



HOLY FAMILY N.S.
NEWPORT
CO. MAYO

*Parent / Guardian
Handbook
2007 / 2008*



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School Staff

For the School Year 2007-2008

Principal	Mr. P. MacEoin
Class Teachers:	Ms. B. Connolly <i>(Deputy Principal)</i> Ms. C. Forrestal Ms. D. Nevin Ms. M O'Donnell Ms. M. Finnerty Ms. E. O'Malley Ms. S. English
Learning Support Teacher	Mrs. M. Noonan
Autism Unit Teacher	Mrs. B. McAuley
Resource Teacher	Ms. M. Molloy
Home/School Liaison	Mrs. M. Smith
Special Needs Assistants	Ms Elizabeth Hughes Ms. Pauline Morrin Ms. Laoise Walsh Ms. Mary Keane
School Secretary	Ms Fiona Hopkins

Parent Association

The committee members of the Parent Association are as follows:

Chairperson	Alan Chambers
Secretary	Niamh Murray
Treasurer	Aileen McNulty

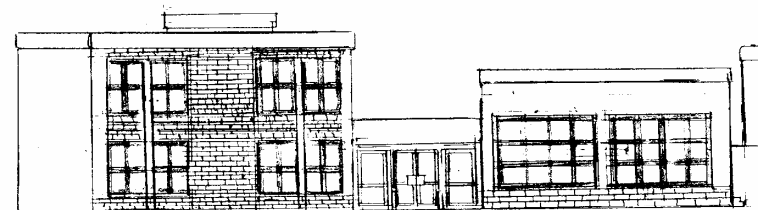
*Thank you for your support and
co-operation throughout the
year.*

Board of Management

The membership of the Board of Management

2003 - 2007 is as follows:

Canon Eamon Concannon	Patron's nominee
Pat Hughes	Patron's nominee
Mrs. Margaret Poole	Parents' representative
Brendan Geraghty	Parents' representative
Maria Molloy	Teachers' representative
Pádraic MacEoin	Principal
Mary Baynes	Community representative
Ann-Marie McManamon	Community representative



"I am special, I am me. We learn together, in harmony"

Welcome to Holy Family National School!

School Policy

Our School is a National School run by a Board of Management subject to the rules and regulations of the Department of Education and Science, and under the patronage of the Catholic Archbishop of Tuam, the Most Rev Dr. Michael Neary.

We are conscious of our responsibility to create a climate where Christian standards are valued and upheld. We acknowledge that the Parent is the Primary Educator of the child and that the Teacher is the Professional Educator who complements the work of the home.

It is School Policy to:

- ◆ Respect each child as an individual,
- ◆ Enable each child to fulfil his/her highest academic potential,
- ◆ Enable him/her to live his/her childhood to the full.

Plan towards Implementing Policy

In order to create a climate in which our policy can be realised, we seek:

- The dedication and co-operation of each staff member,
- A partnership with parents,
- The help and support of the Board of Management,
- The friendship and pastoral care of our Parish Priest,
- The interest, concern and good will of the local community.



Our School Timetable

- 🕒 The school officially opens at 9:20 am to admit pupils.
- 🕒 Class teaching commences at 9:40 a.m.
- 🕒 Break time: 11:00 a.m.—11.10 a.m.,
- 🕒 Lunch time: 1:00 p.m.—1:30 p.m.
- 🕒 Classes' Dismissal Time:

Junior and Senior Infants go home at 2:00 p.m. in accordance with Department of Education and Science regulations. Infants with bus tickets will be supervised until 3:00 p.m.

All other classes go home at 3:00 p.m.



Parent/Teacher Meetings

As well as a special Parent/Teacher meeting day (usually held in November each year), parents can arrange to meet their child's teacher by written request, giving the topic they wish to discuss, so the teacher can prepare records, etc. The homework diary, which should be signed by the parent every night, is also a valuable means of communication, for both teacher and parent.

School Finances

Our Board of Management spend a large part of their funds on maintaining the school premises and purchasing modern educational equipment, to maintain our educational standards. To enable us do this, parents are kindly asked to support our Silver Circle draw, which is held over ten weeks in Spring Term.



Homework Policy

- We regard homework as :
 - ▣ a valuable home/school link,
 - ▣ a consolidation of work being done in school,
 - ▣ a means of developing a sense of responsibility in pupils.
- Parents' co-operation with homework and discipline policies is essential. Parents' support and praise for their child's homework is very important.
- If homework is not done (and there is no explanatory note from parent), the pupil will complete it the following night.
- Pupils will not be given any formal homework at weekends provided they have a satisfactory homework record for school days.



School's Responsibility re: Safety of Pupils

The school has no responsibility for children's safety on their way to or from school. The school undertakes no responsibility for pupils arriving before official opening time (9:20 am) or remaining in the school grounds after school hours (3:00 pm). We would ask that parents take special care when driving on school grounds, and only use the parking area in the left hand playground. Cars should not be driven on the school grounds during school hours.

School Attendance

A record of each pupil's attendance is kept. When pupils are absent for twenty days or more, they will be reported to the National Educational Welfare Board; This is a statutory obligation. Parents/guardians must send a note to inform class teachers of pupil's absence in cases of illness, dental appointments, etc.

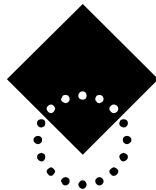
Class Arrangements

Under present structures, as designed by the Department of Education and Science, we have seven class teachers for eight classes, which means that your child may be enrolled in a split class at some stage.

Pupils' Injuries and Illnesses



- + If a child becomes ill during school hours, it is our policy to contact the parent immediately. If parent or guardian is not available, we care for the child as best we can. If, in our opinion, medical treatment is necessary, we take the child to a doctor.
- + If a child is injured during school hours, we contact the parent as soon as possible. If we cannot contact the parent, we seek medical advice and/or treatment. Parents will be asked to pay for any such treatment. Parents are asked to sign consent form (enclosed) to agree procedure regarding illness, accident, etc.



Uniforms



- ⌘ Pupils must wear school uniforms at all times. If a child is not wearing a uniform, parents must send in a note of explanation. Suitable footwear must be worn at all times in the interests of safety. Our uniform colours are blue shirt, navy jumper/cardigan, grey trousers (boys)/skirt (girls). Girls may wear navy trousers. Our school uniform is available in Corcorans' and Sheridans' shops in Newport and Dunnes Stores in Castlebar.
- ⌘ It is strongly recommended that jumpers and cardigans have an easily-recognised identifying label, preferably bearing child's name.
- ⌘ School track-suits for P.E. are available in Corcoran's, Georges Street, Newport.



Healthy Eating

School Lunches are provided, free of charge, to all the pupils of our school. The lunch consists of :
One sandwich, One piece of fruit, One carton of milk,
One bottle of water (for those not taking milk).

Our Code of Discipline

We use the following procedures for dealing with breaches of our Code of Behaviour:

- All misbehaviour is checked and corrected immediately. A record of each child's behaviour is kept by the class teacher. The teacher on yard supervision duty records misbehaviour, and reports same to Principal and class teacher.
- In cases of pupil non co-operation, sanctions applied will, as far as possible, be relevant to the misbehaviour e.g. breaking the yard rules will result in detention during break-time.
- Serious misdemeanours or continuous misbehaviour will be reported to the Principal, who will discuss the incident with the pupil and record it in the Discipline Book. If after this warning the teacher again reports the pupil's misbehaviour to the Principal, the parents will be asked to call to the school to meet the Principal and teacher. Bullying is treated as a very serious matter in our school. We have procedures in place in our School Plan for dealing with bullying incidents.

Our Code of Behaviour

- ☑ Together we create, maintain and practice a code of MUTUAL RESPECT (respect for self and other pupils, respect for adults, respect for property). We acknowledge good behaviour and honest effort. We speak and act with dignity and respect. We never engage in name-calling, foul language or making disrespectful remarks about others.
- ☑ We believe in FAIR PLAY.
- ☑ We take responsibility for our own actions. We do not blame others. We accept the consequences of our own actions. We try to improve.
- ☑ We respect property—our own and others. We must compensate for deliberate damage caused. If children damage property, they will be fined. If children chew gum, they will be fined. The money collected will go to an annually designated charitable organisation.
- ☑ We keep our classroom tidy. We co-operate in keeping our school and schoolyard free of litter.
- ☑ Our pupils co-operate in the teaching and learning in our classrooms. Each pupil responds to the best of his/her ability, and never disrupts or misbehaves in class.

Our School Rules

- Rules of behaviour in the school yard have been explained to the classes by the teachers and are on display in the school.

- Other Rules:
 - Glass bottles and chewing gum are not allowed in school.

 - Pupils are always expected to show complete respect for teachers' authority, in the classroom and on the yard.

- Our School Rules have been drawn up to ensure the smooth running of the school, and for the safety and protection of all.



- Whenever possible, teachers use positive methods of motivation and encouragement. Our positive approach to disciplinary issues stresses the importance and the rewarding of good behaviour and of positive attitudes. This positive approach entails issues such as the promotion of good attendance, the encouragement of good class behaviour, the development of positive social skills in the student, and providing the pupils with sources of encouragement for self-motivated learning and the development of skills necessary for independent study. We have a system of positive discipline in place which puts emphasis on recognising and affirming the children who behave well rather than taking up a lot of teaching time correcting and reprimanding pupils who might behave badly.

Our pupils are familiar with the rules, understand the reasons for them and realise their implications. Sanctions used will be as a logical result of the misbehaviour.