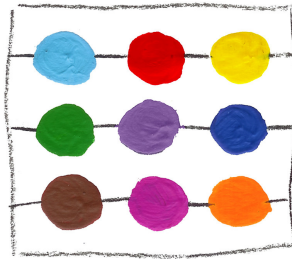


Carrigaline Educate Together N.S.



Carrigaline Educate Together N.S.
would like to welcome you, your
child and your family to our school.

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The Story of the School

Carrigaline Educate Together N.S. as a fully-established school is the result of many years of hard work carried out by a group of parents from the local Carrigaline community, under the guidance of the Educate Together organisation.

The idea of opening a school in the area was arrived at in 2004 by a parent, Billy Tague. Billy had moved to the area and was fresh from his involvement in the setting up of a school in the West of Ireland. An open meeting was held to present the idea to the entire community of Carrigaline, and subsequently a start-up group was formed.

After years of highs and lows, the group's work finally paid off with the opening of the school on the grounds of the local soccer club, Carrigaline United A.F.C. on September 1, 2008.

Special recognition for this great achievement goes to the start-up group members: Fiona Messabih, Dave O'Mahony, Mary O'Mahony, Marie Walsh, Eric Hurley, Ralph Depping and Billy Tague.

The committee would especially like to extend their gratitude to Educate Together and to all those who helped to make this school a reality, in particular, the spouses, partners, and children of the group members for their help and support.

The Staff of the School (2008-2009)

The staff of Carrigaline Educate Together is currently comprised of:

- ☺ Mel Thornton—Principal & class teacher
(Senior Infants, 1st class & 2nd class)

- ☺ Christine Donnery—Class teacher
(Junior Infants)

Contact details

Address: c/o Carrigaline United A.F.C.
Ballea Road
Carrigaline
Co. Cork

Tel. No.: 087 7453659

Website: www.carrigalineeducatetogether.ie

Email: info@carrigalineeducatetogether.ie

Timetable and Schedules

School hours: School begins at 8.50 a.m. each day. Junior and Senior Infants finish at 1.30 p.m. 1st–2nd class finish at 2.30 p.m.

Breaks: Small break is 10.50–11.00 a.m. Big break is 12.30–1.00 p.m. Children are supervised by a teacher at break times.

Absences: A written note from a parent/guardian is required for all absences. If a child reaches 15 days absence during a school year, the principal will be notified. At this stage, parents receive a letter to remind them that the National Education Welfare Board must be informed when a child has accumulated 20 days absence.

Early departures: In the event of a child leaving school prior to the regular departure time, they must be accompanied by an adult and be signed out on a list that is kept by each class teacher.

Staff meetings: Staff meetings will take place on the *first school Friday* of each month (except October). *School will close at 12 p.m. on those days.*

Parent-teacher meetings: Parent-teacher meetings are held in November. Parents are welcome to request a meeting with the class teacher during the year should the need arise.

School Closures

October 2008 mid-term break: School will close from Monday, 27th October to Friday, 31st October 2008 inclusive

Christmas 2008: School will close on Tuesday, 23rd December 2008, which will be the final day of the school term. It will re-open on 7th January 2009.

February 2009 mid-term break: School will close from 16th to 17th inclusive.

Easter 2009: School will close on Friday, 3rd April 2009 which will be the final day of the school term. It will re-open on 20th April 2009.

End of school year: School will close for summer holidays on Friday, June 26th 2009

Extra dates: School will be closed on the following dates:

- ◆ Monday, March 16 2009
- ◆ Tuesday, June 2 2009

Staff meetings: School will close at 12 p.m. on the following dates:

- ◆ November 7th, 2008
- ◆ December 5th, 2008
- ◆ February 6th, 2009
- ◆ March 6th, 2009
- ◆ May 1st, 2009
- ◆ May 29th, 2009 (*instead of June*)

What You Need to Know

Absences: A written note from a parent/guardian is required for all absences. If a child reaches 15 days absence during a school year, the principal will be notified. At this stage, parents receive a letter to remind them that the National Education Welfare Board must be informed when a child has accumulated 20 days absence.

Accidents: If children incur minor cuts or grazes, staff will clean the wounds. Due to the risk of infection, teachers will not administer plasters. In the event of significant accidents, parents are phoned.

Classrooms: Junior Infants is located in the former meeting room. Senior Infants-2nd are currently located in the former dressing room. These classes will relocate to the Portacabin on its arrival.

Code of Discipline: Carrigaline Educate Together's Code of Discipline is currently being devised. Following ratification by the Board of Management, a copy will be issued to all families.

Curriculum: The school follows the curriculum set out by the National Council for Curriculum and Assessment (N.C.C.A.) in accordance with the requirements of the Department of Education and Science. However, we do differ from many schools regarding our religious/ethical curriculum. (See section entitled *School Ethos and the Ethical Curriculum*.)

Fire drill: A minimum of one fire drill is held each term. Teachers and children are made familiar with the location fire alarm points, their evacuation procedure and their assembly point in the yard.

First names: All adults and children in the school are

referred to using first names.

First aid: The first aid box is currently located in the Junior Infant class. This will change on the arrival of the portacabin, when the first aid box will be located therein.

Head lice: We ask that parents/guardians to check their children's hair regularly for head lice.

Library books: Children will borrow books from their class library under their teacher's supervision. It is asked that these be returned in the condition they are given out.

Lost property: Any unidentifiable or unclaimed clothing, i.e. unlabelled and not recognised, is kept for a term before being brought to the local charity shop if not claimed.

Permission slips: Parents are requested to read and sign all permission forms. The following permission slips are enclosed with this pack: internet use, taking of photographs, display of photographs on the internet, incidental trips and the Stay Safe programme. Please return signed forms to your child's class teacher. Parental consent forms relating to other issues that may arise, will be sent out at the relevant time and parents are asked to sign and return it as soon as possible.

Queries: If you have a query or concern, regarding a school matter relating to your child, please use the following procedure:

- 1) Always go to the class teacher first. In most cases, things can be resolved at this level. The teacher will inform the principal of any serious complaints.
- 2) At this stage, if you feel that the issue has not been resolved, you are welcome to make an appointment with the principal to discuss the matter.
- 3) If you still feel unhappy with the outcome, you can then bring your concerns to the Board of Management of the school. In order to do this, the concerns must be put in writing and addressed to the Chairman of the

Board of Management.

Reports: Children's reports are stored in secure filing cabinets. A copy is posted to parents/guardians in June. The class teacher will request a stamped-addressed letter-sized envelope for this purpose.

Rubbish home: In an effort to promote recycling, paper and cardboard recycling is actively encouraged throughout the school. Pupils are also asked to take home any uneaten food and wrappers in their lunch-boxes in an effort to minimise the school's bin charges.

Staff absences: If a staff member is absent, on sick leave for example, all efforts are made to get a qualified substitute teacher. Only after all efforts have failed, is the class divided amongst all available teachers. In the case of a staff member's Extra Personal Vacation (E.P.V.) days, children will be divided amongst all available teachers.

Talks: Guest speakers are invited to speak to the children from time to time. These may include specific parents, Gardaí, community members etc.

Trips or tours: School tours are arranged for the third term of each year. Interest level and distance influence the choice of venue, in particular for the younger children. Parents are requested in advance to give written permission.

Uniform: In keeping with Educate Together's general policy, Carrigaline Educate Together N.S. does not have a uniform for pupils. However, we do ask that children come to school appropriately dressed. Due to the potential dangers, pupils are discouraged from wearing flip-flops or high heels. Moreover, we do request that children have a coat for yard time and class outings.

Things We Need From You

Changes or upsets in home routine: Changes at home can affect your child in school. New babies, moving house, separation or bereavement can all play a part in your child being upset or feeling 'off-form'. In this situation, a quiet and confidential word with the class teacher or principal could help in making life easier for your child at these times.

Contact details: Details of parents, guardians and/or childminders should be filled out on a Child Profile information sheet, given to you by the class teacher. Parents are asked to return this immediately. Names, addresses and phone numbers will be stored in the office, while all other records will be stored in the child's individual file in the class teacher's filing cabinet.

Healthy lunches: In the interest of health promotion within the school, all parents are asked to provide their children with a healthy lunch. For this reason, products such as chocolate, crisps, sweets and fizzy drinks are strongly discouraged. On special occasions, teachers may give the children one of these as a treat. Please speak to your child's class teacher if they are not permitted to have any of the afore-mentioned products.

Homework: Homework is a vital building block in your child's learning. It is usually set from Monday to Thursday. It is carefully planned and prepared and is generally a continuation of a lesson already taught, although sometimes, may take the form of research or study. The interest, participation and support of parents/guardians is essential. A parent/guardian is required to sign children's homework sheets (Junior Infants) or diaries (Seniors-6th class) each night having checked their child's homework. If your child is experiencing any difficulties with their homework, please don't hesitate in notifying the class teacher, who will be more than happy to discuss the matter.

Insurance: Parents are provided with a chance to take out

optional personal insurance cover for their children in September. The school insurance covers children for school-related activities. However, this cover expressly relates to any area of proven negligence on the part of the school. For this reason, it may be advisable to also avail of the personal cover on offer. If you wish to avail of this, please complete the form at the beginning of the school year and return it with the relevant fee to the class teacher.

Labels: Parents are asked to label all their children's clothes, as well as the front cover of books, lunchboxes and any other belongings.

Parental involvement: Parental involvement is one of the cornerstones of Carrigaline Educate Together N.S. Thus, we welcome and encourage parents to get involved at all levels i.e. the Board of Management, the P.T.A., fund-raising. The staff would also be delighted to hear of any skills, or time, which you feel could benefit the school.

Parking: All parents are asked to park on the roadside outside the school grounds and walk into the school.

Permission slips: Permission slips are sent home with the children, with the children asking for your signed consent for various activities, trips or outings. If we do not receive a signed permission, we cannot bring your child on the trip. Teachers may, however, bring the children on short incidental walks within the locality. Parents are asked to sign a general permission slip included in this pack covering incidental trips that may occur during the school year.

Punctuality: School starts at 8.50 a.m. Pupils are expected to be in class and ready to start work at this time. Arriving late disrupts and distracts the other children and impacts on all the children's learning, including your own. It is the responsibility of parents/guardians to have your child arrive on time. Furthermore, when collecting your child, please arrive on time as children can get upset and distressed if they are waiting.

School Ethos and Ethical Curriculum

Carrigaline Educate Together N.S. is one of a rapidly increasing number of multi-denominational schools throughout the country. The representative organisation for these schools is 'Educate Together'.

Educate Together aims to meet a growing need in Irish society for schools that recognise the developing diversity of Irish life and the modern need for democratic management structures. In particular, Educate Together guarantees children and parents of all faiths and none equal respect in the operation and governing of education.

The schools operated by the member associations of Educate Together are fully recognised by the Irish Department of Education and Science and work under the same regulations and funding structures as other national schools. However, they have a distinct ethos or governing spirit. This has been defined in the following terms:

- **Multi-denominational** i.e. all children having equal rights of access to the school, and children of all social, cultural and religious backgrounds being equally respected
- **Co-educational** and committed to encouraging all children to explore their full range of abilities and opportunities,
- **Child centred** in their approach to education
- **Democratically run** with active participation by parents in the daily life of the school, whilst positively affirming the professional role of the teachers (*Source: Educate Together Charter*)

Whilst the concepts of child-centredness and co-educationalism are now widely accepted in Irish primary education, what distinguishes the Educate Together schools is their hard work in developing a culturally inclusive and democratic ethos. This has pioneered unique approaches to inclusion of minority opinions and faiths in the Irish context.

The schools have developed education programmes which open the eyes of children to the naturally positive contribution that social, religious and cultural diversity and difference of viewpoint and opinion make to society.

The other characteristic feature of these schools is that they are democratically organised and governed. This maximises the potential for building a genuine partnership between the professional, objective role of the teacher and the necessarily personal involvement of the parent in contributing to their children's education.

*Information taken from the Educate Together website
www.educatetogether.ie*

Carrigaline Educate Together N.S. makes the distinction between denominational education and moral/religious education. The ethical curriculum followed by the school is called the Learn Together Curriculum. It is comprised of four strands: *Morality & Spirituality, Equality & Justice, Belief systems, Ethics & the environment.*

Denominational instruction will be facilitated by the school (following the arrival of the portacabin) insofar as groups will be permitted to use the school premises. This is organised by parents outside of school hours.

School Rules

We try to keep rules to a minimum. Some, however, are necessary for the safe and smooth running of the school.

Atmosphere: Children and adults are expected to treat all persons with respect and to do their best to create a friendly and inclusive ambience.

Gum: Please remind your children that they may not have gum in school.

Healthy lunch: Chocolate, crisps, sweets and fizzy drinks are emphatically discouraged as part of school lunches. Children are encouraged to eat fruit, vegetables, sandwiches, wraps, yoghurts etc.

Mobile phones: Children are requested to *leave phones at home* (except in exceptional circumstances where it is deemed by parents to be absolutely necessary). In these circumstances, mobile phones must be switched off at all times during the school day. Phones taken out of bags during school hours will be confiscated by the class teacher until the end of the day.

Safety in the school: Both children and adults are required to *walk, not run*, inside any part of the school building and on any staircase.

Your Part in a Democratically Run School

Patron: By law, each national school in the country is required to have a patron. In many cases, the patron is the relevant bishop of a diocese. In our case, the patron is Educate Together. Educate Together nominates two members to our Board of Management, one of whom must be the Chairperson of the Board. More information is available on www.educatetogether.ie

Board of Management: As with all national schools, Carrigaline Educate Together N.S. has a Board of Management that has responsibility for overseeing the day-to-day running of the school, including its finances. The Board is comprised of 2 members from each of the following: the patron, the teachers, the parents and the community.

The Principal and Teaching Staff: The principal and teaching staff are appointed by the Board of Management, with the approval of the Department of Education and Science (DES). The staff operate the school in accordance with the DES' *'Rules for National Schools'*.

Parental Involvement: Parental involvement is one of the cornerstones of Carrigaline Educate Together N.S. Thus, we welcome and encourage parents to get involved at all levels i.e. the Board of Management, the P.T.A., fund-raising. The staff would also be delighted to hear of any skills, or time, which you feel could benefit the school.

Fundraising: The DES pays the teachers and pays a capitation grant which goes some way to paying for the schools running costs. As with all national schools in the country, we are severely under-funded. We ask for your generous support, both physical and financial, when fund-raising events are taking place. We are always happy to hear from people with ideas and from people who are willing to give time to organise, run and partake in fund-raising events.

Policies

School policies are currently being devised. Following ratification by the Board of Management, parents will be notified of their availability to view on request.

Carrigaline Educate Together N.S.
would like to thank parents for their
continuing support in the effective
running of the school.

Carrigaline Educate Together N.S.



Published by Carrigaline Educate Together N.S.