

Scoil Naomh Carthach

Ballyfinane, Furies, Cill Áirne, Co. Chiarraí

Fon: 066-9764044

E-Phost: info@ballyfinanens.ie

www.ballyfinanens.ie



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Information Booklet for Parents

CHARACTERISTIC SPIRIT

Scoil Naomh Cárthach is a Catholic primary school which strives to provide a structured, caring, happy and secure environment where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed.

While Scoil Naomh Cárthach is a school with a Catholic ethos, it also has due recognition for all other religions.

Scoil Naomh Cárthach seeks to provide a very high standard of Education to all of the pupils in the school in a friendly, welcoming, Catholic school environment.

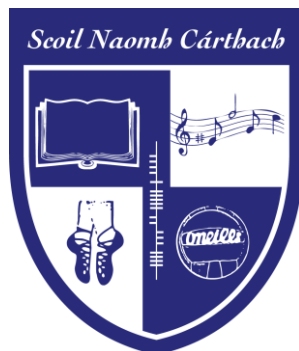
The children of the school are encouraged to be responsible members of the school and local community.

Scoil Naomh Cárthach values all of the children in the school. The school recognises the fact that all children learn in different ways and have different abilities and talents that will be nurtured in the school.

The School will encourage the involvement of parents/guardians in their children's education through home/school contacts and through their involvement in the Parents' Association.

The School will endeavour to enhance the self-esteem of everyone in the school community, to imbue in the pupils respect for people and property and to encourage in them the idea of being responsible.





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SCHOOL OPENING & CLOSING

Classes start	:	9.00am
First Break	:	11.00 – 11.10am
Lunch Break	:	12:30 – 1.00pm
Going Home	:	13.40pm (Junior & Senior Infants) 14.40pm (All other classes)

You will be notified in advance of all school holidays, and days off. The school adheres to the Department of Education standardised year.



ABSENCES

Under the Education Welfare Act 2002 the school is obliged to inform the Education Welfare Officer of all absences exceeding 20 days during the academic year. Parents must inform the school in writing the reason for their child's absence from school.

PUPILS LEAVING DURING SCHOOL TIME

Parents/ guardians must notify the school in advance and in writing if their child must leave the school during school time and indicate whether they will be collected or may go home unaccompanied. Parents who wish to collect their child early from school must collect them from the classroom door.

EDUCATIONAL OUTINGS

During the school year, appropriate educational outings will be available to all children. The school requests written permission from parents/guardians for all educational tours.



ANTI-BULLYING

In this school we strive to create a positive school climate, which focuses on respect for the individual, which encourages trust, caring, consideration and support for others.

Pupils are encouraged to report incidents of bullying, and all reports will be noted, investigated and dealt with by the teachers.

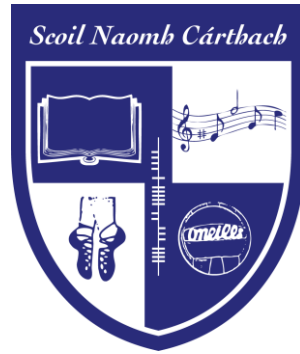
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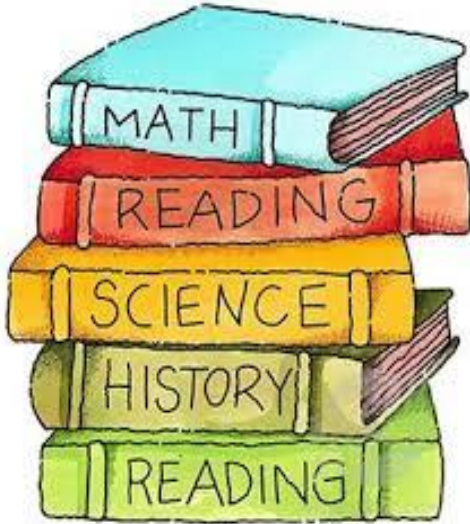
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CURRICULUM

The primary school curriculum is presented in seven primary areas, some of which are further subdivided into subjects.

These include

- Religious Education
- Language (Gaeilge and English)
- Mathematics
- Social, Environmental and Scientific Education (History, Geography and Science)
- Arts Education (Visual Arts, Music and Drama)
- Physical Education
- Social, Personal and Health Education - (SPHE)

HOMEWORK

Homework is assigned Monday to Thursday with the children being excused homework on weekends.

Suggested timeframe for homework:

- | | | | |
|---|--|---|--|
| - | Infants: 0 - 20 mins | - | 3 rd & 4 th : 30 - 45 mins |
| - | 1 st & 2 nd : 20 - 30 mins | - | 5 th & 6 th : 45 - 60 mins |

If homework is not done a note to the teacher should be written in the homework notebook.

Please Note: It is important that your child has somewhere quiet to study away from noise and distraction – a busy kitchen or a room near a television are not recommended!

HEALTHY LUNCHBOX

As part of the Social, Personal and Health Education (SPHE) Programme and Health Promoting School's Initiative we encourage the children to become more aware of the need for healthy food in their lunch boxes.

Foods not allowed in school

- Crisps
- Fizzy drinks
- Sweets
- Chocolate biscuits/bars



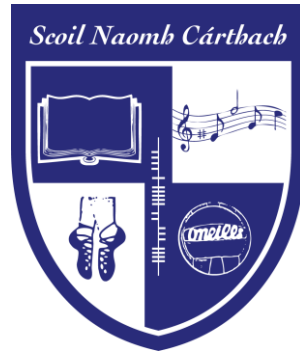
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Scoil Naomh Carthach is a two teacher school including the Principal. There are two visiting SET teachers, a Special Needs Assistant and a part-time secretary. We aim to support pupils through a team approach to ensure that all children have access to additional supports in order to fully benefit from the primary school curriculum.

Principal

Catherine O'Shea

Deputy Principal

Noirín Roper

Junior Infants – 2nd Class

Ms. Roper

3rd – 6th Class

Ms. O'Shea

Special Needs Assistant (SNA)

Linda Mangan

Special Education (SET) Team

**Deirdre Poff
Paula Brassil**

Secretary

Eimear Culhane

Caretakers

Tom & John Joe



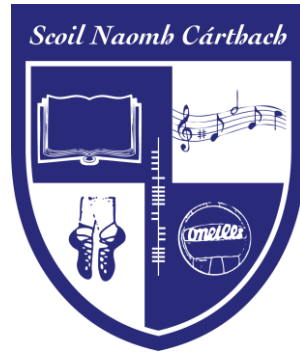
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BOARD OF MANAGEMENT

The B.O.M has overall responsibility for the school, including finance, maintenance, staffing and the development of the school plan and policies.

The term of office for the Board of Management is 4 years.

Board Of
Management
Ballyfinane N.S

Chairperson — Tom Colgan

Secretary — Catherine O'Shea

Treasurer — Sean Lally

Teacher's Representative — Noirín Roper

Parent's Representative — Caroline Fitzgerald

Community Representative — Moira Griffin

Patron's Nominee — Fr. Luke Roche

PARENTS ASSOCIATION

There is an active Parents Association in Scoil Naomh Carthach. Parents are informed of meeting times via text-a-parent.

The Parent's Association liaises regularly with the Principal and provides a forum to raise issues and concerns, suggest and implement initiatives and organises fundraising activities.

Members

Chairperson - Marie Edwards

Secretary - Anne Marie Crean

Treasurer - Helena Lyne

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COMMUNICATION

- An annual Parent / Teacher meeting takes place at the end of the first term
- Parents can request a meeting with a teacher by making an appointment
- Summer reports for each child are sent home
- Newsletters/ circulars are distributed regularly to the pupils. Please check your child's bag or log on to our website www.ballyfinanens.ie. There will also be activities posted regularly on the school facebook page.

INFORMAL PARENT/TEACHER MEETINGS:

Communication between parents and teachers is to be encouraged.

Arranging parent/teacher meetings within the school day while children are in school is difficult. However, parents are welcome to speak to the principal at any time before or after school times. In case of appointments, it would be wise to contact the secretary in advance.

Informal communication takes place early morning between teachers and parents while children are hanging up their coats. This informal chat is very important.

However, meetings with class teachers at classroom doors to discuss a child's concern/progress are discouraged on a number of grounds:

- A teacher cannot adequately supervise her class while at the same time speaking to a parent.
- It is difficult to be discrete when so many children are standing close by.
- It can be embarrassing for a child when his/her parent is talking to the teacher at a classroom door.

Occasions occur where a parent needs to speak to a teacher urgently. Sometimes these meetings need to take place without prior notice. The principal will facilitate such meetings making every effort to ensure that the children in the class do not lose out on any of the teaching/learning time they are entitled to. When possible the principal will teach the class until the class teacher returns.



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If parents wish to drop in lunch boxes, sports gear etc. this can be done through the secretary's office as it is important to keep class interruptions down to a minimum.

COMPLAINTS PROCEDURE

Parents are asked to discuss their concerns with the class teacher initially, in an appropriate and respectful manner, by making an appointment and, if necessary to proceed further with the complaint, to contact the Principal by making an appointment. Please see attached form titled *Complaints Procedure* regarding staged approach.

SCHOOL POLICIES

Copies of all the school's policies are available on request at the office and are on display in the corridor.



DATA PROTECTION

The school is registered with the Data Protection Agency. All information is kept on file and will only be retained in the school for administrative purposes only. Parents can access information on their own child.

CHILD PROTECTION

The principal, Catherine O'Shea, is the Designated Liaison Person (DLP) in Scoil Naomh Carthach and the Assistant Teacher, Noirín Roper, is the Deputy DLP. The principal is obliged to report any concerns regarding Child Protection to the HSE and to advise the Board of Management of the number of reports she made since the last Board of Management meeting.

The Board of Management is obliged to report any concerns in relation to child abuse to the Health Board in accordance with the Guidelines and Procedures issued to all school by DES. The Health Board will assess the case and put measures in place to provide the necessary supports for the child concerned. Abuse is defined as – neglect, physical abuse, emotional abuse and sexual abuse.

EMERGENCY CLOSING

- Every effort will be made to contact parents/guardians by telephone in case of emergency closing.
- Please ensure all telephone numbers are updated regularly with the school secretary.
- Please check that the school is open before leaving your child at school.

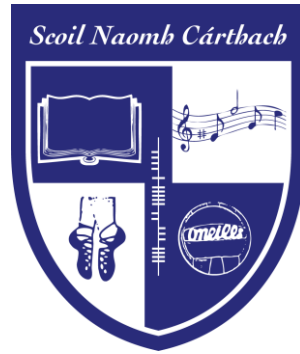
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SCHOOL RULES

1. Respect for yourself and others
2. Silence in the line as and when directed by teachers
3. We must respect school property and that of others
4. Hands off
5. We must listen and not interrupt
6. We must behave in a responsible manner.

Many thanks for requesting the Information Pack on Scoil Naomh Carthach. Should you have any further questions please contact the school Principal Catherine O'Shea on 066 9764044.