



ST ANNE'S NS ARDCLOUGH

**SCHOOL BOOKLET
2016/17**

An Introduction to Arrangements and Policies
at St Anne's School |



Introduction

St. Anne's N.S. Schedule

St Anne's National School is a Roman Catholic School (which is established in connection with the Minister for Education).

St Anne's N.S. aims at promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people.

The school models and promotes a philosophy of life inspired by a belief in God and in the life, death and resurrection of Jesus Christ.

The school provides Religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic faith.

Message from the Principal

As I move into a second year as principal of St Anne's I realise the privilege it has been to get to know so many of you, both children and parents. Thank you for the inspiration you have given me.

I am honoured to work with such a committed and professional staff and I thank each and every one of them for their support.

Sincerest thanks to the Parents Support Group for all their work during the year and to the many community organisations with whom we have links. We look forward to working with you all again in the coming year.

My message to you all for this year is that I want St Anne's to be a place where '*the human spirit can flourish*'. I wish that each person associated with the school will see the school as a site for their own growth. Above all I hope that we can work together to ensure that we allow all children to reach their full potential and to '*dare to dream*' that everything is possible for them. *Go n-éirí libh!*

About the School

Arrangements:

St. Anne's is a mixed, vertical, national school under the patronage of Bishop Denis Nulty /the Catholic Diocese of Kildare and Leighlin. All class levels are catered for, from junior infants through to 6th class and we also have a special class for children with autism starting in September 2016.

The school is a Catholic school and children of other faiths are also welcome.

For the year 2016/17 we will have 16 teachers on staff, including the Principal, two learning support teachers, a resource teacher and a teacher for the special class.

The Staff.

The members of staff are as follows:

Principal:	Ms. Mary Manley
Deputy-principal:	Mrs. Aoife O Connor
Assistant Teachers:	Ms. Ann Lennon
	Mrs Amy Knightly
	Mrs. Michele Dalton
	Mrs Fíona Kelly
	Mr. Fiontán Ó'Loinsigh
	Ms Elaine Mc Kiernan
	Mrs Lynne Buckley
	Mr Barry O'Leary
	Ms Nicole Dunne
	Ms Shona Killeen
	Mrs Emily O'Brien
	Ms Adele Owens
	Ms Aisling O Donoghue
	Mr Daragh Mansfield
	Ms Ellen Staunton & Mr Brian Roughan

Classroom Assistants: Dolores Doherty, Caroline Burke, Sharon Manzor, Mary Duffy-Regan & Kathy Tynan

School Secretary: Nora Burke; School caretaker: Tony Maguire



Management

St. Anne's is managed by an eight-member Board of Management. The school, as already mentioned is under the patronage of the Bishop, ie Bishop Denis Nulty of Kildare and Leighlin, Diocese. He has two nominees on the Board of Management to represent him.

Two members of the BOM are elected parents-one father and one mother. Two members of the BOM are teachers- The Principal and a teacher elected by the staff. The remaining two members of the eight-member board are representatives of the local community.

Boards of Management of primary schools are appointed for a four year term. The term of office for the current Board of Management is from 1 December 2015 to 30 November 2019.

The following are the members of the BOM of St Anne's:

Bishop's nominees: Mrs Marie Griffin (Chairperson), Fr Matt Kelly cc

Parents: Mr John Butler (Treasurer), Mrs Joanna Byrne

Teachers: Ms Mary Manley, Principal, (Secretary)
Ms Michele Dalton

Community: Mrs. Fiona Kerins, Mr. Seán McGarr



The Work of the Board of Management:

Section 15 of the Education Act, 1998 states: '(1) It shall be the duty of the board to manage the school on behalf of the patron and for the benefit of the students and their parents and to provide or cause to be provided an appropriate education for each student at the school for which that board has responsibility'

The Board is concerned with management of resources, reviewing and updating school plans and policies and is the employer of teachers and other staff of the school.

The Principal is responsible for the day-to-day management of the school, including guidance and direction of the teachers and other staff of the school, and is accountable to the Board for that management.

St Anne's Parents' Support Group

All parents at St. Anne's are automatically considered to be members of the Parents' Association, usually referred to as the Parents' Support Group (PSG). Each year at the AGM of parents, a number of people are selected to form the committee. Usually this is done simply by accepting volunteers or nominations from the floor. This committee is often a group of 15 - 20 parents and the officers include:

- ❖ Chairperson
- ❖ Secretary
- ❖ Treasurer

This year the role of chairperson is shared by joint chairpersons Ruth O' Reilly and Lorraine Tynan. Contact the PSG at parents@stannesardclough.ie
Meetings of the PSG occur usually about eight times a year.

The committee supports many aspects of school life:

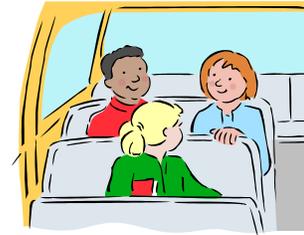
- **Fundraising:** The PSG runs many fundraising initiatives which greatly support the running of the school and contribute to the additional activities that we can undertake. A major fundraiser is generally held in the second term. As well as working on the night, members are involved in selling and collecting sponsorship beforehand. Several meetings are given to organising this event.
- **Supporting school events:** The PSG is central to the running of events such as the Book Fair, Sports days, cultural events, Infants introductory day
- **Hospitality:** During the year the group provide parties for First Communion Day and Confirmation Day. All parents are most welcome to lend a hand and our visitors always compliment the warm welcome they receive at these celebrations.
- **Liaising with principal on talks for parents.** Sometimes guest speakers are invited by the group to speak to parents and students.
- **Communicating to parent body.** The PSG has a section on the school website on which documents and updates are displayed. The PSG constitution is available here for your information. Keep an eye on the noticeboard near the carpark for notices of interest!

We are indebted to all on the PSG for their service to the school. So many events would not happen without them. THANK YOU!

Parents and Teachers Working Together:

Parents very often offer help to the school in lots of different ways. These are a few examples:

- ❖ Assisting with the Senior Infants Paired Reading Workshops
- ❖ Volunteering to drive children to matches/games.
- ❖ Offering time and skill to carry out a particular task/develop resources
- ❖ Looking after the laundry of team jerseys after a match.
- ❖ Assisting at school concerts/events.
- ❖ Assisting teachers on school tours/trips.
- ❖ Acting as contact person for a group of families in the case of (rare) emergency closures. (e.g. after heavy snowfall)
- ❖ Helping with First Communion programme of monthly family masses.
- ❖ Working as a leader with 6th class children preparing for Confirmation.
- ❖ Helping with catering and hospitality at school celebrations/parties.
- ❖ Acting as steward/ team supervisor at the School Sports Day.



If you have any suggestions on ways of assisting please contact the principal. We would be delighted to hear from you!

As parents you may wish to consult the NPC and NCCA websites
<http://www.npc.ie/attachments/21196d07-39c1-40c6-9600-395fe20c3774.PDF>

Information on 'Getting Involved in your Child's Education' is at:
<http://www.npc.ie/attachments/21196d07-39c1-40c6-9600-395fe20c3774.PDF>

Do check in with the Information for Parents section of the school website www.stannesardclough.ie also

A group of parents run the **1:50 Club**- this provides a service of before and after school care for children. For further details contact Joanna Byrne at 087-8258744

Communication between School and Home:

Parents and teachers working together can provide the optimum experience and support for children. At St Anne's we aim to inform parents on day-to-day events and activities through

- Newsletter and photos on the school website (www.stannesardclough.ie)
- Letters/updates to parents
- Posting notices on the School Noticeboard (near carpark)
- "Text a parent" is used for sending a quick message to mobile phones from the school computer. Email messages may be sent also. Parents are invited to supply the school with contact details (school registration form) and these should be updated on an annual basis.

Two-way communication around children's learning is a vital part of school life. Parent teacher meetings and meetings with support teachers are held annually so that parents and teachers can discuss children's progress. Meetings for classes from 1st to 6th are generally held in Term One with those for infants in Term Two. Notices re these meetings will be sent to parents in advance. Do keep in touch with the class teacher regarding your child's learning and development - any information regarding your child's needs, academic, social, health or changes in family circumstances should be given to the school so that children can be supported in the correct way (all information is treated confidentially) In the event of you or your child having a concern, or any query, we would be happy to meet with you. As you will appreciate it is best to make an appointment with the class teacher so that he/she doesn't have to leave class. To this end, please send a short note to your child's class teacher or phone the office to arrange a suitable time to meet him/her. As Principal, I am happy to meet with you at any stage. Again an appointment is best so that we can give the meeting adequate time. If you need to take the matter further, the Chairperson of the Board of Management is the person to whom you should write. No other person or group acts as "complaints department". On the other hand, if you're very happy, everybody readily accepts compliments - feel free !

The School Timetable



The school opening time is 9.10am and all children are expected to have arrived at the school by this time.

In order to facilitate attendance at 9.10am, a lead-in time is available, from 9am onwards. During this time (9-9.10am) children are supervised (either in the hall/ front yard depending on the time of year).

The Board of Management does not accept responsibility for children who arrive before this time, as they are unsupervised and therefore unsafe.

The bell rings at 9.10am and a short assembly is held. Once assembly is over, teachers escort children to their respective classrooms.

The school finishing times are 1:50pm for infants and 2:50pm for other classes



School Breaks

11.00 -11.10am Break Time. 12.45 -1.15pm Lunch Break.

During the day the children have a small snack before the ten-minute morning playtime.

Lunch is eaten between 12.45 and 12.55pm and the remaining time is for playtime in the yard (or classroom if the weather is bad)

Some indoor activities are arranged for lunchtimes- eg knitting club, debating club etc

The main play areas are the two yards at the back of the school building. At times the front yard and field will be used for play.

Children enjoy playing skipping, "four square ball" and hopscotch type games. They may bring one small hand-held toy to the yard (a Teddy / yo-yo etc.). Please encourage them to bring just *one* toy at a time!

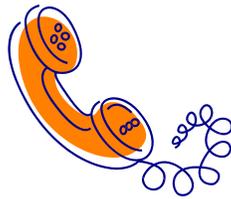
For safety reasons, we ask the children to observe the "walking and skipping rule" when everybody is in the yard together, so that nobody moves at top speed and causes an accident. We also ask children to play with other children their own age.

For procedures around yard time please see the school Behaviour Policy on the school website.

School Closures

For the most part, holidays and school closures are planned during the month of June of the previous year and for parents' convenience a list of these dates is sent home to every family. Dates are also displayed on the School Calendar on the website.

In the event of there being any additional dates eg dates for Department in-service we will make these known to you as soon as available.



In the case of unusual and unplanned closures e.g. snow making travel impossible/complete heating failure; we operate a "list" system for contacting families quickly by telephone. One parent takes responsibility for telephoning a group of families (perhaps half a class). If for any reason you would prefer your telephone number not to be placed on such a list please inform the school as soon as possible as otherwise it will automatically be included.

Policies & Procedures in St Anne's NS

Our school policies are developed in the best interest of all children and staff in order to support optimum learning and to provide for a safe, caring environment.

A number of policies are outlined below. For other policies please refer to the school website. These include:

- Anti-bullying policy
- Behaviour Policy (including school rules)
- Enrolment Policy
- Health and Safety Policy
- Medical Policy
- Attendance Policy

Parents are asked to read these policies and further communication regarding this will be issued to parents in September.

1. Policy on School Uniform 2016/17

For everyone at St Anne's, wearing the school uniform represents pride in our school and a sense of community. Children are expected to have respect for the uniform and to present themselves in a clean and tidy manner at school.

These expectations are outlined to children at the start of the year and they are reminded on a regular basis.

The Uniform:

The school uniform consists of:

- Grey trousers / pinafore / skirt
- White shirt
- Plain red tie
- Navy v-neck jumper/ cardigan
- Ordinary school shoes please **(black)**- Runners are not acceptable even if black Boots may be worn if the weather is very cold.



- A '**Summer Uniform**' may be worn in the summer months (post Easter)- ie a white polo shirt/short sleeved shirt, school jumper if needed and plain navy or grey shorts (not sports shorts)
- Nail varnish and coloured tights are not permitted
- The school tracksuit may be ordered through the school and consists of navy bottoms and top, with crest and a pale blue polo shirt; white soled or non-marking runners.

Wearing the Uniform:

- The uniform should be worn every day except on PE day. Teachers will clarify the P.E. timetable for you in September.
- If for any reason a child is not wearing full uniform he/she should have a **note from his/her parents explaining why please**. We depend entirely on parents' co-operation in this matter. Thank you.
- If children are taking part in extra-curricular activities or school matches, they should wear in their uniform (or tracksuit if PE day) and change for these events
- Children who do not wear uniform on a regular basis, as expected, will be given a Uniform Notice from the class teacher/principal.
- Children in the ASD unit/special class will wear school tracksuit on a daily basis

Any lost property is kept in the school (contact reception) for a period of time for children/parents to claim.

Please contact the school if there is any difficulty in providing a uniform for your child.

2. Policy on Homework 2016/17

Introduction

Teachers set homework for children with a view to reinforcing work that has done at school and to give children an opportunity to embed the work that has been done/identify any issues with concepts, topics etc. The routine of homework helps children develop study skills, skills of working independently, which will be useful as they progress to second level. For parents, attending to homework represents a regular link between school and home and offers an insight into children's work.

Practices around homework for Children in St Anne's:

1. It is a policy at St. Anne's to assign homework to students each night from Monday to Thursday (occasionally at weekends the students may be required to finish essential work).
2. Homework can involve both written and non-written work. Classes may be assigned work involving researching, making or discussing as well as the more formal work such as reading, writing, learning, spelling and maths.
3. Homework for the most part should not be too difficult or time consuming where reasonable effort is made. As a general rule children in the infant classes should spend no longer than 10/15mins on homework, first and second 30mins, third and fourth 40mins. Fifth and sixth 50 mins/1 hour.
4. If an occasion arises when a child spends longer than the times above on homework and has made a genuine effort but has serious difficulty completing the task, his/her parents should please allow the child to stop and sign the time taken on the journal/consult with the class teacher.
5. Each child from 1st to 6th uses a homework journal. The journal itself is an important record. All homework should be neatly written into the

journal each day and dated. **The journal should remain free from graffiti, stickers etc**

6. Parents please sign the journal every night. While it is important that children work towards completing their work independently, we request that parents check that all work is completed before signing.

7. . Teachers and parents will use the journal for brief notes/messages, perhaps explaining absence, homework difficulties, requesting permission to leave early or a comment from teacher re work/behaviour etc.

8. Teachers in Infants classes send home a homework sheet each Monday, outlining the work to be covered each evening. This sheet is also used for notes and reminders from Teacher.

9. There is a special section in the school journal for notes explaining absence from school. It is important that all **absences are explained in writing** as we are required to inform the National Education Welfare Board in the case of a child missing 20 days or more in a school year. All notes explaining absences are recorded in school files, so even if you know we are aware of your child's illness please don't forget to send in the note when he/she returns.

See school Attendance Policy

10. In the event of children not completing any/all homework, the class teacher will write a note in the journal. If children are doing this on a regular basis, a Homework Notice (from class teacher and principal) will be sent home- it is expected that work will be completed.

Parents may wish to consult the National Parents Council website re homework

<http://www.npc.ie/attachments/3b19a148-cddc-4d73-8185-90419641423a.PDF>

3. Healthy Eating Policy 2016/17



School lunches

Our Healthy Eating Policy for St Anne's is currently being reviewed.

The children are given time twice a day to eat their lunch/snack at school. At morning break they eat for five minutes and at lunchtime they have a further 10 minutes eating time.

This should be enough for sandwiches, fruit etc. They are encouraged to eat sandwiches and **healthy food**.

Sweets/ bars/cakes/ biscuits and crisps and peanuts are not allowed for school lunches since 2013. Although peanuts are good for us, we are worried about children with allergies to nuts (we are aware of at least two students) and of course the danger of choking. The children are encouraged to drink fruit drinks/water or milk.



The Primary School Curriculum

The Primary School Curriculum was developed in 1999 and covers the following areas, which are inter-related:



The general aims of primary education outlined in the Curriculum are:

- to enable the child to live a full life as a child and to realise his or her potential as a unique individual
- to enable the child to develop as a social being through living and cooperating with others and so contribute to the good of society
- to prepare the child for further education and lifelong learning.

The achievement of these aims entails the acquisition of a wide range of knowledge and the development of a variety of concepts, skills and attitudes appropriate to children of different ages and stages of development in the primary school

For further information on the Primary Curriculum see

<http://www.curriculumonline.ie/primary>

School Activities



It is important to us all at St Anne's to provide the children with a wide variety of learning experiences. We strive to recognise and foster the children's individual talents. Some children are very able readers, some excellent mathematicians, more are fine artists or singers or sportspeople.experience success and enjoyment, develop an interest for their future, a sense of teamwork and build their self-esteem enormously along the way.

Experiences are provided through:

- Curriculum activities
- Extra-curricular activities (by members of staff)
- Extra-curricular activities (by private organisations who hire the school premises)



Among the activities are:

- ❖ Annual School Sports Day- May/June.
- ❖ Charity collections for Trócaire/People in need/Children's Charities/ Special Olympics /Vincent de Paul / Local charities etc. The Jack & Jill Foundation.
- ❖ Sports including: Gaelic games training and competitions, Cross Country Running, Basketball, badminton
- ❖ Visiting speakers to the school, including writers / poets/artists/musicians/historians/scientists.
- ❖ Trips to the theatre and places of historical interest.
- ❖ Local nature walks.
- ❖ Special Art exhibitions, competitions and workshops
- ❖ School tour every year for all children.
- ❖ Project work including Science projects, Write-a-Book project
- ❖ Cycling safety lessons
- ❖ School concerts and assemblies.



- ❖ School Choir.
 - ❖ Pre Communion programme organized by volunteer parents.
 - ❖ Book weeks, including library trips, visits and the most popular Readathon Fancy Dress Competition.
 - ❖ One day retreat for 6th class preparing for Confirmation.
 - ❖ Paired reading sessions with Senior Infants and volunteer parents reading together for enjoyment.
 - ❖ Senior Infants also pair with 5th/6th class 'Reading Buddies'.
 - ❖ Lunchtime clubs including knitting, dance
- Other activities are arranged from year-to-year.

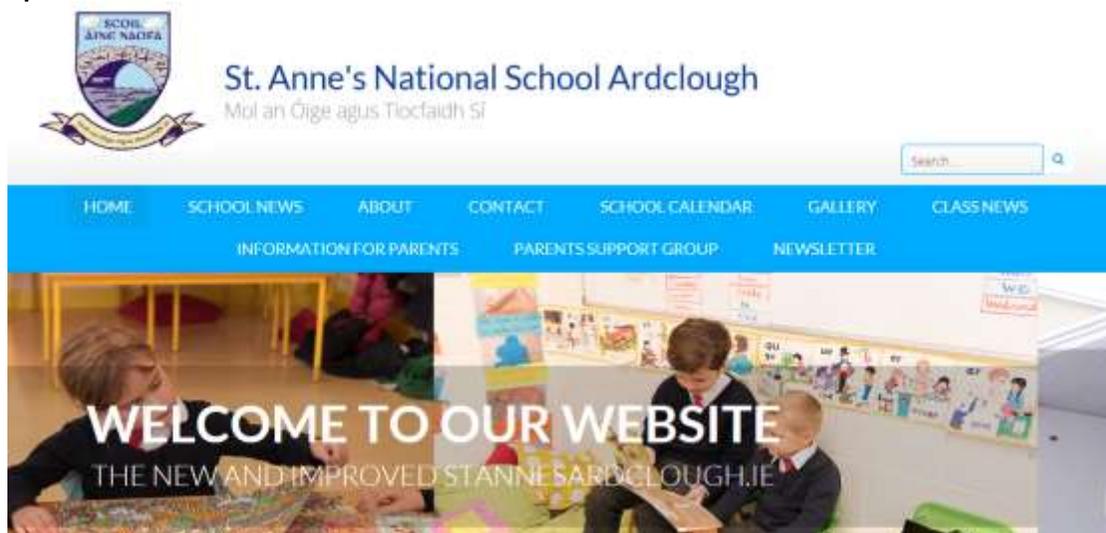
A range of after-school activities are arranged by outside agencies. Please contact the office for contact details

- ❖ Irish Dancing Lessons with Natalie Mowlds (Thursdays)
- ❖ Art lessons with Artzone (Fridays).
- ❖ Speech and Drama classes (Wednesdays).
- ❖ Hip Hop Dancing (Fridays)



St Anne's Website

Keep in touch with the school activities through the newsletter and gallery on the school website



Arrangements for School

School books

School booklists are distributed in June each year for the coming year. Parents will find the recommended books at any bookshop. They may also be purchased online. Parents requiring free books for their children should make an appointment with the principal about the matter, which is strictly confidential.

The overall cost of school books is reduced for parents by the use of a **rental scheme** for many areas of the Curriculum. This also allows the teacher use a range of books for illustrating a particular area rather than just one text book.

School Expenses.

Some payments are made directly to the school. e.g. contributions towards the purchase of extra library books, Art materials etc. A list of these expenses is attached to your booklist each year.

Insurance

Personal insurance is available to every student at St Anne's. The cost is reduced if every child in the school takes up the option. Parents will be invited to take part in the scheme annually.

What children say about St Anne's

I like the big yard because everyone can play together

Max, 1st class

We have lots of fun events and visitors who come to our school

Sofia, 4th class

It's a fantastic school, lots of fun activities like sports and art

6th class student

We do art projects that you can create and design yourself

5th class student

Our new school is warmer than the old one

Aoibheann, 1st class

Everyone will listen to your ideas here

Ava, 5th class

Its' the best school in the galaxy

Gavin, 1st class

We welcome each and everyone one of you, children and parents, to St. Anne's. Together we build the community that is St Anne's!

Fáilte go Scoil Áine Naofa.

Mary Manley, (Principál)