



## **St. Multose National School** **Procedures and Practices**

**Date ratified by Board of Management: 26/11/08**

**Date reviewed: 05/09/2017**

**Date of next review:**

## **Introduction**

St. Multose N.S. is a state national school, under the patronage of the Church of Ireland Bishop of Cork, Cloyne and Ross, the Rt. Rev. Dr. Paul Colton. Our ethos reflects the teachings and practices of the Church of Ireland which is welcoming and inclusive of all children.

## **School Organisation**

School Principal:	Fiona Giles
Deputy Principal:	Lorraine Kingston
Class Teachers:	Glenn Quin, Sharon Nestor, Nicola Curtin
Support Teachers:	Carolyn Buttimer, Hilary Whitley, Margie Hadden,
SNAs:	Jackie Whitnell, Sarah Higgins
Secretary:	Sue Semple
Chaplain:	Rev. Peter Rutherford

## **Our School**

Staff park at rear of school, in front of St Multose Hall.

On entering the school, one should go to the office which is the door on the left facing you. (All substitute staff must bring their Teaching Council Registration Certificate and Statutory Declaration)

Our school has 5 mainstream classrooms, 2 support classrooms, a staff room and an office.

Our school has access to the Parish Hall to the rear of the school at certain times during the week, see timetable in office.

## **The school day**

The school is open from 8.30 a.m. for staff.

Children arrive at 8.45 a.m. and are assigned suitable activities in their classrooms:

Infants – free or structured play, reading/sounds are heard

1<sup>st</sup> and 2<sup>nd</sup> – finishing off work, correcting copies, hearing individual/group reading, writing down homework

3<sup>rd</sup> – 6<sup>th</sup> - finishing off work, correcting copies, working with the teacher, writing down homework

At 9 a.m. all classes gather in the senior classroom for morning prayers and roll call.

Class teaching begins at 9.20 a.m.

Children are expected to raise their hand to speak in class.

Morning break is at 10.50 a.m. 2 children from senior room (there is a rota) organise milk for the 4 classrooms at about 10.40 a.m. Children are encouraged to take a piece of lunch and go outside.

Lunch break is at 12.30 p.m. Children sit at their desks, supervised by their class teacher, to eat lunch until 12.40 p.m. when they line up to go outside. Children walk in the corridor.

## **Healthy Lunchbox Policy**

Our school has introduced a healthy lunch box policy. This is to encourage good eating habits and ties in with work done in Science and S.P.H.E. The children are allowed one small treat on Fridays only. Crisps, sweets and fizzy drinks are allowed only on special occasions (parties, field trips, end of term). For a small charge, milk is available in the school. Empty cartons, food wrappers etc. are put back into lunchboxes and brought home. Fruit peels and cores go in the compost, as do teabags.

**N.B.** Our school is a peanut-free zone.

### **School Playground**

Break Times are as follows: 10.50 to 11 a.m. for little break; 12.30 to 1 p.m. for lunch break. N.B. At lunch break children eat lunch while seated at their desks for the first 10 minutes of break. They are supervised by their teacher.

Children are not allowed to play in the planted areas.

Children are not allowed to climb onto the low wall by the tennis court unless supervised by the teacher on duty.

The school gates must be shut while children are playing in the yard.

### **School Security**

Children must not talk to any passers-by on the road.

All visitors (or persons unknown) should be directed to either the office or a permanent member of staff.

All contractors must sign in and out when they arrive to carry out work in the school. The sign-in book is on the notice board in the office.

Children are supervised at all times.

### **Supervision**

There is a staff rota for playground supervision in the staffroom. All SNAs go outside to supervise/assist with the children, particularly those in their care. Teachers must supervise all around the school. Under the trees, in raised garden and the side of the school are out of bounds. Children must ask permission from a member of staff before going inside during breaks. The bell is rung promptly and children line up, silently, in 4 rows at the school entrance: Miss Kingston's class line up at the emergency door to their classroom. Children must wipe their feet as they go in.

### **Home time**

Children tidy their baskets, hand up any copies not yet handed up and place their chair on the desk carefully at the end of the day. On Friday afternoons, baskets are placed on chairs and chairs are pushed under the desk (to facilitate washing by cleaner). At the end of the school day, members of staff accompany children to the front door (Infant Room) and to the front gate (all other classes). Children are not allowed to run around. Staff must wait until all children have been collected.

N.B. If someone other than a parent will be collecting a child, parents must contact the school in advance to alert them to this.

There are 2 school buses; one serving Ballinspittle, Kilbrittain and the other serving Belgooly, Riverstick. They serve mornings and 2.30 p.m. only. Infants must be collected at 1.30 p.m. by a parent or person appointed by them.

### **Emergency closures**

In the event that the school needs to close unexpectedly, the Principal or school secretary will webtext all parents to alert them. The information will also be put in the news box on the school website. School transport will be telephoned. Every effort will be made to accommodate the loss of time from the school closures for the rest of the school year. The secretary will report the exceptional closure on OLCS.

### **Record keeping**

Teachers keep records of children's progress and results of standardised testing are filed in the office. Other testing/diagnostic testing is kept in children's files in Support rooms. Each child has a blue folder in

the office filing cabinet for storing test sheets, samples of work, absence notes, consent forms, notes from Parent Teacher meetings etc. When a child leaves the school, all information sheets pertaining to the child are placed in the blue folder and it's dated for destruction when the child reaches 21. Application forms and confidential forms are kept in class folders in the filing cabinet.

### **Transfer of Essential Information**

Each class teacher is responsible for familiarising themselves with their incoming class records. (See above).

Copies of 6<sup>th</sup> class school transfer reports are forwarded to their relevant secondary schools along with results of their final Standardised Tests in Maths and Reading and certificates of exemption. Information pertaining to Psychological, OT, Speech and Language assessments, referrals to CAMHS etc. will be forwarded with parental permission.

### **Notification of Absences**

All staff must inform the principal if they are unable to attend school due to illness or other reasons. Additionally, the principal's permission must be sought in writing for absences like EPV days, courses, etc. All staff must provide medical certificates for absences due to illness in excess 3 days. Uncertified illness is not covered by a substitute teacher. Uncertified illness is covered by a substitute for SNAs. All staff absences will be reported to OLCS promptly.

Parents must phone the school to report a child's illness. This is followed up with a written note to explain the reason for the absence.

### **Financial Accountability**

The Treasurer of the Board of Management is responsible for tracking spending and preparing reports on same at Board of Management meetings. She will liaise with the accounting firm of Upper Third Accountants in preparation of the end of year accounts (early July). The school secretary assists with the keeping of accounts. The BOM accounts are presented to the Parent Association at their AGM.

The Treasurer of the Parent Association is responsible for recording fundraising and expenditure by the parents association (under the authority of the Board of Management). The summary of their accounts is presented at their AGM in September.

All spending by the school is recorded and receipts are kept.

### **Photocopying and Printing**

Our school has a contract with MJ Flood. We are allowed 3000 copies per month. Teachers try to keep photocopying to a minimum, perhaps using the visualiser or interactive whiteboard as opposed to worksheets.

Also, insofar as is humanly possible, photocopying is done on both sides of the paper.

Likewise, given the cost of printer ink, teachers try to keep printing hard copies to a minimum.

### **Text Book Selection/Book Rental**

Teaching staff decide on school book lists in April each year.

Our school has a book rental scheme which covers Maths, English, Gaeilge, S.E.S.E. reading books, dictionaries, thesauruses, atlases and RE and online resources.

Every effort is made to choose the best quality materials at the best value for money. As each classroom has access to an interactive whiteboard and laptops, the least amount of books possible are selected.

A selection of textbooks will be bought from the book rental funds, worn-out textbooks will be replaced, and photocopiable resources will be bought.

### **Audio-visual/Equipment**

Teachers are responsible for the care of all equipment in the school. This included cleaning the dust filters in their data projectors at least once a month.

Whiteboards should be cleaned with specialist cleaner regularly.

All electrical equipment must be powered down and switched off when not in use. Laptops must be unplugged and their Internet cable unplugged.

Any equipment which appears to be broken/not working should be reported to Lorraine Kingston (IT coordinator).

Younger children should be discouraged from carrying electrical/electronic equipment so it doesn't get dropped.

The school secretary is responsible for ordering ink, toner, paper etc.

### **Use of mobile phones/electronic equipment**

Children are not allowed to have mobile phones in school, except in exceptional circumstances, i.e., they walk home from school. Personal iPods and other electronic devices are not allowed to be used by children during the school day. This is in line with our school code of behaviour.

Teachers and ancillary staff must not take mobile phone calls during the school day (except in the case of a family emergency) and ideally mobile phones should be on silent.

### **Staff meetings**

Staff meetings take place outside school hours. All members of teaching staff are expected to attend. An agenda is available on the staff notice board and staff members are encouraged to add items for discussion to the agenda (following consultation with the Principal). At each meeting a secretary is asked to take minutes in the staff meeting book, which is kept in the office. Teachers are expected to come prepared for the meetings – reports on special needs children and other learning support children will be reviewed regularly. Teaching staff will meet weekly in-line with Croke Park Agreement. Matters of policy, procedure, discipline, areas of focus and improvement may be discussed. Participation in sports events, competitions, music events, church events, etc. will be discussed. Selection of extra-curricular activities for the year ahead will be discussed in June and followed up in September.

### **Parent Teacher meetings**

Formal meetings are held in mid-October each year. However, there are regular meetings with parents throughout the year as appropriate. Meetings with parents of special needs pupils will be held at least once a term. Following Standardised Testing in May, there will be an opportunity for parents of children in 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> classes to meet with teachers to discuss the results, if they so wish. Otherwise, these results will be discussed at October meetings. The Principal and Junior Infant teacher will meet with new pupils and their parents in June to allow children to meet one another and to go through school procedures and practices. This is an opportunity for parents with children already in the school to chat with those who are going to be new to the school. The school may wish to have more than one member of staff or, if necessary, the Chairperson of the Board of Management attending parent teacher meetings.

### **School tours/Visiting teachers**

School tours must have educational content and should fulfil a strand or strand unit of the curriculum. A variety of subject areas should be considered each year. Children in senior classes will have more trips than younger children. The PA will pay for/subsidise the cost of all school trips.

An emphasis of local trips is encouraged as Kinsale and its surrounding environment offers a wealth of history, geography, science, S.P.H.E., storytelling, P.E. etc.

Dan O'Connell will provide transport with seatbelts and appropriate insurance. There will be enough supervision for each trip. Parent supervisors will be Garda vetted. No visiting teacher will be left unsupervised with a class.

### **Promotion/marketing of commercial products**

St. Multose N.S. is a Fairtrade school and will promote the importance of supporting Fairtrade schemes. Only Fairtrade tea, coffee and sugar are used in the staffroom. Children may sell Tearcraft items at the school Christmas fair.

The school will support 2/3 charities throughout the school year.

No other commercial products will be promoted or marketed by the school.

### **Contact with other schools**

The school secretary will contact other schools in the area where necessary. All teaching staff is encouraged to attend local INTO meetings and other Interschool events (sports, social occasions). A representative of the secondary schools may visit the school to talk about their school, upcoming events etc. Transition year students who are past pupils of St. Multose N.S. or have some association may spend some of their work experience in the school. Student teachers from C.I.C.E. or past pupils of the school may be considered for School Placement.

### **Grievance procedures**

Parents are alerted to the grievance procedures in the school in the Code of Behaviour, Anti-bullying policy, Admissions policy etc. Parents may bring a grievance to a relevant teacher. The Principal or another member of staff may sit in on another teacher's meeting as necessary. If parents feel their grievance is not being dealt with they should speak to the Principal or put their grievance in writing to the BOM.