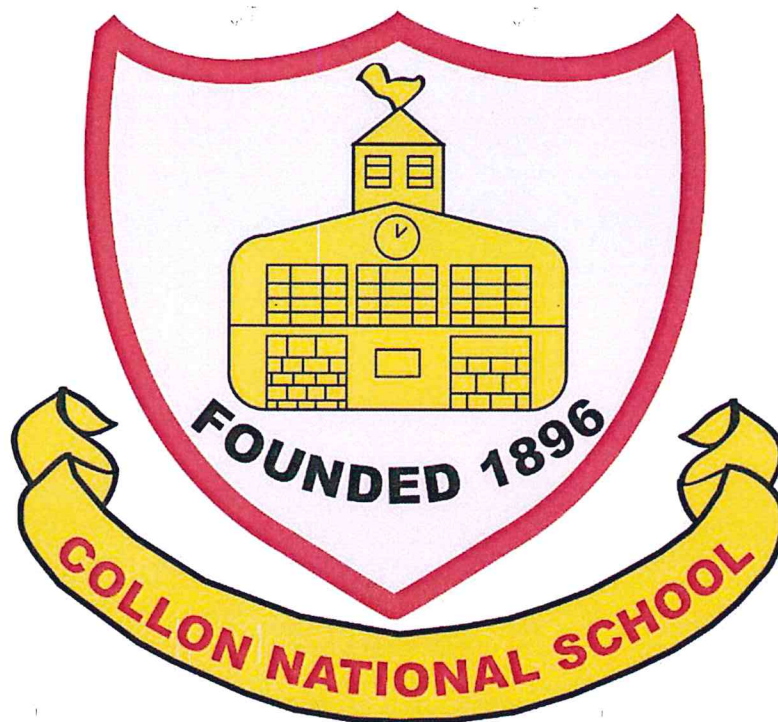


# Collon National School Guidelines for Parents



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# Table of Contents

- ❖ Introduction
- ❖ Catholic Ethos
- ❖ Staff of Collon National School
- ❖ Board of Management
- ❖ School Contact Details
- ❖ DataBiz App
- ❖ School Absences
- ❖ School Notes / Newsletters
- ❖ Class Do-JO
- ❖ Zoom ( Video Conferencing Software)
- ❖ Collon National School Uniform
- ❖ School Opening / Closing Times
- ❖ Breaks
- ❖ Healthy Eating
- ❖ Health Issues
- ❖ Head Lice
- ❖ The Health Service Executive (H.S.E.)
- ❖ Books and Book Rental Scheme
- ❖ Homework
- ❖ Learning Support
- ❖ Parent – Teacher Meetings
- ❖ School Report
- ❖ Stay Safe
- ❖ R.S.E.
- ❖ P.E.
- ❖ Swimming
- ❖ Cumann na mBunscol
- ❖ Tennis
- ❖ Yoga & Mindfulness
- ❖ Quizzes
- ❖ Green Schools
- ❖ Active –School Flag
- ❖ Parents Association

## **Introduction**

Scoil Naomh Fainche or Collon National School is a Catholic co-educational primary school under the patronage of Arch-bishop Eamon Martin.

### **Catholic Ethos:**

Collon National School is a Roman Catholic School established in connection with Minister of Education & Skills, which aims at promoting the full and harmonious development of all aspects of the pupil intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The school models and promotes a philosophy of life inspired by belief in god and in the life, death and resurrection of Jesus Christ. Collon National School provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of pupils in the Catholic faith. Collon National School follows the Grow In Love education programme for religious education. We accept pupils from other faiths where it is the wish of their parents/guardians to educate their children in a Roman Catholic School.

The Sacraments of First Penance and First Holy Communion are celebrated in 2<sup>nd</sup> class in the month of May.

The Sacrament of Confirmation is celebrated in 5<sup>th</sup>/6<sup>th</sup> class, depending on class sizes. For the immediate future Confirmation will be held every year for 6<sup>th</sup> class only.

Prayers are said each day in class

The general aims of Collon National School are:

1. To promote and encourage Christian values
2. To help the children to achieve optimum personal fulfilment, by enabling each child to develop his/her talents to the fullest
3. To teach the children to be aware of others around them – classmates, schoolmates, teachers, parents and friends and to help and encourage them to work in harmony for the good of everybody
4. To generate a lively interest in and a healthy attitude towards our environment and our Cultural heritage
5. To prepare each pupil to avail of appropriate further education, so that he/she may go on to live a full and dignified life as an adult in society

## **Staff of Collon National School**

In 2021/22 there are twelve teachers on staff including an Administrative Principal. This includes 8 Main Stream Class Teachers and 3 Special Education Teachers.

All staff endeavour to create a happy, safe learning environment in which our pupils can learn and develop themselves as they prepare for future life.

### **Principal:**

Anne-Marie Martin

### **Deputy Principal:**

Edel Lennon

### **Assistant Principal 1:**

Niamh Winters

### **Assistant Principal 2:**

Susan Davis

### **Class Teachers:**

Bernie Clerkin, Paula Johnson, Gráinne Reid, Niamh Winters, Marie Stafford, Susan Davis, Mairéad Mooney, Alan Murphy, Andrea Devlin and Joanna Hughes.

### **Secretary:**

Linda Matthews

### **S.N.A.:**

Sinéad Roche

Anna Heavey

### **Board of Management:**

Section 15 of the Education Act 1998, states

It shall be the duty of The Board (of Management) to manage the school on behalf of the Patron and for the benefit of the students and their parents and to provide or cause to be provided an appropriate education for each student at the school for which that Board has responsibility.

Our current Board of Management took up its term in January 2020.

- ❖ Séamús Roe
- ❖ Anne-Marie Martin
- ❖ Gráinne Reid
- ❖ Bernie Conway
- ❖ Alan Dalton
- ❖ Lisa Calvey
- ❖ Fr. Sean Mc Cartan
- ❖ Clodagh Ritchie

### **DataBiz App:**

On enrolment in our school you will be asked to download our DataBiz App. DataBiz Solutions is our school management system and through it we manage our

- School roll/attendance/reason for absence
- School communication, via messaging and e-mails
- All school payments eg for books, swimming, school tours etc
- Parent teacher meetings

DataBiz is a vital tool in our school communication.

### **School Contact Details:**

Collon National School employs a secretary who is available in the office from 8:20am – 2:20pm each day. Linda, our secretary, can take messages which can be passed onto staff as teachers cannot be disturbed during class-time.

Appointments can be made through the office to speak with staff if you have an urgent or important matter to discuss.

Parents should understand that teachers are unavailable to come to the phone during class time, all messages will be passed on to the teacher.

### **School Absences To Be Recorded on the DataBiz App:**

If your child is absent/sick from school you should record your child's reason for absence through your DataBiz App. By law children who are absent from school for 20 days or more in any school year will be reported to the NEWB.

### **School Notes / Newsletters:**

Newsletters will be emailed home to parents monthly. Please check regularly for newsletters to keep up to date with important school dates/events.

### **Class Do-Jo:**

From the year 2020/21, all teachers use Class Do-Jo, as a platform for communication between school and home throughout the school year.

Homework is communicated through Class Do-Jo and regular updates from class teachers are posted on this platform. It has been particularly important during periods of school closures.

### **Zoom:**

Video Conferencing Software.

Collon National School staff members, pupils and parents use the video conferencing software Zoom to conduct regular class assemblies during periods of school closures due to Covid-19. Further details of rules can be found on school policy on Remote Teaching and Learning.

### **Collon National School Uniform:**

Full school uniform should be worn at all times (Tues-Thurs). P.E. uniform is worn on Monday and Friday. All items of clothing should be **clearly marked / labelled** with your child's name especially jumpers and tracksuit tops.

The school uniform consists of:

- ❖ Petrol blue jumper with crest
- ❖ Petrol blue cardigan with crest
- ❖ Matching stripe tie
- ❖ Grey Trousers/ Grey Skirt/ Grey Pinafore
- ❖ Grey Shirt

### **Tracksuit:**

- ❖ Black Top with school crest
- ❖ Black bottoms
- ❖ White Polo Shirt

### **Coat:**

- ❖ Waterproof Reversible Jacket with Crest (optional)

Uniforms will be available in the following shops:

- ❖ Paul Sharkey, Market Street Ardee
- ❖ Hughie O'Neill, Castle Street, Ardee
- ❖ Malone's, Bridge Street, Ardee
- ❖ Best Wear Shop Street, Drogheda

### **School Opening / Closing Times:**

The school begins at 9:00am and ends at 1:40pm for Junior and Senior Infants and 2:40pm for children from 1<sup>st</sup> – 6<sup>th</sup> class.

All classes are escorted to the school gate by their class teacher. The class teacher should be notified of any changes for collection, particularly for junior and senior infants. This can be done in writing to the class teacher, through Do-Jo or a phone-call made to the office.

All children should be collected promptly as your child may fret if he/she thinks you have forgotten them.

Please show courtesy and respect to other road users, residents of school Lane and especially to all our pupils when using the School Lane. Safety must be a common concern for us all.

Pupils should walk up/down the lane on the footpath and cross over directly at the school gate.

Parking is pro-hibited on the double-yellow lines.

### **Breaks:**

There are two breaks during the day, a short one between 10:45am and 11:00am and a longer break between 12:30pm and 1:00pm.

Children are supervised on the yard at all times during these breaks.

Children are grouped according to their classes on the yard.

- ❖ Junior Infants
- ❖ Senior Infants
- ❖ First Class
- ❖ Second Class/Third Class/Fourth Class
- ❖ Fifth Class/Sixth Class

### **Healthy Eating:**

Collon National School operates a healthy eating policy. Children are encouraged to bring a healthy lunch to school e.g. rolls/sandwiches, unsweetened fruit juice/ water/ milk.

Sweets, fizzy drinks and crisps are strictly not permitted.

**Due to a number of NUT ALLERGIES in our school PEANUTS/NUTS ARE NOT PERMITTED.**

### **Health Issues:**

Children should not be sent to school if they are unwell. It is better to err on the side of caution as a warm classroom full of children will invariably make the condition worse and any infection will spread easily to others.

### **Head Lice:**

Head lice can be a problem from time to time in the school and is very difficult to eradicate unless **all** parents/guardians tackle it equally. Please take time to inspect your children's heads weekly. If you do discover a problem, please inform us so that we can raise the issue generally with all the parents/guardians and inform class teachers so that they can be especially vigilant.

### **The Health Service Executive (H.S.E.)**

The Health Service Executive (H.S.E.) carry out free hearing, eyesight and dental checks through the schools. They always send home a consent form asking parents/guardians whether or not they wish to avail of this service.

Checks are done on a schedule which is designed to ensure that all children are offered each service at least once during their primary school years. Hearing and eyesight tests are held in the school and are preliminary in nature. If the nurse conducting the tests suspects a problem, they will then send a letter home regarding the need for more detailed investigation. Dental checks are conducted through the H.S.E.



### **Books and Book Rental Scheme:**

In 2011 a book rental scheme was introduced in Collon National School for the first time.

Books for rental are Grow In Love and Sin É from 3<sup>rd</sup> to 6<sup>th</sup> Class.

In 2013, English readers and Maths Books, Planet Maths were added on to the scheme from Third to Sixth Class. We have since added Unlocking SESE, Léigh sa Bhaile and My Read at Home to our rental scheme. This has really cut the price of book lists in our school.

From June 2020 all book orders must be done through the school on-line management system Databiz. Payments will **all** be done on-line

All Art and Craft money, payment for copies photocopying must be paid to the school on-line.

In Infants pencils/rubbers etc. are supplied and kept in school.

Older children must supply their own pens, pencils, rulers etc. Children are permitted to leave books not needed for homework in school.

### **Homework:**

Children receive home-work from Monday to Thursday.

There is no home-work at the weekend.

Parents are asked to supervise their children's homework but not to do it for them.

If your child is having persistent difficulties with doing homework you should make an appointment to speak to the class teacher.

In the event of homework not being completed, an explanatory note should be sent in to your child's teacher. Children from 1<sup>st</sup> – 6<sup>th</sup> class have home-work diaries and these should be signed by parent/guardian.

### **Special Educational Needs:**

Our school policy is one of prevention and early intervention.

Junior Infants are monitored closely.

Emphasis is placed on emerging literacy and numeracy.

Our Special Educational Teachers collaborate with the class teacher in implementing the most effective support programmes for the children most in need. Team-Teaching is also encouraged in our school. This means three teachers could be in your child's class at one time teaching at different stations within the class. This method of teaching and learning is proving to be very successful.

### **Parent – Teacher Meetings:**

Formal parent teacher meetings are held in Collon National School towards the end of Term 1. These meetings are time-tabled across the classes in the school and provide a formal opportunity for discussing your child's progress.

If you feel the need to discuss your child prior to/after the parent-teacher meetings, please ring or call in advance to make an appointment with your child's teacher.

### **School Report:**

Every child will receive a written school report on their progress at the end of each academic year in June.

### **Stay Safe**

The Stay Safe Programme is taught to all classes every year as part of our SPHE so they can look after themselves in situations which could be upsetting or dangerous.

### **R.S.E.:**

Relationships and Sexuality Education will be taught every year as part of the S.P.H.E. Curriculum. Topics covered in these lessons are available to be viewed on the Department of Education and Skills website under S.P.H.E. Curriculum Section. Parents can opt to remove their children from these lessons if they do not want their children present during R.S.E. lessons. You will be notified of dates and times of these lessons.

### **P.E.**

P.E. days are Monday and Friday. Children should wear their P.E. tracksuit on these days. Each class will be allocated a P.E. time in September. If your child is taking part in another coaching activity and needs to wear their tracksuit, the class teacher will inform you of this.

### **Swimming:**

Children in classes from 3<sup>rd</sup> to 6<sup>th</sup> attend Aura leisure in Drogheda for swimming lessons. Aquatics is part of the PE Curriculum.

### **Cumann na mBunscol:**

Pupils participate in all Cumann na mBunscol competitions for boys and girls. GAA coaches also come into the school to do football, hurling and camogie coaching. In June 2019 Collon National School received a flag in recognition of their achievements in becoming a 5-Star-Centre of Excellence in the promotion and participation in Gaelic games. Collon National School have close links with Louth GAA games development and local club Mattock Rangers.

### **Tennis:**

Every year the Board of Management employ a tennis coach in Term 3 to coach children in senior classes.

### **Yoga & Mindfulness Sessions:**

Every year the Board of Management, along with financial help from the Parents Association employ yoga instructors to teach children in Junior Classes, from Junior Infants – Second Class.

### **Quizzes:**

Quiz teams are entered into schools competitions including the Annual Credit Union Quiz and Cumann na mBunscol Tráth na gCeist.

### **Green Schools:**

Collon National School was awarded our Sixth Green Flag in June 2019.

We have gained flags for our work on;

- ❖ Litter and Waste Management
- ❖ Energy and
- ❖ Water Conservation and Awareness
- ❖ Travel
- ❖ Biodiversity
- ❖ Global Citizenship

The School is very proud of our Green Flag achievements to date and we encourage all parents to support us and the children as we all try to gain greater environmental awareness.

Part of our Green School Programme in Collon National School is to make the children responsible for taking care of their environment i.e. class-room, yard.

We have an anti-litter plan which incorporates reducing, re-using and re-cycling waste.

In order to minimize waste in the school we encourage the children to:

1. Use a lunchbox with a lid. Try to avoid cling film and aluminium foil
2. Re-use plastic bottles for drinks
3. Use the compost bin for vegetable and fruit peelings/skins etc.
4. Bring their “rubbish” home to recycle e.g. yogurt cartons/you/ actimel bottles

### **Active-School Flag:**

In June 2014 we were presented with our first over Active School Flag. This flag was awarded by the Department of Education and Skills. This flag is only to schools that adhere to DES guidelines regarding P.E. timetable provision for all students and teach a broad and balanced P.E. Curriculum. We also encourage involvement in community sporting and active events and activities. We organise an Active School Week as part of our Annual School Calendar.

We continue to promote activity and well-being in our school.

**Parents Association:**

The Parents Association is the structure through which parents in a school can work together for the best possible education for their children. Collon National School has a very active Parents Association and you are encouraged to get involved and help out in any way you can. Their AGM is usually held in early October and you are encouraged to become involved in the Parents Association.

Chairperson -----Patrice Englishby  
Vice-Chairperson-----Carole Gallagher  
Treasurer ----- Ruth Mallon  
Vice-Treasurer -----Sabrina Quinn  
Secretary -----Susan Brennan  
Vice-Secretary -----Sheila Callan

We hope your child has a very happy and rewarding experience in Collon National School.