

Code of Conduct

1. (a) Children are required to attend school regularly and to be punctual.

If a child is absent for 20 days or more in any school year, the school is obliged to contact Túsla, Child and Family Agency, as per Education Act 2000.

- (b) The official school opening hours are between 8.55 a.m. and 2.40 p.m.

Note: Morning Supervision starts at 8.45a.m.

Be aware that the school is not responsible for any incident that occurs within the school perimeter outside these hours.

School gates will be opened at 8.45 a.m. each morning. Children do not have access to school grounds before 8.45 a.m.

Timetable:	School Starts:	8.55 a.m.
	First Break	10.45 a.m. – 11.00 a.m.
	Lunch Break	12. 40 p.m. – 1.05 p.m. Play Time
	Dismissal Time:	
	Infants:	1.40 p.m.
	Classes 1 st – 6 th :	2.40 p.m.

In the morning, children go directly to the Yard, where their teachers collect them. Parents may bring Junior Infants directly to their classroom for the first two weeks only. Thereafter, children make their own way into school from the gate.

Note: On wet mornings, children may line up in the Assembly Hall, from 8.45 a.m.

Please ensure that your daughter is collected promptly at the required time in the afternoon. Children quickly get anxious if they are kept waiting.

2. Attendance

Please refer to Attendance Strategy Statement.

A note from the pupils' parents/guardians is required to explain absences. Please do not ring office to explain absences as a written note is required. Absences can be recorded on the Aladdin Connect App. Prior notification is required if a child has to leave school early.

Parents are required to sign a form in the office when children are being collected early and returning to school.

Late Notes: Any pupil arriving late for school should have a note explaining the reason for the delay. All late arrivals are recorded by the class teacher.

Please note that the Board of Management of Scoil Bhríde has approved and adopted “Children First” National Guidance for the Protection and Welfare of Children.

3. School Uniform and Tracksuit

Girls are expected to wear full school uniform, including tie, every day except on designated P.E. days and for gymnastics. Girls in Senior Classes also need to wear tracksuits for football, basketball, cross-country and/or hockey.

School Uniform Junior and Senior Infants:

- White Polo Shirt
- Plain Navy Tracksuit with school crest (no writing, stripes etc.)
- Tracksuit bottoms with zips on the legs are forbidden.
- Infants **MUST** wear Velcro runners. (Laces are not allowed in Infant Classes. Runners with white soles are required for P.E.)

School Uniform 1st – 6th Class – Official Uniform must be worn at all times. The uniform consists of:

- Navy Pinafore, Skirt or unisex navy trousers are optional, Navy Cardigan/V-necked Jumper, Blue Blouse.
- Red Tie (available to buy in Q & M Casuals, Clane)
- Plain navy tights or plain navy/white knee socks.
- **P.E. Uniform**
White Polo Shirt
Plain Navy Tracksuit with school crest (No writing, Stripes Etc.,)
Tracksuit bottoms with zips on the legs are forbidden.
Sports runners with white soles are required for P.E.

Uniform and tracksuit with crest are available from Q & M Casuals, Clane. Uniform can also be purchased in any of the major chain stores.

School Crests are available from Secretary's Office.

4. Note: Children's names must be marked on all their property.

5. The Following Items are Not allowed in School:

- Jewellery – rings, drop earrings, chains etc.
- Make up; - eyeliner, mascara, foundation, nail varnish etc.
- Hair Colour/Highlights/coloured hair braids, beads in hair
- Tipp-Ex

The children are not allowed to bring crisps, chewing gum, glass bottles or cans.

A small treat is allowed on Friday.

One Pair of Stud Earrings and a watch are allowed.

These rules are discussed regularly at Assembly. Every girl knows the rules. We are serious about enforcing these rules and we would appreciate the co-operation of all parents in this matter.

Parents of any girls coming to school with make-up/hair colour/highlights/beads will be contacted immediately.

It has come to our attention that a number of girls with braids also have coloured braids in their hair. We ask parents, if you are braiding please use only the child's natural hair colour. This forms part of our Code of Conduct.

Girls who break the uniform / tracksuit rule are sent to the Deputy Principal, and they bring a note home to inform you of the difficulty. Please sign the note and return it to school. Girls who repeatedly break this rule are sent to Mrs Hennessy (Principal).

Mobile Phones

Mobile phones must be switched off **before coming onto school grounds**. Phones must be labelled with pupils names and handed up to class teacher.

Phones must not be switched on until pupils are off school grounds.

Pupils who do not adhere to these rules will have their phones confiscated, as per mobile phone policy.

Watches with Apps are not allowed in school.

6. Health & Safety

The class teacher and Principal must be informed if your child has a medical complaint that may affect her at school.

The Class Teacher and Principal must be notified immediately if your child has any infectious diseases.

7. Head Lice

In order to minimise the spread of head lice, children must wear their hair tied back.

8. Medical Issues

The school Staff have been advised by the Board of Management not to administer medicines or inhalers of any kind without prior authorisation. If your child has to use an inhaler or medicine during school hours it is essential that the Parent/Guardian write to the Board of Management a letter, requesting permission for the child to self-administer medication during school hours under the supervision of a teacher/SNA. This request should be made annually to the Board at the beginning of each school year.

Medicines/Inhalers must not be left within the reach of other children in a classroom.

9. Updating Our Data

There may be times when the school will need to contact parents/guardians during the day, e.g., if your child is unwell or has had an accident that requires medical attention. In order to do this, it is important that our files are updated regularly. Please remember to contact the school if you move house, change job, change child-minder or change phone/mobile numbers.

The school must be provided with an emergency contact number.

10. Visitors

All visitors to the school, including parents, are requested to enter through the main door in the new extension and report to the office.

11. For safety reasons, children should not walk in or out through the car-park, but should enter and leave the school grounds by their designated entrance. Children should not cycle in the grounds, but should walk with their bicycles through the front entrance to the bike racks, where they leave their bicycles.

12. Car Park

Please do not obstruct the entrance to the car park when dropping or collecting children. It is **never permissible** to park in this area. Pedestrians should always enter and leave through the front gates.

Parking and Road Safety.

Parking spaces outside our school are limited. Please remember the set down area is **not** a parking area. It is for people to drop and go. **Parents should not park in the bus bay or up on the footpath.** The G.A.A. has very kindly made their parking facilities available for use in the mornings and afternoons. Parents should avail of these facilities. Please escort your child across the road, both in the mornings and afternoons. Let's all work together to keep all our children safe.

Preschool parents are not permitted to walk across the staff car park. They must stay inside the rails.

13. Books

Book lists are issued to pupils in June. They are also available on our website www.scoilbhrideclane.ie. Books can be purchased at a Book Sale held in the School in June. All books should be covered and clearly labelled with child's name and room number.

Book Rental

The school offers a number of books on a book rental scheme. For a nominal fee your child can have the use of the book/books for the year.

Please check that your child is not carrying unnecessary books so that the weight of the school bag is kept to a minimum.

14. Organisation of Classes

The classes in Scoil Bhríde are organised on a mixed ability basis and the pupils generally stay with one teacher for a whole year.

All classes this year are single class groups.

Classes are currently re-organised at the end of 2nd class but the school reserves the right to re-organise any class if deemed necessary.

15. Special Education Teaching (SET)

Children experiencing difficulties are given extra help and attention over a short space of time or for an extended period according to their needs. This can be done on a withdrawal basis – or a member of the SET team working in the classroom.

16. Parent Teacher Meetings

It is the policy of the school that Parents have access to the Teachers and School Principal to discuss any aspect of your children's education and development.

Formal Parent Teacher Meetings take place each year.

Parents are most welcome in our school at any other time should they wish to discuss matters relating to the development of their child. **Please phone ahead to make an appointment.**

17. Curriculum

In accordance with the Revised Curriculum for Primary Schools, Scoil Bhríde provides instruction in a wide range of subject areas, including:

Irish	
English	
Mathematics	
History,)
Geography,)
Science,)
S.P.H.E.)
Visual Arts)
Music)
Drama)
Information Technology	
Physical Education	
Religious Education	

Social Environmental and Scientific Education
– Social, Personal and Health Education.
Arts Education

18. Extra-Curricular Activities

- The school choir participated in the Peace Proms for the past few years.
- The children perform in a Concert or Carol Service at Christmas
- Coaching is provided in Gaelic Football, Camogie, Basketball and Hockey. School teams are entered in Gaelic Football, Camogie, Basketball, Hockey and Cross-Country Running competitions at County level. 1st – 5th Classes have swimming lessons in Naas pool.
- School Sports Day is held in final term
- Scoil Bhríde participates in Art, Poetry, INTO Handwriting Competitions, Write-a-Book Projects, Green School Projects, Quizzes, Debating & Spelling Bee
- A list of extra-curricular activities available on the school premises, before and after school can be found on the school website.

19. Environmental Awareness

We have just been awarded our 7th Green Flag from an Taisce.
Children are encouraged to reduce, reuse and recycle.

20. Homework

Homework is given to extend and consolidate the work done in school. The amount of homework given increases as your child progresses through the school. The following times are approximate:

Junior Infants	:	10 Minutes
Senior Infants	:	10-15 Minutes
First & Second Class	:	15-30 Minutes
Third & Fourth Class	:	30-45 Minutes
Fifth & Sixth Class	:	1 Hour

Tips:-

- Show an interest in your children's schoolwork and help them with their homework.
- Give them plenty of encouragement.
- Ensure that your child has a quiet place to do her homework.
- Help your child with homework. **Never Do It For Her.**
- Infants may get simple homework to do later on in the year.

- All pupils in Classes 1st – 6th have a homework journal. When homework has been completed each night, **this should be signed by a parent/guardian.**
- Reading – always aim to read with and to your child each day.
- Library – encourage your child to join our local library.
- Clane Community library is located in the Woods Centre on the Dublin Road. Phone No. 045-892716. The Librarian's name is Jackie.
Opening Hours: Tuesday 9.30am–12.30pm, 1.00pm-5.00pm & 6.00pm-8.00pm.
Thursday 2.00pm – 6.00pm.
Saturday 10.00am – 1.00pm.

21. Food / Lunches

The pupils have their lunch in the classroom while the teacher supervises. The school encourages healthy eating. Children need a good breakfast to start each day and plenty of time to eat. Sandwiches, rolls, fruit and a drink (milk, fruit juice, water) make a healthy lunch. Crisps, chewing gum and glass bottles are forbidden in the school. The children are allowed to bring a treat (bar or biscuit) on Friday only. Children are encouraged to bring fruit and vegetables every day.

22. Holidays

Notification of holidays for the school year is sent out at the beginning of each year and is available on our website www.scoilbhrideclane.ie. Should there be any change in the calendar, due to unforeseen circumstances during the school year, all parents will be informed through the usual channels.

23. Communication with home

We use an App called Aladdin Connect, which is linked to our administrative system, to communicate with home. Parents download the app. All communication with home are sent via the app e.g. monthly newsletters, end of year reports, messages re unforeseen closures etc. Please make sure we have an up to date mobile number and e-mail address.

24. Infants:

The following are some tasks which your daughter should be able to do before starting school.

- Button or Zip her coat
- Go Independently to the Toilet
- Identify her Coat, Runners, Lunch Box, School Bag etc.,
- Open and Close Lunch Box and School Bag

* School begins at 8.55 am so please be on time. The school day is long and tiring so your child would need to be asleep by 8.00 p.m., each night.

25. Parents Association – *Parents Helping Parents*

The Parents Association is a partnership to help other parents to do the best possible job for their children.

It is a support to the teachers in their work.

Elections for the Parent's Association are held annually in October.

Parents are invited to put themselves forward for election.

Meetings are held once a month – usually the first Tuesday of the month.