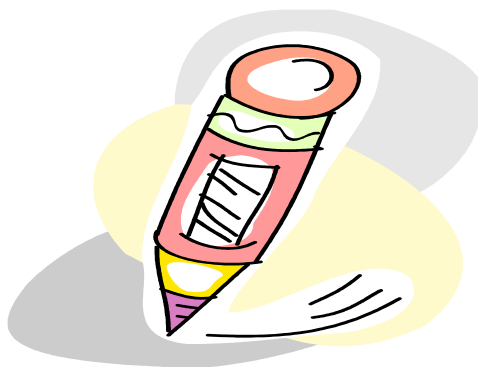
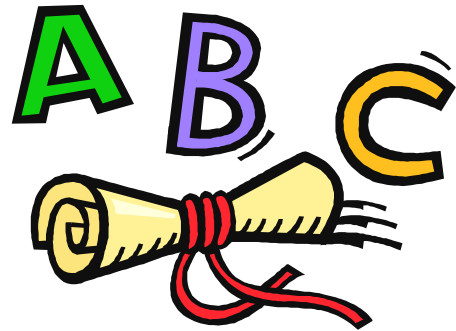




GREYSTONES  
Educate Together  
National School



## Starting School

Blacklion Greystones Co. Wicklow  
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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 Science 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.

- **Multi-denominational** 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.

A Treasurer and Secretary are elected from its members

### **PARENTS ASSOCIATION**

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

We hope to have a representative from the Parents Association to meet all the new parents on Registration 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 will happen 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 and finding a place to sit, 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 <sup>st</sup> Class to 6 <sup>th</sup> 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 thinks he 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. No parent is to approach the classroom in the course of the school day for this collection of their child.

## **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 if your child is absent 20 days or more.

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.

## **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 the 42 letter sounds, 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 playdough, construction work, jigsaws etc. Noting 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 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.

### **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 at least one child on our roll who has a serious allergy and could have a very severe reaction.

### **PARKING**

Please, if you are dropping your child by car, show consideration to pedestrians at the school entrance. No Parking is allowed in top car park as this is a Staff Car Park. Please use designated Set Down Area for pick up and drop off. Do not leave your car parked there 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.

### **SCHOOL BUS**

Eligible Primary pupils will be subject to a charge of 50 euro per pupil by Bus Eireann. The distance criteria is 3.2 km outside of school.

### **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

### **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. 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 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**

There are notice boards outside each teacher's room. Look out for notices about volunteering 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 help 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 lobby.

### **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 lovely Shoreline Pool for as long as it is possible. Each class usually benefits from one term of swimming.

### **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. There is also a separate After School activity club run by a parent which has been of benefit to siblings of children in older classes, especially.

### **EMERGENCY CONTACT NUMBER**

Please make sure the teacher 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 polices have been put in place for the benefit and safety of your children. Below is the list of policies:

- Administration of Medication,
- Acceptable User Policy ( Internet )
- Child Protection
- Code of Discipline,
- Commercialism
- Critical Incident Management Plan
- Dignity at work
- English as an Additional language
- Enrolment
- Extra Personal Vacation Days
- Healthy Eating
- Special Educational Needs
- Special needs Assistant
- Anti- Bullying Policy ( draft )
- Relationships and Sexuality Education ( draft )

## **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. She can be contacted on **086-8187154**

**Geraldine Barnes** is the Deputy Principal.

Our school secretary is **Aideen Curran**. She can be contacted on **01-2871817**

Our school caretaker/cleaner is **Bernard Cahill**.

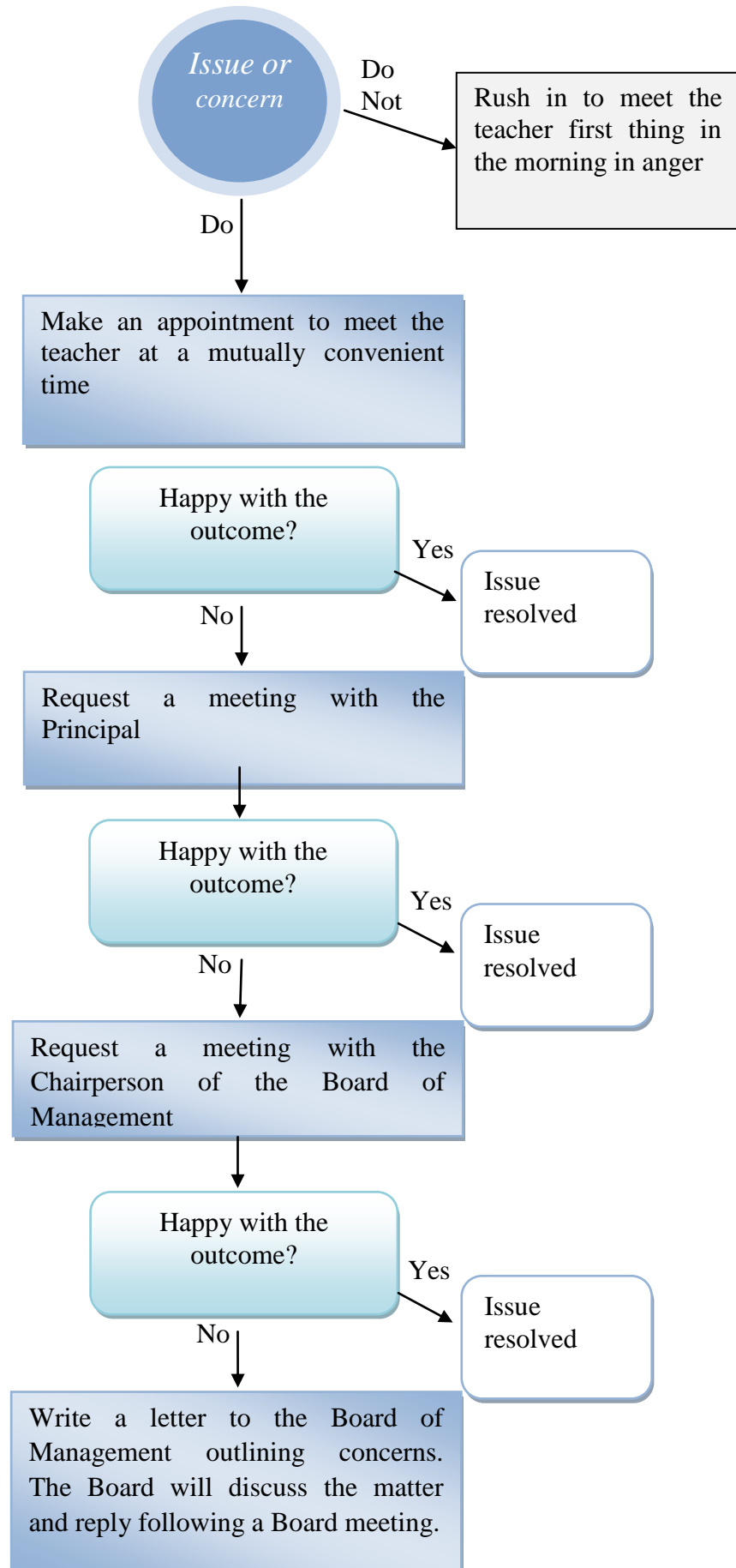
## **SCHOOL CALENDAR**

# **Greystones Educate Together**

SCHOOL CALENDAR 2011/2012

The school calendar will be available shortly.

## 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. 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 a letter should be written to the Chairperson, Board of Management, Greystones Educate Together N.S., Blacklion with a request that the issue be discussed at the next convenient Board meeting. The Board will communicate the result of its deliberations in writing to the parent/s that raised it, and with the wider school community should this be considered appropriate.

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*

RSE BOOKLET

## **APPENDIX 2 Attached**

*CODE OF BEHAVIOUR*

AUP POLICY

CONSENT FORMS FOR THE ABOVE POLICIES