

# General School Information - September 2019

## **Punctuality:**

Please ensure that your son is in school on time each morning. School begins at 8.50 a.m. All external doors are locked by 9.00 a.m. After that, entrance into the school is through **the main front door only**.

Punctuality is important and parents are asked to be conscious of the impact and disruption caused by being regularly late.

## **Entering & Leaving the School**

There is one entrance to the school for the pupils and all pupils must use this entrance. This is up the slope at the Junior end of the school. Once in the yard, all boys are expected to stay in the yard until the bell goes each morning

During the school day, entrance and exit is through the front door of the school only. It is important that you always consult with the secretary to explain the purpose of your visit before visiting any classroom

Please note that school begins at 8.50 a.m. each morning and finishes each day at 2.30 p.m. The **Board of Management of St. Declan's does not take responsibility for children outside of these official opening and closing times.**

## **Absences**

An explanation is required when a child is absent from school. For your convenience this can now be entered directly onto Aladdin Connect. If possible medical and dental appointments etc. should be arranged outside of school hours. If, for any reason a child must leave the school during school hours he must be collected from the school office and signed out. **The Education Welfare Act came into operation in July 2002. Under section 21 of this legislation the principal of the school is obliged to inform Tulsa in writing, when a pupil is absent for 20 days or more in a school year. (This has to be done whether explanations have been provided or not during the year). It is school policy to inform parents when a pupil has missed 15 days**

## **Behaviour:**

Children are expected to be attentive and co-operative in class. We expect them to respect each other, to show respect for the authority of the teacher in the classroom and to do tasks assigned to them by the teacher. Any misbehaviour in either the classroom or the playground will be dealt with by the class teacher or the Principal in line with the school Code of Behaviour. This policy is available on our school website.

## **Homework:**

We expect parents to ensure that homework is given due time and effort. The class teacher will advise on which copies are to be signed.

## **Uniform:**

All pupils should wear the proper school uniform each day. Black shoes and not runners or trainers of any kind must be worn with the uniform. Navy 'decks' or brown shoes are not part of the school uniform.

## **Lost Property:**

Lost Property is an ongoing issue that could be easily addressed if all books, jumpers, tracksuits, coats etc. would bear the boy's name.

## **Dogs:**

Dogs are not allowed on school grounds - with the obvious exception of guide dogs.

**Lunches:**

A new Whole School Food Policy was introduced in May 2018. As a result you are encouraged to give your child a healthy and well balanced lunch each day. This might include a sandwich/roll/bread, piece of fruit, water, yoghurt etc. Chocolate treats can be included on Friday only. Lunch boxes should no longer include energy or fizzy drinks, crisps, or lollipops. You are reminded that nuts and nut products including Nutella spread are no longer permitted in school as we have a number of boys who have severe nut allergies.

Chewing gum is not permitted under any circumstances. The Whole School Food Policy is available on our school website.

**Parent-Teacher Meetings:**

All teachers will meet with parents on an individual basis at the Annual Parent-Teacher Meetings. These dates have yet to be confirmed.

Parents who wish to meet with a teacher or the Principal at other times are asked to do so by making an appointment through the school secretary.

Any early morning conversations should be kept to a minimum and should not delay the teacher from supervising his/her class properly.

**School-Home Communication:**

The majority of information going home will now be sent out via Aladdin Connect. It is therefore vitally important that you download this App to your phone. Please contact Sharon should you have any difficulties receiving information from the school. Information will also be available on our school website [www.stdeclansns.net](http://www.stdeclansns.net).

Should you have any difficulties contacting the school by phone please forward an email to [stdeclansoffice.ias@eircom.net](mailto:stdeclansoffice.ias@eircom.net) and Sharon will reply to your concern as soon as possible.

**Mobile Phones:**

Mobile phones which are brought to school should be left in the boy's schoolbag and are to be switched off at all times. Mobile phones are to be used outside of school grounds only. Confiscated phones can only be collected by a parent.

**Internet:**

It is very important that all parents are aware of how their children are using the internet, both on the home computer and on mobile devices – especially in relation to sites like, Facebook, Twitter, Viber, Snap Chat, Instagram, WhatsApp, U Tube etc. We strongly encourage all parents to be pro-active in this area – to monitor websites visited and frequently ask about messages sent and received (on X-Boxes, Playstation etc.) Active parental vigilance can go a long way to reduce the hurt caused by cowardly offensive behaviour on the internet.

**Health & Safety:**

Parents are reminded that children are not allowed to play in the school gardens or flowerbeds. No child is allowed to walk or play on the walls or gates at any time. It is very important that all boys are collected on time each day and that no child is left regularly waiting for long periods at the end of the school day.

Over the years we have come across a number of sharp objects like broken glass, blades, needles, plastic knives, nails, pins, thumb tacks etc. in the school grounds. If you discover any such items you are asked to remove it out of harm's way and/or immediately inform any member of staff.

**Child Protection:**

In relation to Child Protection you are asked to familiarize yourself with the note dated 1<sup>st</sup> May 2018 which is available on the school website.