

# Lisdowney NS, Scoil Bhríde Information Guide Booklet

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Scoil Bhríde,  
Lisdowney, Ballyragget,  
Co. Kilkenny.  
Email: [lisdowneyns@gmail.com](mailto:lisdowneyns@gmail.com)  
[www.scoilbhridenslisdowney.weebly.com](http://www.scoilbhridenslisdowney.weebly.com)  
Roll No. 00788V, Phone 056 8833495  
Reg. Charity No: 20125127



**Lisdowney NS, Scoil Bhríde Primary School**

## Information Guide Booklet

Ní neart go cur le chéile

There is strength in numbers

**SCHOOL website address:** <http://scoilbhridenslisdowney.weebly.com/enrolment.html>  
**Chairperson BOM:** Fr Eamonn O’Gorman  
**Principal:** Ms Mairead Dowling  
**Main Office:** Lisdowney NS, Lisdowney, Ballyragget, Co Kilkenny.  
**Phone:** 056 8833495     **Mobile:** 086 61445629  
**Email:** [lisdowneyns@gmail.com](mailto:lisdowneyns@gmail.com)

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## **A THUISMITHEOIRÍ, A CHAIRDE, PARENTS**

This booklet gives you easy access to important information about the school. You may download a copy of the following policies from the school website:

<http://scoilbhridenslisdowney.weebly.com/enrolment.html>

- Annual Admission Notice 2024/25
- Admission Policy 2024/25
- Application form 2024/25
- Admission of New Pupils 2024/25 letter
- Child Protection Policy
- Homework Policy
- Consent and Permission Document
- Anti Bullying Policy
- Code of Behaviour
- Data Protection Policy
- Data Privacy Notice
- Child Safeguarding Statement

<http://scoilbhridenslisdowney.weebly.com/enrolment.html>

If there is anything else you would like to know, please contact the school on:  
056 8833495 (Main Office).

Le gach dea ghuí,(with every good wish),

Mairead Dowling & staff

## **VISION**

Ní neart go cur le chéile


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## RELIGIOUS EDUCATION

Lisdowney NS, Scoil Bhríde is a Catholic school; therefore it is inclusive and enrolls children of other faiths and none and respects their beliefs and practices. The school is currently under the patronage of the Bishop Nulty and the trusteeship of the Dioceses of Ossory. We are awaiting the appointment of a new Bishop.

A Christian ethos permeates the school day and the life of the school. There is a spirit of prayer in the school, not just imposed on the children, but it is seen to be a value for the teachers. Children of all faiths are encouraged to pray to God as they are taught by their parents, to do so at home. Children of no faith are encouraged to respect prayer time and to use the quiet time for reflection. In each classroom there is an atmosphere of openness, forgiveness and understanding and above all love.

Teachers, with support from parents, are involved in the Catholic faith development of Catholic children who are prepared for the sacraments of Reconciliation, Communion and Confirmation. In addition to these activities, all children will also learn about and from the beliefs, teaching and practices of the great religious traditions of the world, with a particular focus on Christianity. This type of learning is open to, and inclusive of, all children, regardless of their faith background. Children from all faith traditions and none are therefore welcome to participate in the religious education programme that our school provides. Parents are welcome to view the Catholic religious programme taught: at its core is 'Love God and love your neighbour'. The school cannot undertake to educate children of other faiths in their own faith, nor can it provide supervision during the religious education period apart from within the class.

LOGO	LOGO SYMBOLS
	<p>The ball represents sport and play. The children portray friendship, inclusiveness and respect for all. The book portrays learning. The leaves and Acorns portray growth, working together and nourishing. Great Oaks from little Acorns grow. We are constantly learning and growing adults and children alike.</p>

All children irrespective of gender, race, or culture are given equal opportunity to participate in all aspects of school life. We nurture in our children a sense of cultural identity and pride in ones culture. Children are taught Irish and encouraged to use Irish informally in daily conversation. Children from other countries are encouraged to teach us about their culture and traditions. Every day we learn from each other.

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## BOARD OF MANAGEMENT

The Board of Management has legal responsibility for the overall running of the school. It serves for a term of four years. A new Board of Management was appointed in 2019 and will remain in office until 2023. It will include two Patron Representatives, two Teacher representatives, two Parent representatives and two Community representatives.

<b>Chairperson:</b>	Brian Lyons
<b>Parent Representatives:</b>	Oonagh O'Shea and Liam Maher
<b>Community Representatives:</b>	Jimmy Hayde and Ann O'Carroll
<b>Teacher Representatives:</b>	Mairead Dowling and Johanna Walshe

## STAFF

All of our teachers hold a primary degree in Education. Many teachers have further qualifications including post grad. Diplomas, other degrees. Special Needs Assistants have as a minimum, the equivalent of a FETAC, level 5 qualification.

<b>Principal:</b> Mairead Dowling	
<b>Deputy Principal:</b> Niamh O'Donovan	
<b>Junior Infants</b>	Ms Elizabeth Henderson
<b>Senior Infants</b>	Ms Elizabeth Henderson
<b>First Class</b>	Mrs Niamh O'Donovan
<b>2<sup>nd</sup> Class</b>	Mrs Niamh O'Donovan
<b>3<sup>rd</sup> Class</b>	Ms Catherine Murphy
<b>4<sup>th</sup> Class</b>	Ms Catherine Murphy
<b>5<sup>th</sup> Class</b>	Ms Mairead Dowling
<b>6<sup>th</sup> Class</b>	Ms Mairead Dowling
<b>SEN</b>	Ms Maeve Phelan
<b>SET</b>	Ms Geraldine Tynan
<b>Principal Release Day Cluster</b>	Ms Amy Sweeney
<b>ASD Class</b>	Ms Johann Walshe
<b>Special Needs Assistant    Inclusion</b>	Patricia Finnerty
<b>Special Needs Assistant    Support</b>	Ann Kavanagh
<b>Secretary                      Assistant</b>	Pauline O'Carroll
<b>Caretaker</b>	Pa Mooney

## BASIC INFORMATION

### SCHOOL TIMES

8:45	a.m.	School doors open to admit pupils
1:40	p.m.	Junior and Senior Infants finish
2:40	p.m.	End of school day (1st – 6th classes)

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No responsibility is accepted for pupils arriving before 8:45 a.m. Parents who wish to have their children escorted home should make their own arrangements to have them met at the school and the person to escort them should be at the school no later than 1:40pm for Junior Infants and Senior Infants. The school cannot accept responsibility for looking after children after 2:50p.m.

## **CAR PARK**

Parents are asked to park outside the school facing Ballyragget. We also encourage parents to park in the village and walk children to school on the footpath. We ask parents to drive with great caution and to allow for the unexpected errors that children of school-age can make. Please pass on this information to any person who drops or collects children on your behalf.

## **Three Car Rule**

In the interest of safety when dropping off and collecting children from the school gate, cars should always be parked facing Ballyragget. Park your car as close as possible to the main gate. Generally only children entering the first three cars will be allowed to leave the premises at one time. Please turn your car in the village or at the gate of the school pitch. Children should enter the car at the school side of the car. In the interest of safety parents/guardians are asked not to delay outside the school and move away as soon as it is safe to do so. Please ensure that your children are wearing appropriate seat belts and sitting in correct seats.

## **Collecting Children from School**

It is the responsibility of parents to inform class teachers of any changes in relation to who collects children from school. If teachers are not informed of changes to collecting arrangements they will not release children from their care and will instead contact parents for clarification. If a parent/guardian needs to collect a child early, please inform the teacher to expect you at an appropriate time. Please collect your child from outside the main front door. If someone other than the usual person is collecting your child please inform the school via text or note.

## **PHONE NUMBERS**

Please ensure that your child's teacher has an up-to-date address and phone number. It is the parent's responsibility to inform the school in writing of any changes in name, address or telephone. We also need two further contact numbers for emergencies. We will then be able to contact you immediately if your child is sick.

## **HEALTH/MEDICATION**

Parents are asked to inform the school in writing if their child suffers from any allergies, long term or short term illness and if their child is on medication. No teacher can be required to administer medicine or drugs to a pupil. A teacher who, with the consent of the BOM, does take on the responsibility for administering medicines takes on a heavy duty of care. Parents of pupils who are on medication or inhalers are asked to fill in a form (available from the school office) for school records. (See Appendix 1 – 4 attached).

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## ACCIDENTS

Accidents occur despite supervision. Minor accidents are treated at school. In the event of a more serious accident or a child becoming very ill, every possible effort will be made to contact the pupil's parents or the persons delegated to take responsibility for that child.

## CURRICULUM

The What, Why and How of Children's Learning in Primary School is a DVD for parents about the Primary School Curriculum. A free copy is available for all parents from the office or can be accessed on [www.ncca.ie](http://www.ncca.ie). The DVD provides information for parents about what children learn in school, why they learn with the curriculum and how they learn through different teaching methodologies. In Lisdowney NS, Scoil Bhríde efforts are made to ensure children taste success regularly. There is a focus on quality learning for all. High standards are achieved in literacy and numeracy. Emphasis is placed on identifying children with learning difficulties early and putting an effective intervention programme in place, in consultation with parents.

## SUBJECTS TAUGHT IN ALL CLASSES JUNIOR INFANTS – 6TH CLASS:

Drama	Mathematics	Social Personal and Health Education
Languages (English, Irish, French 5th/6th)	Music	
Physical Education	Visual Arts	
Geography	Religion	
History	Science	
<b>EXTRA CURRICULAR ACTIVITIES:</b>		
Children are encouraged to participate in schools hurling, camogie, gaelic football, community games.		

## FACILITIES

Interactive White Boards with laptops/computers in all classrooms.

iPads for use as stations in all classrooms.

For video making digital cameras are available for use for all children.

Assembly Hall and Stage with lighting.

Wide range of up to date equipment and resources in all subjects with an emphasis on Mathematics and Science.

We have a beautiful garden and green areas which we use at every opportunity to teach science and gardening.

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## HOMework POLICY

Parents are encouraged to establish a set routine and time for the child to do his/her homework, in a quiet place free from distractions. Parents are asked to supervise children's homework, checking and signing the homework journal on completion. Help and encourage the child but do not do the homework for him/her. Please forward a note to the teacher or place a note in your child's homework journal if homework has not been completed due to unforeseen circumstances.

Allotted time that teachers expect the average child in each class to spend at homework is as follows:

Junior Infants	10 – 15 minutes
Senior Infants	15 – 25 minutes
First and Second	No more than 30 minutes
Third and Fourth	30 – 45 minutes
Fifth and	30- 45 minutes
Sixth class	1 hour (max.)

*If your child is spending more time than they should at homework and he/she is doing their work in a quiet place free from distractions please contact the class teacher at the earliest opportunity.*

Homework is given Monday to Thursday.

Normally there is no homework at weekends; however, children in middle and senior classes may sometimes be required to work independently on projects at weekends.

## ATTENDANCE

The Education Welfare Act requires children to be in school every day unless there is a reasonable explanation for not attending. Parents are expected to sign the Homework Journal if your child is absent and to give an explanation. **Please text 0861445629 if your child is absent, email [lisdowneyns@gmail.com](mailto:lisdowneyns@gmail.com) or phone 056 8833495.** The Act states that the relevant authorities will be informed of pupils who have been absent for **twenty school days or more** (this includes illness, holidays outside school holidays etc.). A child who misses **15 consecutive school days** is taken off the roll. A pupil who shows signs of illness should be kept at home. Requests from parents to allow their child to stay inside during break times cannot be accepted. A child who is too sick to play with his peers or go outside during break times should not be in school. The school is unable to provide adequate supervision both inside and outside the school, during break times. However, arrangements will be made in exceptional circumstances, when a child needs to stay inside.

Situations do arise when a child appears well in the morning and then gets sick during the day. On such occasions every effort will be made to make the child comfortable. Parents/guardians will be contacted immediately. If the school is unable to make contact with parents/guardians a decision will be made as to whether the child needs medical assistance. If deemed necessary the child's family doctor will be contacted. If not the child will be made as comfortable as possible until a parent/guardian is contacted.

The school needs to be notified in writing or text, if a child needs to leave school early. No child may leave school without a parent or guardian during school times. If someone other than a parent or

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guardian is collecting a child, please notify the school in writing. A child who has to leave early **should be collected from the school front door. This will be recorded on the Aladdin system.**

It is very important that your child is in school on time as lateness is unsettling for everyone.

## **PARENT/TEACHER COMMUNICATION**

Parent Teacher meetings will be held face to face or over the phone. Dates will be forwarded to parents in advance of these meetings.

Occasions occur where a parent needs to speak to a teacher urgently. Sometimes these meetings need to take place without prior notice. The Principal/Deputy Principal will facilitate such meetings making every effort to ensure that the children in the class do not lose out on any of the teaching/learning time they are entitled to.

If parents wish to drop in lunch boxes, sports gear etc these objects must be placed outside the front door for collection. It is important to keep class interruptions to a minimum. If a parent wishes to speak to his/her child during the school day, this can be facilitated by phone. All visitors/parents must report at the front door on arrival in the school building.

## **ACCESS TO RECORDS**

Parents are entitled to an account of their child's progress in school. Senior Infants to 6th classes participate in a National Standardised Assessment (in English and Maths) every year during May/June. Parents are informed by the class teacher of results of all tests on the end of year school report or at parent teacher meetings. Parents who wish to access their child's school records must do so in writing to the Principal Teacher.

The Principal teacher will then collate all available records and an appointment time will be confirmed with the parents. Records provided include Attendance, Standardised Tests, Diagnostic tests (if applicable), Medical/ Psychological (if applicable) and End of Year Reports. Lisdowney NS, Scoil Bhríde retains all school records in a safe place for nine years after the child leaves 6th class.

## **HEALTHY LUNCH POLICY**

The aim of the policy is to ensure children eat a healthy, well-balanced lunch, thus promoting a healthy lifestyle. By encouraging healthy eating patterns we educate children for later life. Throughout the year lessons will be presented giving information about healthy living.

## **CUSTODY/SEPARATION POLICY**

The BOM and staff of the school encourage parents experiencing separation to come and speak confidentially to the teachers and/or principal. It is our aim to handle such matters with sensitivity and compassion, and ultimately our primary concern is for the well-being and overall development of the child. When the child spends time in two homes it is requested that the school be provided with both sets of emergency/contact numbers. Regarding the collection of children from school, it is



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requested that the school be informed of any changes in the collection arrangements by note. It is school policy to offer the option of separate parent/teacher meetings, if so desired. It is assumed that when we wish to communicate with parents regarding their child, the parent contacted (i.e. the parent with whom the child principally resides) will inform the other parent of meetings, arrangements etc. Special arrangements for separate communication can be accommodated. In the absence of a custody arrangement, both parents will be treated as equal partners in terms of parenting rights and responsibilities. The school cannot be asked to withhold a child from either parent, in the absence of a custody arrangement or court order. The BOM and staff of Lisdowney NS, Scoil Bhríde will endeavour at all times to deal sensitively and caringly with children experiencing separation.

### **PROCEDURES FOR REPORTING ALLEGATIONS OF CHILD ABUSE**

Staff in Lisdowney NS, Scoil Bhríde follows the procedures issued by the Department of Education and Skills. These procedures are listed in our School Plan. The Designated Liaison Person (DLP) appointed by the BOM is Mairead Dowling. If any parent is concerned about a pupil in the school, they should in the first instance contact the DLP. The Deputy DLP is Niamh O'Donovan.

### **RELATIONSHIP AND SEXUALITY EDUCATION**

In circular 2/95 issued by the Department of Education and Science the minister requested all schools to introduce Relationship and Sexuality Education (RSE) as part of the curriculum. In the 1999 curriculum RSE was included in Social Personal and Health Education (SPHE). The content of the schools SPHE programme includes a wide range of topics such as healthy eating, alcohol, drugs, environmental issues, safety and social responsibility as well as RSE.

RSE will be taught in accordance with the Department's directives and within the Philosophy framework of the school. The teaching methods used in the school are child centred and reflect the age and stage development of each child. If parents are concerned about the more sensitive aspects of the programme, they are welcome to visit the school to examine the content of the programme and discuss their concerns with the principal. Following this meeting if parents wish to have their child/ren withdrawn when sensitive issues are being taught, they are requested to submit this in writing to the Principal. Efforts will be made by the school, using the resources it has, to accommodate these children by providing supervision within another classroom. 5<sup>th</sup> and 6<sup>th</sup> class are provided with an outside facilitator to present sensitive aspects of the SPHE programme. Parents are notified in advance and are given an outline of the programme.

### **INVITATIONS / CARDS**

It is school policy that invitations to birthday parties, birthday cakes etc. are not distributed in the school premises, out of consideration for non-receivers.

### **CARE OF HAIR**

Parents are asked to check their child's hair regularly for outbreaks of head lice. If there is an outbreak of head lice in a class, all parents of pupils in that class are informed by text and asked to take immediate action to treat infestation. Children with long hair should have it tied up or back. We

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ask that parents check their children's hair each weekend and treat if necessary.

### PARENTS' ASSOCIATION

A vibrant Parents' Association/ Council is in existence. Membership is open to all parents/ guardians of all pupils enrolled. It promotes the interests of the pupils in co-operation with the BOM, Principal and staff. Parents as a group have a wide range of talents, abilities and skills that have the potential to enrich and extend the educational opportunities provided for pupils.

### SCHOOL UNIFORM

The uniform is very important for the image of the school and it enforces your child's association with the school. We ask you to adhere strictly to the colour scheme of the uniform. Pupils should be in full Lisdowney NS, Scoil Bhríde school uniform from the commencement of the school year. Boys and girls must wear flat, sensible, black coloured shoes. Runners are allowed only on P.E. days. Girls may wear tailored trousers or skirts. Grey trousers, skirts and pinafore are available at Pauls, Kilkenny or some chain stores – Dunnes Stores/Marks & Spencers or online. For safety reasons stud earrings, worn in the lower lobe of the ear and watches are the only jewellery allowed. Watches with access to the www are not allowed. Children are encouraged to **wear hair in its natural colour**.

Items	Available From:
Bottle green v-neck jumper	Jumpers available from: Pauls, Kilkenny. Dunnes Store, Kilkenny/nationwide/online. Marks & Spencers, nationwide and online.
Grey trousers, skirt/pinafore	Pauls, Kilkenny. Marks & Spencers, nationwide and online. Dunnes Stores – Kilkenny/nationwide and online.
White Shirt	Pauls, Kilkenny. Marks & Spencers, nationwide/online. Dunnes Stores, Kilkenny/nationwide/online.
School Tie	Pauls, Kilkenny – Uniform shop.
Black coloured shoes	General shoe stores
Navy tracksuit	General drapery stores nationwide.
Navy crested sweatshirt	The Uniform shop, Newpark Close.
Navy tracksuit bottoms	Pauls, Kilkenny.

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	Marks & Spencers/nationwide/online. Dunnes Stores Kilkenny/nationwide/online. Penny's Store (Primark), Kilkenny/nationwide.
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## PLEASE LABEL ALL ITEMS:

To avoid loss of personal property – jumpers, coats, tracksuit tops, lunch boxes etc. should be marked. Coats and jackets should have loops for hanging up.

## ALLIANZ PUPIL PERSONAL ACCIDENT INSURANCE

Allianz Pupil Personal Accident School Group Insurance policy covers your child for medical and dental expenses, which you incur following an accident, that are not recoverable from another source. The charge for this 24 hour insurance cover is included in your child's book bill each year. The cost is €7 per annum.

## CODE OF BEHAVIOUR

The code aims at creating a caring, ordered environment based on respect and tolerance where each child can feel secure and confident. We work hard to ensure that our school is a happy place for both children and staff. **Student behaviour in the school is managed without fear or coercion.** Professional codes of conduct for teachers require consistent implementation by each staff member (Codes are on the school website). Our full Code of Behaviour is available on the school website.

## OUR GOLDEN RULES

- **Respect/Expect Respect**
  - **Do Your best**
    - **Be tidy**
    - **Be safe**
    - **Walk**
    - **Listen**

**\*It is acknowledged that discretion with regard to the rules needs to be applied when managing the behaviour of children with SEN, in line with their own individual programmes.**

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## **PUPILS ARE EXPECTED:**

- to listen to the class teacher, work hard, do their best and make best use of their time in school;
- to enter and leave the school building at all times in an orderly fashion. When the bell rings after play-time the children stop playing and move carefully to their class lines. Children do not enter the school building during play-time without getting permission from teachers;
- to move quietly within the school building. **Quietness** is expected while children are getting ready to enter/exit class i.e. while queuing, while putting on coats and putting coats on coat hangers etc.;
- to treat all staff and members of the school community, visitors, themselves and each other with due respect and courtesy;
- **to never bully any person;** Any behaviour that interferes with the rights of others to learn and to be safe is unacceptable. Cyber bullying, fighting, rough play or any physical force is never allowed or tolerated;
- to never use bad language; inappropriate language if used towards a teacher or anywhere within the school is disrespectful and considered a serious breach of the code.
- to wear full school uniform;
- not to bring chewing gum, glass bottles, correction, matches, cigarettes, alcohol or drugs to school either on the premises or to a school related activity;
- to bring no jewellery to school except a watch. Only earrings allowed are one small stud earring in the bottom of each ear. Studs are allowed when appropriate during PE.
- not to wear make-up;
- to not bring mobile phones to school. Children are not allowed mobile phones in class or on the school yard. If a child is found with a mobile phone it will be confiscated and stored in the office where parents may retrieve them. In exceptional circumstances a mobile phone may be handed to the principal or teacher with a note from the parent/guardian. It is the responsibility of the child to ask for the phone at the end of the school day;
- to keep their hair neat and **hair in its natural colour**. For hygiene purposes hair must be tied back;
- to respect the school building and property. If any deliberate damage is caused, the parent/guardian will be responsible for the cost of repair/replacement;
- to value our school environment; the playground is a litter-free zone. Fruit peels, pencil parings etc. are collected for composting. Waste paper and cardboard are collected for recycling. All other empty carton drink containers and wrapping papers are considered household waste and are taken home. For expected behaviour on wet days, swimming days and school tours/activities please see the full Code of Behaviour on our school website.

## **PARENTS ARE EXPECTED:**

- to nurture in their children a positive attitude towards school and try not to pass on any negative experience's parents may have had themselves while at school;
- to ensure their child attends school regularly and punctually in full school uniform with appropriate clothing for the weather;
- to send a written note to the class teacher explaining their child's absence from school;

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- to ensure the school has up-to-date phone numbers of family/friends to be contacted in case of an emergency;
- to arrange and ensure that a family member/friend is contactable and available to attend the school in the event of an emergency;
- to ensure their child attends school clean and with a good level of hygiene;
- to check their child's head regularly for head lice and treat as necessary;
- to ensure their child has a healthy lunch in school every day in line with the school policy on "Healthy Eating";
- to arrange meetings with the class teacher and/or principal when they are concerned about any issue relating to their child;
- to communicate with staff, when necessary, always with courtesy and respect and to model good behaviour in their relationship with teachers;
- to encourage children to have a sense of respect for themselves, for others, for their own property and that of others;
- to be interested in, support and encourage their child's school work;
- to ensure that their child has the correct books and other materials;
- to be familiar with the code of behaviour and other school policies and to support the implementation of these policies;
- to co-operate with teachers in instances where their child's behaviour is causing difficulties for others;
- to communicate to the school problems which may affect a child's behaviour;
- to follow the schools "Complaints Procedure" (available on the school website) if they have a complaint about a staff member;
- to be familiar with the code of behaviour, anti-bullying policy and other school policies and support the implementation of these policies.

### **STAFF ARE EXPECTED:**

- to support and implement the school's code of behaviour;
- to act as good role-models for the children, in every deed and action and to be cognisant of their duty of care;
- to be familiar with and follow the school's policy on "Child Protection";
- to create a safe, welcoming environment for each pupil;
- to praise desirable behaviour;
- to facilitate pupils to reach their full academic potential;
- to recognise and provide for individual talents and differences among pupils;
- to be courteous, consistent and fair;
- to keep opportunities for disruptive behaviour to a minimum;
- to deal with misbehaviour in line with school policy, without fear or coercion
- to keep a record of serious misbehaviour or repeated instances of misbehaviour;
- to listen at appropriate times, to pupils' explanations for behaviour;
- to provide support for colleagues;
- to be familiar with the school's "Professional Conduct Code";
- to communicate with parents and staff, when necessary, always with courtesy and respect;
- to provide reports on matters of concern;

- to be familiar with and follow the school's policies on "Grievance" and "Harassment" if he/she has any complaint against staff, parents or outside personnel.

### **ANTI-BULLYING POLICY**

The school believes that its pupils have the right to learn in a supportive, caring and safe environment without fear of being bullied. Bullying is repeated aggression, verbal, psychological or physical conducted by an individual or group against others. Isolated incidents of aggressive behaviour, although not condoned, cannot be described as bullying. However, when the behaviour is systematic and ongoing it is bullying. Bullying affects everyone, not just the bullies and the victims. It also affects those children who watch and less aggressive pupils can be drawn in by the group pressure. Bullying is not an inevitable part of school life or a necessary part of growing up and it rarely sorts itself out.

### **COMBATING BULLYING AND THE ACTION TOWARDS PREVENTION:**

#### **Advice for Pupils:**

- Tell yourself that you do not deserve to be bullied, and that it is **WRONG**.
- Be proud of who you are. It is good to be individual.
- Try not to show that you are upset. It is hard but a bully thrives on someone's fear.
- Stay with a group of friends/people. There is safety in numbers.
- Be assertive – shout **NO**. Walk away confidently. Go straight to a teacher or member of staff.
- Fighting back makes things worse – So don't fight back. **REPORT** to a teacher or parent(s)/guardians instead. If you need support find a friend and both of you speak to the teacher.
- Generally it is best to tell an adult you trust straight away. You will get immediate support.

The teachers will take you seriously and will deal with bullies in a way which will end the bullying and will not make things worse for you.

#### **IF YOU KNOW SOMEONE IS BEING BULLIED:**

- **TAKE ACTION** – Watching and doing nothing looks as if you are on the side of the bully. It makes the victim feel more unhappy and on their own.
- If you feel you cannot get involved, tell an adult **IMMEDIATELY**. Teachers have ways of dealing with the bully without getting you into trouble.
- Do not be, or pretend to be, friends with a bully.

#### **Advice for Parents**

- Look for unusual behaviour in your children. For example, they may suddenly not wish to attend school, feel ill regularly, or not complete work to their normal standard, ask for money or begin stealing money.
- Always take an active role in your child's education by enquiring how they are getting on.

- If you feel your child may be a victim of bullying behaviour, inform the school IMMEDIATELY. Your complaint will be taken seriously and appropriate action will follow.
- It is important to advise your child not to fight back. It can make matters worse.
- Tell your child there is nothing wrong with him/her. It is not his/her fault that they are being bullied.
- Make sure your child is fully aware of the School Policy concerning Bullying, and that they will not be afraid to ask for help;

### **OUR PROCEDURE FOR INVESTIGATING AND DEALING WITH BULLYING IS AVAILABLE ON OUR WEBSITE.**

#### **SANCTIONS**

Sanctions are used in a corrective way and are intended to help the child to change and improve his or her behavioural patterns. The nature of the misbehaviour/ the ability and age of the child will determine the strategy to be employed.

#### **EXAMPLES OF MINOR MISDEMEANOURS:**

Interrupting class work/ arriving late for school/ running in school building/not listening and speaking out of turn/leaving seat without permission at break or lunch time/ placing unfinished food in bins/ leaving litter around school/ not wearing correct uniform/ being discourteous or unmannerly/ not completing homework without good reason/ bringing sweets and bars to school/ wearing jewellery (Jewellery is not allowed except for one small stud earring in the bottom of each ear and a watch)/belongings not named/\*unsuitable hairstyles, hair not tied back/not bringing explanation notes for absences and homework/ wearing unsuitable shoes/cycling in school grounds.

#### **EXAMPLES OF STEPS TO BE TAKEN BY TEACHERS WHEN DEALING WITH MINOR MISDEMEANOURS: (SEE SCHOOL WEBSITE)**

Time Out

#### **EXAMPLES OF SERIOUS MISDEMEANOURS:**

Constantly disruptive in class/telling lies/stealing/damaging or interfering with another person's property/rough behaviour on yard/ back answering a teacher/leaving school premises during school day without appropriate permission/ using or writing unacceptable language or comments on paper or through the internet or mobile phone/bringing chewing gum, glass bottles or solvents to school/deliberately injuring a fellow pupil or partaking in any activity which would put themselves or others in danger/deliberately leaving taps on/misuse of fire equipment/ bringing in matches/ bringing in mobile phones without permission.

#### **EXAMPLES OF STEPS TO BE TAKEN WHEN DEALING WITH SERIOUS**



## **MISDEMEANOURS**

Parents are informed:

- A record is kept of all serious/gross misdemeanours by the class teacher.
- Pupils may be removed from activity if endangering self or others.
- Pupils is sent to Principal/ Deputy Principal.
- Temporary separation from peers.
- Child will write an account of what they have done. They will write this in a classroom and it will be signed by the teacher. They answer the following questions:
  - o What happened?
  - o What were you thinking about at the time?
  - o How has this affected you and others?
  - o What has been the hardest thing for you?
  - o What do you think needs to happen next?
- The account is given to the Principal/ Deputy Principal and it is signed by the Principal and/or DP.  
The Principal/ Deputy Principal contacts parent/ guardian.

## **EXAMPLES OF GROSS MISDEMEANOURS:**

Deliberately vandalizing school property/ aggressive, insulting, threatening or violent behaviour towards any person on paper or through the internet or mobile phone. Bringing alcohol, drugs, cigarettes or matches to school/ bringing weapons to school.

## **EXAMPLES OF STEPS TO BE TAKEN WHEN DEALING WITH GROSS MISDEMEANOURS:**

- Principal/Deputy Principal questions the child/children on what has happened and contacts parent/guardian immediately and parents will be called to meet the principal in the school. The Gardaí may be contacted by the Principal/Deputy Principal if it is believed that a criminal offence has been committed. The Health Service Executive (HSE) and/or Túsla may also be contacted by the Deputy Principal/ Principal for advice. This advice will be acted upon.
- While waiting for the parents' presence in the school or while the discussion is taking place, the child may be removed from class and placed in another room with written work to do. The child writes an account of what happened answering questions as listed above for "Serious Misdemeanours". The Board of Management has authorised the Chairman or Principal to sanction an immediate suspension if senior management deem fit, following discussion with the parents. If the parents do not attend the meeting, the pupil may be suspended and parents informed by letter.
- A record is kept of the incident and kept in the child's file.
- When a period of suspension ends, the pupil will be re-admitted formally to class by the Principal/Deputy Principal.
- Where a satisfactory resolution of a problem is achieved, a pupil may be readmitted to school within a suspension period at the discretion of the Chairperson of the Board and Principal.



# Lisdowney NS, Scoil Bhríde Information Guide Booklet

## School Calendar 2023/2024

Day's school will be closed	Day school will close
Wednesday 30 <sup>th</sup> August 2023	School will re-open for all students.
Friday 15 <sup>th</sup> September 2023	Staff meeting – school will close at 12:00pm for all students.
Monday 30 <sup>th</sup> October – Friday 3 <sup>rd</sup> November 2023 inclusive	Mid-Term Break – school will close on Friday 27 <sup>th</sup> October at 2:40pm and will re-open on Monday 6 <sup>th</sup> November 2023.
Monday 25 <sup>th</sup> December 2023 – Friday 5 <sup>th</sup> January 2024 inclusive	Christmas Holidays – school will close at 11:45am on Friday 22 <sup>nd</sup> December for infants and siblings and 12 noon for the remainder of the school for the Christmas Holidays. School will re-open on Monday 8 <sup>th</sup> January 2024.
Monday 5 <sup>th</sup> February 2024	St Brigid's Day – school will close at 2:40pm on Friday 2 <sup>nd</sup> February and will re-open on Tuesday 6 <sup>th</sup> February 2024.
Thursday 15 <sup>th</sup> February and Friday 16 <sup>th</sup> February 2024 inclusive.	Mid-Term – school will close at 2:40pm on Wednesday 14 <sup>th</sup> February and will re-open on Monday 19 <sup>th</sup> February 2024.
Monday 18 <sup>th</sup> March 2024	St Patrick's Day – school will close at 2:40pm on Friday 15 <sup>th</sup> March and will re-open on Tuesday 19 <sup>th</sup> March 2024.
Monday 25 <sup>th</sup> March to Friday 5 <sup>th</sup> April 2024	Easter Holidays – school will close at 11:45am for infants and siblings and 12 noon for the remainder of the school on Friday 22 <sup>nd</sup> March 2024 and will re-open on Monday 8 <sup>th</sup> April 2024.
Monday 6 <sup>th</sup> May 2024	May Bank Holiday – school will close on Friday 3 <sup>rd</sup> May at 2:40pm and will re-open on Tuesday 7 <sup>th</sup> May 2024.
Monday 3 <sup>rd</sup> June 2024	June Bank Holiday – school will close on Friday 31 <sup>st</sup> May and will re-open on Tuesday 4 <sup>th</sup> June 2024.
Friday 21 <sup>st</sup> June 2024	Summer Holidays – school will close at 11:45am for infants and siblings and 12 noon for the remainder of the school on Friday 21 <sup>st</sup> June 2024.

**Note:** This is just a provisional calendar to guide us into the next school year and may be subject to change. We encourage parents not to remove children from school during term time unless completely necessary. If at all possible please try to arrange appointments outside school times as it is very disruptive to school work and progress.

School opens to receive pupils:	8:45am
Class begins:	9:00am
Small break:	10:55am
Big break:	12:25pm – 12:55pm
Infant's home time:	1:40pm
Remainder of school home time:	2:40pm

Please note Junior Infants will go home at 12 noon for the first two and a half weeks of term Wednesday 30<sup>th</sup> August 2023 to Friday 15<sup>th</sup> September 2023 inclusive. All infants will go home at 1:40pm from Monday 18<sup>th</sup> September 2023 onwards.

*Please respect the integrity of the above calendar by not planning holidays when the school is open. We are obliged to inform the Education Welfare Officer when a child has missed 20 cumulative school days.*

# Lisdowney NS, Scoil Bhríde Information Guide Booklet



Scoil Bhríde,  
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Co. Kilkenny.

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www.scoilbhridenslisdowney.weebly.com

Roll No. 00788V, Phone 056 8833495

Reg. Charity No: 20125127

## Appendix 1



### Medical Condition and Administration of Medicines

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

#### Emergency Contacts

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Condition: \_\_\_\_\_

Prescription Details: \_\_\_\_\_

Storage details: \_\_\_\_\_

Dosage required: \_\_\_\_\_

Is the child to be responsible for taking the prescription him/herself?

\_\_\_\_\_

What Action is required

\_\_\_\_\_

I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued well-being of my/our child. I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must inform the Teacher each year of the prescription/medical condition. I/We understand that no school personnel have any medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

**Signed:** \_\_\_\_\_ Parent/Guardian

\_\_\_\_\_ Parent/Guardian **Date:** \_\_\_\_\_

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## Appendix 2

### Allergy Details

Type of Allergy: \_\_\_\_\_

Reaction Level: \_\_\_\_\_

Medication: \_\_\_\_\_

Storage details: \_\_\_\_\_

Dosage required: \_\_\_\_\_

Administration Procedure (When, Why, How)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## Appendix 3

### Emergency Procedures

In the event of \_\_\_\_\_ displaying any symptoms of his medical difficulty, the following procedures should be followed.

Symptoms: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Procedure:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

***To include: Dial 999 and call emergency services.***

***Contact Parents***

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## Appendix 4

### Record of administration of Medicines

Pupil's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Medical Condition: \_\_\_\_\_

Medication: \_\_\_\_\_

Dosage Administered: \_\_\_\_\_

Administration Details (When, Why, How)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_