



St. Colmcille's Senior National School
Knocklyon, Dublin 16

St. Colmcille's Senior National School aims to foster a positive learning environment where our pupils feel safe and valued. We have a Code for the Promotion of Positive Behaviour which fosters such an environment and which is positive, consistent and fair. It is necessary for the personal development of each individual pupil and for the smooth management of large numbers of students. The following are our expectations regarding standards of behaviour as outlined in our Code. These are discussed regularly with our pupils. Observance of the Code creates a safe and positive learning environment where all of our **pupils can flourish and reach their personal and academic potential.**

Expectations regarding Standards of Behaviour

All our pupils are expected to:

- Treat each other, staff members and other visitors to the school with kindness and respect at all times. Any behaviour that interferes with the rights of others is unacceptable.
- Be truthful and honest in their dealings with others.
- Work to the best of their ability.
- Arrive punctually.
- Wear full, correct school uniform each day.
- Walk around the school in a safe and orderly fashion.
- Play fairly and safely in the yard.
- Respect all school property and keep the school and its grounds clean and litter free.
- Remain seated, in the interests of safety, if the teacher is out of the room.
- Provide written parental permission if a mobile phone/phone device is brought to school and keep phone switched off and in school bag throughout the day. Phones may be switched on after 2.30 p.m. when outside school grounds.

We accept the expectations above and we will support the school in upholding these standards.

Pupil's signature: _____

Parent's signature: _____

“Treat Others as You Would Like to be Treated “

Our school Motto and guiding principle is *“Treat others as you would like to be treated”*.

As a community committed to Restorative Practice we are committed to offering a safe, positive environment that will prepare our children for the 21st century, meeting their unique social, emotional, intellectual, physical and spiritual needs. We aim to educate our children in a happy, stimulating environment, to enable them to have mutual respect and to become self-disciplined and socially responsible citizens.

We believe that a well-established, positive code of behaviour will give clear guidance in this area to all children, staff and parents.

Restorative Practices help us to build a strong and happy school community by working actively to develop good relationships and to address conflict resolution in a healthy manner. This moves us away from blame and attack to connection and healing.

Our Code for the Promotion of Positive Behaviour, containing information on our restorative approach, is available to view on our school website www.stcolmcilles.org under the parents/policies section.

St. Colmille's SNS treats the issue of bullying very seriously and has a rigorous approach to preventing and dealing with incidents of bullying. All pupils are reminded that if such an incident occurs, it should be reported to a teacher immediately. In our school, bullying is defined as follows:

Bullying is unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.

The following types of bullying behaviour are included in the definition of bullying:

- Deliberate exclusion, malicious gossip and other forms of relational bullying.
- Cyber-bullying.
- Identity-based bullying such as homophobic bullying or racist bullying.

An isolated instance of negative behaviour, while never condoned, is not described as bullying and will be dealt with under our Code for the Promotion of Positive Behaviour.

GENERAL INFORMATION

School Day:

8.50 a.m. The school day commences at 8.50 a.m. **We recommend to parents that pupils do not come to the school before the official start of supervision time at 8.50 a.m.**

2.30 p.m. School finishes for the day at 2.30 p.m.

Dress code: The full school uniform must be worn at all times. On P.E. days the school tracksuit is worn along with a plain white or navy polo shirt. The school uniform consists of:

1. School jumper with school crest.
2. Light blue shirt/blouse.
3. School tie.
4. Navy trousers for boys.
5. Navy pinafore or navy trousers for girls.
6. Plain black footwear for both boys and girls. Runners and trainers are not acceptable except on P.E. days. Jumpers, tracksuits and ties are available from the school shop. The school shop is open on Thursdays 1.30 p.m. to 2.30 p.m.
7. The wearing of hanging jewellery is prohibited on health and safety grounds.
8. Hair should be of natural colour. Longer hair should be tied back to help prevent the spread of headlice.
9. The wearing of makeup is not allowed.

After School Activities: Pupils and parents will be informed by means of email, school website, nuachtlitir or notes in relation to after school activities e.g. sport, choir and music. Pupils are encouraged to be committed to the activities they undertake.

Contact Numbers: Please complete all sections of the Registration form, including extra contact phone numbers. It is very important that you are contactable should an emergency arise concerning your child. Please notify your child's teacher immediately of any changes in contact numbers, addresses etc. so that our database can be kept up to date.

Mobile Phones: Pupils must bring in a written note of consent from parents if their parents wish them to have a mobile phone or other phone device in school. **The mobile phone must be turned off during school hours and kept in the pupil's school bag at all times.**

Mobile phones which are found to be turned on will be confiscated and the child's parents will be contacted. Phones may be switched on after 2.30 p.m. when outside school grounds. This policy is enforced in the interests of maintaining the safety and privacy of all our pupils.

Homework: Pupils receive homework Monday to Thursday (inclusive). There is no homework on Fridays or at the weekend. The following is a rough guideline on the amount of time pupils should be spending at homework:

3rd class pupils – 30 minutes.

4th class pupils – 40 minutes.

5th class pupils – 50 minutes.

6th class pupils – 1 hour.

Within any class, there can be a wide variation in the amount of time taken to complete homework assignments. However, the rough guideline above gives an indication as to the recommended duration.

If your child cannot complete the homework assignments within the recommended time span, on a regular basis, please contact the class teacher. Homework should be completed in an atmosphere free from distraction and pupils are encouraged to work independently on their homework as far as possible.

Homework Journal: The homework Journal is used to record homework and to act as a means of communication between home and school. All notes in relation to absences from school, dental appointments, late arrivals, etc. should be recorded in the journal. Teachers may communicate messages about students' progress through the journal as the occasion demands. Parents are asked to check the Journal each day. Notes of a private nature should be in a sealed envelope.

Attendance and Punctuality:

Each pupil should attend school every day unless exceptional circumstances prevail. Where possible, medical and dental appointments should be made outside school hours. In the event of your son/daughter being absent, please fill in an absence form at the back of the journal. Under the terms of the Education Welfare Act (2000) pupils who are absent from school for a total of 20 or more days, for any reason, in a school year, must be reported to TUSLA – Child and Family Agency.

Hygiene/Health:

We recommend that all pupils have a small hand-towel for use in school. Children's hair should be checked regularly for head lice and long hair should be kept tied up. Please notify your child's class teacher in the event of any health/hygiene issue arising.

Lunches:

Pupils' lunches are expected to be nutritious and healthy. Small sweet treats are allowed on Friday only. Chewing gum is not allowed in school.

Allergies:

A number of pupils and staff members are severely allergic to nuts and nut products. Consequently, such products are not permitted in the school. It is very important that parents notify the school of any allergies.

Administration of Medicines to Pupils:

Written applications must be made to the Board of Management where a parent is requesting medicine to be administered during the school day.

Parent-Teacher Communication:

Formal Parent Teacher meetings are held in November. Parents are very welcome in our school and teachers will always make themselves available to meet you. However, we do ask you to make an appointment through our School Secretary when you wish to see any member of staff. An appointment procedure ensures we will be able to give you our full attention.

Visitors to School:

All persons visiting the school, collecting children etc., must report on arrival to the School Secretary's office. No person should enter the school without first reporting to the School Secretary.

Photographs: Please note that photographs or recordings taken at school events, e.g. schools plays, sports events etc., which include other children, must not be posted on any social media, e.g. Facebook, Instagram, etc.

School Nuachtlitir:

A school nuachtlitir (newsletter) is issued on a regular basis and is emailed directly to parents. It contains important information regarding all activities taking place in the school. The nuachtlitir is a major source of information for parents. A copy will also be available on our school website www.stcolmcilles.org

School Website:

The school website www.stcolmcilles.org is another important source of information for parents. It is updated on a weekly basis. The website also features the school calendar, the up-to-date school newsletter and other items of pertinent information. In the event of possible emergency closures, e.g. due to inclement weather, we post such information on the website.

Payment for School Activities:

St. Colmcille's SNS uses an Aladdin ePayment system for school payments. This is part of our Aladdin School Management System. In relation to activities, tours etc. payment will be accepted as consent to take part. A cash payment option is also still available.

Safety on the Roads:

Pupils are requested to behave at all times in a manner that will ensure their own safety and the safety of other pupils. In particular, we remind pupils to use the school wardens when crossing roads. We recommend that during winter months, pupils should wear high visibility jackets on the way to and from school.

Party Invitations:

Because of the sensitivities involved, pupils are **not allowed to hand out** invitations to parties or social occasions at school or on the yard.

Green School:

St. Colmcille's S.N.S. has been awarded seven Green Flags. We recycle batteries, stamps and small electrical items.

Problems/Difficulties:

All pupils are reminded that if they encounter a difficulty or a problem they should report the matter to a teacher as soon as the difficulty arises.

The key words repeated in our school are Respect and Responsibility. Each pupil is expected to respect themselves, their fellow pupils, teachers and all property and to behave in a responsible manner. In doing this we are confident that all pupils will enjoy their time in St. Colmcille's and will fulfil their potential in a safe, secure and productive learning environment.