present in school during school hours
  - Visitors/contractors present during after school activities
- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school

- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events
- After school use of school premises by other organisations
- Use of school premises by other organisation during school day
- After school club.

**2. The school has identified the following risk of harm in respect of its activities -**

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by a member of school personnel
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons
- Risk of harm due to bullying of child
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to children with SEN who have particular vulnerabilities
- Risk of harm to child while a child is receiving intimate care
- Risk of harm in one-to-one teaching, counselling, coaching situation
- Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner
- Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

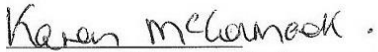
**The school has the following procedures in place to address the risks of harm identified in this assessment -**


- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015*
- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- The school will put in place a policy and clear procedures in respect of school outings

- The school has a Health and safety policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The school has a code of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school has an intimate care policy/plan in respect of students who require such care
- The school has in place a policy and procedures for the administration of medication to pupils
- The school –
  - Has provided each member of school 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
  - Maintains records of all staff and board member training
- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- The school has in place an ICT policy in respect of usage of ICT by pupils
- The school has in place a mobile phone policy in respect of usage of mobile phones by pupils
- The school has in place a Critical Incident Management Plan
- The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
- The school has in place a policy and procedures for the use of external sports coaches
- The school has in place a policy and clear procedures for one-to-one teaching activities
- The school has in place a policy and procedures in respect of student teacher placements

Important Note: It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the Child Protection Procedures for Primary and Post- Primary Schools 2017

In undertaking this risk assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent. This risk assessment has been completed by the Board of Management on 09-03-2018 It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

  
 Karen McCormack Chairperson  
 Board of Management, Scoil an Chlochair  
 Date: 09-03-2018

  
 Niall Rabbitt, Principal/ Secretary  
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## **School Attendance**

Under the Education Welfare Act (2000) each child is obliged by law to attend school every day on which the school is in operation unless there is a reasonable explanation for not attending. Following any absence students must supply a note of explanation signed by a parent/guardian to explain that absence. These notes will be kept on file in the school.

The practice of taking children on holiday during term time is strongly discouraged. Not only will this impact on a child's learning but parents are reminded that under the Section 21 of the Education Welfare Act (2000) the school is obliged to inform the Education Welfare Officer if a child is absent on more than twenty days in a school year. Children taking unnecessary extended leave will be removed from the roll and will have to re-apply for a place in the school.

The school is also obliged to inform the Educational Welfare Officer in writing, where a student is suspended for a period in excess of 6 days or where a student's name is removed from the register or where, in the opinion of the principal, the student is not attending regularly. The Educational Welfare Officer will then be obliged to make all reasonable efforts to ensure the continued education of the child and to consult with the pupil, teachers and parents accordingly.

These policies may be added to and revised from time-to-time.



## **Code of Behaviour**

The Code of Behaviour seeks to create a happy atmosphere where Christian virtues of respect, obedience, fairness, forgiveness, trust and truth are practised. The aim of the Code of Behaviour is to achieve and maintain a harmonious teaching and learning environment.

Our approach to discipline is a 'positive' one that concentrates on all aspects of school life including class-work, homework, play, dealing with correction, success and failure. Over a period of time, such an approach enables the children to develop self-discipline that in turn will guide and direct them as they develop into young adults.

Parents, the prime educators of their children, play a key role in helping their child achieve positive attitudes in these areas by taking an active interest in the child's school life and by being fully aware at all times of how their child is coping with the work aspect of school as well as with the social dimensions of the child's life.

### **Principles of the Code**

Our Code of Behaviour:

- Promotes positive behaviour in order to develop self-discipline.
- Acknowledges the profound influence that self-esteem has on learning.
- Recognises the uniqueness and endless potential of each child and attempts to communicate that image to them.
- Embraces failure as well as success as important in the process of learning.
- Sees the support and co-operation of parents as being essential to the effective operation of the 'Code of Behaviour.'
- Imposes sanctions in order to maintain good order and to discourage offenders.

## **Bullying**

Bullying clearly runs counter to the school philosophy of promoting the ideals of care and respect. Central to our Code of Behaviour is the notion that nobody has the right to make another feel uncomfortable by any action or by any use of language.

We encourage children to report to the Principal/teacher any incident of bullying of which they know, so that appropriate action may be taken.

## **Pupils' Anti-Bullying Charter**

- I promise to be pleasant and friendly, to be truthful, honest and fair.
- I will encourage and invite other children to join in games provided they abide by the rules.
- I will help classmates who are bullied by other children.
- I will not kick, push, strike or punch.
- I will not name call, threaten, tell lies.
- I will not sneer at, make fun of or intimidate.
- I will not exclude other children at play, at games or when taking part in school activities.

## **Implementation of the Code**

There is a reward system for good behaviour.

- Praise from teacher and/or Principal.
- Small prizes/awards to be awarded by the teacher/principal
- Extra school privileges or responsibilities

Sanctions are necessary to register disapproval of unacceptable behaviour.

Our code acknowledge three broad categories of misbehaviour as

- a) misdemeanour
- b) serious misbehaviour
- c) gross misbehaviour

When misbehaviour occurs, the following is a list of possible sanctions, strategies and procedures that may be used.

### **Misdemeanour**

1. The pupil is made aware that his/her behaviour is unacceptable.
2. The child receives a verbal reprimand from teacher and is asked to make a conscious effort to improve.
3. The child may be temporarily separated from peers, friends and others within classroom and yard.
4. A note or comment on misbehaviour may be written on child's homework notebook to be signed by parents/guardians.
5. The Principal will be informed if there is no improvement.
6. If children continue to disrupt class the parents/guardians will be asked to meet with the teacher and or Principal to give an undertaking that the pupil will behave in an acceptable manner in the future.

### **Serious Misbehaviour**

1. In instances of serious misbehaviour the pupil will:
  - a) be made aware that their behaviour is unacceptable
  - b) be detained under supervision during the mid-morning break.
  - c) Parents/guardians will be informed that this action has been taken..

2. In instances of repeated serious misbehaviour the parents/guardians will be requested to meet with the teacher and Principal and be asked:
  - a) to give an undertaking that the pupil will behave in an acceptable manner in the future.
  - b) to keep in regular contact i.e. at least once a week, with the teacher and/or Principal to keep informed of the child's behaviour.
3. If the serious misbehaviour continues the Board of Management may suspend the pupil for a temporary period.

A special decision of the Board of Management is necessary to authorise a period of suspension up to a maximum of ten school days and in exceptional circumstances the Board of Management may authorise a further period of suspension up to a maximum of ten school days.

### **Gross Misbehaviour**

In instances of gross misbehaviour:

- a) the pupil will be sent immediately to the Principal's office
- b) parents/guardians will be contacted and requested to meet with the Principal as soon as possible.
- c) warned that should there be another incidence of serious misbehaviour the Board of Management, may authorise the Chairperson or Principal to sanction an immediate suspension or expulsion in accordance with the provisions of the Educational Welfare Act 2000.

### **Damage, Loss or Theft of School Property**

- a) Recompense is expected to be made by pupil/parents/guardians for damage to, loss or theft of property.
- b) Appropriate sanctions and procedures to be followed, depending on which category of misbehaviour – serious or gross – the offence applies to.

## **Religious Formation**



Father Brendan Corrigan P.P. visits the school on a regular basis.

The pupils receive Sacraments of First Penance and First Holy Communion when they are in Second Class. Sixth Class children receive the Sacrament of Confirmation.

Parents are asked to follow the Religious Programme from the child's book, and help with the Religion work when it is sent home.

During the school year, the children will have the opportunity to participate in the sacrament of reconciliation. Also prayer services and school Masses are held on a regular basis.



## **Health, Safety and Hygiene**

- Children who are ill should not be asked to go to school.
- Parents are asked that teachers be made aware of any physical disability, allergy, etc. that their child may have.
- Children are not allowed to remain unsupervised in class during school break times.
- Chewing gum is not allowed in school.
- Aerosols and talcum powder cans are strictly forbidden in kit or gear bags for PE, swimming or any school organised outdoor activity.
- Teachers are not insured to administer medication to children. If vital medication is needed, throughout the school day, this must be brought to the attention of the Principal so that administration arrangements can be discussed.
- Please ensure that the school has at least 3 contact numbers of parent/guardian/minder.
- A parent/guardian who wishes to collect a child early during the school day must sign out the child at the school office. They must also indicate the reason for the early withdrawal of the child.
- **Please notify the school of any change of address or phone number.**

### **Accident Procedures**

Accidents occur despite supervision. Minor accidents are treated at school. In the event of a more serious accident/child becoming ill, every possible effort will be made to contact the pupil's parents/guardians or the persons delegated to take responsibility for the pupil.

In extreme situations, where parents/guardians cannot be contacted, it may be necessary to take a child to the doctor/hospital. Therefore as part of the school enrolment form we ask parents to sign to give permission to the school to bring their child straight to the doctor/hospital should the need arise. We don't expect to have to use such measures very often, but nevertheless in the light of our experience we feel it safer to have made provision for such an emergency.

## Personal Hygiene

Hygiene is an extremely important aspect of the development of your children and we encourage parents to help develop a sense of personal hygiene in their children from a very young age. We encourage the children to wash their hands after each visit to the toilet and ask that this is reinforced at home.

### **Special attention should be paid to cleanliness of hair.**

Your child is sharing a room with a large number of children and close contact is unavoidable and so,

1. You should check your child's hair regularly for head lice.
2. Long hair should be tied back at all times.
3. If your child has head lice inform the teacher who will then send a discreet note to all other parents advising them to check heads and follow the correct procedures which include the use of a special shampoo (available at chemists only) along with fine-combing the child's hair.
4. If this problem persists, Parents/Guardians may be asked to keep their child at home to avoid any further spreading of the infection.

*If such a case should arise please be extra diligent in your efforts to eradicate this problem.*





## **Homework**

Through the active involvement and interest of parents/guardians in their children's homework on a daily basis, consistent and steady progress is made by the child over a period of time. Therefore, **we strongly encourage you to take an active interest in your child's homework and to ensure that the allocated homework is done each evening.** Homework consists of **Oral** work (e.g. reading, spellings, tables, prayers, poems and place names) and **Written** work.

- Homework will be given up to four nights a week for pupils from all classes (Junior Infants will be given homework commencing after Halloween)
- If for some reason all the homework is not done, **a written explanation** should be sent by the parent/guardian to the class teacher.
- All parents/guardians should check and sign their child(ren)'s homework and /or homework notebook
- Regular failure to complete homework will be recorded by class teacher and a note sent to parents that should be signed and returned to the school.
- Failure to correct this situation will entail further sanctions.
- Parents will be notified and asked to attend a meeting with the class teacher and/or Principal.

Studies done on getting the most value from 'Homework' shows that **'Same time, Same place'** works best. This may not always be possible, nevertheless, every effort should be made to establish the pattern of consistency and regularity that is implicit in 'Same time, Same place.'

- Homework should be distraction free – no television, games, etc. – as far as possible.
- Homework should be done earlier rather than later each evening.
- Homework is all about concentration, organisation and reinforcement of schoolwork. It is vitally important to stress that homework that takes all night to do is generally not effective.

- Concentration within a given time limit is essential to maximise effectiveness and will set up good habits and study skills for the future.
- Please draw your child's attention to his/her hand-writing and the general presentation of his/her work. Children who work neatly are generally very proud of their work and interested in achieving.
- Class homework may be tailored to the special educational needs of some pupils.

The following are recommended as the **maximum** times that should be spent at homework by the children:

Infants	15 minutes.
First Class	25 minutes.
Second Class:	30 minutes.
Third Class :	40 minutes.
Fourth Class :	50 minutes.
Fifth Class :	60 minutes.
Sixth Class :	60 minutes.



## Routines and Regulations

The following routines and regulations apply to every child attending Scoil an Chlochair. They are designed to ensure a safe and secure environment to work and play in and to guarantee the smooth and effective running of our school.

### **Arrival at school in the morning**

- School starts at 9.20am each morning. Pupils must be punctual. Children should arrive at school no earlier than ten minutes before school opening time (that is 9.10am for 9.20am).
- When the bell rings, pupils should assemble in the yard in their class lines. (Parents and guardians should not be in the school building and should also not block the entrances for children.)
- On wet mornings the children will be allowed into classrooms at 9.10am. Once again we ask that parents/guardians leave their child to the school entrance and not enter the school building.

### **Collection of Children at 2pm and 3pm**

- Each day all classrooms should be left tidy. Children must ensure their own area is left clean and tidy.
- Once a child enters school he or she may not leave without permission.
- Parents and guardians should arrive for collection of our younger students close to finish time (2pm for Infant classes and 3pm for classes from 1<sup>st</sup> to 6<sup>th</sup>). The Board of Management asks that parents and guardians of infant classes wait in designated areas and do not enter the school until collection time (2pm). Please wait for older children (1<sup>st</sup> to 6<sup>th</sup> classes) outside of the school building. Also please ensure that your child knows where you will be at collection time (Church car park or Dublin Road entrance).

**Pupils should not be left alone on school premises before 9.10am in the morning as there is no supervision provided and insurance cover does not begin until then.**

### **Lunchtime Procedures**

- There is a short morning break at 10.50am lasting 10 minutes and a lunch break at 12.30pm of 30 minutes. At break times children must ask the teacher on duty for permission to be re-admitted to the school building.
- All pupils will have lunch in their classrooms.
- All pupils must go to the playground during the mid-morning break and after their lunch except on wet days when they remain inside (either in classrooms or in the G.P. Room).

**Unless Board of Management sanction is sought and granted, the school grounds are out of bounds to all after school hours due to Insurance Regulations.**

### **Safety Guidelines: Entering and Leaving the School**

All pupils must enter and leave the school grounds only through the front gates or via the church car park gate.

For safety reasons pupils are not allowed to leave the school grounds during the school day without permission.

## **Parental Involvement**

As a Catholic school, we believe that the school is not an isolated unit but a union of many people who come together to give it life and meaning.

We aim to establish this relationship through:

- encouraging a shared commitment to the success of each individual child;
- encouraging an ethos of understanding and openness in home-school-parish relationships;
- helping parents to develop a positive role in complementing and supporting the work of the school in educating their children.

Parental involvement in the life of the school is encouraged in many ways:

- through parent members of the BOM and Parent Council
- involvement in celebrations, concerts and school Masses;
- involvement in sacramental preparation;
- parents help with school sports activities.

## **Home – School Communication**

Parents are the primary educators of their children and the influences and values of the home cannot be overstressed. Parents and teachers work together to help the child reach his/her full potential. The support and co-operation of parents and guardians is essential to the effective operation of the school.



## **How Parents Can Help**

- Show an interest in, and concern for your child's education.
- Being over ambitious and putting undue pressure on your child is undesirable.
- Avoid comparing your child with other children at home, in class or in your neighbourhood.
- A positive attitude to school and its teachers in the presence of your children is extremely important.
- Something to keep in mind – an over reliance on televisions, play stations and computer games can lead to frustration, passiveness and the exclusion of other healthy pursuits.
- Praise and encouragement from the foundations of successful relations between parents/teacher and children.
- Avoid using the teacher as a threat for misbehaviour at home.

## **Keeping Informed of Your Child's Progress – Social and Academic**

### **1. Your Child's Homework Journal**

This is a useful means of communicating simple messages between teacher and parent.

### **2. Parent-Teacher Meetings**

Formal Parent/Teacher meetings will be held once during the school year, usually towards the end of the Autumn Term. It is important to attend this meeting to be kept informed of your child's progress and it is also important that your child sees that you are interested in his/her school work.

### **3. Annual School Reports**

These are issued at the end of the school year.

Outside of these formal meetings, parents are asked to abide by the following arrangements if they wish to meet the Principal, teachers or any staff member

- All visitors to the school (this includes parents and guardians) must report to the school office when visiting the school. If you wish to take your child out of school early you must sign them out in our 'signing out book' located in the school office.
- Messages for children, lunches, books, etc. should be left at the secretary's office for delivery to the classrooms.
- Appointments to meet with Teacher and/or Principal can be made by note/email or phone call either directly with the member of staff concerned or through the school secretary. *Discussions at classroom doors are unsatisfactory for both parents and teachers and therefore should not take place.*

Our school is a busy place with many different events and activities taking place. To accommodate a busy schedule, it is necessary to send notes, texts and emails to parents/guardians regarding activities, events, school closures etc. on an ongoing basis. It is important to check for notices regularly as you may miss out on important information or deadlines.

## **Complaints Procedure**

Please contact the school office for information on our complaints procedure. Further information can also be obtained on our website [www.kilbeggannationalschool.com](http://www.kilbeggannationalschool.com)

# General School Information

## Our School Uniform

The official school uniform is:

- Navy pinafore, skirt or trousers
- Blue blouse/shirt
- Navy jumper/cardigan
- (Navy shorts in warm weather)

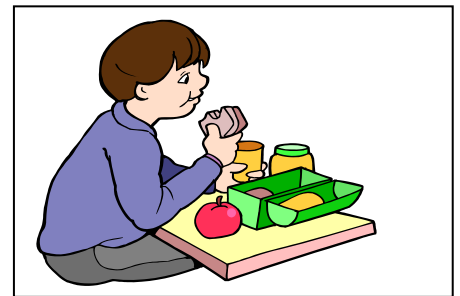
**This uniform must be worn each day except on PE day when a plain navy school track suit ( i.e. runners, track suit/shorts, blue polo shirt and sweatshirt/jumper) should be worn.**

Children should have their names on their uniforms, coats and other personal belongings.

## Healthy Lunches

Here in Scoil an Chlochair we encourage healthy eating habits. To this end, we do not allow crisps, sweets, bars, fizzy drinks, peanuts, chocolate products and biscuits in the childrens' lunch boxes and we encourage you to provide healthy options such as:

- Sandwiches
- Fruit
- Yoghurt
- Small crackers and cheese
- Milk/fruit drinks/milk shakes



**Chewing gum is forbidden** at all times in the school grounds, corridors and classrooms.

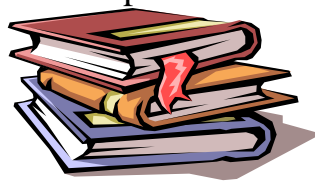
### **Nuts and food containing nuts**

As we have several children in the school with severe nut allergies, we have had to implement a ban on children bringing in nuts or any foods containing nuts. We would appreciate your co-operation in this matter.

## **School Books**

Towards the end of the Summer term pupils will be given a list of books that they will require for the following September. These books should be purchased over the summer holidays and be brought into school on the first day of the autumn term.

We also facilitate a second hand book sale towards the end of the summer term in order that books that older pupils have finished with can be sold on to younger pupils. This will help reduce the cost of purchasing books.



## **Photocopying, Arts & Crafts**

In order to cover the costs of buying materials for photocopying and arts & crafts a small fee will be charged per pupil at the beginning of the school year.

## **Mobile Phones**

It is recognised that mobile phones can be intrusive and distracting in situations such as school settings. In addition there is continued debate about the possible harmful effects on children from frequent use of mobile phones. Therefore the pupils of Scoil an Chlochair are not permitted to use mobile phones while in school.

### *Night Prayer*

*God, our Father, I come to say  
Thank you for your love today  
Thank you for my family,  
And all the friends you give to me.  
Guard me in the dark of night,  
And in the morning send your light.  
Amen.*

# CHILDRENS' CODE

*Work hard. Always try your best.  
Take care of your belongings  
Take care of the belongings of others  
Take turns and be polite and mannerly  
Be kind and gentle to others  
Always tell the truth  
Help each other*

## **Expectations of Pupils**

- Show respect for teachers, parents, fellow pupils and visitors to the school at all times
- Attend school and not miss days without good reason
- Arrive on time in a good mood
- Don't leave during the day without permission
- Respect all school property and the property of others
- Wear the school uniform
- Use nice language
- Move quietly around the school
- Complete your homework fully and on time
- Listen when others are talking
- Participate in all class activities
- Accept the differences of others