



St Vincent de Paul Infant School

Griffith Avenue
Marino

Information Booklet



www.stvincentdepaulinfantschool.ie
vdpinfantsblog.com

Dear Parents/Guardians

We are very happy to welcome you and your child to our school.

We are especially aware that this is really the first big step your child has to take away from you.

Most children manage it without any great fuss or stress – and in fact take it in their stride.

We have an experienced staff and we are here to help if and when difficulties arise. So please tell us – Class Teacher/Principal – if a problem arises.

In the classroom we try to treat each child as an individual as far as possible, because all children develop and learn at different rates.

We hope the following information will help you and your child to adjust to the school routine.

I look forward to a happy relationship with you all.

Yours sincerely,

Catherine Kennedy

Principal



Mission Statement for St Vincent de Paul Infant School

- We are a co-educational primary infant school under the patronage of the Catholic Archbishop of Dublin.
- The Christian values of that Church pervade our teaching and daily routines.
- This school operates under Department of Education and Skills guidelines and funding.
- Our school is well resourced, with structures in place which ensure good discipline and routines.
- We have a committed principal and teaching staff who maintain a good relationship with the whole school community.
- The uniqueness and individual needs of each child are recognised.
- We also have the benefit of a very supportive ancillary staff.
- Our pupils are highly motivated with very interested parents whose involvement is appreciated.



General information

The school is managed by the Board of Management, which meets regularly and has a four-year term of office. The board is comprised of representatives of the patron, parents, teachers and the wider community.

The school is fortunate to have a very interested and active parents' association. They will inform you of their activities during the year.

Our school works under Department of Education and Skills (D.E.S.) guidelines, following the revised curriculum and is funded by the D.E.S.

All members of the school community are treated equally and with respect.

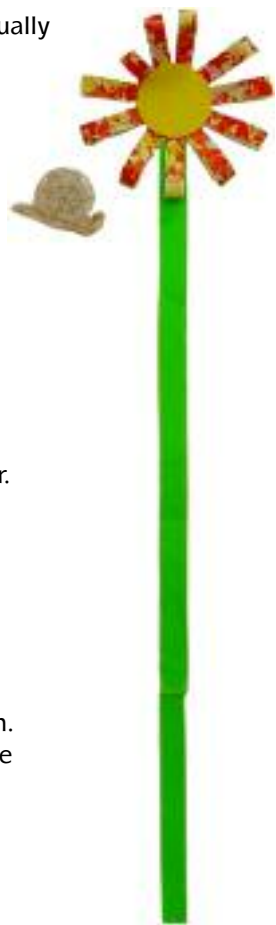
Home school communications

Frequent communication is of vital importance in developing and nurturing co-operation between home and school.

- As this is an infant school, in the early stages teachers and parents/guardians meet almost on a daily basis.
- If a parent wishes to see a teacher about a particular concern he or she may make an appointment.
- There are formal parent/teacher meetings annually for each class.
- Written reports are given at the end of each school year.
- The school sends home notes with the children to inform/remind parents of events, times etc.
- For regular news and updates visit the school blog, vdpinfantsblog.com.

Parents' Association

We have a very active and supportive parents' association. They will make contact with you in your first days in the school and ask for your involvement/support.



Emergency closures

In the event of an emergency closure parents will be informed via the school website www.stvincentdepaulinfantschool.ie, the school blog (vdpinfantsblog.com) and where possible, by text message.



Complaints procedure

It is in the interest of pupils, parents and teachers that good relations should exist between home and school. The teachers are willing to discuss any problems that may arise from time to time. With mutual respect and goodwill most problems are solved readily. In normal circumstances complaints should be raised as follows:

- Make an appointment to meet with the teacher, which hopefully will bring resolution.
- If this does not happen make an appointment with the principal.
- If, after this, the difficulty still remains the complaint should be made in writing to the Chairperson of the Board of Management.
- The Chairperson will investigate the precise nature of the written complaint and make every reasonable effort to resolve the matter.

Official school times

Junior infants:	9.00 a.m.	–	1.50 p.m.
Senior infants:	9.00 a.m.	–	1.55 p.m.
First class:	9.00 a.m.	–	2.00 p.m.
Morning break:	10.50 a.m.	–	11.00 a.m.
Lunch break:	12.10 p.m.	–	12.40 p.m.

Please ensure that the school is open before dropping off your child.

Arrival at school

Doors open at 9.00a.m. Formal instruction begins at 9:20a.m. Children wait at the top of the slope outside the back door and then they are led in by the teachers on duty. **Children who are in the yard prior to official opening are not the responsibility of the board of management.** Children are not allowed to enter the building prior to 9.00a.m.

It is important that children develop the habit of being punctual for school. A pupil arriving late may seriously disrupt not only his/her continuity of learning but also that of others.

A calendar of school closures will be sent home during the first term.

Designated entrances

The back door which is the designated entrance is open each morning at 9.00a.m. It is closed at 9:20a.m. for security reasons. Late comers should use the main entrance.

The church-side gate of the school is the designated entrance and exit for the children.

Please do not enter or exit the school grounds through **the main gate**. This is designated for staff members with cars. **Only staff cars are allowed to enter school grounds.**

Hometime

For safety and security reasons parents are asked to wait outside the building for their children.

Teachers escort children in line from the school building to their designated spot on the yard. Please wait until the children are in their own space before taking them. We ask the children to say bye/slán to their teacher to ensure they are safely collected by an adult.

Please be punctual in collecting your child so as not to cause him/her unnecessary anxiety.

If someone different is collecting your child please let us know.



Pupil absences

When your child is absent for any reason a note to the class teacher is required. If a child is absent for any reason for more than 20 days in the school year the principal is obliged under the Education Welfare Act 2000 to report the absence to the school attendance officer. When withdrawing your child from school during class we ask you to sign a withdrawal slip, which is available from the class teacher or the office.

School uniform

Children are expected to wear the school uniform every day except P.E. Days.

Elasticated waistbands in trousers are easier to manage than belts and buttons.

The school uniform consists of:

Green: ■ jumper/cardigan with school crest, pinafore/skirt, tie

Grey: ■ Trousers

Cream: ■ Shirt/blouse

On P. E. days which are twice a week non marking runners must be worn. Children are encouraged to wear the school tracksuit. All items of clothing ***especially*** coats, jumpers and tracksuits ***must be clearly labelled***.

Uniform suppliers

Lynch's of Marino, 130 Philipsburgh Avenue, Marino, Dublin 3.

The primary curriculum

The school embraces the Revised Primary-school Curriculum prescribed by the Department of Education and Skills.

The curriculum provides for a broad, balanced and relevant learning experience, which recognises and respects individual developmental needs in a caring and supportive environment.

To facilitate the implementation of the curriculum the school's resources include a large yard and a modern PE/general purpose hall with a stage. Every classroom has access to broadband.

The curriculum is laid out in seven curriculum areas. Some

areas consist of just one subject: others contain more than one subject. There are 12 subjects in all.

The curriculum

Language Gaeilge, English
Mathematics
Social Environmental and Scientific Education S.E.S.E. History Geography Science
Arts Education Visual Arts, Music, Drama
Physical Education
Social Personal and Health Education S.P.H.E.
Religious Education Grow in Love Programme

It is important to note that religious education in a Catholic school cannot be just confined to specific R.E. lessons. It permeates all aspects of school life.

Assessment

Children are continuously assessed through teacher observation and teacher designed tests and tasks. The Bury Infant Check is administered to junior infants. Middle Infant Screening Test is administered to senior infant pupils. Standardised tests in both English and Maths are administered in first class.

The results of these tests are communicated to parents at parent/teacher meetings.



Homework

Homework is a way of reinforcing topics/lessons learned in school. It provides an opportunity for parents to be involved in their child's learning.



In junior infants, parents are encouraged to discuss and praise all school work and comment on books sent home, talk to their children about their school day, read to their child and encourage them to express themselves verbally. Equally important is the development of the child's sense of number, colour and shape in their environment.

In senior infants, parents are encouraged to continue the development of their child's language skills, to hear him/her reading, to check word lists daily and to continue the development of the sense of number, colour and shape in the home environment.

In first class written homework commences. Homework must be supervised and signed by parents. Homework will be varied and may include written work, maths, tables, spelling and reading. Homework should be presented in a tidy and careful manner.

Homework will not be given at weekends. If a child takes more than twenty minutes to complete his/her homework, or if a problem arises, parents should discuss the matter with the class teacher as soon as possible.

Lunch

Please provide your child with a packed lunch in a small labelled lunch box each day.



We encourage healthy eating. A healthy lunch consists of a sandwich, fruit in manageable pieces, and a drink/school milk. If yogurt is given, it should be the set variety and a child should have his/her own spoon.

Glass bottles, cans and larger plastic bags are strictly forbidden.

We ask you not to give the following:

- Fizzy drinks
- Lollipops
- Nuts
- Large or multiple packets of sweets
- Crisps
- Frubes

Where these are brought to school children may be asked



to bring them home.

In the event of a child in a particular class having a food allergy, to ensure his/her safety the other children in that class may be asked to have their lunch contents restricted.

On special occasions sweets may be permitted by way of a treat or a celebration.

Litter

Don't! We encourage the children to keep the school and its environment litter-free. Being litter conscious is a great help.

Library

Each class has a well-stocked library. Volunteer parents run a school library for first class.

Children are encouraged to join their local library.

Special needs policy

At enrolment please inform the principal if your child has particular learning needs, to ensure that the proper resources are in place when your child commences school. The school currently has the following provisions to cater for children with special educational needs;

- five learning support teachers
- special needs assistants as sanctioned by the D.E.S.

Individual educational plans are devised for children with special needs. Resources for special educational needs are determined by the Department of Education and Skills and the special education needs organiser (S.E.N.O.).

Code of behaviour

In devising the code consideration has been given to the particular needs and circumstances of this school. The aim is to ensure that the individuality of each child is accommodated while acknowledging the right of each child to education in a relatively disruption free environment.

Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour in the school. The code offers a framework within which positive techniques of motivation and encouragement are utilised by teachers.

The school places greater emphasis on rewards rather than on sanctions in the belief that this will, in the long run, give the best results.

It is believed that a high standard of behaviour requires a strong sense of community within the school and a high level of co-operation among staff and between staff, pupils and parents/guardians. The school recognises the variety of differences that exist between children and the need to accommodate these differences. The overall responsibility for discipline in the school rests with the principal teacher. Each teacher has a responsibility for the maintenance of discipline within his/her classroom while sharing a common responsibility for good order within the school premises. A pupil will be referred to the principal teacher for serious breaches of discipline and repeated incidents of minor misbehaviour.



The following strategies may be used to show disapproval of unacceptable behaviour:

- reasoning with the pupil
- reprimand (including advice on how to improve)
- temporary separation from peers, friends or others
- referral to the principal
- communication with parent/parents/guardian
- confiscation.

Children will be required to apologise.

In incidences of serious misbehaviour the matter will be referred to the Board of Management who may suspend in accordance with Department of Education and Skills guidelines, or refer the child for further help/assessment.

Teachers shall keep a written record of all instances of serious misbehaviour as well as the record of improvements in the behaviour of disruptive pupils. Parents/guardians will be involved at an early stage rather than as a last resort.



Here are our school rules, which will allow **all** pupils to develop their full potential:

- Be kind and have respect for all other children and adults.
- Have respect for all property, your own and that of the school and others.
- Work hard in class and do not distract other children.
- Do all work given carefully and well.
- Keep our school clean and tidy.
- Do not run at any time within the school or its grounds.
- When entering or leaving the school use the church-side gate only and **keep off the grass and railings**.

To foster a positive atmosphere we use "I Care Rules".

- We listen to each other.
- Hands are for helping not for hurting.
- We use "I Care Language".
- We care about each other's feelings.
- We are responsible for what we say and do.

Anti-bullying / Racism

Bullying is repeated aggression: verbal, psychological or physical, conducted by an individual or a group against others. Isolated incidents of aggressive behaviour, while not condoned, cannot be described as bullying.

Racism is any distinction, exclusion, restriction or preference based on 'race', colour, descent, or natural or ethnic origin which has the effect of impairing human rights or fundamental freedoms in the educational, social, cultural, or other dimensions of school life. We have an inclusive atmosphere in our school, supported by our S.P.H.E. programme. Children from many cultures attend our school and everyone is expected to treat all children equally.

Bullying/racism will not be tolerated and will be dealt with in accordance with the school code of behaviour, anti-bullying policy, and intercultural guidelines. If you feel your child is being bullied or is a victim of racism please contact the school **immediately**. The anti-bullying policy and the intercultural guidelines are available in the office.

Safety

Under the Health and Safety Act 2005, there is a school



safety policy. This may be inspected in the office.

The code of behaviour outlines the rules for children.

In particular, to ensure the safety of all children, the following rules apply:

- Walk on corridors, in playground, entering and leaving the school.
- No cycling, skating, scooting or running within the school grounds.
- Keep off the grass, railings and embankments.
- Children do not bring valuable or dangerous toys to school.

Car and road safety



Parking is available in the church car park. Parents are requested to park their cars legally – not on yellow lines outside the school, nor blocking resident entrance opposite the school, nor on the grass margins and footpath when dropping their children to and collecting them from school. Please under no circumstances drive into school grounds at the beginning or the end of the school day, or reverse into the school entrance to turn the car.

Fire drill

Fire drill is practiced once a term.

Illness at school

Parents are asked to inform the school of any physical disability or allergies which their child might have.

We ask that children who are ill not be sent to school.

As we have no provision for supervision of sick children who wish to stay indoors at lunch time the request to remain indoors should **only** be made in **exceptional** cases – limbs in plaster, recovering from surgery or ongoing chronic illness.



Infectious disease

Please notify the school if your child has been diagnosed with an infectious disease. We seek your co-operation in following the medical treatment and exclusion period as prescribed by your G.P.

Administration of medicines

Teachers may not administer medicines. If a child is on long-term medication there must be a letter to the board of management requesting permission for him/her to receive medication in school and special arrangements will be organised.

First-aid

Basic first aid is administered. If an injury is serious parents are contacted and medical intervention sought. Hence the importance of **up-to-date** contact numbers.

Head lice

Please check your child's hair and scalp regularly for head lice. Head lice is a recurring problem in most schools and should be treated promptly and reported to the school. If there is an outbreak of head lice in a class all parents of pupils in that class are informed by note, and asked to take immediate action to treat infestation. We encourage long hair to be tied up.

Jewellery

For safety reasons no jewellery is allowed except stud earrings.

Shoes

We ask, wherever possible, to buy shoes with Velcro fastening.

Child protection

Under the Children First Act 2015 teachers are mandated to report any disclosure, or serious concerns they may have about an individual child, to the relevant authority.

Extra-curricular activities

Every year a variety of educational and entertaining activities are held in school, sometimes facilitated by specialist teachers or groups, e.g. science shows, theatre groups, music workshops, dance workshops, girls' school concert, etc. During the year, in cooperation with the parents, there are special seasonal events, e.g. Easter hat parade, Christmas raffle and carol singing, teddy bears' picnic etc. We also hold an annual 'sports for all' day.

The school hall is used by local groups for after school activities, e.g. ballet, Irish dancing, judo, summer and Easter camps etc. These are advertised on the parents' notice boards.

After School Club

An "After School Club" is run by one of our teachers, on Tuesday, Wednesday and Thursday from 2 pm to 3 pm. Enrolment details are advertised in school. Junior infants are welcome to enrol after Christmas.

Dogs

Dogs in and around the school are a hazard to the children. If you own a dog please ensure that he does not enter the school grounds. The dog warden has to be sent for when dogs cause a problem.



Textbook supply

In general book lists are supplied in May or June for the following school year. Currently we have a book sale in the school during the month of June when books may be purchased. Books should be covered and labelled on the **outside front cover**. On occasions children are given text books which are school property. We ask that they be well treated. Parents are asked to replace books that are lost or damaged.

Lost property

Labelling of children's clothing and possessions is very important. Teachers are not responsible for lost property. Valuable items should not be brought to school.

Any items found will be kept in the lost property box for one school term. The lost property box is located on the stand inside the front entrance of the school.

Thank you for taking the time to read this booklet. We hope we have covered all areas of concern. Please ask if there is anything we have omitted.



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