



Killester Raheny Clontarf  
Educate Together  
National School

# New Parents'

## Information Booklet

### 2020-2021



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## Letter of Welcome

Dear Parents / Guardians,

On behalf of our Board of Management and Educate Together, I am delighted to welcome you to Killester Raheny Clontarf Educate Together National School. I hope that you find this booklet useful as you and your child prepare for their first year at our school. It is intended to provide you with a useful introduction to all aspects of our school life.

As the principal, I am looking forward to getting to know all of you, as I get to know your children. I aim to establish and indeed foster positive relationships within our start up school community and intend on working very closely with you, our parent body, over the coming years to develop a warm, caring, friendly and inclusive learning environment. I espouse to create and cultivate a vibrant school community with the aim of providing the best possible education for all of the children in our school. Our children will be treated individually and will be given every opportunity to be the very best that they can be. They will be at the very core of every decision made and at the very heart of our teaching and learning environment, which is the primary function of our school.

As with all Educate Together Schools, parental involvement is an integral aspect of school life. Therefore, I would like to encourage you to become an active member of our new school community. During the year, there will be many occasions whereby you can come in and visit our school and your child's classroom and we look forward to welcoming you to see the wonderful work of the children while enjoying their educational experiences with them. There will also be opportunities for you to become involved on the Parent, Guardian and Teacher Association Committee and/or on the Board of Management.

I know that once you are involved you will appreciate the value of this for yourself and your child as together and in partnership we shape our whole school community going forward, into the future.

I very much look forward to getting to know you and your children.

Many Thanks,

*Níamh O' Toole*

Principal

A Typical School Day - Please note – this is a sample. Our school day may differ slightly from this.

**The children do however have two breaks; a ten minute break and a 30 minute lunch!**

8:20 - School Opens

8:20 – 8:30 Circle Work & Roll call

8:30 – 10:00 Teaching & Learning

10:00 – 10:20 Morning lunch break/Story-time & free play/yard

10:20 – 11:45 Teaching & Learning

11:45 – 12:15 Lunch break & free play

12:15 – 13:00 Teaching & Learning

13:00 Junior Infants go home

*The school will open to receive pupils at the hour of 8:20 am. No responsibility is accepted for pupils arriving before that time. Classes will end each day at 1:00 pm and the school cannot accept responsibility for looking after the children after that time.”*

Important Dates:

- The new school year starts on **31<sup>st</sup> August at 8.20 am**
- Please see sheet in your welcome pack for Junior Infant start times
- Junior infants will go home at 13:00pm from **Monday 14<sup>th</sup> September 2020**

## The School Year

### School Calendar 2019 - 2020

First Day: **Monday 31<sup>st</sup> August 2020**

Term 1: 31<sup>st</sup> August to 22<sup>nd</sup> December

Midterm: **Monday 26<sup>th</sup> October 2020 to Friday 30<sup>th</sup> October 2020** inclusive

Winter Closure **Wednesday 23<sup>rd</sup> December 2020 – Friday 3<sup>rd</sup> January 2020** inclusive

Term 2 6<sup>th</sup> January – 26<sup>th</sup> March 2021

Midterm: **Thursday 18<sup>th</sup> February and Friday 19<sup>th</sup> February 2021**

St Patrick's Day Closure: **Wednesday 17<sup>th</sup> March 2021**

\*\* Spring Closure **Monday 29<sup>th</sup> March to Friday 9<sup>th</sup> April 2021** inclusive

Term 3 12<sup>th</sup> April – 30<sup>th</sup> June 2020

Midterm: **Monday 3<sup>rd</sup> May 2021 to Friday 7<sup>th</sup> May 2021** Inclusive

Bank Holiday: **Monday 7<sup>th</sup> June 2021**

School Closure: **Tuesday 8<sup>th</sup> June 2021**

Final Day: **Wednesday 30<sup>th</sup> June 2021**

School closes at 11:30 am on the last day of each term i.e. Christmas, Easter and Summer Breaks. Normal closing time of 1pm for mid-term break.

*\*\* This calendar could be subject to change as part of contingency arrangements to make up for time lost due to extensive or prolonged school closures. If it is deemed necessary, and only after examining other possible changes to normal practices the following contingency arrangements will be put in place:*

*The school may reduce the length of the Spring break by remaining open up to and including Wednesday 31<sup>st</sup> March 2021.*

## School books and school materials bill

### Booklist/Materials Fee

The booklist, art supplies and materials list will be emailed to parents in the coming weeks. (All books and materials will be ordered and made available under the school book rental scheme).

The cost of the books and materials will be €100 and we will supply details of how and when to pay with the booklist.

## What is an Educate Together school?

### Educate Together's Vision

Educate Together is working towards an Ireland in which all people have access to an excellent education that is inclusive of all, irrespective of belief system, race, ethnicity, class, culture, gender, language, lifestyle and ability.

### Educate Together's Mission

Educate Together is an agent for change in the Irish State education system seeking to ensure that parents have the choice of an education based on the inclusive intercultural values of respect for difference and justice and equality for all. In Educate Together schools, every child will learn in an inclusive, democratic, co-educational setting that is committed to enabling and supporting each child to achieve their full potential while at the same time preparing them to become caring and active members of a culturally diverse society.

Educate Together has over 40 years' experience of providing a unique, inclusive and equality-based school ethos. The Educate Together model is founded on a legal commitment to parents, staff and children to run schools based on equality and respect. Our core values, as set out in the **Educate Together's Charter**, are: Equality-based, Co-educational, Child-centred, Democratically-run.

The Educate Together Charter describes schools that guarantee equality of access and esteem to children irrespective of their social, cultural or religious background, are learner centred in their approach to education and are run as participatory democracies, with respectful partnership between parents, pupils and staff. Enshrined in the Educate Together Charter is an obligation to put our students at the centre of everything we do. These values are reflected in Educate Together's mottos:

*Learn Together to Live Together  
No Child an Outsider*

Like most other schools in Ireland, Educate Together schools are state-funded and teach the National Curriculum. They are non-fee-paying schools and are open to students of all backgrounds. They are co-educational and have no school uniforms. But they are much more than that:

Educate Together schools work hard to instil a sense of equality and justice in students. They embrace the input of parents, students, staff and the wider community to improve the school in every way possible. They are committed to enabling students to achieve their full potential. All students are encouraged to explore their full range of abilities and are provided with equal opportunities regardless of their identity.

Educate Together schools put students at the heart of all policies and practices. All children have equal access to school and no one religion or worldview is given priority over another in Educate Together schools.

## Ethos and Core Principals

Killester Raheny Clontarf Educate Together N.S, like all Educate Together schools in the Republic of Ireland, is founded on four core principles:

1. Equality-based – All children have equal access to the school and no one religion or worldview is given priority over another within the school.
2. Co-educational – All children are encouraged to explore their full range of abilities and are provided with equal opportunities regardless of their gender or identity.
3. Child-centred – Our child-centred approach means that we put children at the heart of all policies and practices and involve them in decision making where appropriate. Our children have a right to have a voice and their opinions heard and decisions in our school are always taken in the best interest of the children.
4. Democratic – We run schools on a democratic basis, encouraging active participation by parents and students in the daily life of the whole school whilst positively affirming the professional role of the teachers.

The school is run by management committees that are democratically elected and run and the involvement of parents is sought and encouraged. Children will contribute to school management throughout their time in our school through a variety of platforms such as student council, green-schools, and playground committees.

## Uniform

We have no school uniform in Killester Raheny Clontarf ETNS but would recommend that your child wears comfortable clothing. For infants in particular who have a very active day so therefore they should wear clothes that enable them to move freely. We also ask that you teach your child to take off or put on their coat and how to open and close zips, buttons, buckles and laces. Zips are preferable to buttons and elasticised clothing is ideal and Velcro shoes are preferable to laces.

## School Management Structure

Killester Raheny Clontarf Educate Together National School will operate under the Rules for the National Schools and is subject to the provisions and guidelines of the circulars issued by the Department of Education and Skills. The Department of Education and Skills (DES) provides a percentage of funding and pays teachers' salaries. The DES inspectors monitor the implementation of the curriculum in the school.

National schools are managed by the Board of Management (BOM)

### How Boards of Management operate:

The role and method of operation of boards of management of primary schools was agreed by the Department of Education, the school managers, parents and teachers in 2003. *The Constitution of Boards and Rules of Procedures*, revised in 2011, sets out the key activities of the Board.

Essentially, the board manages the school. Among other things:

- It has responsibility for drawing up the school plan and ensuring its implementation.
- It appoints the principal, the teachers and other staff.
- It must ensure that the school fulfils its functions as set out in the Education Act 1998.
- It promotes contact between the school, the parents and the community and must facilitate and give all reasonable help to a parents' association in its formation and its activities.
- It has overall responsibility for the school's finances.
- It is obliged to have comprehensive insurance cover for the school.
- It must keep proper accounts
- It must ensure that child protection and welfare are taken into account in all of the school's policies, practices and activities.
- It must ensure the school has a Code of Behaviour and an Anti-Bullying Policy.

### Who is on the board?

The composition of the board of management for schools with more than one teacher is

- Two direct nominees of the patron
- Two parents' nominees (one female and one male) elected by the parents
- The principal
- One other teacher elected by the teaching staff.
- Two extra members agreed by the representatives of the patron, teachers and parents.

## Absences

All absences must be explained to the class teacher/the school in writing, this may be done by a note in the child's communication journal or directly through the "Aladdin Connect" App, outlining the reason for the absence (this information is required for absence reports to the Education Welfare Services (TUSLA)). It is not necessary to phone the school.

Under the Education and Welfare Act 2000, if a child is absent for more than 20 days, a report must be sent by the school to TUSLA, the child and family agency.

We urge parents NOT to book holidays or trips abroad during term time. This practice has a negative effect on the education and well-being of your child in school and is very disruptive of your child's learning.

## Communication

It is important for you as parents, for your child and for us in Killester Raheny Clontarf ETNS to have open, positive communication with each other. If you have any queries, problems or concerns regarding your child please contact your child's teacher to make an appointment to meet with him/her. It is not always possible for the class teacher to meet 'on the spot' so in order for both teacher and parent to get the most of such a meeting please contact the school in advance to arrange a time to give you the attention and privacy that you may need.

When making an appointment, please indicate to the nature of your concern so that accurate preparation on the issue can be made.

In addition, if there is a change in home circumstances (illness, separation, or anything that you may feel may affect your child) please let us know. I assure you the utmost sensitivity and confidentiality in the matter. Our school lays down the foundation for trustworthy relationships.

Please check your child's school bag regularly as important information is sent home through the school bag.

Urgent information is communicated to you through Aladdin and by email. Please let the school know if you change your phone number.

We hope to develop a website to keep parents informed of all that is happening in school. Our school Facebook page will continue for the time being.

## The Curriculum

Killester Raheny Clontarf ETNS teaches the Primary School Curriculum as required by the Department of Education and Skills (DES).

There are eleven subjects in the Primary School Curriculum:

English  
Gaeilge/Irish  
Maths  
History  
Geography  
Science  
Visual Arts  
Music  
Drama  
Áistear (activity and Play Based Learning)  
Physical Education  
Social Personal Health Education (SPHE)

In addition, Educate Together's *Learn Together* Ethical Education Curriculum is taught alongside the Primary National Curriculum. *Learn Together* includes learning within the four strands: Moral and Spiritual; Equality and Justice; Belief Systems and an Ethics and the environment.

Copies of the Primary School Curriculum available at [www.ncca.ie](http://www.ncca.ie)

## Special Education Needs

We welcome all children into our school. In relation to applications for the enrolment of children with special educational needs, we do request a copy of the child's medical and/or psychological report. Where such a report is not available, we request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational needs of the child and to access the support services required. Following the report, the Board of Management assesses how the school could meet the needs specified in the report.

If you notice that your child is struggling with any aspect of schooling, let us know. Likewise, we will inform you if we have any concerns regarding your child's educational, physical or emotional development. If this occurs, please do not panic. It's better to find out concerns at an early stage to provide support.

## Parental Involvement

Parents have a range of talents, abilities and skills (a skills bank, by nature) that have the potential to enrich and extend the educational opportunities provided for the children. In line with the principle of equality-based education, parents may actively participate in and make a valuable contribution to the school at every level, including:

- Going forward for election to the BOM
- Becoming a member of other committees – Parent Teacher Association or a School Community Development committee.
- Fundraising
- Volunteering to share a hobby, skill or interest during school hours in agreement with the class teacher and principal.
- Helping the principal and teachers with extra-curricular activities and trips.
- Gardening
- Suggesting and getting involved in various projects with the pupils and teachers
- Supporting initiatives in literacy and numeracy.

## Code of Behaviour (Positive Behaviour Policy)

The Code of Positive Behaviour in Killester Raheny Clontarf ETNS aims to foster a positive atmosphere in which every child can learn, develop and reach his/her full potential. The Code of Positive Behaviour enables teachers and pupils to work in an attractive and well organised environment where acceptable patterns of behaviour are followed and where self-discipline, based on mutual respect is fostered. Our school aims to encourage self-control among our pupils. A copy of the Code of Positive Behaviour will be given to you at a future date before the 2020/2021 school term begins. We ask that you read through it and complete a form signing that you have read and accept our policy.

## The Golden Rules and Restorative Practice

Our positive behaviour policy is based on the six Golden Rules and the values and principles of Restorative Practice. Children are encouraged to uphold such values and use them, alongside the Golden Rules to help them make good choices about their behaviour. It also encourages children to nurture positive relationships. Children are rewarded for good behaviour in lots of ways including praise, encouragement, stickers, special prizes, and in receiving extra golden time on a Friday.

## Health Matters

In Ireland, the Health Service Executive (HSE) administers a range of childhood vaccinations and screening tests for sight and hearing through the schools. Parents will be required to sign a consent form before any vaccination or screening.

### Health Needs

If your child has a particular health need such as an allergy, asthma, diabetes etc, it is imperative that you advise the school. The school should be made aware of the name and address of your family doctor.

Medicines are not administered by the class teacher except in chronic circumstances. In these circumstances, prior approval must be sought from the BOM and a Medical Information Form must be completed and signed by the parent or guardian. Please do not put medicines in your child's schoolbag as this poses a health and safety risk to all pupils.

Please ensure that your child gets adequate sleep each night. Insufficient sleep causes poor concentration and also contributes to inability to cope with ordinary everyday tasks.

### Head lice

No matter how careful you are about your child's hair, there is still a chance that may get head-lice. Unfortunately, it is part of school life!

Please check your child's hair regularly. It is very important that you inform the school immediately if you find lice, as they are highly contagious. We will treat this with the strictest confidence while notifying all parents to check their children's hair.

## Helping your child in Junior Infants

There are many ways in which you can help your child to settle into and enjoy school life and in particular their first year in Junior Infants.

Write their name on EVERYTHING – coats, hats, bags, lunchboxes, flasks, clothing etc

Teach your child how to take off and put on his/her coat, and how to open and close zips, buttons, buckles and laces.

Show your child how to use and flush the toilet properly and how to wash their hands properly.

Encourage your child to share their toys and to tidy up after playing.

Choose a lunch box and flask that is easy to open and use it over the summer to practice.

Give some thought to lunches – E.g. peel oranges, cut apples, easy to open foods are best!

Talk to your child about their new school.

Read stories with your child in English and your family language (if different)

Practice their sounds and sight words when they begin to get homework.

Encourage good behaviour and praise them positively.

Encourage and help build resilience (the ability to bounce back from adversity)

The most important thing that you can do to prepare your child for school in the next few months is to READ READ READ to them EVERY DAY.

Sing nursery rhymes and songs, these help with your child's phonological awareness.

## School Personnel

Níamh O' Toole, *Principal*

First Assistant Teacher, *to be appointed*

Tara O'Sullivan, *Special Education Teacher (Part-time)*

Catherine Sadlier, *Additional Needs Assistant*

Aoife McCarthy, *Additional Needs Assistant*

Barbara Merry, *School Secretary (Part-Time)*

## Board of Management:

Deirdre Murphy, *Chairperson, Patron Nominee*

Delma Byrne, *Treasurer, Community Nominee*

Aisling Ryan, *Recording Secretary, Parent Nominee*

Níamh O'Toole, *Principal*

## Important Contact Details

E mail: [info.krcetns@gmail.com](mailto:info.krcetns@gmail.com)

Phone: 0868550965

I would like to take this final opportunity to welcome you all to our school. It is the beginning of an extraordinary, exciting journey for us all. An educational adventure, so to speak.

It is an incredible privilege to have been appointed Principal here in KRCETNS and to be entrusted to build our school community from small beginnings to what will someday be a highly established and successful school.

Our school will work in partnership with you, the parent body, to create a warm, safe, inquiry-based, holistic learning environment for all children. Our children can be themselves; be the very best that they can be and have fun while enjoying their learning experience.

It is my wish that you and your child have an extremely positive, rewarding and fulfilling time with us in Killester Raheny Clontarf Educate Together National School. Let's make this school year ahead one to remember!

Kindest Regards,

Níamh O' Toole,

Principal