

Mol an óige agus tiocfaidh sí

GAELSCOIL LIATROMA



Gaelscoil Liatroma



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gaelscoilliatroma@gmail.com



www.gaelscoilliatroma.ie

Breakfast Club, Naíonra & Afterschool available on-site. Phone 071 96-21049

Seoladh

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Táimid ar Facebook.....Gaelscoil Liatroma

Taisteal / School Transport

The School Transport Scheme supports transport to and from school for children who reside remote from their nearest school. The scheme is operated by Bus Éireann on behalf of the Department of Education and Skills.

School transport is provided from Dromod , Annaduff, Drumsna, Mohill, Drumshanbo, Leitrim Village, Boyle, Croghan, Knockvivar, Cootehall, Elphin

LEABHRÁN

EOLAIS

INFORMATION

BOOKLET

A Thuismitheoir/Chaomhnóir,

Mar fhreagra ar éileamh ó thuismitheoirí seolaim chugat cóip d'ár 'Leabhrán Eolais' a thabharfaidh soiléiriú duit ar na príomh nósanna imeachta a bhaineann le saol scoile do pháiste i nGaelscoil Liatroma. Iarraim ort an cháipéis seo a léamh agus do chomhoibriú a thabhairt do gach atá ann. Bheinn buíoch díot dá n-díreofa aird do fheighlí linbh (má thagann siad chun na scoile ar do shon) ar na codanna oiriúnacha a bhaineann leo. Is mór againn bhur dtuairimí agus mar sin cuirimid fáilte roimh ríomhphostanna ag gaelscoilliatroma@gmail.com

Dear Parent /Guardian,

As a response to a number of parental queries it is my pleasure to provide you with a copy of our 'Leabhrán Eolais'. This booklet will help to clarify numerous procedures that we follow in our school. I urge you to read it carefully and to cooperate with it fully. Gaelscoil Liatroma advises you to pass on any relevant information to child-minders who frequent our school on your behalf. As always we welcome your suggestions at gaelscoilliatroma@gmail.com

Caitriona Nic Chonchrada

Príomhoide,

Spriocráiteas na Scoile

Is bunscoil lán-Ghaeilge, chomhoideachasúil, Chaitliceach í Gaelscoil Liatroma

'Sí an Ghaeilge teanga chumarsáide na scoile do mhúinteoirí, do dhaltaí, do bhainisteoirí, do thuismitheoirí is don fhoireann bhreise is déanfar gach iarracht pobal Gaeilge a chothú sa scoil. Spreagfar na páistí le bheith brodúil as a gcumas sa Ghaeilge is as a gcultúr. Déanfar a gcumas iomlán teanga a fhorbairt.

'Sé mana na scoile ná 'Mol an Óige agus tiocfaidh sí' as a spreagfar gach páiste chun fiosracha i dtreo an eolais trí mheán na Gaeilge. Beidh an páiste in a c(h)roílár den saol scoile agus 'sé leas an pháiste a bheidh in a bhunchloch de gach cine a thógfar. Cothófar timpeallacht shona shocair ina mbainfidh gach páiste barra a c(h)umais amach go teangeolaíoch, go cogneolaíoch, go sóisialta, go fisiciúil, go h-aestéitiúil, go spioradálta is go mórálta.

Tabharfar gach deis ó thaobh cothromas inscne de do gach páiste dul i ngleic le réimse leathan imeachtaí.

Spreagfaidh Gaelscoil Liatroma rannpháirtíocht na dtuismitheoirí in oideachas a bpáistí is i saol na scoile trí chaidreamh baile/scoile is trí pháirt a ghlacadh i gCumann na dTuismitheoirí.

Cothófar atmasféar deachaidrimh bunaithe ar luachanna Caitliceacha sa scoil ina gcuirfear le féinmhuinín na ndaoine éagsúla sa phobal scoile, ina spreagfar na páistí meas a bheith acu ar dhaoine is ar mhaoín agus in a ndéanfar coincheap na féinfhreagrachta a fhorbairt iontu.

Mission Statement

Gaelscoil Liatroma is an Irish medium, coeducational, Catholic school.

Irish is the language of communication among teachers, children, parents, management and ancillary staff and every effort is made to develop the school as an Irish language community. The children will be encouraged to be proud of the Irish language and of their heritage. Their total language ability will be developed.

The school motto is “Mol an óige agus tiocfaidh sí” meaning that we believe in encouragement. Each child’s sense of curiosity will be guided in its search of knowledge through the medium of Irish. The individual child will be at the centre of school life and each decision taken will be for the benefit of the children.

A happy, secure environment will be nurtured in which each child will achieve his full potential linguistically, cognitively, socially, physically, aesthetically, spiritually and morally.

Each child will be treated equally and have the opportunity to participate in a wide range of activities, regardless of gender.

Gaelscoil Liatroma will support the parents’ active participation in their children’s education and in school life through home school links and through participation in ‘Coiste na dTuismitheoirí’.

The school climate will reflect the prevailing Catholic values of the school where the self-esteem of all members of the school community will be enhanced; the children will be encouraged to respect other people and their property and where they will develop a sense of individual responsibility.

Dual literacy in Gaelscoil Liatroma

Introduction

Bilingualism is the ability to speak, read and write in two languages. Research suggests that bilingual education offers pupils the added benefits of being able to use two languages and being aware of other cultures. By dual literacy, we mean the added ability to move confidently and smoothly between Irish and English languages for different purposes.

Rationale

Additive bilingualism underpins our philosophy in Gaelscoil Liatroma. That is to say that competence in both languages (Irish and English) is our aim. Total immersion in Irish is used to foster additive bilingualism in the school because of the multi-various supports English outside the school and in society in general. Additive bilingualism is linked to high self-esteem, increased cognitive flexibility, and higher levels of proficiency in both languages.

Curriculum

The present Primary School Curriculum was introduced in 1999. It identifies three primary aims of primary education:

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 curriculum is learner centred. It emphasises the importance of literacy, numeracy and language, while at the same time responding to changing needs in science and technology, social personal and health education and citizenship. The curriculum is presented in 6 subject areas comprising 11 subjects.

Primary School Curriculum Areas

Language

**Gaeilge,
English**

Mathematics

Social Environmental and Scientific Education

**History,
Geography,
Science**

Arts Education

**Visual Arts,
Drama,
Music**

Physical Education

Social, Personal and Health Education (SPHE)

The curriculum may be viewed or downloaded from www.curriculumonline.ie

Differentiation

In addition to the above mentioned Curriculum, the school delivers elements of special curricula for children with specific educational needs. All class teachers differentiate the curriculum to meet the individual needs of the children in their care.

Labhairt na Gaeilge/Speaking Irish

We are very pleased that you have chosen to have your child educated in Gaelscoil Liatroma. Our Gaelscoil embraces an Early Immersion Education Model providing education of the highest standard through the medium of Irish. Gaelscoil Liatroma sees to it that every learner reaches the highest possible level in linguistic, cognitive, emotional and social development and in the acquisition of Irish.

As we endeavour to ensure your child fulfils his /her full bilingual potential we request your support that your child speaks Irish at all times in the environs of the school. Due regard is

given to your child's age. At all times, encouragement and praise is given to the children in their efforts to speak Irish reflecting our Scéim Duais na Gaeilge. You will be kept abreast of the most current incentives in our monthly newsletter. In the case where a child will not adhere to school policy we will contact parents. We look forward to your co-operation in our efforts to promote our language. If you are in a position to speak Irish yourself, we would urge you to do so. Go raibh maith agaibh.

Nuachtlitir/ Newsletter

Gaelscoil Liatroma issues a monthly newsletter. It is a bilingual production that is usually packed with lots of current information about what is going on throughout the school. It can also be viewed on line at www.gaelscoilliatroma.ie The current newsletter can also be seen on the main school noticeboards. Parents will receive their Nuachtlitir electronically by providing their email address on our 'Foirm Sonraí' which is issued to parents at the beginning of each school year

Ranganna Gaeilge/Irish Classes

Conversational Irish classes are held in Gaelscoil Liatroma every Autumn subject to demand. For those unable to attend classes log on to www.gaelscoilliatroma.ie under 'Tuismitheoirí' or Parents where you will see websites that maybe of some assistance to you. Classes are usually taught by a staff member. Online classes of various levels are also available on www.gaelchultur.com

Féilire na Scoile/School Calendar

The holiday schedule for the school year is distributed to all Parents/Guardians. It is also available on the school website. Any changes to the calendar will be disseminated through text a parent and An Nuachtlitir.

Maidineacha Caifé/ Coffee Mornings

Parents are invited to a number of coffee mornings held in the school hall throughout the school year. These coffee mornings are hosted by Coiste na dTuismitheoirí, our Parents Association. Children from various classes often perform at these occasions. Dates are provided in our monthly Nuachtlitir. Fáilte roimh chách.

Imeachtaí Eischuraclaim/Extra Curricular Activities

There are a number of extra-curricular activities held in Gaelscoil Liatroma including hurling, football, camogie, music, art, drama and Homework Club. Carrick Trad holds lessons in the school on Saturday afternoons. Details are published in our September Nuachtlitir.

Tinreamh /Attendance

Gaelscoil Liatroma has a long tradition of excellent school attendance.

School attendance is monitored by the National Educational Welfare Board and the school is required, by law, to keep the N.E.W.B. informed of concerns re: attendance and the names of all children who accumulate 20 absences or more.

Over and above legislation, good attendance positively impacts on school progress – put simply, time lost is never recovered.

A written note must be provided for all your child's absences. This should be given directly to your child's teacher on the day the child returns to school. Please use the absence slips provided in your child's Dialann Obairbhaile. Your cooperation is necessary and appreciated. Children who are ill should not be sent to school. A copy of our Attendance Policy can be accessed on our school website at www.gaelscoilliatroma.com under Information and Policies.

Foirm Sonraí/Information Form

Every September on your child's return to school you will be asked to fill out an information sheet detailing, persons nominated to collect your child from school and important phone numbers in the event of us needing to contact you during the school day. It is imperative to return your child's Foirm Sonraí by return and also to inform the office and the class teacher if any of the information changes during the course of the school year.

Custody and Separation Issues

The Staff of Gaelscoil Liatroma 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 wellbeing and overall development of the child.

When a child spends time in two homes, it is requested that the school be provided with both sets of emergency/contact numbers. It is the school policy to offer the option of separate parent/teacher meetings, if so desired (arranged in October).

It is assumed that when we wish to communicate with parents regarding their child, the parent who is contacted (i.e. the parent with whom the child principally resides) will inform the other parent of meetings, arrangements etc. Special requests for separate communication can be accommodated.

In the case of married parents, the school cannot be asked to withhold a child from either parent in the absence of a custody arrangement. In the case of unmarried parents, the natural father has no custody or guardianship rights unless a court grants those rights to him. The onus is on the father to produce evidence of a court order in the case of a dispute regarding the collection of a child during or after school.

Ag teacht isteach sa bhfoirgneamh/Entering the school building

In the interests of Health and Safety and Child Protection all visitors to the school including parents must enter the school through the main door which is security coded. When it is necessary for a pupil to leave school early, a note must be sent to the class teacher. Parents/guardians are asked to call personally to the office having been admitted via the main school

door and to sign 'out' their child. Any person not already nominated on your child's 'Foirm Sonraí' collecting a child on behalf of a parent/guardian should present written authorisation with a telephone contact number at the office.

Amanta Oscailte /Opening Times

School begins at 8:50 a.m. It is important that children develop the habit of being punctual for school. The school will open to receive pupils at 8:40a.m. No responsibility is accepted for pupils arriving before that time. Children who are in the clós (playground) prior to official opening time are not the responsibility of any member of staff. Children are not allowed to enter the school building prior to 8:50 a.m. unless directed to do so by the teacher on duty. Class teachers will collect their classes from an clós and escort them to their classrooms. In an effort to cultivate your child's independence we ask you to say 'Slán' to your child in the clós and not to escort them to their classroom. (Parents of Junior Infant classes may escort their child to the classroom for the month of September if they wish)

On wet days children will be supervised from 8:40am in the school hall. Once the teacher on duty is present parents should leave the hall.

Amanta Dúnta /Home Time

Junior and Senior Infant Classes are dismissed at 1:30pm from the door of their classroom. Parents may not access the school hall as a waiting area during the school day under Child Protection Guidelines. At 2:30pm., pupils from 1st Class to 6th Class are expected to leave the school grounds promptly in an orderly fashion Pupils should respect and follow the directions of the teacher on duty at all times.

Parents who wish to have their children escorted home should make their own arrangements to have them met at the school gate and the person to escort them should be at the school no later than 2:30pm as the school cannot accept responsibility for looking after the children after that time. Children are not allowed to wait until they are collected in the school hall.

Pupils attending after-school activities in the school should go to their allocated room promptly at 2:30pm.

Áráchas Pearsanta/ Group Personal Accident Cover

Parents avail of Gaelscoil Liatroma's Group Personal Accident Cover provided by school insurers 'Allianz' annually. This small charge is included in your booklist.

Am Ióin/ Lunch Time

1. There is a short break at 10:30am and when weather permits, children go to an clós. Lunch break is from 12.30pm to 1.00pm. Children eat their lunch and then go to an clós for playtime. Food and drink are not allowed in the playground area. Children are encouraged to eat a healthy lunch. **Nuts and nut products are not allowed in Gaelscoil Liatroma as a number of children are at risk of severe allergic reactions.**

A copy of our Healthy Eating Policy can be accessed on our school website at www.gaelscoilliatroma.ie under Information and Policies. Your ongoing support is greatly appreciated. All lunch box waste will be taken home by the children in their lunch box.

2. Requests to remain indoors at break times should only be made in exceptional circumstances (limbs in plaster, recovering from/awaiting surgery). These requests must be made in writing to the class teacher. When a pupil is allowed to remain indoors, it is necessary that they remain seated in the designated classroom close to an clós.
3. Children may not re-enter the school building during the breaks without the permission of a teacher on duty.

Éide Scoile /School Uniform

Uniform for boys consists of bottle green jumper, grey trousers, and a white polo shirt.

Uniform for girls consists of a grey pinafore / skirt, bottle green cardigan / jumper, and a white polo shirt.

We do not have a school crest on these items so that the cost is kept to a minimum.

All of the above are available from the Magnet in Carrick on Shannon or in any retail shop such as Dunnes Stores, Tesco, Heaton's etc.

The school uniform must be worn on all school days other than on days of PE lessons (Thursdays and Fridays) or school sport activities or after school sports activities that take place immediately after school in the school hall.

For Physical Education, runners are compulsory and pupils wear the school tracksuit. The school tracksuit is worn with a yellow polo shirt or with the school jersey.

The Physical Education uniform is available from The Magnet, Carrick on Shannon.

Children should have their names on their jackets, tracksuit tops and school jerseys and other personal property such as schoolbooks, copies, lunch boxes, flasks and beakers. Children also require a pair of indoor runners, preferably white soled. These will remain in the school for the school year.

The Board of Management does not accept responsibility for the children's property.

School Bags

We recommend that all children from Junior Infants to 6th class have a strong decent-sized school bag, preferably one that will stand upright and will hold their lunch and materials.

Children should have a bag that they can carry comfortably on their backs. We request that pull along bags on wheels are not brought to school. We are conscious of minimising the weight of children's bags. We operate a book rental scheme, so many of the books needed in the senior classes are left in school. You would be surprised at how many nonessential school items some children carry around in their bags!

Timpistí/Accident Procedures

Accidents occur despite supervision. Minor accidents are treated at school. Slight cuts and grazes are normally treated by cleaning with cold water. In the event of an accident/child becoming ill, every possible effort will be made to contact the pupil's parents or the persons

delegated to take responsibility for the pupil. Please complete the form (Foirm Sonraí) giving details of home/work phone numbers. The school should be notified immediately of changes of address and/or changes of deputy.

Non co-operation in this matter could result in a delay in having your child attended to medically, should the need arise.

Please ensure that deputies' consent has been received and that they live locally if at all possible. In the event of an Emergency your child will be taken to hospital if prior permission has been granted on your 'Foirm Sonraí'

Public Health Nurse (HSE)

The public health nurse visits the school a number of times each year. During their time in school, each child is checked for hearing and vision and will be offered immunisation injections. Parents will be informed in advance of these visits.

How Gaelscoil Liatroma works

This document outlines the ways in which parents can become involved in the school, as well as how best to communicate if they have anything they want to bring to the school's attention.

From time to time parents/guardians wish to bring certain matters to the attention of the school. In "Communication between home and school" below we set out the procedure for doing this but first we describe the make-up of the school, which helps to explain why this procedure makes sense.

The core principles of Gaelscoil Liatroma are:

1. **Child-centred:** Gaelscoil Liatroma is committed to active learning approaches that encourage children to interact with their peers and teachers while they learn. Gaelscoil Liatroma is focused on helping each individual child reach his or her full academic and social potential.
2. **Co-educational:** Gaelscoil Liatroma is committed to encouraging all children to explore their full range of abilities and opportunities. Boys and girls learn and socialize together in the school environment. This approach delivers the best educational and social development for children.
3. **Equality of Access for all:** all children have equal rights of access to the school, and children of all social, cultural and religious backgrounds are equally respected. The school has a Catholic ethos, we teach the Alive-O Religious Programme but we welcome children from all different cultural and religious backgrounds.
4. **Democratically run:** Gaelscoil Liatroma is established as a national school, and in common with all national schools it has a Board of Management (BoM) consisting of eight people (the principal, one teachers' nominee, two parents' nominees, two wider community representatives and two patron nominees). The patron of the school is An Foras Pátrúnachta (national body). The BoM sets up sub-committees from time to time which deal with areas such as after-school activities, premises, policies etc.

Under section 15 of the Education Act 1998, "It shall be the duty of the board to manage the school on behalf of the patron and to provide or cause to be provided an appropriate education for each student at the school for which that board has responsibility."

The school also has a Parent-Teacher Association (Coiste na dTuismitheoirí). The Education Act 1998 provides that it shall “promote the interest of the students in a school in co-operation with the board, principal, teachers and students”.

Every parent in the school is automatically a member of Coiste na dTuismitheoirí, which is affiliated to the National Parents’ Council. The PTA meets regularly and organises events which contribute to the school in community, social and financial terms. A committee is elected annually and is open to all parents to put themselves forward.

Parental involvement in the school is very welcome, and can take place in a number of ways, such as:

- being an active member of the Parent Teacher Association;
- joining a sub-committee of the PTA or the BoM;
- helping out with the PTA on occasions such as the Aonach na Nollag, Summer fete, First Communion etc.;
- bringing an idea to the school for activities or helping out in the school (in accordance with the parental involvement policy, also on the school website);
- helping out as requested from time to time in the newsletter;
- joining the Board of Management (the term of the board is four years, the current board runs from 2019-2023).

An Foras Patrúnachta (a national body) is itself in turn democratically run. At the AGM every year, motions are put forward by schools on issues they consider important, and are voted on by representatives of all the schools attending the meeting.

Caidreamh Scoil/Baile /Home School Liaison

Frequent communication is of vital importance in developing and nurturing co-operation between home and school. In Gaelscoil Liatroma, communication between parents and teachers may take one of the following forms:

- Individual consultation occurs where a parent has asked for a meeting with a teacher or has been invited to visit the school to exchange information or to discuss matters of concern. A note to the class teacher requesting such an appointment is always essential. It is also necessary that the purpose of the visit be stated so that teachers may undertake whatever preparation is necessary with regard to information and records. Parents should contact the secretary at 071 9671464 if they wish to meet the teacher stating the purpose of the meeting where possible.
- Parent / teacher meetings are held in October.

The following means of communication are also utilised:

- Notes in the pupil's Dialann obairbhaile/ homework notebook.

Encourage your child to deliver notes immediately or check each evening at homework time to see if there is a note from the school

If any parent or guardian has an issue they wish to raise more formally with the school, there is a procedure consisting of five stages as summarised below. This is a nationally accepted procedure devised by the INTO and the school management bodies. In order to maintain the best possible relationship between parent/ guardian and classroom teacher and all other staff members, it is really important that these stages are followed.

Stage 1:

Parents/guardians should first approach the class teacher concerned and make an appointment to discuss the issue.

If the issue cannot be resolved between the parent/guardian and that teacher, then it is open to either parent/ guardian or teacher to go to the Principal with a view to resolving the issue.

If things have not been resolved by this time, then the chairperson of the Board of Management may be approached by either party.

If the issue relates to the school in a broader sense rather than just the individual child, the parent may wish to talk to the Principal about it instead.

Stage 2:

If an agreement still cannot be reached, the issue should be put in writing to the chairperson of the BoM. The chairperson should bring the precise nature of the written complaint to the notice of the teacher and seek to resolve the matter between the parties with five days of receipt of the written complaint.

Stage 3:

If the complaint is not resolved informally, the chairperson should, subject to the general authorisation of the board, supply the teacher with a copy of the written complaint; and arrange a meeting with the teacher and, where applicable, the principal teacher with a view to resolving the complaint. Such a meeting should take place within 10 days of receipt of the written complaint.

Stage 4:

If the complaint is still not resolved the chairperson should make a formal report to the board within 10 days of the meeting, and the board should investigate if it considers that the complaint is substantiated.

Stage 5:

When the board has completed its investigation, the chairperson should convey the decision of the board in writing to the teacher and the complainant within five days of the meeting of the board. The decision of the board shall be final.

It is in the interest of pupils, parents and teachers that good relations should exist between home and school. The teachers are willing to discuss any problems which may arise from time to time. With mutual respect and goodwill, most problems can be resolved readily.

Textaparent

Textaparent is used for unpredictable events, last minute time table changes and important reminders. The service guarantees that essential messages are received. To ensure efficient economical running of this scheme we have decided to use your child's mother's mobile phone number. If your family choose to designate an alternative number please inform the school office.

Full text of our home school liaison policy can be accessed on our school website at www.gaelscoilliatroma.ie under Information and policies.

Riachtanaisí Speisialta /Special Educational Needs

Special Educational Needs Pupils are assessed annually from first class to establish their educational needs.

Standardised assessments are also carried out in Irish, in English and in Maths by class teachers.

Additional Support teaching (either in-class or small- group /individual) will be provided for pupils by our team of special education teachers. The school also has access to the services of an educational psychologist under National Educational Psychological Service (NEPS), who works closely with the school in assessing and supporting pupils who are experiencing learning or behavioural or other difficulties. The school also works closely with the Child & Family Agency (TUSLA) personnel and services such as Child & Adolescent Mental Health Service (CAMHS) etc. It is important that parents inform the school at enrolment if a child has learning/behavioural/social/sensory or other problems that may impact on the child's experience of school.

This also allows the school to plan for the child and to seek appropriate teaching and other resources such as SNA support, assistive technology, physical adaptations etc to assist the child in school.

Caomhnú an linbh /Child Protection Guidelines

The BoM has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools as part of its overall child protection policy.

The Board of Management (BoM) recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, practices and activities. Consequently, if there is a matter of concern in relation to abuse of children, we are obliged to report this to the local Health Board. It will assess the case and provide the necessary support for the child concerned. All Staff working in the school are instructed in their duties relating to the protection and welfare of children in accordance with the Department of Education Guidelines and Procedures for Child Protection and in accordance with Children First- the National Guidelines for the protection and Welfare of Children. We contribute to the prevention of child abuse through the SPHE curriculum, particularly through the Strand Unit, Safety and Protection. The Child Protection Programme that is to be implemented in Gaelscoil Liatroma is the Stay Safe Programme. It will be taught from Infants to Sixth Class. It will be taught in a 6-week block to maintain the integrity of the Stay Safe programme.

The Designated Liaison Person (DLP) is Caitríona Nic Chonchrada.

The Deputy Designated Liaison Person (Deputy DLP) is Caitríona Ní Dhálaigh.

A copy of our Child Protection Policy can be accessed on our school website at www.gaelscoilliatroma.ie under Information and Policies.

Children First can be downloaded from www.dohc.ie

DES Guidelines and Procedures can be downloaded from www.education.ie

Cód Iompair / Code of Behaviour

The Board of Management of Gaelscoil Liatroma has adopted this Code of Behaviour in line with Section 23 of the Education Welfare Act 2000 facilitated by N.E.W.B. guidelines

Aim

The aim of this Code of Behaviour is to promote a positive attitude to behaviour in school, to provide suitable teaching and learning opportunities and to foster the holistic development of the pupil in a happy, secure environment.

School Policy regarding Behaviour

The Board of Management, School Staff and School Community will make every effort to implement a positive approach to behaviour in our school encouraging good behaviour and preventing bad behaviour. The Board of Management acknowledges the differences amongst pupils and sees the necessity of fair treatment of children's needs. Parents and Guardians play a very important role in supporting this Code of Conduct and in availing of both formal and informal means of communication with the school.

The Board of Management acknowledges the importance of cultivating a strong sense of community within the school to develop a high standard of behaviour.

The Board of Management recommends co-operation between the school community and will give every support to the Principal, School Staff, Parents and Guardians in the implementation of this plan.

The Board will review this Code of Behaviour as it deems necessary.

Code of Behaviour

All pupils will use Irish as a means of communication in school.

Children will show respect for the school community at all times.

Vulgar and aggressive language is not tolerated.

School uniform will be worn every day.

Children will not leave school premises during the school day unless they are collected by a parent or a nominated person.

Children will remain in their designated area in the school clós.

Children will play in a manner that ensures their safety and the safety of others.

Children will not bring anything to school that will hurt themselves or others.

Children are not allowed to bully any member of the school community.

The Board of Management requires that children do not wear jewellery.

Responding to inappropriate behaviour.

The Class Teacher deals with minor misdemeanours. The teacher may invoke a sanction that they deem appropriate within the Code of Behaviour.

If there are repeated incidences of inappropriate behaviour the child is breaking the Code of Behaviour and the case will come before the Principal.

Any of the following strategies may be used as sanctions:

Speaking to the pupil.

Recording the incident.

Separating the pupil temporarily from his/her peer group.

Removal of a privilege.

Extra school work.

Communication with parents.

Sending a note to parents.

Sending pupil to the Principal.

Informing the Board of Management.

Suspending the pupil temporarily.

Gaelscoil Rules/Expectations

I will speak Irish.

I will show respect.

I will do my best.

I will be careful.

I will be honest.

I will be responsible.

(Full version of An Cód Iompair available on www.gaelscoilliatroma.ie)

Ráiteas Frith Bhulaíochta /Anti Bullying Statement

Bullying is defined as repeated aggression, verbal, psychological or physical conducted by an individual or group against others.

Gaelscoil Liatroma recognises the need for parental co-operation in communicating concerns and information regarding bullying to the teaching staff, in encouraging their children to report incidents to the teaching staff, in supporting Gaelscoil Liatroma in helping to prevent bullying and in the implementation of intervention strategies when bullying occurs.

The school strives to create a school ethos which encourages children to disclose and discuss incidents of bullying behaviour.

Gaelscoil Liatroma endeavours to ensure supervision and monitoring measures through which all areas of school activity are kept under observation.

Gaelscoil Liatroma has procedures for noting and reporting incidents of bullying behaviour.

Gaelscoil Liatroma acknowledges the right of each member of the school community to enjoy school in a secure environment.

The class teacher in the first instance, will investigate and deal with all bullying incidents.

Fóin Póca/Mobile Phones

We would encourage children not to have mobile phones in school unless absolutely necessary. Children in school should not have access to camera phones. Any child found using their phone during school hours will have their phone confiscated and it must be collected by a parent from the teacher.

Children are not allowed to have their mobile phones turned on while on the school premises or close to the school gate in the interest of Health and Safety of all children. Parents /guardians and childminders are requested not to use mobile phones in the school building. View a copy of our Mobile Phone Policy at www.gaelscoilliatroma.ie under Information and Policies.

Ainmhithe/Animals

Parents are asked not to bring family pets on to the school premises in the interests of health and safety.

Míoltóga Gruaige/ Head Lice

Please check your 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 note or text and asked to take immediate action to treat infestation. We would advise that children with long hair should have it tied up.

Smidiú/Make Up

Children are not allowed to wear make-up in school.

Creideamh/Religion

The pupils are prepared to receive the Sacraments of Reconciliation and Holy Communion when they are in Second Class, and they receive Confirmation when they are in Sixth Class. The preparation of the children for sacraments is a shared responsibility for pupils, teachers, parents and parish clergy. All classes follow the Beo go Deo / I nGrá Dé programme

Obairbhaile/ Homework – General Guidelines

Homework forms a positive link between home and school. Parents or guardians can give valuable support to the work of the school and help the child greatly, by showing a positive interest in and encouragement of homework. All pupils in Gaelscoil Liatroma are given homework from Monday to Thursday, inclusive. Homework will not normally be given at weekends but may be from time to time at the class teacher's discretion. Homework will not be given on nights when the children will participate in school activities e.g. services for the

sacraments, school concerts etc... In recognition of special occasions such as a match victory, production of drama etc.

Parents are asked to ensure that their children complete their homework each night and ensure 'An Dialann Obairbhaile is signed by an adult. Even if your child attends Club Obairbhaile parents have ultimate responsibility for homework. If a child cannot complete his/her homework for whatever reason, parents should communicate same in the Dialann Obairbhaile.

The full text of our school homework policy can be accessed on our school website at www.gaeliscoilliatroma.ie under Information and Policies.

Measúnú /Assessment

Assessment in Gaelscoil Liatroma is the process of gathering, recording, interpreting, using, and reporting information about your child's progress and achievement in developing knowledge, skills and attitudes. There will be two principle approaches, Assessment for Learning and Assessment of Learning. Methods used will include self-assessment, conferencing, teacher observation, teacher designed tasks and tests and standardised testing. Self assessment and Learning Folders (SALF) in all classes from Junior Infants provide a framework for children to present evidence of their work and their assessment of that work across all curricular areas.

School Report Cards

In Gaelscoil Liatroma we use a standardised template designed by The National Council for Curriculum and Assessment. The NCCA worked with schools to develop this template for reporting to parents. The template uses four key areas for sharing information with parents on their children's progress and achievement at school:

- insights gained into the child's learning disposition/s
- the child's social and personal development
- the child's learning across the curriculum
- the key role of parents in supporting their child's learning.

As your child's school report card is in Irish, an English version of the report card will be included to help you. A list of vocabulary/phrases the teacher may have used in his /her comment is also included. Should you need any clarification, you can discuss same with the class teacher at a time convenient to you both. Report Cards issue by post / email at the end of the school year.

Leigheas ar scoil /Medicines in School

If you have any questions re: the administration of medicines in school a copy of our Administration of

Medicines can be accessed on our school website at www.gaeliscoilliatroma.ie under Information and Policies. Please know that a teacher may only administer/facilitate the administration of a medicine when asked, and s/he is happy to do so, by the Board of

Management. Therefore, a written application from a Parent/Guardian to the Chairperson of the Board, accompanied by a completed Indemnity Form is required before any medicine may be administered by a member of staff.

Rothair/Bicycles

Pupils who bring bicycles to school are asked to alight at the gates of the school. Children or parents are not allowed to cycle through the school yard. Children cycling to school should wear a helmet and a high visibility vest. Bicycles should be locked during school hours and left in designated bicycle rails. We like to encourage where possible that students walk to school on Wednesdays (Walk on Wednesday/WOW/Cosa Céadaoine)

Páirceáil/Parking

In the interest of health and safety of our schoolchildren the Board of Management requests parents/ guardians to park safely to the right hand side of the staff carpark of Gaelscoil Liatroma. The Board of Management is not responsible for traffic management outside the school gates. We do however respond promptly to any breaches of child safety and any traffic infringement on entry and exit to the school grounds. Parents/Guardians are asked to make child safety a number one priority. Park sensibly and put children before vehicles and proximity parking. We take this opportunity to remind drivers that:

Parking is not allowed in front of main gate.

Parking is not allowed in the staff car park.

There is a set down point for parents to use next to the play area.

It is not permitted to walk through the main gates of the school; the pedestrian access should be used by children and adults.

It is an offence to park on double yellow lines.

Parents are also requested to move on from the vicinity of the school area promptly in the mornings to facilitate other cars arriving. It is very important that everybody co-operates in this area to ensure that accidents are avoided.

Please inform your childminders of same.

Turais Scoile / School Outings

During the school year, the children may be afforded the opportunity to leave the school premises for educational outings and sporting, musical and cultural events. Adequate notice of these will be given and parental permission will be required for activities that run outside school hours.

Coiste na dTuismitheoirí /Parents Association

Our school's Coiste na dTuismitheoirí (Parent Association) is the structure through which parents/guardians in our school can work together for the best possible education of children. Coiste na dTuismitheoirí works with and supports the Principal Teacher, Staff and the Board of Management to build an effective partnership between home and school.

Partnership between home and school is important because with positive and active partnership the children get the best possible education. We know from research that children do better, behave better and are happier in schools where parents and teachers work closely together and when parents are able to give their children support at home.

Coiste na dTuismitheoirí is a means to realise the potential of Teacher-Parent co-operation. We would very much welcome the involvement of any new parents who would be interested in joining Coiste na dTuismitheoirí. Coiste na dTuismitheoirí's Annual General Meeting takes place every September. A new committee is formed annually at this meeting. Coiste na dTuismitheoirí informs all Parents/Guardians in writing in advance of the September AGM. Coiste na dTuismitheoirí can be contacted by email coistegsliatroma@gmail.com.

Our Parental Involvement Policy can be accessed on our school website at www.gaelSCOILLIATROMA.ie under Information and Policies

An Bord Bainistíochta/Board of Management

The Board of Management (2019-2023) is responsible for the day to day management of the school. The members are as follows:

- | | |
|------------------------------|---|
| 1. Chairperson: | An t-Uas. Séamus Comhánach |
| 2. Patron's Nominee: | An t-Uas. Seán Ó Súilleabháin |
| 3. Parent Nominee: (mother): | Urzula Koortzen |
| 4. Parent Nominee: (father): | Nicky Campbell |
| 5. Community Nominee: | Marc O'Raghallaigh |
| 6. Community Nominee: | Andrew Chilton |
| 7. Teacher Nominee: | An Múinteoir Caitríona Ní Dhálaigh |
| 8. Principal Teacher: | An Príomhoide Caitríona Nic Chonchradha |

Please note: Parent Nominees on the Board of Management are not conduits of communication between Parents, the Principal Teacher and individual Teachers. If parents have a particular concern regarding their child, they should in the first instance speak with their child's teacher. Occasionally, parents may wish to have a matter discussed at Board of Management level. For this to happen, the matter should be communicated in writing to the Chairperson of the Board at least ten days before the next planned Board of Management meeting. In all matters, the Board of Management operates as a team.

Iarchúram 1:30-2:30 p.m. / Sibling Aftercare 1:30-2:30p.m.

To facilitate one collection by parents and childminders, Teresa Singleton 087-9152825 sanctions this service, 1:30-2:30pm. for Junior and Senior Infants who have an older sibling in the school. Teresa's afterschool stays open until 6pm Monday-Friday also. This does not apply to a minder who is collecting children from different families. The board and school staff are not responsible for children while in the aftercare. Our school code of behaviour applies during this time, and while in school grounds at collection time afterwards. Information about this facility will be displayed on the parents' noticeboard.

Please speak to the committee and aftercare personnel, not the school office or staff, about matters related to this service.

Bratach Scoil Ghníomhach /Active School Flag



Gaelscoil Liatroma school community is delighted to be applying for the Active School Flag next year. It is a Department of Education and Skills initiative that recognises schools that “strive to achieve a physically educated and physically active school community”. Please take a look at the web-site www.activeschoolflag.ie to find out more about the Active School Flag. Work to achieve the flag is already well underway in the school.

Bratach an Réalt Ghorm / Blue Star Flag



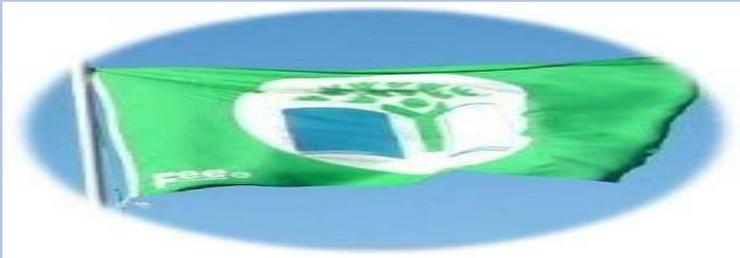
The Blue Star Programme is an education initiative for primary school students across Ireland. The idea of the Programme is simple: to foster better understanding and knowledge of the European Union and how it affects the lives of Irish citizens among Irish primary pupils through classroom projects and activities.

Pupils of all ages, from primary schools all over Ireland, are challenged to get creative and think about Europe by carrying out projects in relation to four key elements: the history, geography, culture and creativity, and Institutions of the EU. Each participating school is required to carry out projects and tasks, incorporating elements that include information about:

- The foundation and development of the European Union
- The cultural and linguistic diversity of Europe
- What the European Union does and how its work affects the lives of citizens

The Blue Star Programme aims to introduce participants (pupils, teachers, parents and the wider community) to the EU; what it means and how it works. The Programme also aims to foster a strong sense of awareness of the EU among its participants that reaches far beyond the school walls and out into the wider community.

An Brat Glas / Green-Schools in Ireland



Promoting long-term, whole-school action for the environment Green-Schools is a student-led programme with involvement from the wider community. The programme is operated and co-ordinated by the Environmental Education Unit of An Taisce (FEE member for Ireland). Green-Schools is operated in partnership with Local Authorities and is supported by the Department of Housing, Planning, Community & Local Government; Department of Communications, Climate Action and Environment; Department of Transport, Tourism and Sport; The Department of Arts, Heritage Regional, Rural and Gaeltacht Affairs; Department of Foreign Affairs and Trade; Irish Aid, National Transport Authority; National Parks and Wildlife Service, Irish Water and the Wrigley Company Limited.

Green Schools Initiative: Gaelscoil Liatroma is participating in the An Taisce Green Schools Initiative. We also encourage environmental awareness amongst our pupils. Our class teachers will be encouraging “Reduce, Reuse, Recycle” Policy and in light of this will be encouraging pupils to bring in lunch boxes instead of wrappings, beakers or tetra pack instead of plastic bottles and to recycle as much as possible. Recycling arrangements have been made in each classroom.

An opportunity to help develop students' decision-making skills; * An opportunity to build students' confidence and sense of citizenship through participation; * Curriculum materials and ideas for projects and events; *Access to a network of support agencies; * Links with other schools in Ireland and internationally;

*A prestigious and internationally recognised award; * Opportunities for local and national publicity; * Potential for financial savings; * Reduction of waste and litter, reduced energy and water consumption levels; * Improved school environment; * Opportunity to involve the local community.

Ranganna Ceoil / Music Tuition

Students have an opportunity to learn the Guitar, Flute, Tin Whistle or Violin during school hours. There is a cost involved but it is very reasonable.



Sports

We are an active school and students are afforded the opportunity to participate in a wide range of sporting activities. Athletics, Football, Hurling, Rugby, Soccer, Cross Country Running to name but a few. Students from Junior Infants upwards attend swimming lessons whilst students from 5th and 6th class learn how to Kayak on the River Shannon. All students partake in Irish Dancing / Céili Dancing during school hours.



Áiseanna Scoile / SCHOOL FACILITIES

- Dedicated teaching staff
- Active Parents' Association
- Interactive smartboards in every classroom
- Teacher and pupil laptops
- Ipads for use in classrooms and by support teachers
- Classroom Literacy Zones.
- General Purpose hall for sports lessons and assemblies
- School kitchen for school celebrations
- Outdoor Classroom
- Spacious building and grounds
- Colourful and spacious library
- Basketball Court

Ardchaighdeán bainte amach / SCHOOL ACHIEVEMENTS

We encourage children in our school to participate in local and national initiatives and projects.

Pupils and teachers to date have received awards for

- Handwriting / Creative Writing Awards
- European Link Blue Star Award
- Participation in Community Programmes /Activities
- Scór na mBunscoileanna
- Cumann na mBunscol trophies for football, hurling,
- Cross Country trophies
- Represented Co Leitrim / and Connaught at numerous sporting events...soccer, indoor athletics, rugby, football, cross country running, swimming and hurling,
- Environmental Awareness (Green Flag)
- Providing Early Intervention in Learning Support
- Scríobh Leabhar / Write a poem projects
- Coirm Drama
- Winner of Best Sporting School in Co. Leitrim Award

ACTIVITIES IN OUR SCHOOL

Pupils take part in

- Gaelic Football
- Hurling
- Rugby / Soccer
- Basketball /Swimming
- Canoeing
- Sports Day
- Drama
- Dance Lessons
- Book Fair
- Field Trips
- Peer tutoring / Shared Reading
- Station Teaching
- Choir
- Tin Whistle
- Mandolin/Flute /Violin
- Science Projects
- Maths Week activities



How to enrol in our school:

First Step Pick up a copy of our enrolment pack in the school or in local preschools. Fill in and return to Rúnaí Kathryn (secretary) or Caitríona Nic Chonchradha—(Principal)

Later:

School visit in June for incoming Junior Infants.

Information meeting for parents with principal and class teacher.

Open door policy for parents.

Useful Information

Telephone: 071 9671464 / 086 4697978

Email: gaelscoilliatroma@gmail.com

Website: www.gaelscoilliatroma.ie

School Hours:

Senior Classes 08:50am – 2:30pm

The Infant classes finish at 1.30pm.

Sos/ Break: 10:30am – 10:40am

Lón/Lunchtime: 12:30pm – 1pm

Club Obair Bhaile (R1-R6) 2:30pm-3pm (Mon-Thurs)

ABC... Guide” to Gaelscoil Liatroma

- A. **Absence:** If your child is absent please send in note on return. If absence is longer than a few days, please telephone office. If you are aware of an upcoming absence, please inform class teacher in writing.

Appointments: All appointments are made through the office.

- B. **Book List:** Included in your information pack. Cover all books and write child’s name on the outside.

Board of Management Members of BOM included in Booklet

- C. **Certificates:** Birth/Baptismal (if Catholic) are requested on enrolment.

Cleaner/Caretaker: Our part-time Caretaker/ Cleaner.

- D. **Dancing:** Classes are held on Tuesday. Dancing displays are held during the year.

- E. **Entrance/Exit:** Each morning Children line up in the playground at the front of the school. Exit - Collection point is at the front of school. Inform class teacher if there is any change in collection arrangement.

- F. **Folder** All correspondence between home/school is placed in your child’s folder.

- G. **Gaeilge** Táimid bródúil as ár dteanga. We are proud to speak “as Gaeilge”

Green School: Great emphasis on ‘reduce, reuse, recycle’. A lunch box/bottle for the school year. Green School Committee represents students, staff and community.

Good manners: Most important in our school.

- H. **Health Board:** Public Health Nurse(s) / Doctor(s) visit the school for immunisation and vision/hearing check-up. Parents will receive notification.

Health and Safety: Emphasis on health and safety for everyone.

Holidays: Standardised holidays are included in Information pack.

Head Lice: All parents are advised to check their children’s hair regularly. Leaflets available from the office.

- I. **Information Booklet:** Pack given to all parents on enrolment.

Insurance: Insurance ratified by BOM.

- J. **Journals:** Each child (Rang 1 - Rang 6) receives a copy of School Journal/Dialann Obair Bhaile
- L. **Lunch:** Read Healthy Eating Policy. - Practical help, if all fruit is peeled and chopped into smaller pieces for junior pupils. No Frubes / Yogurts please, as really messy!
- Label:** Label everything.
- Learning Support:** Currently we have 2 Learning Support/Resource Teachers and 1 SNA on staff.
- M. **Muinteoir:** Teachers are addressed as “an Muinteoir _____” and the Principal as “Príomhoide Caitríona.”
- Money:** Money given to a child should be placed in an envelope with child’s name written on outside.
- N. **Newsletter:** An electronic copy of the newsletter is sent via email to parents/guardians. If there is no email address given we will send a hard copy of the newsletter home via the eldest child in the family once a month.
- O. **Open Afternoon:** Infant Open Afternoon takes place in June
- P. **Parents’ Association:** Parents/ guardians of pupils are automatically members of the Parents Association / Coiste na dTuismitheoirí.
- Positive/Good Behaviour:** Is reinforced and rewards given as appropriate by class teacher/Príomhoide.
- Policy/Procedures:** These are put in place for the good of everyone. Please read carefully in Information Booklet.
- Photographer:** School photographs are taken periodically. Consent for such a situation is required by completing the appropriate consent form.
- Parent/Teacher Meetings:** Appointment will be sent to each family.
- R. **Road Safety:** Utmost care and attention at all times. Car parking is for school staff only.
- Rules and Regulations:** These are specified in the Information Booklet. Please read carefully.
- Reports:** Written reports are posted at the end of school year.
- Reading:** It is very important to read to your child.
- Respect:** Respect for all is our school philosophy. Motto: ‘Mol an Óige agus tiocfaidh sí’.

S. **Sports:** Hurling, Football, Basketball, Camogie, Swimming, Kayaking, Rugby, Soccer, Athletics. Teachers organise Family Sports Day in the last term.

Staff: Highly motivated and dedicated!

T. **Time:** Opening Times: 08:40am—2.30pm.

U. **Uniforms:** Available in The Magnet Carrick on Shannon or various clothes shops, (tracksuits only available in The Magnet, Carrick on Shannon)

V. **Visitors:** Visitors are welcome to the school.

W. **Welfare Act 2002:** All absentees in excess of 20 days have to be reported to the Welfare Board.

Weather: In wet weather, children remain indoors and eat their lunch in classrooms.

X. **Extra school activities:** This is an area we continuously try to improve on, see newsletter at the end of Summer.

Mol an óige agus tiocfaidh sí !