



Leabhrán Eolais do Thuismitheoirí
Information Booklet for Parents



Ar scáth a chéile a mhaireann na daoine
Together we are stronger

Gaelscoil Dhroichead na Banndan

T: 023 8843378





Contact Details:

Gaelscoil Dhroichead na Banndan,
Cloch Mhic Shíomóin,
Droichead na Banndan,
Co. Chorcaí,
P72T922

T: 023 8843378

E: info@gsbandan.ie

//// Clár / Table of Contents

| | |
|---|----|
| Fáilte / Welcome | 5 |
| 1. Ráiteas Misin <i>Mission Statement</i> | 6 |
| 2. Sainmheon na Scoile <i>Ethos</i> | 7 |
| 3. Clár Ama na Scoile <i>School Time Table</i> | 8 |
| 4. Éide Scoile <i>Uniform</i> | 9 |
| 5. Curaclam Na Scoile <i>Curriculum</i> | 10 |
| 6. Téacsleabhair <i>Textbooks</i> | 11 |
| 7. Obair Bhaile <i>Homework</i> | 12 |
| 8. Caomhnú Páistí <i>Child Protection</i> | 14 |
| 9. Cód Iompair Na Scoile <i>Code Of Behaviour</i> | 14 |
| 9.1 Rialacha na Scoile <i>School Rules</i> | 15 |
| 9.2 Bulaíocht <i>Bullying</i> | 15 |
| 9.3 Straitéisí chun dea-iompar a chothú <i>Strategies to affirm positive behaviour</i> | 16 |
| 9.4 An Córas Smachta <i>Disciplinary Measures</i> | 17 |
| 9.5 Fionraí / Díbirt <i>Suspension/Expulsion</i> | 18 |
| 10. Teagmháil Idir An Scoil Agus An Baile <i>Home-School Contact</i> | 22 |
| 10.1 Cruinnithe Tuismitheoirí/Múinteoirí <i>Parent/Teacher Meetings</i> | 23 |

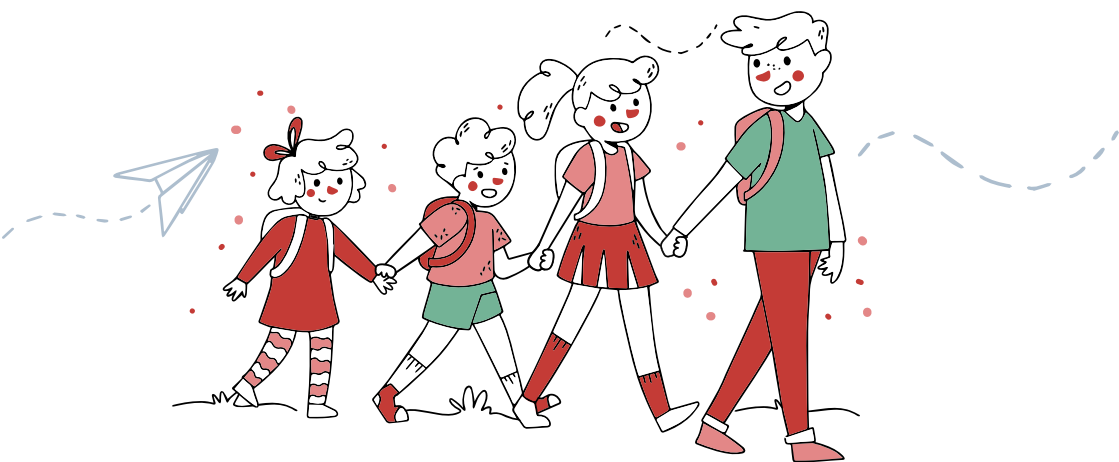
| | |
|--|----|
| 10.2 Nósanna Imeachta Gearáin <i>Complaints Procedure</i> | 24 |
| 10.3 Ag Dul Abhaile <i>Going Home</i> | 25 |
| 10.4 Cúram Tinnis / Timpiste <i>Sick Care /Accident</i> | 25 |
| 10.5 Dáileadh Leighis <i>Administration of Medicine</i> | 25 |
| 11. An t-Acht Leas Oideachais <i>Education Welfare Act</i> | 26 |
| 12. Polasaí Lóin Fholláin <i>Healthy Eating Policy</i> | 27 |
| 13. Scoil Ghníomhach <i>Active School</i> | 29 |
| 14. Ealaín / Gníomhaíochtaí <i>Art / Activities</i> | 29 |

////// Fáilte / Welcome

A Thuismitheoir/Chaomhnóir,
Cuirimid fáilte is fiche romhat chuig Gaelscoil Dhroichead na Banndan. Tá súil againn go mbeidh blianta taitneamhacha, tairbheacha ag do pháiste faoinár gcúram. Tá an leabhrán seo curtha le chéile ag foireann na scoile chun eolas a thabhairt duit faoinár scoil agus chun cabhrú leat agus le do pháiste ar a aistear oideachais linne. Osclaíodh ár scoil don chéad uair ar 31 Lúnasa 1994, ag cur tús le caibidil nua i stair Dhroichead na Banndan agus leis an nGaelscolaíocht sa cheantar. Cuirimid an-bhéim ar pháirtnéireacht fhoghlama, dhearfach idir an baile agus an scoil a chothú. Is iad na daltaí croí lár na scoile. Tá súil againn go mbeidh saol sona ag do pháiste i nGaelscoil Dhroichead na Banndan agus go mbeimid ag obair le chéile trí chomhoibriú agus comhthuiscint ar mhaithe le bunchloch daingean a leagan dó/di. Má bhíonn aon cheist agat riamh mar gheall ar aon ghné de shaol na scoile ná bíodh leisce ar bith ort dul i dteagmháil linn.

*Dear Parent/Guardian,
We would like to extend a very warm welcome to you to Gaelscoil Dhroichead na Banndan. We hope that your child will have many enjoyable, enriching years in our care. This booklet has been prepared to inform you about our school and to help you work with us to make school an enjoyable and beneficial experience for your child. Our school opened for the first time on the 31st August 1994, beginning a new chapter in the history of Bandon town and immersion education through Irish. We place a great emphasis on creating a positive learning partnership between home and school. The pupils are the central focus of our school. If you have any query regarding any aspect of school life please do not hesitate to contact us.*

Is sinne le meas



1. Ráiteas Misin / Mission Statement

Bunoideachas lán-Ghaelach den chéad scoth a chur ar fáil do gach dalta chun forbairt iomlán an linbh a chur chun cinn agus le cur ar a c(h)umas bheith dhátheangach agus ardchaighdeán a bhaint amach i ngach achar den churaclam.

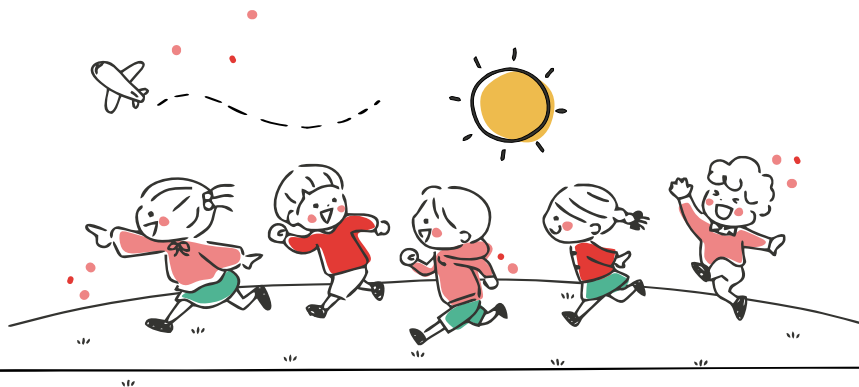
To provide each pupil in our care with an excellent all-Irish primary education which promotes the holistic development of each child and enables him/her become bilingual and attain high achievement levels in all areas of the curriculum.

An scoil a chothú mar phobal foghlama ina dtugtar aire do na páistí, dá dtuismitheoirí agus don bhfoireann i dtimpeallacht fháilteach, shona, shábháilte agus spreagúil.

To nurture the school as a caring learning community for children, their parents and staff in a welcoming, happy, safe and stimulating environment.

Dearcadh dearfach taitneamhach i leith na Gaeilge a spreagadh agus a chinntiú go bhfaighidh ár ndaltaí léargas cruinn ar a n-oidhreacht agus cultúr uathúil.

To promote a positive attitude towards our language and culture by ensuring that our pupils gain a keen awareness of their unique culture and heritage.



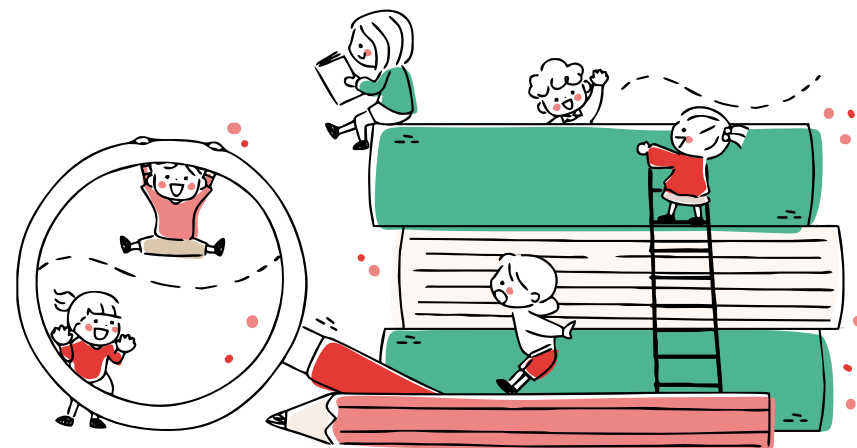
2. Sainmheon na Scoile / Ethos

Is Gaelscoil Caitliceach í Gaelscoil Dhroichead na Banndan atá faoi phátrúnacht an Fhorais Phátrúnachta. Oibrímid chun timpeallacht dhearfach agus cultúr scoile páiste-lárnach a chothú chun na torthaí foghlama is fearr a bhaint amach d'ár ndaltaí. Fáiltímid roimh gach páiste clárú sa scoil beag beann ar an gcreideamh nó cultúr atá acu.

Tá meas, comhionannas, éagsúlacht agus cur san áireamh mar chroí lár dár scoile. Ullmhaítear na páistí do na mór sacraimintí (An Chéad Chomaoineach & An Cóineartú).

Gaelscoil Dhroichead na Banndan is a Catholic school under the patronage of An Foras Pátrúnachta. We work to develop a positive school climate and child-focused culture to ensure the best possible learning outcomes for all our pupils. We welcome all children whatever their religious or cultural background.

Respect, equality, diversity and inclusion are at the centre of our school. Children are prepared for the First Holy Communion and the Confirmation if they so wish.



3. Clár Ama na Scoile / School Time Table

Uaireanta Scoile

Naíonáin Infants

Ranganna 1 - 6

School Hours

9.10am - 1.50pm

9.10am - 2.50pm

Osclaítear an scoil do na leanaí ar 9:00 am agus cuirtear fáilte rompu isteach ina seomraí ranga. Tosaítear an lá scoile foirmiúil ar 9:10am. Iarrtar ar thuismitheoirí na páistí a thabhairt ar scoil in am. Cabhraíonn sé leo socrú síos agus má bhíonn siad déanach cailleann siad amach ar obair an ranga. Cuirtear i gcuimhne do thuismitheoirí nach nglacann foireann na scoile freagracht as daltaí roimh am oscailte oifigiúil na scoile ar 9:00am nó i ndiaidh am scoile ag 1.50i.n/2.50i.n seachas gníomhaíochtaí eischuraclaim eagraithe ag an scoil agus le cead an Bhoird Bhainistíochta.

The school opens to welcome the infant children into their classrooms from 9:00am. The formal school day commences at 9.10am. We ask that parents bring their children to school on time. It helps them settle down and avoid missing out on class work. Parents are reminded that the school does not accept responsibility for pupils before the official opening time of 9.00am or after school at 1.50pm/2.50pm except for extra-curricular activities, organised by the school with the approval of the Board of Management.

Amannta Sosa

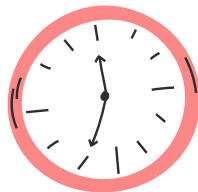
Am sosa/ Break

Am Lóin /Lunch

Break Times

11:00 - 11:10

1:00- 1:20



4. Club Spraoi

Club Spraoi provide before and after school care in Gaelscoil Dhroichead na Banndan

All parents interested in availing of this service can email Club Spraoi directly at gsbandan@clubspraoi.ie

5. Éide Scoile / Uniform

As an active school we are proud of the uniform and tracksuit which we have designed for our young pupils. It consists of a formal school uniform for Monday, Tuesday and Friday and a high quality track suit which is worn on Wednesday and Thursday and facilitates the children to enjoy an active day in school. In keeping with Department of Education and Skills guidelines and feedback from our school community every effort has been made to minimise costs for parents. Children are not obliged to wear the crested t-shirt and can avail of white t-shirt multipacks.

The school uniform is available from Kevin Bowens and the school tracksuit is available from K Sport Schoolwear. We are very grateful to our subcommittee from our Parents' Association for their hard work in the consultation process. It is very important that the children wear good quality comfortable shoes with velcro.



6. Curaclam Na Scoile / Curriculum

Tá sé mar bhunaidhm ag an scoil oideachas lán-Ghaelach a sholáthar do na daltaí i dtimpeallacht shona, shábháilte, dea-eagraithe. Feidhmíonn an scoil faoi rialacha na Roinne Oideachais agus Scileanna do scoileanna náisiúnta.

Leanann an scoil Curaclam na Bunscoile mar a leagtar amach ag an Roinn Oideachais & Scileanna agus i gCreatchuraclam na Luathóige Aistear (NCCA).

Is é córas an tumoideachais atá á chur i bhfeidhm i rang na Naíonán Beag le cur ar chumas na ndaltaí Gaeilge a thuiscint agus a labhairt go luath. Ciallaíonn sé seo gurb í an Ghaeilge teanga na cumarsáide agus na hoibre uile. Múintear an Béarla go hardchaighdeán ón dara téarma sna Naíonáin Mhóra ar aghaidh.

Tá sé soiléir ón taighde atá déanta go ndéanann daltaí sa chóras seo níos fearr i scríobh agus i léamh an Bhéarla agus na Gaeilge ná an meán náisiúnta. Iarraimid ar thuismitheoirí pé méid Gaeilge atá acu a úsáid agus iad ag labhairt le foireann na scoile chun teachtaireacht dearfach i dtaobh na teanga a thabhairt do na leanaí. Eagraítear Cruinniú Eolais do thuismitheoirí maidir leis an gcuraclam le linn an chéad théarma.

The primary aim of the school is to provide an all-Irish education to the pupils in a happy, secure and well-organised environment. The school operates under the regulations of the Department of Education and Skills for national schools. The school follows the Primary School Curriculum as laid out by the Department of Education & Skills and the Early Childhood Curriculum Framework Aistear (NCCA).

The immersion system, which is the most effective method of acquiring a language, is implemented in Junior Infants. This means that every subject is taught through Irish and that Irish is the language of communication in the school. This approach

enables the children to understand and speak the language from an early age. English is taught to a high standard from the second term of Senior Infants.

Research has found that students in the immersion system attain greater levels in reading and writing in both English and Irish than the national average. We encourage parents to use whatever Irish they have in communicating with staff thereby giving positive messages to the children regarding the language. An Information Meeting for parents regarding the curriculum will be organised during the first term.

7. Téacsleabhair / Textbooks

I mbliana beidh an Roinn Oideachais ag soláthar leabhair scoile saor in aisce do gach páiste ar scoil. Eagróidh an scoil na leabhair agus cuirfear iad ar fail do na páistí ar an gcéad lá scoile.

This year the Department of Education is providing free books to all primary school pupils. The children are also provided with a wide range of reading material in both Irish and English from our school libraries.



7. Obair Bhaile / Homework

Is nasc rialta idir baile agus an scoil í an obair bhaile. Tugann an obair seo deis luachmhar do thuismitheoirí agus do mhúinteoirí pairtnéireacht a fhorbairt. Tugann an obair bhaile a fhaigheann na Ranganna Naíonán, deis do na leanaí chomh maith scileanna a bhíonn foghlamtha acu ar scoil a chleachtadh agus a dhaingniú. Is mór is fiú na deiseanna a thabharfar do na leanaí forbairt a dhéanamh ar a gcuid tuisceana ar eispéiris a bhíonn faighte acu ar scoil mar shampla ag plé le hairgead. Cabhraíonn obair bhaile leis na leanaí scileanna a chothú maidir le hiad féin a eagrú agus obair a dhéanamh ar bhonn neamhspleách.

Homework represents a regular link between home and school. It offers a valuable opportunity for the development of a practical partnership between parents and teachers. It should be seen as reinforcement as it will offer the children an opportunity to practise skills learned in school, widen experiences begun in the classroom, for example work with money. It encourages organisational skills and the ability to work independently.

Spriocanna / Goals

- *Practice and reinforce work already done in class.*
- *Engage you as parents in your child's education in an active way and so become more involved in your child's learning.*
- *Provide an opportunity for the child to work independently and develop self-discipline.*
- *Provide a means by which you as parent, can see examples of work which your child is doing in school.*

Eagraítear obair bhaile ón Luan go Déardaoin gach seachtain.

Homework is organised from Monday to Thursday.

The children have a home work folder and each week they receive a homework sheet with that week's homework. The appropriate handouts or books necessary to complete the homework will be in the folder.

Fillteáin obair bhaile.

How can parents help?

- *Set a time aside each day for homework. Observe your child's work. Encourage your child.*
- *Ensure that your child has a quiet environment to work in away from the television or other distractions.*
- *Make sure your child has all the necessary books, pencil, crayons etc.*
- *The children receive written work each week where they practice forming, letters, figures, words. It is important that they form their letters and figures correctly and hold their pencils properly, whilst sitting in the correct writing position.*
- *It is important that the children return their homework folder each day in preparation for school.*
- *Please sign the children's work each day. If you notice a problem please bring it to our attention and we will provide your child with additional support.*
- *It is very important to read stories to the children on a regular basis at home.*
- *It is very important that the children learn to accept that making mistakes is a part of the learning process and that they can try a different method or approach on another occasion.*

8. Caomhnú Páistí / Child Protection

Tá Treoirínite agus Cur Chuige um Chaomhnú Páistí foilsithe ag an Roinn Oideachais agus Scileanna do scoileanna (2017). Cuireann na Treoirínite cúram agus sábháilteacht leanaí chun cinn. Glacann ár scoil go hiomlán leis na Treoirínite seo mar pholasaí scoile.

The Department of Education and Skills has published Guidelines and Procedures for all schools in relation to child protection and welfare (2017). These guidelines promote the safety and welfare of all children and are to be welcomed. Our school has adopted these guidelines in their entirety as school policy.

9. Cód Iompair Na Scoile / Code Of Behaviour

Tá sé mar aidhm ag an gCód Iompair feidhmiú éifeachtach na scoile agus dea-smacht sna seomraí ranga a chothú chun go gcoinneófar atmaisféar spreagúil foghlama. Tá sé mar sprioc chomh maith féinsmacht sna daltaí a chur chun cinn, é bunaithe ar mheas, ar chineáltas agus ar thuiscint dá chéile. Ina theannta sin, tá sé mar aidhm ag an gcód go mbeidh sé ar chumas na múinteoirí múineadh go héifeachtach. Cuireann an scoil cód iompair dearfach chun cinn le béim ar spreagadh agus ar luach saothair. Cothaítear: Lámha Cineálta, Focail Chineálta, Cosa Cineálta.

The aim of the Code of Behaviour is to maintain the efficient operation of the school and the structuring of in-class discipline so that a stimulating learning environment is nurtured. It also aims to promote the development of selfdiscipline in pupils based on respect, kindness and consideration for the rights of others. The code is designed to enable staff teach in a relatively disruption free-environment. The school adopts a positive code of behaviour with emphasis on encouragement and reward. It promotes: Kind hands, Kind words, Kind feet.

*"Lámha Cineálta, Focail Chineálta, Cosa Cineálta.
Kind hands, Kind words, Kind feet."*

10. Rialacha na Scoile / School Rules

1. Iarrtar ar dhaltaí na rialacha - Lámha Cineálta, Focail Chineálta, Cosa Cineálta, a chur i bhfeidhm sa seomra ranga agus sa chlós súgartha.

Pupils are required to follow the rules - Kind hands, Kind words, Kind feet in the classroom and in the playground.

2. Iarrtar ar dhaltaí treoracha na múinteoirí a leanúint.

Pupils are required to follow teachers' directions.

3. Iarrtar ar dhaltaí seasamh nuair a shéidtear an chéad fheadóg agus siúil go dtí a líne nuair a shéidtear an dara feadóg.

Pupils are required to freeze on the first whistle and walk to their lines on the second whistle.

4. Nuair a bhíonn daltaí ina gcuid línte iarrtar orthu siúl go ciúin.

When pupils are in their assembly lines they are requested to walk quietly.

11. Bulaíocht / Bullying

"Is éard atá i gceist le bulaíocht ná ionsaí leanúnach, labhartha, síceolaíoch nó fisiciúil, á dhéanamh ag duine aonair nó ag grúpa ar dhaoine eile. Ní háirítear ionsaí uair umá seach mar bhulaíocht cé nach dtabharfar cluas bhodhar dó. Ach bíodh sin mar atá nuair a leanann an iompar seo d'aonghnó is é atá ann ná bulaíocht."

"Bullying is repeated aggression, whether verbal, psychological or physical conducted by an individual or group against others. Isolated incidents of aggressive behaviour, which cannot be ignored, can scarcely be described as bullying. However, when the behaviour is systematic and ongoing, it is bullying."

-(Department of Education and Skills Guidelines on Counteracting Bullying Behaviour)

Tá cosc ar aon sórt bulaíochta. Fiosraítear is coimeádtar cuntas ar gach tuairisc ar bhulaíocht fiú más beagthábhachtach iad agus déanann na múinteoirí plé leo. Moltar sa scoil tuairisc a thabhairt ar na heachtraí seo. Cuireann an Príomhoide tuismitheoirí nó caomhnóirí na leanaí lena mbaineann na heachtraí ar an eolas ionas go mbeadh sé ar a gcumas oibriú leis an scoil chun gach tacaíocht a thabhairt dá leanaí.

Bullying behaviour in any form is forbidden. All reports of bullying, no matter how trivial, are noted, investigated and dealt with by teachers. Reporting of such incidents is encouraged in the school. Parents or guardians of the children are informed by the Principal so that they are in a position to work with the school to help and support their children.

//// 8.3. Straitéisí chun dea-iompar a chothú / *Strategies to affirm positive behaviour*

- | | |
|---------------------------|--|
| - Focail mholta spreagúla | <i>Words of praise and encouragement</i> |
| - Bualadh bos | <i>Applause</i> |
| - Nóta san obair scríofa | <i>Note in written work</i> |
| - Duaiseanna | <i>Rewards</i> |
| - Dualgais Speisialta | <i>Special responsibilities</i> |



//// 8.4 An Córas Smachta / *Disciplinary Measures*

Tá sé mar sprioc againn timpeallacht fhoghlama a chothaíonn féinmhuinín agus a spreagann na ndaltaí chun dea-iompair a chruthú. Ach nuair is gá le smachtbhannaí chun míshástacht i leith iompair nach féidir glacadh leis a chur in iúl cuirtear na céimeanna seo a leanas i bhfeidhm:

We aim to create a climate in which pupils' self-esteem is nurtured and in which they are motivated to behave appropriately. However, when sanctions to register disapproval of unacceptable behaviour are necessary the following measures are put in place:

- Dul chun réasúin leis an dalta
Reasoning with pupil
- Comhairle a leasa a chur ar an dalta
Advice re appropriate behaviour
- An dalta a scarúint go sealadach óna p(h)iarghrúpa
Temporary separation from peers
- Pribhléidí a bhaint de/di
Loss of privileges
- Coimeádtar tuairisc faoin droch-iompar
Misbehaviour is recorded
- Cuirtear scéal chuig tuismitheoirí
Communication with parents

Ní labhrann baill foirne faoi chúrsaí scoile an pháiste seachas le tuismitheoir/caomhnóir an pháiste sin. Beidh meas ag foireann na scoile ar chearta an pháiste chun príobháideachta agus iarrtar ar thuismitheoirí meas a bheith acu ar chearta chun príobháideachta na bpáistí eile.

Staff will only discuss school matters relating to the parent's/guardian's own child. The school staff will respect the child's right to privacy so it is asked that parents respect other children's rights to privacy.

8.5 Fionraí / Díbirt / Suspension/Expulsion

Fionraí / Suspension

Is gá do scoileanna, faoi Alt 23 (2) den Acht Oideachais (Leas), 2000 a shonrú ina gcód iompair, na nósanna imeachta le leanúint má chuirtear dalta ar fionraí nó má dhíbrítear an dalta ón scoil. Sula gcuirtear páiste ar fionraí tógfar san áireamh:

- Cinéal & tromchúis an iompair
- Comhthéacs an iompair
- Tionchar an iompair
- Iarrachtaí idirghabhála go dtí seo
- An é an rogha is feiliúnaí don mhac léinn é a chur ar fionraí nó nach é. Tionchar féideartha na fionraí

Schools must under section 23 of the education act 2000 state the practices to follow if a child is suspended or expelled from the school. Before a child is suspended the following are taken into account:

- *Type and severity of the behaviour*
- *Context of the behaviour*
- *Impact of the behaviour*
- *Mediation efforts to date*
- *Is the suspension the most suitable option for the child*
 - *Possible impact of the suspension.*



De ghnáth, déanfar iarracht tabhairt faoi idirghabháil eile roimh fhionraí agus míneoidh foireann na scoile na fáthanna nach raibh ag eirí leis an idirghabháil sin. Is féidir moltaí a dhéanamh cabhair a lorg ó sheirbhísí tacaíochta aitiúla ar féidir leo cabhrú chun freagairt mar is iomchuí do riachtanais paistí le deacrachtaí iompair agus mothúchána, m.sh

Eagraithe de chuid Riachtanais Oideachais Speisialta (SENO), an tSeirbhís Naisiúnta Síceolaíochta Oideachais (NEPS). Samplaí d'iompar tromchúiseach a mbeadh fionraí mar thoradh air ná:

- Go raibh drochthionchar tromchúiseach ag iompar an phaiste ar oideachas na ndaltaí eile.
- Go bhfuil bagairt ann do shábháilteacht agus an páiste ag fanacht sa scoil i láthair na huaire.
- Go bhfuil an páiste freagrach as damáiste tromchúiseach do mhaoín.

Usually every effort is made to mediate before expulsion and the school staff will outline why this mediation process did not work. Recommendations may be made to seek help from local support services to attend to the individual needs of the child e.g.

Special Educational Needs Organiser (SENO), National Educational Psychological Services (NEPS). The following are examples of serious misconduct which would warrant suspension:

- *If a child's behaviour is having damaging effects on the education of other children*
- *If there is a health and safety issue with the child remaining in school*
- *If a child is responsible for vandalism or theft.*

Díbirt / *Expulsion*

Díbrítear páiste ón scoil nuair a dhéanann Bord Bainistíochta cinneadh an dalta sin a eisiámh go buan ón scoil, tar éis don Bhord forálacha alt 24 den Acht Oideachais (Leas), 2000 a chomhlíonadh.

A child will be expelled from the school when the board of management decides that a child should be permanently removed from the school after following Section 24 of the education act 2000.

Is ag an mBord Bainistíochta amháin atá an t-údarás páiste a dhíbirt ón scoil. Is céim olltromchúiseach é díbirt agus ceann a chaithfidh an Bord Bainistíochta a ghlacadh i gcásanna tromchúiseacha iompair.

The Board of management alone has the authority to expel a child from the school. Expulsion is a very serious step that the Board of Management must take in the case of very serious behaviour.

Na Forais le h-aghaidh Díbeartha:

Ba chóir don scoil gach iarracht a dhéanamh a chinntiú go bhfuil próisis soiléire in áit le díbirt a sheachaint, lena n-áirítear, de réir mar is cuí:

- Cruinniú le tuismitheoirí agus leis an dalta le hiarrachtaí a éascú le hiompar doghlactha an pháiste a fheabhsú.
- A chinntiú go dtuigeann an páiste céard a tharlóidh má leanann a (h) iompar ar aghaidh. A chinntiú go bhfuil iarracht déanta gach rogha eile a chioradh.
- Comhairle a lorg ó na háisíneachtaí seo a leanas: An tSeirbhís Náisiúnta Síceolaíochta Oideachais, TUSLA, An tSeirbhís Náisiúnta Um Thacaíocht Iompair, Seirbhísí Meabhairghalair Leanaí agus Ógánach, An Chomhairle Náisiúnta Um Oideachais Speisialta.

Factors relating to expulsion:

Every effort must be made by the school to make sure procedures are put in place to avoid expulsion, including, where appropriate:

- *Meet with parents and child to facilitate ways in improving the child's unacceptable behaviour.*
- *Ensure that the child understands the impact and consequences of continuing with his/her behaviour.*
- *Make sure that every possible effort has been made to avoid expulsion.*
- *Advice should be sought from the following agencies: TUSLA, NEPS, NEWB, CAMHS and NCSE.*

Ba cheart dalta a dhíbirt sna cúinsí seo a leanas, m.sh

- Go mbíonn tionchar tromchúiseach díobhálach ag iompar an linbh ar oideachas na ndaltaí eile.
- Go bhfuil fórbhagairt shuntasach ann do do shláinte agus do shábháilteacht na ndaltaí nó na ndaoine eile fad is a bhíonn an páiste sa scoil.
- Go bhfuil an páiste freagrach as damáiste tromchúiseach do mhaoin nó as ábhar a ghoid arís agus arís eile.

Expulsion should be made in the following circumstances:

- *If a child's behaviour is having serious damaging effects on the education of other children.*
- *If there is an extreme health and safety issue with the child remaining in school.*
- *If a child is responsible for extreme vandalism or repeated theft.*

Is ionann na cúiseanna le haghaidh díbeartha agus na cúiseanna le haghaidh fionraí. An difríocht is mó atá eatarthu ná go bhfuil na húdaráis scoile tar éis triail a bhaint as raon idirghabhálacha, agus go bhfuil siad den tuairim go bhfuil na féidearthachtaí go léir cíortha acu le hathrú ar iompar an dalta a bhaint amach.

The reasons for expulsion are like the reasons for suspension. The main difference between them is that for expulsion the school authorities have made every possible effort to negotiate and mediate with the child and family and are certain that this is the only option left available to them.

9. Teagmháil Idir An Scoil Agus An Baile / Home-School Contact

Effective partnership between parents and teachers is paramount so that we can provide all of the children with the richest educational opportunities. As adults we should aim to show appreciation of the efforts and contribution of all and encourage Kind hands Kind words Kind feet among the children. It is very important to inform the school in writing if your child has any special needs or medical conditions eg. Hearing, sight, diabetes, asthma, epilepsy, allergies etc and provide the school with copies of any Health/Educational/Psychological reports.

The full support of all parents in promoting the Irish language is very important. Parents are encouraged to collaborate with the school in developing the full potential of their children.

They are also encouraged to participate in policy and decision making processes affecting them and to become actively involved in the Parents' Association.

Tá na modhanna cumarsáide seo a leanas i bhfeidhm chun cumarsáid oscailte, dhearfach agus omósach a chur chun cinn inár scoil:

The following forms of communication are in place to promote open, positive and respectful communication in our school:

Tá sé rí-thábhachtach go gcuirfí an scoil ar an eolas láithreach dá dtarlódh imeachtaí/cásanna teaghlaigh a chuirfeadh inní ar pháiste agus a mbeadh tionchar diúltach aige ar a c(h)uid oideachais.

It is vital that the school is informed immediately of family events/situations that occur which may cause anxiety to the child and adversely affect his/her education.

- | | |
|--|---|
| - Teagmháil fhoirmiúil agus neamhfhoirmiúil tuismitheoirí / múinteoirí | - Informal and formal parent / teacher contact |
| - Múinteoirí Cumarsáid scríofa - nótaí / litreacha / meamraim / fógraí / r-phostanna / téacsanna / tuairiscí / Nuachtlitreacha | - Written communication - notes / letters / memos / notices / e-mails / texts / reports / Newsletters |
| - Cruinniú Cinnbhliana Tuismitheoirí/Múinteoirí- | - Annual General Meeting of Parents/Teachers |

9.1 Cruinnithe Tuismitheoirí/Múinteoirí Parent/Teacher Meetings

Eagraítear cruinnithe tuismitheoirí/múinteoirí foirmiúla do na Naíonaín bheaga I Mí Éanair agus na ranganna eile i Mí na Samhna chun deiseanna a thabhairt do thuismitheoirí agus do mhúinteoirí athbhreithniú iomlán a dhéanamh ar dhul chun cinn na leanaí.

Formal parent/teacher meetings are organised in January for the Junior Infants and in November for all the other classes to enable parents and teachers review each child's progress.

Taobh amuigh de na cruinnithe seo bíonn fáilte i gcónaí roimh thuismitheoirí chun ábhar inní faoina leanbh a phlé ach coinne a shocrú roimh ré leis an múinteoir ranga.

Outside of these meetings, parents are always welcome to discuss any concerns about their child once an appointment has been arranged in advance with the class teacher.

Freisin tá sé rí thabachtacht coinne a eagrú leis an Príomhoide má tá tuismitheoir ag iarraidh buaileadh leis, ta sé tabhachtach gan cur isteach ar am teagaisc agus foghlama na ndaltaí. Is ar leas an phobail scoile uile é coinní a shocrú roimh ré do chruinnithe.

It is also very important to organise an appointment with the Principal, when parents want to discuss a concern they may have. Parents/ school visitors are requested not to interrupt the children's teaching and learning time. Using an appointment system for meetings will best serve the needs of all our school community.

//// 9.2 Nósanna Imeachta Gearáin / Complaints Procedure

Tuigimid go dtagann dúshlán/gearán chun cinn ó am go ham. Is mian lenár scoil go ndéanfaí deileáil le haon chás go neamhfhoirmiúil, proifisiúnta, cothrom agus go tapaídh. Dá bhrí sin iarrtar go dairire ar thuismitheoirí coinne a shocrú leis an scoil gan mhoill. Tá nósanna imeachta aitheanta agus aontaithe ag na príomhpháirtithe oideachais in Éirinn ar fáil ar shuíomh ár bPátrún (anforas.ie). Leanann ár scoil na nósanna imeachta seo agus tá cóip ar fáil sa scoil.

We understand that from time to time an issue/complaint may arise. The school would wish that such a situation be dealt with informally, professionally, fairly and promptly. Accordingly, parents are earnestly requested to promptly make an appointment with the school. Agreed procedures, which are recognised by the main education partners in Ireland, including An Foras Pátrúnachta, are available on our patron's website (anforas.ie). Our school follows these procedures and a copy is available in the school.

//// 9.3 Ag dul abhaile / Going Home

Más gá d'aon pháiste imeacht luath roimh dheireadh an lae scoile m.sh. coinne dochtúra, ní mór nóta a bhreacadh faoi ar Aladdin. Tá sé riachtanach nóta a thabhairt don scoil trí ríomhphost má tá aon bhailitheoir nua ag teacht chun cead a thabhairt dó/di an leanbh a bhailiú muna mbeadh sé ar chumas an tuismitheora/chaomhnóra é sin a dhéanamh.

Any child who needs to leave early before the school day is completed e.g. doctor appointment, should be signed out by the parent/guardian via Aladdin. A new collector must be communicated to the school with a note or email to indicate parental/guardian consent should a parent not be able to call in person.

//// 9.4 Cúram Tinnis / Timpiste Sick Care /Accident

Déantar gach iarracht teagmháil a dhéanamh le tuismitheoir/caomhnóir má éiríonn dalta tinn ar scoil nó má bhíonn timpiste aige/aici. Iarrtar ar thuismitheoirí foirm a chomhlánú le huimhreacha teagmhála i gcás práinne.

Every effort is made to contact a parent/guardian when a pupil becomes sick or has an accident in school. Parents are asked to complete an information sheet giving contact telephone numbers for emergencies.

//// 9.5 Dáileadh Leighis / Administration of Medicine

Chun freastal ar riachtanais aon leanbh a mbíonn fadhb shláinte aige / aici nó gá aige / aici le cógas leighis ordaithe i rith an lae scoile, ní mór do thuismitheoirí/ caomhnóirí a chinntiú go gcuirtear an scoil ar an eolas faoin bhfadhb shláinte sin i scríbhinn san fhoirm chlárúcháin nó ag aon am a fhorbraíonn fadhb. Tá an polasaí Dáileadh Leighis ar fáil ar shuíomh idirlíne na scoile nó ón oifig scoile.

In order to attend to the needs of children who have a medical requirement or require medicine during the course of the school day, parents must ensure that the school is informed in writing of any health concern that they have in relation to their child. This information should be given in writing on the child's enrolment form or at any time after this that a health issue arises. The Administration of Medicine policy is available on the school's website and / or from the School Office.

////// 10. An t-Acht Leas Oideachais / Education Welfare Act

Tá dualgas ar phríomhoidí scoile an tOifigeach Leas Oideachais a chur ar an eolas i gcás aon pháiste a bhíonn as láthair ar feadh 20 lá in aon bhliain scoile. Is gá GACH asláithreacht a chur in iúil don scoil i bhfoirm scríofa. Sa chás go mbeidh an scoil ag déanamh teagmhála le hOifigeach Leas Oideachais, cuirfear tuismitheoirí an pháiste ar an eolas. Moltar do thuismitheoirí gan páistí a thógáil amach i rith na scoilbhliana le dul ar laethanta saoire. Cuireann sé seo isteach ar leanúnachas na hoibre.

School principals are now required by law to inform the Education Welfare Offices of pupils who are absent for 20 days or more. ALL absences must be communicated to the school in writing. The Education Welfare Officer collects the blue forms (copies available in the office) which parents/guardians must complete if children are taken out of school during term time. In the event of the school contacting the Education Welfare Officer the child's parents will be informed by the school. The school advises against taking children out of school during term time as it disrupts the continuity of work in the classroom.

////// 11. Polasaí Lóin Fholláin / Healthy Eating Policy

Tá polasaí lóin fholláin ag an scoil. Is é an aidhm atá ag an bpolasaí seo ná a chinntiú go mbeidh an bia atá á ithe ag na páistí ag tabhairt dóthain fuinnimh dóibh chun díriú ar a gcuid oibre scoile. Tá sé mar sprioc againn chomh maith cabhrú leo dearcadh dearfach maidir le bia folláin a chothú agus tuiscint a fháil ar an leas a bhaineann leis. Moltar do thuismitheoirí lón ciallmhar sláintiúil a thabhairt do na daltaí go mbainfidh siad súp as.

We promote a healthy eating policy in the school. The primary objective is to ensure that the children's lunches provide the nourishment they need to concentrate on their school work. We also aim to help them develop positive attitudes to healthy food and a good understanding of its benefits. Parents are advised to give their children sensible, healthy lunches that they will enjoy.

Molaimid iad seo a leanas:
We recommend the following:

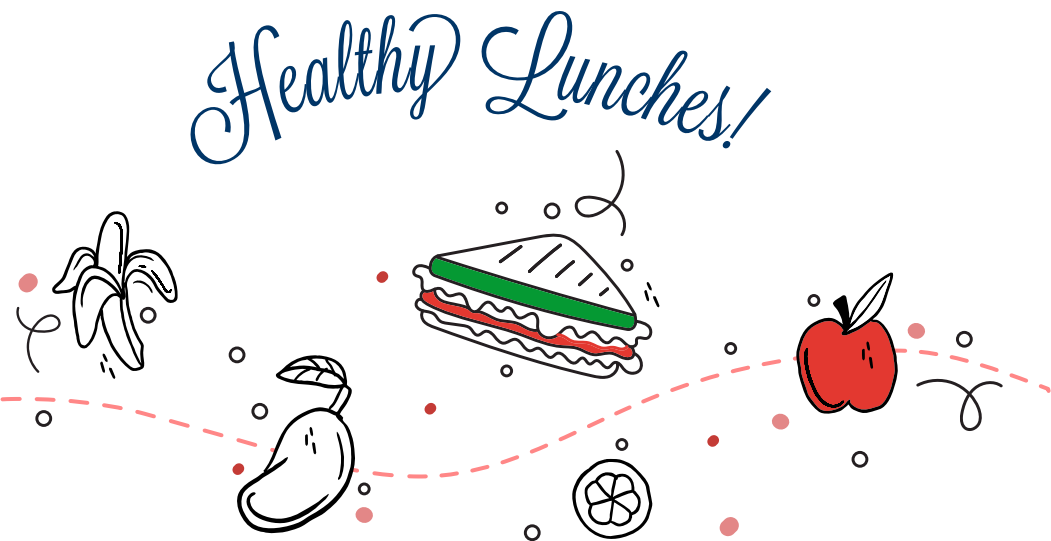
- Torthaí agus glasraí
- *Fruit and vegetables*
- Ceapairí, arán donn, craicéir srl líonta le liamhás, sicín, sailéad, iasc, cáis srl
- *Sandwiches, brown bread, crackers etc. filled with ham, chicken, salad, fish, cheese etc*
- Rís, pasta
- *Rice, pasta*
- Iógart, flapjacks
- *Yogurt, flapjacks*
- Baine, uisce
- *Milk, water*

Under the Governments Hot School Meals programme a free hot lunch is provided to pupils each day. The Lunch Bag is our Hot School Meal provider.

Ní mholaimid
We do not allow:

- Criospaí, grán rósta srl
- *Crisps, popcorn*
- Milseáin, guma coganta
- *Sweets, chewing gum*
- Seacláid
- *Chocolate*
- Deochanna coipeacha
- *Fizzy drinks*
- Aon chnónna (de bharr ailéirge)
- *Our school is a designated NUT FREE ZONE
(because of risk of allergies)*

All uneaten lunches and lunch wrappings are sent home daily as part of our recycling policy.



//// 12. Scoil Ghníomhach / *Active School*



Our school will be actively involved in a range of excellent initiatives designed to enhance well-being and build a healthy school community such as Health Promoting School and Active School Flag. Environmental awareness and involvement in the Green-Schools initiative is also a priority.

//// 13. Ealaín

Ba cheart go mbeadh naprún/seanléine d'ealaín ag gach dalta.

All children should have an apron/old shirt for art.

As siol beag a fhásann an crann is airde.



*Bí lách agus labhair
Gaeilge linn!*

Beidh sé de cheart ag an bPríomhoide agus ag an mBord Bainistíochta an t-eolas agus na rialacha thuasluaite a athrú amach anseo má tharlaíonn sé go mbeidh gá lena leithéid agus de réir mar a fhásfaidh an scoil.

The Principal and the Board of Management reserve the right to amend the above information and rules should they deem it necessary and as the school grows.

Designed and printed by www.babelfis.ie - Cork City