



General School Information/Procedures/Rules

School Uniform

Navy tracksuit with school crest- can be purchased at: William Mc Cannon, Market Street, and Ennis. T-shirt (blue polo shirt).

All items may be purchased separately.

Tracksuit bottoms (with cuff at ankle) may be purchased at other chain stores.

Boys/Girls

Navy tracksuit bottoms with cuffs at ankle

Navy Shorts

Navy Tracksuit sweatshirt with school crest

Blue polo shirt with school crest

Optional Girls

Navy culottes

Footwear

Flat shoes and runners to be worn that are suitable both for activities and for children to wear to school. When this is not adhered to, it can create an atmosphere conducive to bullying and discrimination.

Body piercing

Children may only have one stud earring on the lobe of each ear during school hours.

Lunch – Healthy Lunches as per Healthy Lunch Policy on school website.

The following foods do not support a healthy lunch policy and should not be included in your child's lunch box; crisps, chewing gum, sweets, bars including cereal bars, cakes with icing, biscuits, lollipops, chocolate, chocolate spread, yoghurt with chocolate toppings, crispy buns,

Due to the incidence of severe allergy to peanuts, mixed nuts and eggs amongst some pupils, the following are NOT ALLOWED at school:

- Peanuts or any other type of nut in school lunches.
- Nut related products such as chocolate spread, Nutella, nut based breads and cereal/health bars with traces of nuts in them.
- Eggs and egg related products such as egg mayonnaise sandwiches.

- Please ask children not to share their lunches.
- If your child has eaten peanuts/nuts before coming to school, please be sure your child's hands and face have been thoroughly washed before entering the school.
- Healthy snack options included in policy on website.

Health and Safety (Food):

For health and safety concerns the following are recommended:

1. Please exclude popcorn, nuts and egg mayonnaise from your child's lunch.
2. Please cut grapes in half for the younger classes
3. Please do not give flasks with hot drinks.
4. Please use re-usable non-spill drink bottles as can and glass bottles are not permitted.

School Hours	1st -6th Class	Junior/Senior Infants
Official Opening	9.20a.m.	9.20a.m.
Official Closing	3.00p.m.	2.00p.m.
<p>All pupils are to be on school grounds at 9.20a.m. on each school day. Pupils are not supervised in the school grounds before 9.20a.m. or after 3.00p.m. and the school authorities will not accept any liability or responsibility before or after these times.</p>		
<p><u>School Attendance</u></p> <p>The school is using a computerised roll book. If your child is not in school when the roll is taken in the morning you child is entered as absent on the system. If they then arrive late to school, the school will then enter them as <i>student late</i> but the initial entry of <i>student absent</i> will remain as they were absent at roll call.</p>		
<p><u>Leaving/Returning school during the day</u></p> <p>Once a child has come to school, only in exceptional circumstances, may a child be taken out of class during school hours, e.g., Dental/Doctors' appointments in the event of such circumstances, please inform the class teacher via Aladdin/email. On collection please sign your child out at school reception. On return to school please sign in your child in at school reception and ensure they return safely to their class.</p>		
<p><u>Absence</u></p> <p>Please complete reasons for absence on Aladdin. Legislation under the Education Welfare Act requires mandatory reporting by the Board of Management, if a child is absent in excess of 20 school days in the school year.</p>		

Collection of Children

- It is important that parents make the necessary arrangements to make sure that their children get to and from school safely and on time.
- The Junior Infants Teacher must be informed at the beginning of the year who is collecting your child at 2.00p.m. sharp (consent form to be completed). If for any reason, the person collecting your child changes, please write a note to inform the teacher, thus helping ensure the safety of your child.
- In the event of your child taking part in extracurricular activities after school, e.g. hurling practise, school tour etc. It is important that parent's check the times these activities are completed and arrange for him/her be collected on time.
- Children are to be collected on time by a parent, or persons delegated by parent.
- When school finishes (at 2 or 3 o'clock) each student must leave the school building/grounds promptly unless they have a particular arrangement with the teacher.
- Teachers will not escort children home unless in emergencies.
- In order to minimise the risk to your child, children should under the school canopy until a parent/guardian collects them. It is advisable that you park your car away from the school steps, walk to, and collect your child from this designated collection area.

Parent Teacher Meetings

There will be a designated times for a **Parent Teacher Meeting** during the first term for all parents. Teachers will contact parents they wish to meet with and also parents with any concerns may make an appointment to meet the class teacher. Notification of these dates will be indicated via letter/email/Aladdin.

Illness

Sick pupils should remain at home

Permission letter and policy re medical emergency and administration of prescribed medicine to your child, to be completed when your child is enrolling in the school.

In the event of illness during the school day

Parent(s)/Guardian(s) will be contacted by the class teacher where deemed necessary.

Medication Policy- as per policy on the School Website

If your child has or develops a medical condition, e.g., Asthma, Epilepsy, Diabetes, etc. or is required to take medication during school hours please inform the school immediately. The school will explain and give you a copy of its Medication Policy so that the correct steps can be taken, to ensure the safety of your child and other children.

Head lice/Chickenpox

Unfortunately (as in all schools) from time to time there is an outbreak of head lice. If your child picks up **head lice** it is very important to treat immediately and contact the school. A general message via app. can then be issued to remind all parents to check their child's hair. The school requests that all children should be checked routinely. Please check the HSEs website or consult your Pharmacist for information on how to prevent, treat, and contain the spread of head lice.

Likewise if your child has **chickenpox** or any condition that may be contagious to others, please contact the school.

Homework – as per Homework Policy on school website

The following is an approximate guideline:

Junior Infants: An average of 20 minutes

Senior Infants: An average of 20 minutes

First Class: An average of 30 minutes

Second Class: An average of 30 minutes

Third Class: An average of 45 minutes

Fourth Class: An average of 45 minutes

Fifth Class: An average of 60 minutes

Sixth Class: An average of 60 minutes

If homework is causing any problems at home, please contact the class teacher immediately.

School Report

An *Annual School Report* will be sent via Aladdin Connect.

Mobile Phones/ Unauthorised Smart / Electronic Devices-Also see AUP Policy on School Website

Children are not allowed to bring mobile phones or unauthorised smart/ electronic devices inside the school grounds or on any school trip/tour. .

Safety Procedures within the school

1. No running in or around the school building.
 2. Designated play areas in the yard according to class groupings.
 3. No rough play.
 4. Walk to and from play.
 5. Accidents will be logged.
 6. Parents contacted where deemed necessary.
 7. Teacher may request the removal of any object(s) he/she considers dangerous.
- Parent(s)/Guardian(s) may collect these objects when they wish.

Anti-Bulling Code

For further details please refer to Anti- Bullying Policy on School Website

1. Foster a sense of community and respect for all.
 2. Teachers will have due regard to the possibilities of bullying.
 3. All incidents of bullying should be reported by children immediately to a teacher.
 4. Matters will be addressed promptly and professionally.
 5. The school identifies aspects of curriculum through which positive and lasting influences can be exerted towards forming pupil's attitudes and values.
 6. The school takes care of "at risk" pupils.
 7. The school recognises the need to co-operate fully with and keep parents informed.
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Co-operation between home and school is essential. Where parents suspect any form of bullying, the school should be informed immediately. Any information received will be dealt with in a discreet, confidential and professional manner.

Home School Liaison

- The school is using Aladdin Connect app as its main method of communication.
 - If you wish to meet with a teacher, please contact him/her to arrange a suitable time.
 - If you wish to contact school use 065 68 39360.or email the school.
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School Fees/ Collections Procedure ePayment System

Our school uses the **Aladdin software** service for administrative purposes and the ePayment system will give you access from an internet browser to make payments to the school using your credit or debit card. The purpose of the ePayment system is to facilitate the easier payment of school money collections for parent/guardians and to reduce the amount of cash and cheques being sent into our school. When money is due for any school activity/fee that is relevant to your children, you will **receive a text/email message** containing your **payment access link**. ***Please do not forward this text/email or share this access link as this link is unique for your family only.***

The link will bring you to a **parent payment page** which will contain all payments requested for all siblings in a family. There is only one link per family, ensuring you have the option to pay all amounts due for all your children in one transaction. Once you have completed your payment, you will receive an email receipt which will contain details of the transaction and a reference number. Please quote this reference number in any queries you may have as regards this payment with the school. Should it be the case that you do not wish your email address or phone number to be used to receive details relating to payment access links and new payment requests, please let us know.

It will be important going forward that the school be notified if there is a change of either email or phone number to ensure the system works well.

Cash/cheque payment to the School

If there is a cash or cheque payment to the school we ask that the following procedure be followed;

- Please forward money **only to your child's class teacher**.
- Money/ cheque should be sealed in an envelope
- The **child's name, amount, and collection name** be written on the outside.

<u>Child Protection:</u>
The Child Safeguarding Statement is on the policy section of the school app.
Mr. Leonard McNamara is the Designated Liaison Person. (DLP)
Ms. Geraldine Keating is the Deputy Designate Liaison Person (DDLDP)

Birthday Parties

Birthday Parties can create difficulties, the school ask you to note the following;

- It is school policy that no invitations are given out within the school grounds.
- No discussion amongst children as to who is or who is not going to parties within the school grounds.
- No presents to be brought or exchanged within the school grounds.

A birthday party list can be requested from the school. A consent form in relation to the above is issued on enrolment.

Religion

- Kilmaley N.S. is a Roman Catholic School under the patronage of the Bishop of Killaloe.-Roman Catholic religious symbols will be displayed within the school.
- Permission form to be completed when your child is enrolled re his/her participation in Religion classes.
- Where parent(s)/guardian(s) do not wish their child to partake in Religious Education classes, their child will be given alternative activities within the classroom during Religious Education classes.

Swimming

Swimming generally takes place during the last school term for First Class up to Senior Classes. A letter outlining these details will be published on the school app.

SET (Special Education Teaching)

We wish to point out that SET is available for children who need additional support

Stay Safe – see policy

The main five stay safe topics are

- Feeling safe and unsafe
- Friendship and bullying
- Touches
- Secrets and telling
- Strangers

R.S.E – (**Relationship and Sexuality Education**) see **RSE policy in policy section of the school website**. *Appendix* of this policy pertains to the sensitive elements within R.S.E. programme. Classes will be taught once in every two years' term within the school. **Note:** if you have not given consent to your child to participate in RSE classes please contact your child's class teacher at the beginning of each academic year to arrange to collect your child during these classes (note: consent form to be completed on enrolment)