



Scoil Náisiúnta Baile Garbháin



Handbook for Parents

Telephone: 021 4888390
Email: ballygarvanns@eircom.net

Chairperson, Board of Management:	Liam O'Donovan
Principal:	Mairéad Coakley
Deputy Principal:	Rosarie Elliffe
Assistant Principal:	Nan Wyndham

Ballygarvan National School

Vision Statement

Ballygarvan N.S. is a Catholic School under the patronage of the Catholic Bishop of Cork and Ross. The school caters for boys and girls from junior infants to 6th class.

The school aims to produce pupils who are happy, self-confident and caring.

The school will provide an atmosphere that is safe, community-centered, welcoming and creative.

The school will promote the professional development of the staff through designated programmes and inter-staff co-operation.

A Catholic ethos will be fostered while we also respect the pupils of other faiths.

The children will be accepted as they are helped to achieve their full potential and to develop their individual talents.

A broad child-centered curriculum will be implemented.

Ballygarvan N.S. will encourage the involvement of parents through the Parents Association.

The school's Board of Management will support the pupils and teachers.

The School will promote gender equity and cultural diversity will be respected.

Pupils with differing abilities will be catered for and welcomed.

Déanfaimid iarracht Gaeilge a labhairt pé uair is féidir.

The school motto is "Fás trí Fhoghlaim". ("Growth through Learning").

Admissions/Enrolment Policy (Revised in June 2009)

The Admissions Policy has been formulated in accordance with the provisions of the Education Act 1998 in order to assist Parents in relation to enrolment matters. The Chairperson of the Board of Management or the Principal will be happy to clarify any further matters arising from the policy.

Application Procedure

Application forms are available in the school office. Parents seeking to enrol children should return a completed application form with an original birth/adoption and baptismal certificate to the school by April 30th each year. Parents of children enrolled in Junior Infants will be invited to a meeting in the school in June each year.

Children will be enrolled on application provided that there is space available. Junior Infants are enrolled in September provided the child has reached his/her 4th birthday.

Normally, Junior Infants will not be enrolled during the year unless transferring from another school. This is for educational reasons as the curriculum is progressive and it is necessary for the child to complete a full year.

Decisions in relation to application for enrolment are made by the Board of Management.

Parents will be informed of acceptance of the child to the school as soon as possible.

No child is refused admission for reasons of ethnicity, special education needs, disability, language/accents, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

The completion of an application form or the placement of your child's name on a list, however early, does not confer an automatic right to a place in the school.

Children enrolled in the Primary School are required to co-operate with and support the school's Code of Behaviour as well as all other policies. Parents/Guardians are responsible for ensuring that their child(ren) co-operate with these policies in an age-appropriate way. A copy of the Code of Behaviour and a copy of the Ethos Statement will be issued to all parents and each parent will be requested to sign an undertaking to uphold the school Code of Behaviour.

In the event of the number of children seeking enrolment exceeding the number of places available the following criteria will be used to prioritise children for enrolment:

1. Brothers and sisters of children already enrolled (including step-siblings, resident at same address) and Catholic children living within the Parish.
2. Catholic children who live outside the Parish and who do not have a Catholic school in their Parish.
3. All children who live within the Parish but are not Catholic

4. Catholic children from outside the Parish.
5. All children who apply to the school and are not Catholics and not resident in the Parish.
6. In the event of being unable to enrol children in any year, the child's name will be placed on the waiting list in accordance with the criteria as above.

Other pupils may be enrolled during the school year if newly resident in the area. Pupils wishing to transfer from other schools are enrolled subject to the Rules of national Schools, Education Welfare Act and school's enrolment policy.

Decision Making

The Board of Management determines the maximum number of children in the school based on the Department of Education's recommended enrolment number at the time.

Children with Special Needs

Children with special educational needs are welcome to enrol in the school and every effort will be made to provide them with an appropriate education as well as to include them in every aspect of school life. The child enrolling in Ballygarvan National School will be resourced in accordance with the levels of resource provided by the Department of Education and Science to the Board of Management.

The Board of Management may request copies of relevant reports or request that the child be assessed immediately in order to assist the school in establishing the educational needs of the child and to profile the support services required. The Board of Management will endeavour to have all resources and support in place before the child is admitted to the school. This may include visiting teacher service, resource teacher and psychologist or social workers as appropriate.

Exceptional Circumstances

The school reserves the right to refuse enrolment to a pupil in exceptional cases. Such an exceptional case could arise where either:

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.

In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or school property.

(See appeals procedure below)

Children of Other Faiths or No Faith

Bearing in mind the Catholic ethos of the school, every effort will be made so that the school is as inclusive as possible. While Catholic education and the ethos of the school permeates the day, children of other faiths or none, where request is made in writing, will be excused from attendance at formal religious instruction classes and specifically Catholic liturgies. As far as possible, in consultation with parents, suitable alternative arrangements will be made in order to facilitate this. It will not be possible however to provide religious instruction in other faiths.

Appeals Procedure

In line with Section 28 of the Education Act 1998, parents who are dissatisfied 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 grounds for the appeal, and lodged within ten days of receiving the refusal. Parents, if unhappy with the result of the appeal, may appeal to the Department of Education and Science under Section 29 of the Education Act on the official form provided by the Department. An appeal form will be issued by the school to the parents/guardians. This appeal must be lodged within 42 days of receipt of the refusal from the school to enrol.

Education (Welfare) Act 2000

As you know, a good education gives your child the best possible start in life. A good education helps young people to obtain secure employment and develop into mature and responsible citizens. The purpose of the Education (Welfare) Act, 2000 is to encourage regular school attendance and participation in education and training for as long as possible. It is desirable that every child stays in school and completes the leaving certificate.

National Educational Welfare Board

Under the act, every child must attend school regularly up to sixteen years of age or complete at least three education a post primary school, whichever comes later. The National Educational Welfare Board (NEWB) was established to support school attendance and follow up on children who are not attending school regularly.

Our school policy

As a parent, you must let the school know if your child is absent and why. It is the school policy that reasons must be given in writing, whether this absence is for a day, half day or part of a day. The school will notify the National Educational Welfare Board if a child is absent for 20 days or more or where the absence gives rise for concern.

If your child is sick or is absent for other good reasons, no action will be taken by the NEWB. However, if there is a concern about your child's attendance at school or about the reason's given, you may be visited by the educational welfare officer who will discuss your child's education with you. The officer will work with you and

take full account of the circumstances of the child and the family before deciding what further action is necessary to ensure that the child receives his/her entitlement to an education.

For further information concerning the service and about school attendance matters generally can be obtained from the Lo-Call Education helpline (telephone 1890 36 36 66) which is staffed by an educational welfare officer.

Disciplinary Code

The Code of Behaviour was revised in 2011/12 following an extensive consultation process involving the Board of Management, pupils, teachers, Special Needs Assistants and parents.

Special Thanks to:

Sinead Bracken, Eileen Kavanagh and Julie Anne Poland for their contributions.

Aim

In Ballygarvan NS our aim is to provide a safe learning environment that fosters happy, self-confident and caring children.

In our school we have a positive approach to teaching and learning. We have many ways of recognizing and rewarding good behaviours and effort at an age appropriate level. The expectations for behaviour in and out of the class are explained by teachers at the beginning of the year and take the form of class rules. These rules are the same throughout the school, though the wording may differ so that it is age appropriate. The rules are discussed with parents and parents indicate their acceptance of these rules on their child's behalf. Pupils are motivated to meet the schools expectations in order that the school is a happy place for all.

Consistent positive influences are the key to success in our school.

Introducing Restorative Practice.

Restorative practice in our school will provide a focus on developing positive relationships between all members of the school community. It gives opportunities for pupils to take responsibility for their behaviour and learning. Restorative Practise is a process whereby children are given the opportunity to reflect on their behaviour and how they and others have been affected by it so as to heal broken relationships, prevent reoccurrence and ensure that the child is happy that the matter has been concluded.

Expectations of pupils from school

All pupils are expected to behave in a reasonable manner to themselves, to others and the school environment. They are expected to show consideration, courtesy and respect for other pupils and adults at all times.

Pupils are expected to respect the rights of other pupils to learn and of teachers to teach. Any behaviour, which interferes with these rights, is considered unacceptable.

Expectations of teachers from pupils and parents.

Teachers are expected to encourage positive behaviour and attitudes in all children in the school environment, while effectively delivering the curriculum.

Expectations of pupils from fellow pupils.

Pupils are expected to treat their fellow pupils with respect and to allow them to learn and develop in a safe environment: whether in the classroom, at play or at all school activities.

Implementation

In order that learning and development can take place a high standard of expectations exists within the school and each classroom. Each child will be made aware of the disciplinary procedures within the school.

There is a consistency of approach throughout the school in this area.

All teachers have a bank of resources they can use to ensure this consistency of approach. The folder contains, behaviour contracts, tokens, behaviour charts, certificates, problem solving sheets, records of misbehaviour etc

Rewards:

To provide positive motivation for pupils, listed below are some of the rewards given to pupils for good behaviour.

1. Praise
2. Stickers/badges/stamps
3. Certificates/positive notes in journal/Good news sent home
4. Commendation to staff member or Principal
5. Highlighted in noticeboard or Newsletter
6. Work displayed
7. Homework Pass
8. Golden Time
9. Extra Computer time
10. Pupil of the Week Award
11. Privileges-Choosing Story for Class, Picking Yard game, bringing in DVD.
12. School-wide Commendation-Cert for attendance, Praise over Intercom, Celebration at School Assembly, Pupil of the Week etc.

Sanctions

These fall into two sections: Classroom Sanctions and Sanctions involving the principal.

Note: The sanctions on these lists may be imposed non-sequentially, and more serious sanctions imposed for more serious misbehaviour or repeated misbehaviour.

Classroom sanctions

Each classroom community will have expectations which will be rewarded when met. Children will be aware of the consequences of not reaching these expectations through a 5-step plan

1. Verbal Warning – Reminder of class rule
2. Reprimand, including choice for child
3. Timeout – within the classroom / temporary separation from peers
4. Recording of incident in homework journal for parents/ Meeting parents
5. Loss of privileges.
 - Detention during break
 - Prescribing additional work
 - Withdrawal from participation in school events, matches or outings.

After these steps have been taken it may be necessary, if behaviour continues, to involve the Principal and Board of Management

Further Sanctions

1. Referral to Principal- Filling in of Behaviour Sheet and parents to sign
2. Communication with Parent verbally or written
3. Parents invited to school to meet with Principal and class teacher. Behaviour contract to be drawn up.
4. Individual Behaviour Plan drawn up.
5. Internal suspension- up to 3 days. Pupil removed to another class. Parents and Board of Management informed.
6. Suspension. This will be in accordance with Section 23 of the Educational Welfare Act. The Principal reserves the right to suspend a child from school for up to 3 days initially. In certain cases the Principal, with the approval of the Board of Management may suspend a pupil up to 5 days. A meeting of the Board of Management may authorize further suspension up to a maximum of 10 days. In all cases of suspension, the parents and Board of Management are informed and the parents invited to the school at the earliest possible opportunity to discuss the matter with the principal, deputy principal and Chairperson.
7. Expulsion. This procedure may be considered in extreme cases in accordance with Section 23 of the Education Welfare Act.

Grounds for Expulsion

- Behaviour is persistent cause of significant disruption to the learning of others or to the teaching process
- Continued presence of pupil constitutes a real and significant threat to safety
- Pupil responsible for serious damage to property

Automatic Expulsion

BOM may sanction automatic expulsion for certain prescribed behaviours:

1. Sexual Assault
2. Possession of illegal drugs in the school
3. Supplying illegal drugs to other pupils in the school
4. Actual violence or physical assault
5. Serious threat of violence against another pupil or member of staff.

Procedures in respect of Expulsion

1. Detailed investigation by school principal, or deputy principal.
2. Recommendation by principal to the BOM
3. BOM considers Principal's recommendation and holds hearing
4. BOM decision, is expulsion appropriate ? If BOM recommends expulsion the BOM will propose a date which will allow a 20 day cooling off period.
5. Education Welfare Officer is informed of proposal to expel pupil and effective date of that proposal.
6. Parents of the pupil are informed of rights to invoke a Section 29 appeal under the Education Act 1998.
7. Education Welfare Officer arranges consultations
8. Confirmation of decision to expel.

Conclusion

The essence of our code of behaviour is valuing pupils and encouraging them to accept responsibility for their own behaviour and to develop self discipline.

Information for Parents- Detailed Rules and Procedures

1. School hours are from 9.20 a.m to 3.00 p.m. The Board of Management cannot accept responsibility for children that arrive in school before 9.10 a.m. Infant classes finish at 2 p.m. each day and must be collected at this time. All other classes finish at 3.00 p.m. each day and again, the Board of Management is not responsible for pupils left on the premises after 3.10 p.m. Unnecessary stress can be avoided if children arrive on time for school and are collected punctually at the end of the day. Pupils who arrive after 9.30 must sign-in the Late Book at Reception. Late notes will be issued to children who are continually late.
2. Pupils are expected to wear school uniform. This is important in helping to foster a pride in school and making the child feel part of it. Please name all articles of clothing. Do come in and search if the clothes are mislaid. Our uniform comprises of : Girls: dark green skirt or pinafore , or grey trousers , cream shirt, dark green jumper or cardigan, dark green tie and dark green socks or tights. Boys: grey trousers, cream shirt, dark green jumper and dark green tie. Boys and Girls must wear flat, dark-coloured shoes.
A crested jumper or cardigan is available from Cahills of Carrigaline (Tel. 4375110).

The crested jumper is compulsory. The school tracksuit is available from McCarthy's Sportsworld (Tel. 4866134). A red polo shirt is worn with the school tracksuit. School tracksuits may only be worn on specified days.

3. No pupil may leave the school grounds during the day for any reason unless a written request is received from the parent. Pupils being collected during school time must sign out at Reception.
4. Children are expected to walk from one area to another and to behave in an orderly manner at all times. Pupils must exercise extreme caution on the stairs and unruly behaviour on the stairs will be regarded as a serious breach of discipline.
5. Weather permitting, pupils are expected to go outdoors during break times unless a parent has indicated in a written request that, for health reasons, the pupil must stay indoors.
6. Climbing walls in the school grounds is not allowed
7. Pupils must not interfere with or damage school property, or teacher's property. Deliberate damage constitutes a serious breach of discipline.
8. We encourage children to take part in extra-curricular activities on the understanding that : A) they may be suspended from them as a result of unsatisfactory behaviour. B) they are collected punctually, as liability cannot be accepted by the Board of Management.
9. Pupils must obey the reasonable instructions of the teachers.
10. Pupils are expected to show respect, courtesy, consideration and tolerance to teachers, visitors and other pupils. Likewise, similar behaviour is expected on tours and outings.
11. Persistent and disruptive talking and answering out of turn, along with sniggering at other children is not acceptable. Unnecessary moving about the classroom disrupts the teacher and wastes pupils' learning time.
12. Bad language, bullying and fighting are forbidden.
13. Pupils are expected to have a neat and tidy appearance. If hair is worn long, it should be tied back off the pupil's face. Dyed hair or shaved hair is not permitted. Pupils are not allowed to wear make-up. For Health and Safety reasons pupils are only allowed to wear a single stud earring.
14. Mobile Phones. We understand that some parents give their children mobile phones to contact them when necessary. Use of mobile phones is not permitted in school time. The school phone may be used by parents and pupils if necessary. Mobile phones must be switched off and handed to the class teacher before school and collected by the pupil after school. Any mobile internet devices or cameras are not permitted eg Nintendos and X-Boxes unless their use is sanctioned and monitored by class teachers for a specific purpose.
15. On PE days and when pupils are exempt from wearing the uniform, pupils are expected to dress appropriately

Important Information for Parents

Board of Management

The school is administered by the Board of Management, consisting of two patron's nominees, two teachers, two parent representatives and two chosen from the wider community. The Board is the body entrusted with the legal responsibility for administering the school on behalf of the patron (Bishop).

Parents Association

There is an active Parents Association in the school. It runs functions for the parents and pupils of educational and social value, some of which provide finance to improve the facilities of the school.

Parents are encouraged to become involved in the Parents Association and to participate actively in the events that are organised.

Parent Teacher Communication

The school welcomes parents, but the day's work must not be interrupted unnecessarily. Good and regular communication is necessary to the development of a good learning environment. If you have any concern do not hesitate to contact the school by approaching the class teacher. Please arrange to meet the teacher at a mutually suitable time. The school day is short and every minute is valuable.

A meeting is held in September for parents who have children for the first time to explain school policy and answer queries. Every year all parents are invited to school to discuss their children's progress, attitudes, behaviour and standards. Reports are sent to parents in the summer.

School Milk

Milk is available in the school at a subsidised charge.

Lunch

Our school is a Health-Promoting School and therefore a nourishing, sensible packed lunch should be provided - fruit, yoghurt, sandwiches, soup, milk etc. make a healthy lunch. Chewing gum is prohibited and junk food is seriously discouraged. For Health and Safety reasons nuts and nut products eg peanut butter and Nutella are banned.

Accidents and Illness

If a student is injured or becomes ill at school, parents will be contacted by telephone. It is essential that the school have your work and home phone numbers as well as that of a responsible person chosen by you to act on your behalf in an emergency. If you cannot be contacted whatever medical help seems appropriate will be sought.

Money

Please settle all money as promptly as possible to save time and to assist the school to run as effectively as possible. Please put money in an envelope with child's name,

amount and details and give to class teacher.

Bus Pupils

Queries re bus passes to Bus Eireann or to the Principal. Parents should instill in the pupils the importance of remaining seated at all times in the bus. The bus driver must be obeyed at all times. For continuous bad behaviour on the bus the travel pass will be withdrawn.

Pupils who live two miles or more from the school and who are under ten years of age are entitled to school transport. Pupils who live two miles or more and who are over ten years of age are also eligible for transport if space allows on the bus. Some bus passes may be bought for those not entitled under the rules above.

Homework

Homework is normally set from Monday to Thursday nights. Senior classes may have homework at weekends. If your child finds undue difficulty with any aspect of it or if he/she takes all night to complete it please discuss the problem with the teacher.

Homework assigned must be completed neatly and to the best of the pupil's ability. The purpose of homework is:

- to give the child further practice in work he/she has been doing
- to give you an opportunity to work with your child.

Homework should be checked and signed each night.

Pencil Case

Every child should have a pencil case with a few well sharpened pencils, a ruler and sharpener, all labelled.

School Books

Pupils must treat schoolbooks with respect. Books should be covered and kept clean, as pupils are encouraged to pass them on. Pupils must have all necessary books. Booklists are available in June. The school has a Rental Scheme in place for selected books. Rented books must be returned in good condition or replaced.

Changes

Changes of address, telephone, changes in family circumstances, illness etc., must be passed on to the principal.

Registration

When a child is being enrolled, please bring both a birth certificate and baptismal certificate, which we will copy and then return to you.

Notes and Circulars

Children sometimes forget messages, regularly check school bags for newsletters which are given to the eldest of the family.

Litter

The school grounds are to be kept free of litter at all times.

School Property

School property must be treated with respect. The parents must pay for deliberate damage.

Learning Support/Resource Teaching

If you have worries about your child's progress do discuss it with the class teacher, the Learning Support Teacher and/or the Resource Teacher, who will assess the child and make further recommendations as to the child's difficulties.

Holidays

When planning holidays please avoid breaking into term time if at all possible. Children miss a lot of valuable teaching time, which may effect their progress and undermine their confidence. The Education Welfare Board must be notified of children who are absent for twenty school days, under the Education Welfare Act.

Mobile Phones

We understand that some parents give their children mobile phones to contact them when necessary. Pupil's phones must be switched off in class and only used after school. Use of mobile phones is permitted for emergencies.

School Crest

A crested jumper or cardigan is available from Cahills of Carrigaline (Tel. 4375110). The crested jumper is compulsory. Crested school homework diaries are available.

School Tracksuit

The school tracksuit is available from McCarthy's Sportsworld (Tel. 4866134).

Parents Queries

If you have any concern regarding your child's progress in school please contact the Class Teacher initially.

If you still have concerns you may make an appointment with the principal. Finally, if necessary, the Chairperson of the Board of Management can be contacted.

Text-A-Parent

A text service is in place to inform parents of school events. Parents will be asked to supply a mobile phone number to avail of this service.

Parents' Copy (please keep for your records)

Ballygarvan N.S. Parental Permission Form

Each year we ask for permission for your child to participate in certain activities. In order to cut down on unnecessary paperwork and simplify record keeping, we have decided to include as many permissions as possible on one sheet. Please read carefully each of the items overleaf and tick the relevant box.

Not all occasions may be relevant for your child this year, but they probably will be at some stage in the future. If you have any concerns regarding any of the items below, please feel free to contact the class teacher or Principal.

You will be asked to sign a copy of this form before the start of the next school year. Please keep this for your information.

I hereby give permission for my child in relation to the following	Yes	No
Go on school tours, local educational visits/field trips and participate in school activities (e.g. matches, quizzes, choir)		
On occasions such as Communion, Confirmation and other school events, local press photographers take group photos of children and in some instances identify the children by name. Do you agree to the school using your child's image in this way? (Please remember that removing a child from a photo of the rest of the class can be quite upsetting for the child)		
Can we use your child's name (not photo) in relation to publicising school events and activities in our newsletter, website and similar publications?		
Images of your child and his/her work may appear on our website. Images may be of individuals or groups. Only your child's first name will be used if at all. Do you agree to the school using your child's image and first name in this way?		
The school teaches 'Stay Safe' lessons on personal safety and protection and RSE (relationships & sexual education) lessons on developing and changing. Both are recommended and vetted by the Department of Education and Skills. Lessons are developed using suitable content and appropriate language for each class. Can your child participate in these lessons?		
Do you give permission for your child to be taken immediately to a doctor or hospital in case of serious illness/accident? (In a non-emergency, it is the school's policy to inform parents/guardians if their child has had an accident in school, which may require them to collect their child and take him/her home or to hospital or doctor). In an emergency it may be necessary to take the child to hospital/doctor and inform parents/guardians afterwards.		
Do you give permission for your child to make his/her First Holy Communion (2nd class)		
Do you give permission for your child to make his/her Confirmation (6th Class)		
On occasion we administer 'Diagnostic' tests (e.g. Neale Analysis, Mist, Belfield Infant Screening, NRIT) to discover the educational progress of pupils. Should any concerns arise following these tests we will contact you. Do you agree to this?		
Do you give permission for your child to have supervised access to the internet? (Our school's broadband content is filtered by the National Council for Technology in Education)		

Ballygarvan NS

Code of Behaviour

I have read the Code of Behaviour and agree that I will support the school and my child will abide by the school rules

signed.....

date.....

name of pupil.....

*Please return to the school as soon as possible,
and before your child starts school.*



Scoil Náisiúnta Baile Garbháin
Handbook for Parents