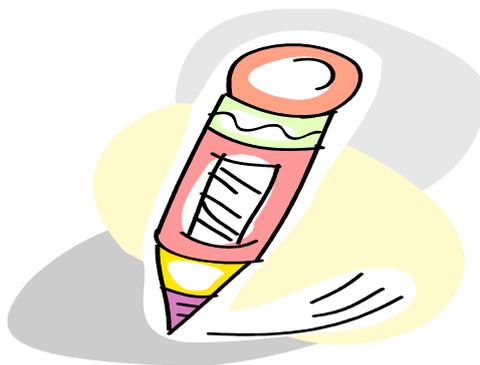
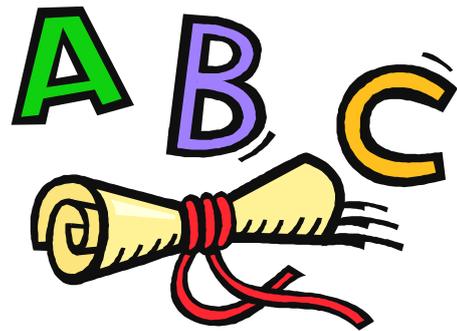




GREYSTONES
Educate Together
National School



Starting School

Blacklion Greystones Co. Wicklow
Ph:01-287-1817-Fax: 01-287-2808
Email contact@greystoneset.ie www.Greystoneset.ie
Roll Number 20300A

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MISSION STATEMENT

Our mission for our school is to ensure that no child is an outsider, to celebrate differences and provide the knowledge, skills and attitudes that children need to enable them to live in a pluralist society and contribute to that society as a well informed citizen.

“We deserve respect and therefore we have the responsibility to act respectfully”
Chris Lennon (former Principal of Dalkey School Project).

We hope our children will: **dream more**
learn more
and **do more**

Greystones Educate Together opened in September 2008 and is a multi-denominational primary school that welcomes children of all denominations, creeds and nationalities. We are fully recognised by the Department of Education and Skills and work under the same regulations and funding structures as other national schools. However, we have a distinct ethos or governing spirit as described below.

- **Equality Based** i.e. all children having equal rights of access to the school, and children of all social, cultural and religious backgrounds being equally respected.
- **Child centred** in our approach to education.
- **Co-educational** and committed to encouraging all children to explore their full range of abilities and opportunities.
- **Democratically run** with active participation by parents in the daily life of the school, whilst positively affirming the professional role of the teachers.

Our Patron “Educate Together” offers advice and support and makes representations to the Department of Education on behalf of all our schools.

The main task of the Educate Together Patron is to ensure that the ethos and characteristic spirit of the school is maintained.

BOARD OF MANAGEMENT

The Board of Management consists of eight people. The duty of the Board is to manage the school on behalf of the patron

- a. Two Patron nominees.
- b. Two Parent nominees elected by the parent body (one male, one female).
- c. The School Principal and one teacher, elected from the teaching staff.
- d. Two wider community representatives elected by the six appointed members.

PARENTS ASSOCIATION

All Parents of children attending GETNS are automatically members of the Parents Association. The Parents Association elects its own Chairperson, Secretary and Treasurer.

We hope to have a representative from the Parents Association present to meet all the new parents on Registration Day /Induction day.

FUNDING

Greystones Educate Together is funded on an exactly equal basis as other National Schools in Ireland. The State pays the teachers and the school receives a series of grants, mainly determined by the number of children attending. Unfortunately, these grants never cover the real costs of the school and the school has to run fund-raising programmes to make up the difference. Educate Together's legal charter prevents our schools discriminating on the grounds of social background, so all our fundraising programmes are voluntary. Together with other management bodies, Educate Together is campaigning for the State to reverse the long standing 'under-funding' of primary education in Ireland and radically increase the grant per child (the capitation grant) paid to schools.

FIRST DAY – A HAPPY ONE

Please be positive with your child in preparing them for school and explain to them what to expect re teacher, other children, breaks, sitting down, tidy-up time, and going home time. On arrival, it is very helpful if you can show your child where to hang his coat and leave his lunch. After meeting the teacher and some other children, please leave promptly because your child will pick up on your anxiety. Most children, even if initially upset, soon become distracted by their surroundings and settle down.

SCHOOL OPENING & CLOSING TIMES

School doors open	09:10am
Junior & Senior Infants finishing time:	13:50pm
1 st Class to 6 th Class finishing time	14:50pm

HOME TIME

For the first two weeks all Junior Infants will go home earlier than the rest of the school. Please arrive promptly as your child may fret if he/she thinks he/she is forgotten. If there are any special collection arrangements, please let us know.

LEAVING SCHOOL EARLY

Any child who is to be collected early will be brought to the front entrance by the Secretary, where that child's guardian would have signed our register and given the reason for the child being removed from the school. Your child will then be accompanied to the front lobby to meet you.

PUPILS ABSENCE NOTE

In accordance with the Education (Welfare) Act 2000, it is necessary for us to maintain a record of attendance or non-attendance for each child registered at the school. The reasons for non-attendance must also be recorded. We are now obliged to return this information to the National Educational Welfare Board. In the event of your child accumulating 15 days absence, you will receive a notification from the school.

Therefore, when your child is absent from school, please complete the absence note at the back of your child's journal and provide evidence of medical appointments where possible. Also, if you think your child is going to be absent for more than one day, please leave a message to that effect on the school office number 01-287-1817. This is very important if, for example, there is an epidemic of Chickenpox.

JOLLY PHONICS

Children are introduced to reading through the Jolly Phonics scheme. Jolly Phonics is used to teach children the alphabetic code of English. In the first nine weeks or so, the children are taught approximately 20 letter sounds, and over two years will complete all 42 how to blend them to read words, and how to cope with the first few 'tricky' keywords. At this point the children can attempt to read books for themselves.

There are five main elements to the teaching:

1. Learning the Letter Sounds

The main 42 letter sounds of English are taught, one sound every day, and in the *Jolly Phonics* order.

1. s a t i p n
2. c k e h r m d
3. g o u l f b
4. ai j oa ie ee or
5. z w ng v oo oo
6. y x ch sh th th
7. qu ou oi ue er ar

A multi-sensory method is used to introduce the children to the letter sounds. There is a Storyline, Action and Sound Sheet for each sound. By doing an action associated with the sound, e.g., rub tummy and say mmmmm for the /m/ sound, the children remember it more easily.

PREPARING YOUR CHILD FOR SCHOOLWORK

Good writing is all about muscle and motor control so it will help your child greatly if he/she is practised at colouring, drawing, painting, manipulating materials such as play dough, construction work, jigsaws etc. Discerning visual differences is essential to reading and this skill is practised and encouraged by use of matching games, construction work, jigsaws etc. Reading aloud to your child will cultivate an interest in, and love of, reading.

HOMEWORK/HOMEWORK JOURNAL

The homework journal is a great resource for communication between you and the teacher, so please check it daily and use it to inform the teacher about something that might be affecting your child (e.g. if the family pet died or if the child was too tired to do their homework). This will save time and distress for everyone.

Homework at infant level should never cause the child to feel stressed. So try to keep the fun element in there at all times. **School is FUN!**

GREEN SCHOOL

We were awarded the Green Flag in 2012, 2014 and for 2016 we were awarded the Green School Flag for Water Conservation & selected winner of the Eastern Midlands Region 'Water School of the Year'. We intend to make our school as eco-friendly as possible, so please set an example for your child in this, e.g. try not to wrap lunches in foil/cellophane, opt instead for washable containers, encourage your child to walk to school, or if you live too far from the school, try car-pooling with other parents. All children will be encouraged to bring home their packaging and fruit skins etc.

SCIENCE

We have been awarded the Primary Science Award every year since the school opened. We welcome parents who would like to present different elements of Science to the children.

LABEL BELONGINGS

Label all of your child's belongings, from coats to coloured pencils. This makes the teacher's job (and yours) easier. Encourage the child to be responsible for his/her own belongings. We would appreciate a spare set of labelled clothes as excess excitement can sometimes lead to little accidents!

NUTS/NUT EXTRACTS

Please do not put nuts or peanut butter in your child's lunch under any circumstances. This is very important as we have several children in our school who have a serious allergy and who could have a very severe reaction.

PARKING

There will be no parking outside the school. It will be a drop down only. Do not park your car here for any other reason. It is also important not to park here as the school bus needs the space to swing around and park safely enough for the children to disembark. We have cycle lanes on the main road adjacent to the school which need to be kept free also. **Children who line-up in the back yard (1st class and up) usually enter the yard by the back gate.**

SCHOOL BUS

Eligible Primary pupils will be subject to a charge of €100 per pupil by Bus Eireann. The distance criteria is 3.2 km to the nearest ET School. Contact Bus Eireann online www.buseireann.ie if you intend to avail of the bus service. If your child is being collected from a public bus stop, it is important that you do not park your car there.

MEDICATIONS

No medications can be administered to the children. An inhaler may be stored in the teacher's desk and the child will have access to it on written request from their parents. If your child is sick, home is the most comfortable place for them. If your child is sick in school or suffers a head injury, parents will be contacted immediately. If your child cannot attend school for a particular reason, please contact the school and inform us that morning and write an explanatory note in the homework diary.

EMERGENCY ILLNESSES

If your child develops any of the following illnesses you must contact the school immediately at 01-287-1817

- Bacterial Meningitis
- Chicken Pox
- Head Lice/Nits
- Measles
- Ringworm
- Rubella
- Scabies
- Scarlet Fever
- Strep Throat (Strep Tonsillitis)
- Threadworms
- Viral Meningitis
- Whooping Cough

Please find the HSE manual on our website Bulletin Board. From time to time notes will go home regarding hair lice. These guidelines must be complied with or the problem becomes very difficult to eradicate.

ENROLMENTS

As our school enrolment lists are increasing rapidly, if you have any other child you wish to enrol in our school in future years, this is a friendly reminder to fill out a pre-enrolment form, this can be done online on the school website www.greystoneset.ie. Educate Together does not have a sibling policy so it cannot be assumed that a younger sibling will be offered a place in the school. It is very important that you pre-enrol them as soon as you can.

RELIGIOUS INSTRUCTION

The Parents Committee have organised religious instruction outside of school time, for the children of those parents who require it (e.g. those wishing to receive Holy Communion). This takes place after school one day a week. See appendix.

FRIDAY - TOY DAY

As our currently enrolled children are still quite young, we would like to make every Friday 'Toy Day'. This means that they are allowed to bring a very small toy and share the enjoyment of it with a friend. This is a very beneficial exercise in moving children of this age away from the 'the self' and onto a more mature level of bartering and respect. And they will love school on Fridays! Toys cannot be brought on any other day.

BIRTHDAY INVITATIONS

Please do not distribute invitations in class unless there is one for everyone (or, in some cases e.g. there may be an all girls' party and that there is one for every girl). In this way we are respecting our policy on inclusiveness.

NOTICES/INFORMATION

Occasionally teachers will post a notice requesting volunteers, to help with, for example, listening to children reading or setting up the room for painting. Once again, I would encourage all parents to become involved. You will learn a lot about children, teaching them and disciplining them, and you will be surprised by the difference thirty minutes assistance, from another adult in the room, can make to the amount of individual time a teacher can give the children. Once we know that you may become a regular helper, you will be required to be Garda vetted, which is a condition of our Child Protection policy. There is also a parent's notice board in the front lobby and in the outside play area at the back door of the lower yard.

PHYSICAL EDUCATION

Please check with your teacher to find out what day your child has P.E. in the school yard.

SWIMMING

The Swimming Programme has been very successful since the school opened. We would like to continue with it in the Shoreline Pool for as long as it is possible. Each class usually benefits from one 6 week term of swimming. However, due to new Child Protection Guidelines and the level of experience the older children have acquired, swimming is for 1st class up.

EXTRA CURRICULAR ACTIVITIES

A few activities have been organised after school for one or two terms a year e.g. soccer, art. These have been very popular and we hope to continue to organise them.

EMERGENCY CONTACT NUMBER

Please make sure the School Office has an emergency phone number to contact you, if necessary, during the school day.

SCHOOL POLICIES

The staff, parents and Board of Management have worked very hard together in the formulation and ratification of all school policies. If they are not accessible on the school website, hard copies may be requested from the school offices. All policies have been put in place for the benefit and safety of your children. Below is the list of policies:

- Medical and Administration of Medication Policy,
- Acceptable Use Policy (Internet)
- Child Protection Policy
- Code of Discipline and Behaviour,
- Attendance & Punctuality
- Commercialism Policy

- Critical Incident Management Plan
- Dignity at work
- Admissions and Participation Policy
- Healthy Eating Policy
- Health & Safety Policy
- Anti- Bullying Policy
- SEN Policy
- Aquatics Policy

HEALTHY EATING POLICY

The school's Healthy Eating Policy can be found on the school website under Policies. We ask for your support in implementing this with the preparation of school lunches, for example no bars, crisps, nuts or fizzy drinks.

CHILD PROTECTION GUIDELINES

You can also read the school's Child Protection Policy on our website. Also, please visit www.education.ie Child Protection Procedures, Circular 0065/2011 to inform yourselves, as parents, on what is entailed in the new guidelines.

POD (Primary Online Database)

The DES has an online database called POD. We are required to forward all non-sensitive pupil personal data to POD for all new enrolments from 2015/2016 onwards. This is mandatory in order to have that pupil counted for grant payment and teacher allocation purposes.

For more information please log onto www.education.ie to view the Fair Processing Notice and Circular 0025/2015.

CONTACTING THE SCHOOL

If your child has any special needs, or if there is a change in your circumstance e.g. new address or phone number, please contact the school as soon as you can. Always communicate any significant events in your child's life to the class teacher. These will help us cherish your child in his/her development.

Catherine Sadlier is the school Principal. Catherine can be contacted directly on **086-8187154**

Helen McClelland is the Deputy Principal. Angelina Dineen is the Assistant Principal 1 and SENCO

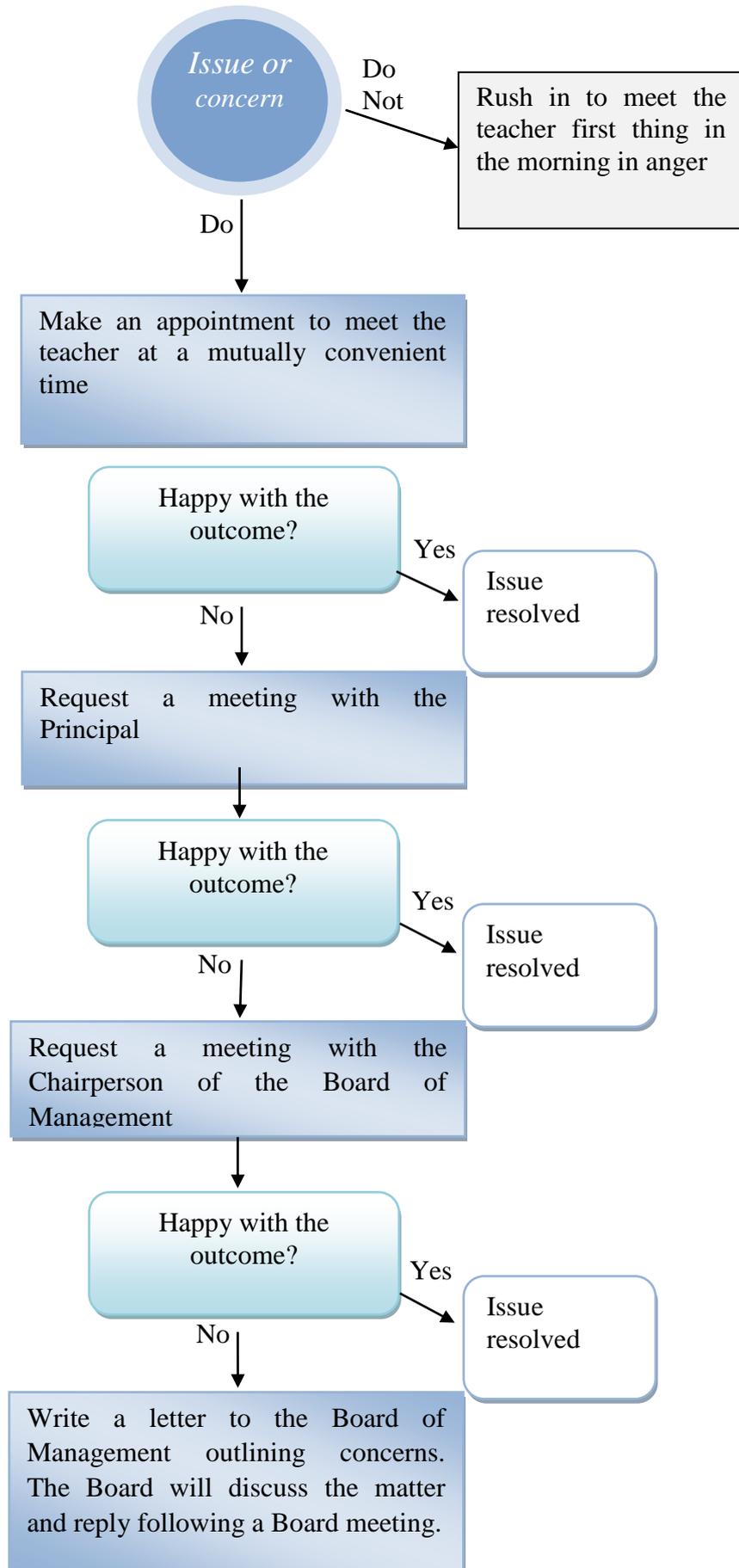
Aideen Curran is the School Bursar and Admissions Officer & **Liz Knight** is the school Receptionist / Secretary, all of the above can be contacted on **01-2871817**

Our school caretaker/cleaner is **Vincent McGarry**.

SCHOOL CALENDAR (page 12)

Please ensure that a copy of the school calendar is in a visible place in your home, so that you are always aware of school closures, especially half days.

COMPLAINTS PROCEDURE



The flow chart outlines clearly the steps to be followed in the event of parents having concerns.

1. If parents have concerns about their child, the child's teacher should be approached in the first instance please try to organise an appointment. If the concern is not resolved by the teacher, the Principal should be contacted, and a meeting sought to discuss the concerns.
2. If matters are not resolved at this level the matter should be raised with the Chairperson of the Board of Management. The Chairperson will request a report (initially verbal and then written) from the Principal with regard to the concerns and attempts to resolve it.
3. If matters are not resolved at this level, the issue will be discussed with the Board. The Board will communicate the result of its deliberations, in writing, to the parent/s.

In the case of a matter not directly concerning a child, a similar format as outlined above should be observed. That is, the person directly involved with the matter is the first point of contact.

APPENDIX 1 Attached

REGISTRATION FORM
CONSENT FORM
MEDICAL PERMISSION FORM
TEXT A PARENT
RELIGIOUS INSTRUCTION
POLICY CONSENT FORM
RSE BOOKLET
POD INFORMATION LETTER FROM THE DES & PRIVACY STATEMENT

APPENDIX 2

Available to view on the school website www.greystoneset.ie.

CODE OF BEHAVIOUR POLICY
ACCEPTABLE USE POLICY (Internet Safety)
ATTENDANCE & PUNCTUALITY POLICY
ANTI BULLYING POLICY
SOCIAL, PERSONAL, HEALTH EDUCATION & STAY SAFE PROGRAMME
CHILD SAFEGUARDING STATEMENT

SCHOOL CALENDAR 2018-2019

Month	Days/Dates	Closing Times	Events
August	Friday 31 st	School Reopens	1 st Term Begins
October	Monday 29 th - Wednesday 31 st	Closed	Public Holiday, Mid Term Break
November	Thursday 1 st – Fri 2 nd	Closed	Mid Term Break
December	Friday 21 st	12:30pm	Early Finish
	Monday 24 th – Monday 31 st (Inclusive)	Closed	Term Holidays
January	Tuesday 1 st – Friday 4 th (Inclusive)	Closed	Term Holidays
	Monday 7 th	School Reopens	2 nd Term Begins
February	*Monday 18 th – Fri 22 nd	Closed	Mid Term Break
	Monday 25 th	School Reopens	
March	Monday 18 th	Closed	St Patrick Holiday
April	Friday 12 th *Monday 15 th – Fri 26 th (Inclusive)	12:30pm	Early Finish Easter Holidays
	Monday 29 th	School Reopens	3 rd Term Begins
May	Monday 6 th	Closed	Public Holiday
June	Monday 3 rd	Closed	Public Holiday
	Friday 28 th	12:30pm	Early Finish

***Unless changes are required as part of contingency arrangements to make up for time lost due to unforeseen school closures. Where contingency arrangements are required we may reduce the length of the February Mid Term Break or Easter break.**

A further one-day full school closure is required during the school year 2018/2019 for staff training, which will be confirmed at a later date.