

Drung (No.2) Central N.S.



Drung,
Co. Cavan,
Ireland.
H12 YR91

Principal Georgina Smith
Roll No. 19921C
Tel. No. 049 4338317
Website www.drungno2ns.ie
E-mail drungcent.ias@eircom.net

General Information Booklet for New Parents/ Guardians

Parents/ guardians are asked to familiarise themselves with the following information prior to completing the enrolment form for their child(ren) wishing to be enrolled in Drung Central National School.

Introduction

Drung (No.2) Central National School has a Church of Ireland ethos and patronage. It is the Board of Management's hope and expectation that children enrolled in the school will participate in worship in the school and its activities. The programme for Religious Education in the school is *Follow Me*. It is the belief of Drung (No.2) Central National School that Religious Education has a particular role to play in the education of children in primary school. It is our aim in the school that Religious Education will enable the children to develop spiritual and moral values and enable them to come to a knowledge of God. The programme has been prepared by The Church of Ireland, The Methodist Church and The Presbyterian Church.

Drung Group of Parishes

In keeping with the ethos of the school, which is under Church of Ireland patronage, we participate in the life of the parish. We have School Assembly on an ongoing basis conducted by Revd. Nick Jones, rector of the Drung group of parishes. In Term 2 or Term 3 of each academic year, a school service is held in Drung Parish Church as a united service of worship for all churches in the Drung group. The service of worship is led by school pupils and the entire school community is welcome to attend. Every December, the school engages in a Christmas party for the entire parish community at which pupils perform a Christmas play or nativity.

School Curriculum

The school delivers the full Primary School Curriculum (1999) as required by the Department of Education and Skills (DES) and The National Council for Curriculum and Assessment (NCCA). The subjects on the curriculum are: *Irish; English; Mathematics; Social, Environmental and Scientific Education (History, Geography and Science); Arts (Drama, Music and Visual Arts); Social Personal and Health Education (SPHE); Physical Education (P.E.) and Religious Education (R.E.)*.

Code of Behaviour

A copy of the school's Code of Behaviour is issued to all parents hoping to have their child(ren) admitted to the school. Parents are asked to show in writing on the admission form that they have read and agree that their child(ren) will abide by it while enrolled in the school. Acceptance of the school's Code of Behaviour is a condition of admission.

Openings and Closings

School opens at **8.50am** and closes at **2.30pm**. **THE BOARD OF MANAGEMENT DOES NOT ACCEPT RESPONSIBILITY FOR PUPILS OUTSIDE OF THESE TIMES UNLESS PUPILS ARE ENGAGED IN A SCHOOL RUN ACTIVITY E.G. SCHOOL TOUR.**

Parents must not drop their child(ren) at the school before 8.50am, regardless of whether or not the teachers are in the school.

The school day begins at 8.50am with formal classes beginning at 9.10am. From 8.50am - 9.10am pupils are in their classroom and are engaged in activities at the discretion of their teacher e.g. writing down their homework assignments for that evening, library reading, structured play, completing an exercise/activity from a previous lesson, engaging in an activity on the computer, etc. At this time, pupils unpack their bags, hand up homework, etc. so they

are ready to begin formal lessons at 9.10am. Lunch time lasts from 12.30pm until 1.00pm. There is a short break at 11.00am. The school's Board of Management is responsible for the children between **8.50am and 2.30pm**.

Staff

The Principal, Mrs. Georgina Smith, teaches junior infants, senior infants, first and second classes in the junior classroom. Mrs Aisling McGovern teaches third, fourth, fifth and sixth classes in the senior classroom. Both teachers, as university graduates, are recognised as fully qualified teachers by the Department of Education and Skills. Both teachers are registered with The Irish Teaching Council.

The school has part time Special Education Teachers, who work with pupils with special education needs. The current general allocation for the school is 12.55 hours per week. The main aim of special education is to optimise the teaching and learning in the school. From time to time, the Special Education Teacher will take out whole class groups to undertake learning activities with them as part of the school's approach to early intervention regarding special educational needs.

Mrs Margaret Cundelan Bell is the school's Special Needs Assistant (SNA).

Mrs. Roberta McConkey, school secretary, works in the school on a part-time basis and is available Monday to Thursday in the mornings.

School Transport

As regards the school transport system, the school is not party to this and the fact that the children are conveyed to or from school by the bus does not impose an additional obligation on the school. No arrangements exist for the supervision of children who arrive at the school, whether by school bus or otherwise, before the official opening times. The same applies in respect of children who remain after school hours awaiting collection.

Weather/ Transport/ Emergency Closures

In the case of impassable roads (snow/ice) those on school transport should contact the bus driver to ask if the bus will be travelling. The school may have to close due to hazardous weather conditions. Parents should try ringing the school from 8.50am onwards. If there is no answer this may be a sign that the school is closed. The school also operates a 'Text-a-Parent' service and may send a text message to the parent's mobile telephone number if the school will be closed. It is very important to notify the school if there is a change of mobile telephone number. School closures may also be announced on Northern Sound radio station.

Infants

The infant day lasts from 8.50am until 1.30pm with a short break at 11.00am and lunchtime from 12.30pm until 1.00pm. Parent(s) should be aware of and willing to abide by the requirement, to collect junior and senior infant children at 1.30pm before deciding to enrol their child(ren) in Drung Central National School. This is the specified curricular time for infant classes. When all the infants leave, it allows the class teacher to spend the last hour of each school day with 1st and 2nd classes as a group without interruptions. This is very important, as it is an opportunity to cover areas of the 1st and 2nd class curriculum that are not included in the infant curriculum. At the start of the school year, there is a settling in period for the new junior infants. This lasts for approximately two weeks, but may last longer depending on the individual children in any particular year. During this settling in period, the junior infants go home at 12.30pm. Parents are asked to be punctual in collecting infant pupils at 12.30pm as the class teacher still has responsibility for teaching first and second classes at this time.

Parents of infants are welcome to bring their children to the classroom during the settling in period. Parents, however are asked to allow their children to walk to and from the school gate on their own as soon as possible. This is seen as being important in the process of settling into school and in becoming more independent. In this way, children learn to do simple everyday tasks for themselves such as unpacking their school bag, taking off their coat and hanging it up. It gives children a great sense of satisfaction and pride to be able to come into school independently and do tasks for themselves.

School Year

The school follows a standardised school year as set out by the Department of Education and Skills. A school calendar is issued to each family at the beginning of each academic year. The school always closes early on the day of the Christmas, Easter and summer holidays. During the school year the Department of Education and Skills authorises staff curriculum/planning days. The school will be closed on these days. School closures will be notified to parents in good time. The school may close early for staff meetings during the year. These staff meetings are usually

scheduled for one a term. Teachers who attend approved educational courses during their holidays are entitled to three to five days extra personal leave. On principal release days or on a teacher's personal leave days, pupils will be provided with substitution cover.

Uniform

Pupils are expected to wear the school uniform. This is a condition of enrolment and parents are asked to support the school in this. The school uniform may be purchased from Maurice Brady's in Cavan, but parents may know alternative providers. The school principal/class teacher will want to know why a pupil is not in school uniform.

Boys:

Wine jumper

Grey polo shirt

Grey trousers

Black shoes

Grey tracksuit bottoms may be worn by all pupils on physical education (P.E.) days (grey only, not coloured/striped).

Trainers/runners may be worn on physical education days also.

Girls:

Wine cardigan

Grey polo shirt

Grey pinafore/trousers

Black shoes

Progress Reports on Your Child(ren)'s Learning

An Annual Parent/ Teacher meeting takes place in the school early in term 2 (after Christmas) of each year. All parents/ guardians are invited to meet with their child(ren)'s class teacher. The consultation normally lasts for 10 minutes to discuss the progress and learning of their child(ren). It is not compulsory for parents to attend this meeting. Parents may consult with the teachers at any time during the year, but prior notice should be given.

At the end of each academic year (June) the school will issue parents with a written school report detailing their child's development and learning during the school year. It also explains how parents can further support the child's learning. The results of the standardised tests (1st – 6th classes only) are communicated to parents in the end of the year report.

Standardised Tests

All schools implement standardised testing in English reading and Mathematics. It is the policy of Drung Central National School to implement standardised testing to the pupils from first to sixth classes in May/June of each year. Sigma-T (Maths) and Micra-T (English reading) tests are currently used. They are normed for the Irish population and are consistent with the primary school curriculum. They are either administered by the class teacher or the special education (learning-support) teacher.

Students may be excluded from standardised testing if in the view of the school principal they have a learning or physical difficulty which would prevent them from attempting the tests or, in the case of migrant students, where the level of English required in the test would make attempting the test inappropriate (Circular 056/2011).

TUSLA

Attendance- Parent's Duties and School Duties by Law

The Education (Welfare) Act, 2000, Section 18

Where a child is absent from the school at which he or she is registered during the part of a school day, or for a school day or more than a school day, the parent of such child shall, in accordance with procedures specified in the code of behaviour prepared by the school under Section 23, notify the principal of the school of the reasons for the child's absence.

The Education (Welfare) Act, 2000, Section 21 (4)

Where

A) a student is suspended from a recognised school for a period of not less than 6 days

B) the aggregate number of school days on which a student is absent from a recognised school, during a school year is not less than 20, the principal of the school concerned shall forthwith so inform, by notice in writing, an educational welfare officer.

In accordance with the above, after an absence from school, parents are asked to send in a note with the child when they return to school, giving the reason for the child's absence.

Complaints Procedure

Any parent/guardian who wishes to make a complaint should approach the class teacher with a view of resolving the complaint. Parents/ guardians may not approach the principal or any member of the Board of Management before firstly going to the class teacher. Where the parent/guardian is unable to resolve the complaint with the class teacher,

he/she should approach the principal teacher with the view to resolving it. In following the correct procedure, parents may not bring their complaint to any member of the Board of Management at this stage. If the complaint is still unresolved with the principal, the parent/guardian should raise the matter with the Chairperson of the Board of Management (and not with any other member of the Board of Management). If the complaint is still unresolved and the parent/guardian wishes to pursue the matter further he/she should lodge the complaint in writing with the Chairperson of the Board of Management.

General Cleanliness of School and Environment

It is school policy to promote a clean environment both in and around the school. Children will be encouraged to have a litter free environment. Bins will be used by children at all times to dispose of litter. Pupils may be appointed as litter wardens on a rota basis and asked to pick up rubbish around the school.

School Property

Children will be encouraged and expected to respect school property. This is regarded as a valuable lesson for life. Parents may have to pay for damage to school property.

Personal Property

Children will be expected to label all personal items. It is particularly important that every child's name is on their school jumper and their coat. They must hang coats and caps on the hangers provided. Staff cannot be held responsible for toys, jewellery or valuables which children may bring to school.

Healthy Lunch Policy

Healthy lunches are encouraged. Chewing gum is forbidden for pupils.

Book Scheme

Pupils in junior infants, senior infants and first class will be sent out a book bill in September or early October. A book rental scheme is in operation from second to sixth class. Each year parents pay a levy to assist with the purchase of the books and books are returned to the school at the end of the academic year. Pupils are expected to keep the textbooks in good condition, free from dirt and lunch/drink spillages. There is no need to cover the books. Workbooks, dictionaries, stationery etc. must be supplied by parents. A bill for workbooks and books that the children write into will be issued along with the levy for the book rental in September or early October.

Visual Arts and Photocopying

Parents are asked to make an annual contribution towards the purchase of consumable materials for Visual Arts and photocopying. This amount is decided by the Board of Management at the beginning of each school year and is sent home as part of the book bill.

Insurance

Pupil Personal Accident Cover, provided by Ecclesiastical Insurance, operates in the school. Each year a subscription is paid by parents to cover their child under the scheme, this forms part of the school's personal accident policy.

School Tour and Sports Day

Pupils go on a school tour which normally takes place during the summer term. The school tour may vary from year to year. There are usually two separate tours organised, one for the junior pupils and one for the senior pupils. On occasion the entire school may go on one tour. It is in current practice that the school joins together with Kilmore Central National School for summer school tours, in order that tours are tailored age appropriately – this has the added benefit of reducing transport costs. In addition, visits to the theatre for a Christmas pantomime, history trails, library visits, etc. may be arranged.

The School Sports Day is usually organised to take place in June and it is practice to hold a joint event with Kilmore Central National School. It has been the custom in recent years to host this event at Cavan Leisure Complex. There is a charge per child for this event.

From time to time, extra-curricular activities are organised in order to enhance the curriculum and to make the pupils' time spent in the school more meaningful and enjoyable. Parents may be asked to pay for their child(ren) to attend a particular event or contribute to part of the cost of organising an event e.g. *trip to the theatre*. The Board of Management would not have the funds available to them in order to cover such costs.

Swimming

Classes take place in term 1 during school time at Cavan Swimming Pool for all pupils. Swimming (Aquatics) is part of the Primary School Curriculum. Parents are asked to furnish the school with a medical certificate if their child is unable to participate in this area of the curriculum. Parents are requested to contribute towards funding their own child(ren)'s participation.

School Community Links

As part of the community it is important that the school plays a part in the local parish.

Other Activities and Training

In addition to the set curriculum, from time to time we may have visiting trainers in other fields of study, e.g. writers, trainers in Social Environmental and Scientific Education (History, Geography, Science) dance, music, art and P.E., etc.

Parents' Association

The Parents' Association supports the school by fundraising and providing extra facilities for the comfort of the pupils or the development of the school. Fundraising undertaken by the Parents' Association is firstly agreed with the Board of Management of the school. All monies raised will be utilised for a specific purpose, previously agreed with the Board of Management.

Social, Personal and Health Education (SPHE)

SPHE is an integral part of the Primary School Curriculum (1999).

The children of Drung (No.2) Central N.S. should be enabled to achieve the aims outlined in the Social Personal and Health Education Curriculum, which are:

- To promote the personal development and well-being of the child,
- To foster in the child a sense of care and respect for himself/herself and others and an appreciation of the dignity of every human being,
- To promote the health of the child and to provide a foundation for healthy living in all aspects,
- To enable the child to make informal decisions and choices about the social, personal and health dimensions of life both now and in the future,
- To develop in the child a sense of social responsibility, a commitment to active participative citizenship and an appreciation of the democratic way of life.
- To enable the child to respect human and cultural diversity and to appreciate and understand the interdependent nature of the world.

The Walk Tall Programme is taught as part of Social Personal and Health Education and it hopes to give children the confidence, skills and knowledge to make healthy choices. The programme also seeks to avert or at least delay experimentation with substances and reduce the demand for legal and illegal drugs. It is not aimed specifically at children who are misusing drugs frequently or who are living with addiction, although they can benefit from the programme. The needs of these children may be more fully addressed by support from other agencies in consultation with parents or guardians, and school programmes can complement such interventions.

Relationships and Sexuality Education (RSE) is an integral part of Social Personal and Health Education (SPHE) and must be taught in this context. It provides structured opportunities for pupils to acquire knowledge and understanding of human sexuality and relationships through processes which will enable them to form values and establish behaviours within a moral, spiritual and social framework. In particular, it addresses the meaning of human sexuality, relationships, growth and development, relevant personal and social skills and aspects of parenting. Central to RSE is the fostering of self-esteem, through which the pupil becomes more responsible in making choices and decisions in all aspects of life, and particularly in those relating to sexuality and relationships.

The school contributes to the prevention of child abuse through the Social Personal and Health Education curriculum. The Child Protection Programme is called *The Stay Safe Programme*. Participation in this programme is mandatory for all pupils as part of the school's *Child Safeguarding* policy. It is taught from infants to sixth class on alternative years. It is taught in blocks to maintain the integrity of *The Stay Safe Programme*.

The Whole Child Values in Education

The school endeavours to enable each pupil to achieve his/her full potential and gain maximum benefit from his primary education. The values of honesty, charity, kindness, patience and tolerance are encouraged. We aim to

promote self-confidence and personal responsibility in the pupils. The school aims to promote the moral, spiritual, emotional, intellectual, physical and social development of all pupils in its care. We trust your child will have a happy and fulfilling time in Drung (No.2) Central National School, and will leave well prepared for second level and beyond.

Disclaimer- the information contained in this booklet is correct at time of printing, but may be subject to amendment from time to time. The Board of Management cannot be held accountable for errors, omissions or policy changes in relation to the information contained within.