

ADMINISTRATION OF MEDICATION POLICY:

This policy is formulated in accordance with guidelines issued by the (Primary Schools' Managerial Bodies) CPSMA and the Irish National Teacher's Organisation.

Introduction

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a duty upon teachers to personally undertake the administration of medication.

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical condition ns at a later date.

Children who are epileptics or diabetics or who are prone to anaphylactic shock syndrome are especially at risk and parents of such children have a responsibility to keep the Board of Management informed at all times and to advise what action needs to be taken in the event of an emergency.

Medication in this policy refers to medicines, tablets and sprays administered by mouth and emergency epi-pen medicine.

Policy Content

Procedures to be followed by parents who require the administration of Emergency medication for their children

- The parent/guardian fill in forms 1, 2 and 3 regarding Administration of medicine annually, to authorise a staff member to administer the medication or to monitor self-administration of the medication.
- Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication (See Form 1). They should, further, where appropriate or requested by the Staff member, provide or cause to be provided a clear demonstration of any procedure involved. The name, address and phone numbers of the prescribing Doctor and any other medical personnel involved should be given to the Board of Management.
- Parents are responsible for ensuring that the medication is delivered to the school and handed over to the class teacher or principal and for ensuring that an adequate supply is available. A written record of deliveries and date delivered should be kept and signed by both the deliverer and the receiver.
- Parents are further required to indemnify, in writing, the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly.
- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

Procedures to be followed by the Board of Management

- The Board, having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil.
- The Board will ensure that the authorised person is properly instructed by the parents or their medical personnel in how to administer the medicine.
- The Board shall seek an indemnity, in writing, from parents in respect of liability that may arise regarding the administration of the medicine.
- The Board shall inform the school insurers accordingly.
- The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

Responsibilities of Staff Members

- No staff member can be required to administer medication to a pupil.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- Written instructions on the administration of the medication must be provided by the child's parents/guardians.
- Medication must not be administered without the specific authorisation of the Board of Management.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- In emergency situations, staff should do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.
- Parents should be contacted should any questions or emergencies arise. Phone numbers (landline, mobile and work numbers) must be provided.

Non Emergency Medication

Non emergency medication will not be administered to children during school time. If a parent wishes to medicate a child they must do so in person having notified the principal or teacher.

ANTI-BULLYING POLICY:

This policy is based on the DES guidelines "Countering Bullying Behaviour". It aims to produce a safe and caring environment in which all children can develop to their full potential.

Scoil Cholmáin Tuairíní does not tolerate or condone bullying of any form or at any level of the school community. The Board of Management is committed to ensuring that all members of the school community – pupils, staff, and parents are enabled to act effectively to deal with bullying. This policy guides action and organisation within the school for preventing and responding to bullying.

Definition of Bullying

Bullying may be defined as repeated acts of aggression; which may be verbal, Psychological or physical conducted by an individual or group against others.

Bullying may take many different forms such as physical aggression, damage to property, theft of property, extortion, intimidation, abusive telephone calls, isolation, name calling, writing notes, emailing or texting. As a form of aggressive behaviour it is usually hurtful and deliberate, it is persistent over time and makes it difficult for those being bullied to defend themselves.

It is important not to confuse bullying with isolated incidents of aggressive or antisocial behaviour, which must not be condoned. However when the behaviour is systematic and ongoing it becomes bullying.

All members of the school community have a role to play in the prevention of bullying.

Board of Management

The Board of Management is responsible of ensuring that all members of the school community are enabled to deal effectively with bullying. The Board is committed to providing time and resources for the implementation of the policy. The Board will ensure that proper supervisory and monitoring measures are in place to prevent bullying and to deal with incidents appropriately as they arise.

School Staff

The school staff will foster an atmosphere of friendship, respect and tolerance. Children's self-esteem will be developed through celebrating individual differences, achievements, acknowledging and rewarding good behaviour and manners and providing opportunities for success throughout the curriculum and school. Teachers will help pupils to develop empathy by discussing feelings and trying to put themselves in the place of others. Relationships with pupils will be based on mutual respect and trust so that pupils will have confidence in the school staff. Teachers will be vigilant, respond sensitively and caringly to pupils who disclose incidence of bullying and investigate all disclosed incidents of bullying.

Teachers will discuss the school's anti-bullying policy with the pupils and use behavioural management strategies which focus on problem solving and enable pupils to take an active role in finding a solution to problems. The formal curriculum of the school will also be used to educate all pupils against bullying behaviour. Anti-bullying issues may be raised through the school religion programme, the Social Personal and Health Education programme, the Stay Safe Programme, the Arts and /or Circle time.

Pupils

Pupils are expected to be tolerant and to have mutual respect for each other. Pupils should report incidents of bullying to their parents and teachers.

Parents

Support the school in its efforts to prevent and treat bullying. Model positive behaviour towards school staff and other parents. Encourage positive behaviour and discourage negative behaviour both at home and at school. Encourage children to solve difficulties without resorting to aggression. Encourage children to share, to be kind, to be caring, and to be understanding towards others. Watch out for signs and symptoms that your child is being bullied or is bullying others. Don't dismiss your instincts as being wrong. Discuss the school's anti-bullying policy with her/him.

Procedures for Reporting and Investigating Bullying Incidents

Bullying incidents should be reported to the class teacher and/ or the supervising teacher for investigation. This reporting may be done by the pupil, parent or a friend. All reported incidents which are serious or are part of a pattern of behaviour will be noted, investigated and treated as circumstances require. Serious cases of bullying will be reported to the Principal. Reports of bullying behaviour on the way to and from school will be investigated by the Principal.

Responding to Bullying

Support will be provided for anyone who is bullied by offering them an immediate opportunity to talk about their experience with their teacher or other teacher, along with continuing support when they feel they may need it. A victim will be assured that the school community will help them and put monitoring procedures in place to safeguard them.

The school will inform parents/guardians of what has happened and of the measures being taken to help them, encourage them to report further incidences if they occur.

Help and support will be sought for a bully. This will include speaking with them to discover why they became involved, informing their parents/guardians and continuing to work with them in order to modify their behaviour. The school code of behaviour applies to bullying.

The bully will be helped to see things from the victim's point of view. Bullies may be excluded from the playground at lunch break or subject to special monitoring procedures and if bullying continues they may be suspended in accordance with procedure.

Any pupil who is involved in retaliation against a pupil who reports bullying will be subject to the school code of discipline. Incidents of bullying will be used as opportunities for re-enforcing the anti-bullying policy of the school. Follow-up meetings may be arranged to assess progress and/or restore relationships. This policy is subject to review by the Board of Management.

ATTENDANCE AND PUNCTUALITY POLICY:

This policy was formulated by representatives of the Board of Management, Teachers, Pupils and Parents' Association of Scoil Cholmáin Tuairíní.

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1. Introduction

The National Educational Welfare Board (NEWB) requires all children to attend primary school from the age of six. The school expects that all children enrolled in will attend school every day.

2. Rationale & Aims

The staff and Board of Management of Scoil Cholmáin Tuairíní recognise the importance of good attendance and its positive impact on the child's social, emotional and educational development. Alongside this the school has a legal responsibility to monitor and report attendance. When a child is absent or late for school, they miss out on both educational and social needs. It is also difficult for children who are frequently absent to maintain relationships and make progress in their education.

- The aim of this policy is to ensure that all children come to school to a happy and safe learning environment.
- The child will gain the maximum benefit from the school day and overall school year.
- The child does not miss out on any part of the National Curriculum, as set out by the Department of Education & Science.

3. School Hours

Children should be in school from:

9:00 a.m. - till 1:40 p.m. (for the infant classes)

9:00 a.m. - till 2:40 p.m. (for the senior classes)

4. The National Educational Welfare Board (NEWB) and absenteeism

The NEWB is the board responsible for ensuring that all children in our school are being looked after. They work with our school to ensure that children are not neglected or abused. Absenteeism is one of the most common issues that the NEWB deals with. Our local educational welfare officer is Declan Brady Tel. 091-385302.

By law, if any child misses 20 days in a given year this must be reported to the NEWB. The school has a legal responsibility to record all absences and to send this information to the NEWB three times per annum. Schools are responsible for reporting absenteeism through a website, www.schoolreturns.ie. The school has also the authority to report any cases which we deem worrying, such as constant lateness or unusual patterns of absenteeism. When a child misses 15 days at *Scoil Cholmáin Tuairíní* a reminder note of this "20 day rule" will be sent to the parents/guardians.

5. Keeping records

Every day in school, children's names are called aloud and attendance is recorded on our electronic school register (Databiz). This roll call usually takes place around 9:40 a.m. but must be taken before 10:25 a.m.

6. What to do if your child is absent

When a child is absent, it is the parent/guardian's responsibility to write a note to explain the absence. It is not sufficient to telephone or text the school, although you are encouraged to do this as well, especially in the case of a child missing more than one day.

Written notes are the acceptable forms of communication on absences. It is recommended that the note templates provided in the back of the child's homework journal are used. They must state the dates of absence and the reason for absence. These notes are stored by the child's teacher until June 30th of each school year. After this, all notes are archived. By law, parents are required to submit a written explanation outlining the reason for their child's absence. Every term, the school must report all absences to the NEWB, with a reason for that absence. There are 6 criteria for absence in the report. Any absence, which doesn't have an explanatory written note, will fall under the category "unexplained". After 15 days of absence a letter will be sent to families to inform them that they have missed 15 days. If a child has 20 or more unexplained absences, the NEWB expect the school to carry out the following steps to investigate these absences, all steps will be recorded (and dated):

- In school discussion with the child (where appropriate)
- Contact between school and parent/guardian
- Meeting in school between parent/guardian and Principal
- Concerns and agreement of appropriate strategies documented with parent/guardian
- Implementation of appropriate strategies
- Use of appropriate strategies with pupil
- Other approaches tried

A Pre-Referral Checklist must be completed and forwarded to the NEWB Officer.

It is our legal obligation to report any child missing 20 days or more to the NEWB.

7. Being Late

School starts at 9:00 a.m., children should be in school at this time. Class teachers will monitor punctuality on a daily basis. **Lateness is damaging for the child. For example, a child who arrives 10 minutes late for school misses approximately 30 hours of tuition per annum.** The first ten minutes of our school day can be the most important time as it helps the child to settle in to his/her routine. Children enter class at 9:00 a.m.

If a child arrives at school after this time, the class teacher will record the amount of minutes the child has missed. This information will be communicated to parents if and when the need arises. Any child who arrives later than 10:20 a.m. (after the roll has been called) will be marked absent even if he/she arrives to school. There are exceptions to this rule outlined in the next two points.

If a child is late more than three times in one month, the child's parents/guardians will receive an advisory letter from the teacher (a copy will be kept for school records). The parents are expected to manage improvement in the pupil's punctuality after this. If there is no improvement, the Principal will arrange a meeting with the parents to discuss the poor punctuality. An appropriate agreement will be made, between parents/guardians and the Principal, depending on the circumstances.

8. What to do if you know your child will be excessively late:

If the child is going to be late for school, a text message or phone call to the school before 9:30 a.m. will be accepted and the child will not be marked absent in the roll book. Failure to do this will result in the child being marked absent for the day.

9. Planned Lateness:

If a child has a morning appointment, e.g. doctor, dentist, etc., it is acceptable to write a note or simply tell the teacher of the appointment in advance. If your child has an afternoon appointment please notify the teacher that your child will be collected early, either in person or by note. In some cases, a certificate may be asked for. In both cases your child must be signed in or out of school.

10. Guidelines on holidays or planned absence:

Although planned leave (due to family circumstances) and other absences are not encouraged by the school, a note or email must be sent in to explain the absence from school. Please note that the teacher is not under any obligation to provide schoolwork for children for any planned absences.

11. Collection:

Children should be collected **promptly** at 1:40 p.m. in the infant classroom and at 2:40 p.m. in the other classes.

EARLY INTERVENTION POLICY:

Parents who suspect their child may have difficulties in two or more areas of development e.g. Speech, hearing, vision, motor skills etc. can avail of an assessment of need (A.O.N.) by applying through their GP or PHN (Public Health Nurse) before their child reaches their 5th birthday.

GAEILGE POLICY:

Scoil Cholmáin Tuairíní is located in the Gaeltacht and the school makes every effort to promote and foster Gaeilge.

Practical Steps to Promoting Gaeilge for parents

- Promote a positive attitude
- Have a Dictionary
- Bain usáid as Gaeilge gach lá i do theach
- Use the greetings and sayings your child learns in school together

HEALTHY EATING POLICY:

In line with the Department of Health recommendations the school operates a Healthy Lunch Policy.

The following foods are not permitted:

- (1) Chocolate bars and sweets
- (2) Fizzy or sugar added drinks
- (3) Crisps, corn or potato snacks
- (4) Biscuits
- (5) Plain yogurts ONLY. No yogurts with chocolate or cereal bits on the side
- (6) Cereal bars (these were permitted until recently but the Department of Health have stated that they contain more sugar than chocolate bars and are most unhealthy)

INTERNET ACCEPTABLE USE POLICY:

Introduction

The internet is a valuable teaching and learning tool. It provides information and allows people to communicate with others and share information. It can develop children's independent research skills and promote life-long learning. However, some material available on the Internet is unsuitable for children and therefore these guidelines will be followed when using the internet.

Pupils' use of the Internet

Pupils are responsible for good behaviour on the internet. Access to the Internet may be withdrawn from pupils who fail to maintain acceptable standards of use. Internet access in the school includes a filtering service. However no filtering service is completely foolproof and therefore pupils will be supervised during the use of the internet.

Staff will ensure to the maximum extent possible, that pupils know and understand that no internet user is permitted to:

- Use the internet for any illegal activity including accessing other computers.
- Retrieve, send, copy or display offensive messages or pictures.
- Use obscene or offensive language.
- Cause damage to computers, computer systems or networks.
- Violate copyright laws.
- Use another user's password.
- Trespass in another user's folders, work or files.
- Cause any form of vandalism to the machine or the work of others including the up loading or creation of viruses.

Organisation and Management of Internet Use

Staff will select sites which will support pupils' learning. Pupils may be given with details of suitable sites to extend their learning at home as and when appropriate.

Promoting Safe and Independent Use of the Internet

Internet access will be supervised. Teachers will ensure that pupils understand appropriate use of the internet and are aware of the rules. Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

Children's Use of Email

Children in school will not be permitted to send or receive email. Pupils will not be allowed to send personal emails from the school system without permission. In-coming email will be regarded as public and may be examined by any staff member. The use of chat rooms and instant messaging is forbidden.

MOBILE PHONE POLICY:

Pupils should not bring mobile phones to school or to school related off site activities. Pupils who ignore this policy and bring a mobile to school, whether they use it or not, will be required to hand over their phone to a teacher or the principal and parents will be asked to collect it from the principal having first made an appointment.

SCHOOL UNIFORM POLICY:

At Scoil Cholmáin Tuairíní the school uniform is as follows:

- Navy - trousers, track suit bottom or skirt/gymslip
- Navy – Jumper (round or v neck) with Scoil Cholmáin Tuairíní crest
- Sky Blue - Polo shirt

SUPERVISION POLICY:

Rationale – Our aim is to provide a safe place for all the children in our care to learn and play. As teachers we accept the duty of care which devolves to us. In Scoil Cholmáin Tuairíní we make every reasonable effort to ensure that the children given into our care are adequately supervised.

Roles and Responsibilities:

The School Principal is responsible for drawing up and updating the Supervision Rota, which is made known to each person on the rota. In the event of a planned absence the person arranges for another teacher or teachers on the rota to swap supervision duties. In the event of an unplanned absence the principal arranges for a teacher on the rota to supervise.

Policy Statement:

During Break Time one teacher supervises the yard. On wet days the supervisor patrols the classrooms. The Rules for the yard are revised and reviewed regularly and are well known and repeated often to the children. All classes have copies of the relevant rules. The person on yard duty remains with classes until they have all been picked up by their own teacher. The school will open to receive pupils at 9.00 a.m. No responsibility is accepted for pupils arriving before that time. The bell rings at 9:00 a.m. Classes will commence each day at 9:10 a.m. Classes will end each day at 1:40 p.m. (infants) and 2:40 p.m. (all other classes). Teachers ensure an orderly dismissal and that all classrooms are vacated at this time. 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 gate not later than 1:40 p.m. (infants) and 2:40 p.m. (all other classes), as the school cannot accept responsibility for the supervision of children after that time.