



BRAY SCHOOL PROJECT NATIONAL SCHOOL,
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PRINCIPAL – ALAN BEDFORD

Dear Parents/Guardians,

The following checklist is provided for your information. It is based on frequently asked questions about school policy on normal everyday issues. Its main purpose is your child's education, safety, well being and security. No such list can be exhaustive and the most important safeguard for parents, teachers, staff and children is the use of common sense.

Absences: Under the Education Welfare Act (2000), an explanation of your child's absence must be notified to the school. A record of absences will be kept and, where more than twenty (20) absences occur in any one year, the Education Welfare Officer will automatically be informed. Please inform the class teacher via Aladdin if your child is going to be absent from school and please provide a reason for their absence.

Aladdin Connect: The main channel of communications between the school and families is Aladdin Connect. (You will be given a password and will have access to a secure portal via your phone). This app facilitates ease of communication as notifications from teachers and the school will be sent directly to your mobile phone. You will be given a password to set it up closer to the start date of term. This app will also mean that you will be able to track your child's attendance, inform the school of reasons for absences and keep track of school reports & monies. We are sure you will find this beneficial.

Allergies: Inform your class teacher immediately if your child has an allergy.

Anti-Bullying Policy: Please see our website www.brayschoolproject.ie for an up-to-date copy of our Anti-Bullying Policy. Any parent requiring a hard copy is welcome to ask for one in the school office.

Appointments: Should you wish to meet formally with your child's teacher arising out of some concern or issue, please make an appointment through the school secretary indicating a suitable time for you.

A.U.P.: An **acceptable use policy** for computer/internet use is in place. Please see AUP Policy in Policy Section of our website www.brayschoolproject.ie. Permission will be requested via Aladdin in September. Please complete immediately.

Belongings: Children should be familiar with their own belongings - coats, bags etc. Please mark them with your child's name; this is especially important for the younger children. Lost property (particularly items of clothing) is kept for a reasonable period of time after which it is donated to charity. It is advisable to check the coat hangers regularly for your child's missing coat.

Birthdays: **Invitations should not be handed out in or before class by parent or child as non-recipients can feel left out or excluded.** Invitations should be distributed by parents or children after school hours. (See also *Sweets*)

Calendar: Please see Bray School Project N.S. website for a copy of the calendar.

Chewing gum: For environmental reasons chewing gum is not allowed in the school.

Classes: Parents can access the classes section of the school website to keep up to date with various aspects of the work their children are doing in school at any given time.

Code of Behaviour: The children are familiarised with the rules, sanctions and expectations regarding their behaviour.

Collecting Children Early: Please come to the office and sign your child out. Máire will collect your child from their classroom and escort your child to you. Please do not go directly to the classroom.

Communication with other parents: A list will be circulated in September if you wish to share your contact details with the parents in your child's class. The list will then be shared with you.

Cycling: For safety reasons, cycling is not permitted within the school grounds. Children who cycle/scoot to school should dismount at the gate and walk their bike/scooter to the bike rack.

Dentist's/Doctor's Appointments etc: Please inform the class teacher via Aladdin the day before if your child has an appointment and will be late/absent from school. Please click on Attendance & Notes in Aladdin and choose the option which suits.

Dogs: **Dogs should not be brought into the school grounds.** Some young children have a phobia about dogs and dog litter constitutes a health hazard to children.

ECAs: Extra Curricular Activities are offered to children from Senior Infants – 6th classes. Please see the PSA section of the school website for details.

Electronic Devices: Phones, MP3 players, iPods, PSPs etc. must not be used in school. Electronic devices including Smart Watches are not permitted.

Enrolment Policy: The policy is available on the website.

Gates: There are two gates for entering the school in the morning and at pick up. The main gate is on the Ballymorris Road and the second entrance is from Ballywaltrim Park. Gates are closed 10 minutes either side of drop off/pick up. **If you need to access the school between 9am and 1:20pm/2:20pm, please go to the Ballymorris Road gate and ring the buzzer on the intercom.** Please go straight to the office and not directly to your child's classroom. Please sign your child out at the office.

Green School: We are a Green School and we ask that you help by minimising waste both food and clothing (lost Property). With regard to lunch, drinks should be in reusable containers. Packaging and waste is returned home in the lunchbox.

Grievance Procedure: Well established procedures exist within the school to help parents resolve any queries or difficulties that they encounter. To ensure a satisfactory outcome, firstly the parent/guardian should arrange a mutually convenient time with the class teacher to discuss the matter. If the issue is still unresolved, the principal teacher should be approached. Following this action, if the problem still remains unresolved, the parent/guardian should communicate their difficulties to the Board of Management. This is best done in the form of a letter but parents/guardians can also raise the matter with the two elected parents' representatives on the Board. On the school website, under "About Us" open the "Policies" tab and you can download the Educate Together Complaints Procedures policy.

Gym Trail: Children may only play on the Gym Trail at break times and only ever in the company of their teacher(s). Children are not allowed to play on it either before or after school.

Headlice: Children's hair should be checked regularly for this constant school problem. If your child is infected please treat and inform the class teacher. Information on treatment is available from the school.

Home Circumstances: If changes occur with the family, e.g. illness within the family, separation, bereavement, the teacher should be informed in order that s/he can be more understanding and supportive of your child.

Homework: Homework is given to children on Mondays, Tuesdays, Wednesdays and Thursdays. Homework should not be a source of conflict at home or between home and school. Please ensure your child does the homework and should difficulties arise or the homework is taking an inordinate amount of time please inform the teacher.

Library: We are very fortunate to have such an excellent public library service available to the children. Please ensure your child brings in their library book on Tuesdays.

Lunches: As per our Healthy Lunch Policy pupils should please avoid crisps, sweets, bars and sugary drinks. At least one item of food from the four main shelves of the food pyramid should be included. Please also include at least one piece of fruit per day and finally a drink of water, fresh juice or milk. Lollipops, fizzy drinks and chewing gum are **NOT** permitted.

Millennium Cone: Our sculpture, which is the work of former parent and artist Robert McColgan, and which was opened by President Mary McAleese was funded by the Millennium Committee of the Irish Government and by the Bray School Project Association. It is primarily a piece of sculpture and it is not a playground installation. Children are not allowed to play on it and may only access it in the company of their teacher/s.

Mobile Phones: **Children are not allowed to use mobile phones in school (including during breaktimes) for sending or receiving calls or messages.** If your child has a phone for safety reasons it must be turned off in school. The use of a phone in school will result in it being stored in the office for collection by the parent of the child. (Under no circumstances should a camera phone be used in school).

Money: Materials money should be paid through the Aladdin ePayment system. A link will be sent to you via email.

New Address/Phone/Childminder: Please inform the school secretary of **any changes of address, childminder, mobile phone, work phone or any other change in circumstances** which pertain to our communicating with you, particularly in an emergency.

New Parents: We recommend that new parents visit this section of the school website for information concerning your child's daily routine in school.

Nut Allergies: Nut allergies can be common. If your child has a nut allergy, you must inform the school immediately. Medication and an information form should be discussed with the class teacher and if needed the whole class will be a nut free zone. Apart from the obvious peanut butter it also includes Nutella, biscuits containing nuts, chocolate containing nuts, cereal bars containing nuts. Please check the packaging for contents of any food item you plan to put into your child's lunchbox.

Opening/Closing Time: School begins at 8.50am and finishes at 1.30pm for junior and senior infants and 2.30pm for 1st - 6th class.

Parent Helpers: Parents who have the time and are willing to help out are frequently needed by the class teachers. Help in supervising activities, accompanying classes on outings, sharing particular skills, etc. can greatly enhance the educational experience of the children. Work parties are often needed at weekends. A new volunteer section will soon be on the website. Under Child Safeguarding we ask that Volunteers undergo Garda Vetting. Forms are available from the office.

Parking: **Parking in the school grounds is reserved for staff cars and those people needing to use the disabled parking space.** Car parking in the church car park is by kind permission of the St Fergal's church authorities who have informed us that if there are any incidents of speeding and exiting by the wrong way they will have to review their permission to use. Please respect our

neighbours in Ballymorris when considering where to park. Parents may also wish to consider using the car parking facilities beside Springfield Cemetery and the lay-by on the Killarney road beside the school grounds. In general and for safety reasons parents should park in the areas mentioned above. **Under no circumstances should the school entrance be blocked.** Children should always alight on the footpath side of the car.

Policies: Please refer to the school website to view BSP's policies.

Pond: Children may not play near the pond. Children may only ever visit the pond in the company of their teacher(s). Children are never to approach the pond either before or after school hours.

Punctuality: School hours are 8.50 a.m. to 2.30 p.m. for classes 1st to 6th and 8.50 a.m. to 1.30 p.m. for Infants. Children should "line-up" in an orderly fashion in designated areas at 8.50 a.m. from where they are escorted to their classes by the teachers. It is important and habit-forming that children arrive in school on time. It is important that children remain in their parents' care until school starts. The playground is not supervised before 8.40 a.m. Children should not arrive in school other than to be in time for 8.50 a.m. assembly. A record will be kept of late arrivals.

Requisites: Drawing/scrap paper/magazines etc are always welcome for various art activities - please check with your child's class teacher if you can source same.

School Traffic Warden: Children walking to school should cross if necessary at the pedestrian crossing or with the School Traffic Warden.

Sick children: Children who are sick should not be in school. A child who is sick the night before and/or before coming to school is not going to get better in school. From experience a child who is told to ask the teacher to ring home if they feel sick will spend the day requesting the teacher to ring home. Teachers who have an average of 28 pupils to look after cannot give the attention a sick child requires and sick children spread their illnesses to other children in their class.

Smoking: Under current legislation smoking and vaping is prohibited in all parts of the school buildings and grounds, including the staff room (1st schedule, part 1, paragraph 1 (ii) tobacco (Health Promotion and Protection Regulations, 1995)). Fines of €126 for a person found smoking, €634 for the person in charge.

Sweets: The practice of distributing sweets, lollipops, birthday cake etc. on birthdays, after holidays, etc. should not occur in school. (*See also Lunches*)

Toys: Unless requested by the teacher e.g. for a Teddy Bears Picnic, children should not bring their toys to school. The school is well equipped with games, educational equipment and toys for the children's use. Younger children often misplace or lose their personal toys which can cause distress.

Trips: In the course of the school year your child will be involved in trips outside of the classroom and outside of the school. These are mostly scheduled and information is sent out in advance. Occasionally nature walks, trips to the playing field, the library or other field trips arise without prior information. At all times proper safety and supervision concerns are taken into consideration. (Permission may be withdrawn for any notified trip should you not wish your child to travel for whatever reason).

Visitors: Visitors must report to the school office to sign in. If parents are collecting children or dropping items off the School Secretary will go to the class.

Woodland: We are very lucky to have established wooded areas. The Woodland area at the back of the school beside the dividing wall that separates our grounds from the church grounds is completely out of bounds unless pupils are accompanied by their teacher. Entrance to this area is also prohibited either before or after school hours.