

Scoil Chaitríona Cailíní

Information Booklet for Parents



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Scoil Chaitríona Cailíní

Measc Ave, Coolock,

Dublin DO5 HR61

Website: www.scoilchaitriona.info

Contact us:



General Office: Ph: 01 8480018

Home/School Community Liaison – Miriam O’Keeffe: Ph: 086 0825669



Email: Principal: Imelda Whelan - principal@scoilchaitrionasns.ie

Secretary: Grainne Geraghty – secretary@scoilchaitrionasns.ie

HSCL: Miriam – hscl@scoilchaitrionasns.ie

This Booklet has been organised by teachers and Parents of children who attend Scoil Chaitríona. We hope that it will serve as an introduction to the school and as a source of useful information.

Your children are entrusted to us and together with you, we hope to develop each child's full potential and to make their time in school a happy learning time.

School Times

8.40a.m.

Children assemble in line in the yard

Due to legal requirements and for their own protection, children should not be in the school grounds before 8.40am.

8.50am

Bell Rings. Doors unlocked for entry to school building.

Sos/morning break and yard 10.30am – 10.45am - (weather permitting):

Lunch: 12.25 - 12.50 p.m.

Lunch and Yard (weather permitting)

2.30p.m. Home time: Unless children are involved in school-related activities, they should not remain on the school premises after 2.30 p.m.

Communicating with parents/guardians

School sends regular messages to parents through Aladdin Connect to parents and guardians regarding upcoming events and important notices. It is important to notify the school of any changes in phone numbers.

The History of the School

The present school Scoil Chaitríona was opened in 1960 under the care of the Mercy Order. The sisters came to live in Coolock House in 1963 when it had been reconstructed as a convent.

The founder of the Mercy Order the Venerable Catherine McAuley lived as a young girl in the Georgian House that is now the convent from 1809-1829.

When Catherine McAuley founded the Mercy Order in the early 19th Century, one of her foremost objectives was to provide education for younger people. She believed that no work could be more productive to good society than the education of the young. She strove to educate the young so as to make them self-reliant and capable of valuing their own work.

The school continues to be under the guardianship of the Mercy Trust. The ethos of the Mercy order is still imbued in the aims of the school. The Management and the Staff strive to ensure their continuation.

Mission Statement

To each child we give self-confidence and belief in their own God-given talents that they may achieve their full potential in the world.

Tá an tiarna anseo.

Mercy Philosophy of Education

Inspired by the vision of Catherine McAuley, Mercy education is committed to holistic development and to the achievement of the full potential of each student, particularly those who are disadvantaged or marginalized. It is a process informed and influenced by the teaching and example of Jesus Christ and is conducted in an atmosphere of care, respect and joy. Mercy education is committed to ongoing whole school development in collaboration and partnership with the Board of Management, Staff, parents and the wider community.

Board of Management

Scoil Chaitríona Cailíní

Secretary/Principal:	Imelda Whelan Principal
Patron's Nominees:	Peter Keenan Trustee Representative/Chairperson Elaine Hughes Trustee Representative/Treasurer
Parents:	Thomas Ryan Parents' Representative Niamh Geraghty Parents' Representative
Teachers:	Alice Hutchinson Staff Representative
Members nominated by above six:	Tracey Matthews Community Representative Helena Healy Community Representative

The Board is responsible for the overall running of the school, for the appointment of teachers and the management of finance. Day to Day management is entrusted to the principal.

Parents' Association

All parents/guardians of Pupils attending Scoil Chaitríona Cailíní are automatically members of the Parents' Association and are invited to attend the monthly meetings. Activities of the P.A include organising fun days for the children, helping with catering for Communion and Graduation, helping out with Sports Day and a fun event at Christmas and Easter.

The meetings are held in the school at 9.10am. The Annual General Meeting takes place in September and the Association would greatly welcome active new members who would like to contribute to future activities.

Home School Links

The Home School Community Liaison Scheme was introduced into the school in 1994. The Scheme is based on co-operation between home, School and the relevant community agencies in promoting the educational interests of children. If your child attended Scoil Chaitríona Junior School you will have had a visit at some stage from the Home-School teacher. Those who are new to Scoil Chaitríona Cailíní will have an informal visit from the Home School teacher to ensure your child has settled into her new school.

The Home School teacher organises classes for parents to attend while their children are at school. Notification of classes will be sent out in the first term.

The Home School office is located to the right of the school hall and you are welcome to call to the office during school hours if you wish to speak to the Home School teacher.

Our home school liaison teacher is Miriam O’Keeffe 086-0825669.

School Policies

The overall approach to teaching and learning is one of integration which includes a blend of traditional and progressive styles. Much use is made of the environment as a means of building up a store of general knowledge.

Policies in relation to:

1. Usáid na Gaeilge

It is our policy to encourage the children to use Gaeilge mar gnáth chaint an lae - asking questions, going to the siopa etc. Directions are usually given as Gaeilge.

2. Ongoing Assessment, Record Keeping, Reports

Each child's progress is evaluated on a regular basis and every child completes a standardised test in literacy and numeracy at the end of every school year. Reports are sent home annually and a copy of same is kept on file. Each child's progress from Second to Sixth Class is monitored in this way. In certain circumstances, a child may be assessed by an educational psychologist with the consent of, or at the request of parents.

3. Learning Support (English) and Resource Teachers

The school has the services of a team of Special Education Teachers who play an important role in the assessment and evaluation process. It is our policy that these teachers work in co-operation with the class teacher and parents. Support is provided as a blended mix of in-class support and small group teaching.

4. Meetings

Parent-teacher meetings usually take place in the second term of the school year. We would encourage all parents to avail of the opportunity to attend these meetings. There will be short meetings also for Communion and Confirmation classes.

Parents are invited to meet with the Principal and teachers on a regular basis but are advised to make an appointment so that proper supervision can be arranged for the classes.

5. Staff Meetings

These are held regularly.

These meetings are used for the following:

To discuss, review and develop school policy.

To plan the school year and class planning.

To provide an opportunity to have an input from specialists in the different areas of the curriculum.

6. Textbooks

The school operates a book rental scheme. Parents/guardians should pay the full amount for their child's schoolbooks before the start of the school year. This amount can be paid via Aladdin Connect in amounts from €10 upwards. Copies, pencils etc. may be purchased from the secretary's office in school.

7. Swimming

Swimming Lessons for 4th Class in Finglas pool, beginning after Christmas each year.

Code of Good Behaviour

Aims:

- To ensure that the children experience a happy, safe and stimulating environment.
- To ensure that each child is encouraged and challenged to their full potential.
- To enable each child to develop a self-discipline based on self-acceptance, respect and tolerance for others.

Our code of good behaviour is based upon the following three principles:

- Respect
- Loyalty
- Safety

All pupils sign an agreement to follow the school rules:

School Rules

- I will be kind and respectful to all staff and pupils
- I will listen and behave well in class so that my classmates and I can learn
- I will never bully others
- I will be in school when the bell rings at 8.50 a.m.
- I will bring a note when I have been absent
- I will eat a healthy lunch and I will bring all unfinished food and cartons home
- I will remain seated at lunch time
- I will wear the full school uniform and permitted jewellery only
- I will do my homework well and get it signed
- I will never race in the school yard and I will walk quietly on the left of the corridor.

Lunchtime

At lunchtime children are expected to comply with the following guidelines:

- 1. Remain in their places while eating lunch.**
- 2. Walk in an orderly manner to the yard when the bell rings.**
- 3. Avoid running and dangerous activities in the playground.**
- 4. Partake in lunchtime play in the yard, except in inclement weather.**
- 5. Wear coats over their uniforms on cold days.**
- 6. Follow school lunch policy.**

Note: For safety reasons glass bottles are not allowed at lunchtime.

Punctuality

Classes begin at 8.50 a.m. and end at 2.30 p.m. each day.

Children are expected to show respect for others by being on time for class. In this way the teacher is enabled to teach and the pupil to learn without interruptions or disturbance.

Late arrival, incomplete homework and absences all require a written note or explanation to be given to the class teacher via Aladdin

If a parent intends to collect their child early they must send a note to the class teacher in writing or via Aladdin Connect.

Parents wishing to collect their children early must first call to the Secretary's Office and sign their child out. Children are not permitted to leave the school between 8.50am – 2.30pm unless they are collected by an adult.

Attendance

Regular attendance at school is of the utmost importance and parents are responsible for making sure that no avoidable absences occur.

If a child is absent for more than 20 days, the school is obliged to notify the Department of Education and Science.

Anti-Bullying

Through curricular subjects, children will be made aware that bullying is an unacceptable form of behaviour in our school.

Every incident of bullying will be treated seriously and children are advised to report every incident, however slight, immediately.

The person guilty of bullying will be notified accordingly. Pupils involved in bullying behaviour will be monitored and where necessary, given assistance on a regular basis.

School Uniform

The wearing of the school uniform is seen as a way of giving children a greater sense of belonging to a larger community. It helps to ensure that children are neat and tidy and that they are not in competition with each other.

<i>Tunic:</i>	<i>Blue/black Check</i>
<i>Blouse:</i>	<i>Blue</i>
<i>Cardigan/Jumper:</i>	<i>Royal Blue</i>
<i>Tie:</i>	<i>Royal Blue</i>
<i>Tights/Knee/Ankle Socks:</i>	<i>Blue/White</i>
<i>Jacket :</i>	<i>Navy with crest (optional)</i>
<i>Footwear:</i>	<i>Black shoes / trainers</i>

P.E. Uniform

The wearing of P.E. Uniform ensures the children have freedom of movement and are safe throughout P.E. time.

<i>Tracksuit:</i>	<i>Blue</i>
<i>Tshirt:</i>	<i>Plain white (airtex) with collar</i>

Note: Tracksuit is to be worn on School Tour, Sports Day and for Swimming.

All children are advised to have their names on uniforms, coats and tracksuits.

Suppliers of School Uniform

Lynch's, Philipsburgh Ave, Fairview. Phone: 01 8375225

Jewellery

Children are permitted to wear one pair of studs or one small pair of sleepers in the lobe of the ear. No high earrings or nose rings are allowed. At present children may wear one flat ring on their finger. Where a child is wearing an inappropriate item of jewellery it must be removed. Parents will be notified and may collect the jewellery from the office.

Homework

It is school policy to assign homework to consolidate work done in class and to promote independent learning and creativity.

Role of Parents:

Parents are expected to:

- Ensure that children are provided with time, space and an atmosphere conducive to learning when doing their homework.
- Check that the homework assigned is completed within the reasonable time.
- Sign the homework notebook to indicate that the children have made a reasonable effort and have spent the time needed to complete the task.

Suggested Target Times for Homework

(issued by the National Parents' Council)

2nd Class: 20-30 mins

3rd/4th Class: 30-40 mins

5th/6th Class: 40-60 mins

Safety

Smoking

Following the directive from the E.H.B., March 2001, smoking is prohibited in all public buildings.

Fire Drills

Fire Drills take place each term to practice a quick and orderly evacuation of school building.

Parking

Parents are advised to take due care and to show respect for those living within the vicinity of the school when dropping children off and collecting them. This entails not parking in front of the school gates or on double yellow lines. Please adhere to the traffic wardens' instructions. Car park is for staff only.

Cars/Buses/Cyclists

Drivers please note the one-way system in operation outside the main school gates between the hours of 7am-10am and again in the afternoon from 1.30-3.00pm.

Road Safety

Throughout the school year the children are frequently given talks on the importance of road safety. Parents can help by:

- Showing your child how to safely cross the street.
- Warning your child of the dangers of loitering on the way home from school.
- Discussing with your child the dangers of accepting lifts from strangers.

Accidents

In case of serious accidents at school, i.e. broken limbs, head injuries, deep cuts etc. parents will be contacted by phone.

Internet Usage and mobile phones

As part of the school's education programme, we may offer pupils supervised access to the Internet. Access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy. Children may bring a mobile phone to school when necessary. When a child brings a mobile phone on to the school premises, they must adhere to the rules laid out in the school mobile phone policy. It is important that these policy documents are read carefully, signed by a parent or guardian and returned to the school.

No Dogs Except Guide Dogs

For Health and Safety reasons, dogs are not permitted within the school boundaries, apart from Guide Dogs.

Health and Hygiene

In school your child shares a room with a large number of children and close contact with others is unavoidable. It is therefore extremely important to pay particular attention to your child's health and hygiene.

Parents are advised to adhere to the following guidelines:

- Each child should have tissues for coughs and sneezes.
- Children who are sick or those who have contagious ailments should not be sent to school.
- All health boards offer screening for children at least once during primary school years. This includes screening for vision, hearing, general health, nutrition and dental checks. It also gives immunisations against childhood diseases.
- If your child has any serious or recurring health problems such as asthma, diabetes, allergies etc. you should advise the school.

- Head lice can be a frequent problem in school. You need to check your child's head regularly. If your child has head lice you should inform the school and treat your child's hair immediately. Lotion for treatment is available from your pharmacy.
- A good diet and plenty of fresh air, sleep and exercise are essential for a growing child. Encourage your child to eat a healthy breakfast each morning and to choose a healthy lunch carefully.

Extra Curricular Activities

Tours/Visits

Parents sign a form at the beginning of the year allowing their permission for all trips throughout the school year.

Cumann na mBunscoil Athletics

Athletics in Scoil Chaitríona started in the late 1970's and a team from 3rd 4th 5th and 6th classes have participated in Santry every year. Over the years many teachers have helped keep this annual event alive and exciting.

Scoil Chaitríona Choir

The Scoil Chaitríona choir was first formed about thirty years ago. The choir consists of pupils from 5th class. 5th class girls sing every year at the Confirmation and at the First Holy Communion. However, choral singing is important and all classes are involved on occasion.

European Links

The school has taken part in many European projects and has been twinned with schools in Austria, Hungary, France, Spain and Italy. Our most recent project is with Spain. We are also involved in two Erasmus projects – Literacy For Life and Green School Forever.

Library

School Library

Public Events at local libraries

Book Fair

Pastoral Care

Preparation for Sacrament of Reconciliation, Eucharist and Confirmation.

Gardening

School garden tended by the children and teachers.

Extra help/hands are always welcome!

Credit Union

Our school encourages saving and parents help organise the Credit Union once a week in liaison with Coolock Artane Credit Union.

Green School Committee

Staff and children co-operate to improve school environment. Meetings are held regularly.

In 2014 we were awarded the Green Schools Flag for Litter and Waste.

In 2016 we were awarded the Green flag for Energy. We are now working on our new theme for the Green Flag which is water and water conservation.

In 2018 we were awarded the Green Flag for Water.

We are now working for our Green School Travel Flag.

STAFF LIST - 2023/2024

Imelda Whelan	<i>Principal</i>
Claire Lunney	<i>Deputy Principal/Resource/Learning Support,</i>
Miriam O’Keeffe	<i>HSCL</i>
Jennifer Nash	<i>Resource/Learning Support</i>
Caroline Roban	<i>Resource/Learning Support</i>
Róisín Conefrey	2nd Class Teacher
Emma Daly	2nd Class Teacher
Dervilla Cusack	3rd class teacher
Sarah Singleton	3rd class teacher
Alice Hutchinson	4th class teacher /Assistant Principal II
Orla Killeen	4th Class Teacher
Ann Nolan	5th class teacher
Rosemary Hutchinson/ Niamh Walsh	5th class Teacher
Laura Kirby	6th class teacher / Assistant Principal II
Katie Doyle	6th class teacher / Assistant Principal II
Louise Costello	<i>Special Needs Assistant</i>
Catherine Doyle	<i>Special Needs Assistant</i>
Dara Horan	<i>Special Needs Assistant</i>
Connla Ní Ruiséal	<i>Special Needs Assistant</i>
Liz Clare	<i>Special Needs Assistant</i>
Fintan Horgan	<i>School Caretaker</i>
Grainne Geraghty	<i>School Secretary</i>

Vision Statement

*To our children we give self-confidence and belief in their own God-given talents that they may achieve their full potential while showing respect for others and our world.
Tá an Tiarna anseo.*