

Principal: Aileen Plunkett

Deputy Principal: Rose Finn

www.stfrancisjs.com

School Office Hours: 8.50am-12.50pm & 1.15pm - 3.00pm

Secretary: Margaret Byrne

There may be nobody available to answer the door 12.50 -1.15 as the secretary is on her lunch break

School Day: Junior & Senior Infants 8.50 am - 1.30 pm

1st & 2nd class: 8.50 am - 2.30 pm

Break Times: vary due to class pods in yard (small break & big break)

Please have your child at school on time.

Yards: Each class must stay together during COVID-19 protocols

Yard Supervision: All yards are supervised by teachers and SNAs

Attendance / Leaving school during the school day / Collecting children:

* If a child is absent or going to be absent please inform the class teacher / secretary. The school liaises closely with the EWB (Education Welfare Board) and the school's Attendance Officer checks and monitors attendance on a daily basis. All absences of 20 days or more must, by law, be reported to Tusla, (The Child and Family Agency).

*Please send in a copy of hospital appointments / doctor's appointments so we can put them in your child's file

*All children must be collected 'through' the secretary's office. Parents / Guardians must sign their child out of the school, and write the reason why their child is leaving school early.

*No child in Junior or Senior infants or 1st class is permitted to walk home from school. He/She must be collected by parents / guardians.

*Junior and Senior Infants are dismissed at 1.30pm at their classroom doors.

*1st & 2nd classes are dismissed at 2.30pm

Only 2nd class children with written permission are permitted to walk home by themselves

Contacting your child's teacher / Concerned about your child:

* If you would like to speak with your child's teacher please make an appointment via our school secretary. A teacher is unable to leave his / her classroom unattended to speak with a parent or guardian. We will try to accommodate you as soon as possible.

*Please drop by the office and give Margaret your name if you would like to speak with the principal if you are worried or concerned or just have a question. She will arrange an appointment for you with the principal. We try and facilitate everyone by using appointments.

* Classroom Doors are locked during class time so that unwanted visitors cannot gain entry to the school. Please use the main school door if you need to speak with the secretary, teacher or principal.

* We have a zero tolerance policy on teachers or any member of staff being confronted by verbally aggressive parents or guardians on the school grounds. We have to lead by example.

Please write your child's name on his / her jumper, coat & bag

School Uniform / School Books / Shoes

* **€65 covers the cost of:** all books, access to on-line e books, endless photocopying, all art supplies, homework folder etc

If your child needs to buy a pencil or replace his / her homework zipped folder or copy because old one is lost etc *they can buy them in the office during the year.* The price list will be on the noticeboard outside the office.

* **Uniform:** tracksuit with crest + Pale blue polo t-shirt

Pat O Farrell Schoolwear Ltd, Unit 2, N1 Business Park, Swords 01 813 9714
www.ofarrellschoolwear.com 104 Kingsford Cross, Portmarnock 01 846 3512

Unfortunately, Pat O Farrell cannot set up their stall in our school due to COVID-19

***Shoes:** Please use Velcro closing shoes for your child or teach your child how to tie his/her shoe laces

School Lunch / Healthy Eating

* From September '21 all children can avail of a *free HOT lunch*, supplied by Carambola. The lunch is chosen via Carambola website. Your child can vary the menu each week, but it must be done by noon on the previous Friday. You need an email address so Carambola can issue you a password which allows you to go on line for the menu.

If you don't have an email address you can change the menu choice by phone 1 850 812 300

Our HSCL teacher Ms. Chaney will help you get started if you are stuck, as the website does look complicated!! hsclstfrancisjs17@gmail.com 086 014 0321

* **We do not accept special lunch deliveries**, including chicken fillet rolls, in school for children. If you do not want the Carambola lunch for your child please make sure your child's lunch is in their bag before they head to school. We will not be dropping food off to children in the classroom !!!!!

* We're trying to be healthy so please try and keep goodies and tasty snacks for home.

*Please inform us if your child has any particular food allergies

Medical Issues / Medication / Contact

Please inform your child's class teacher / principal if your child has any medical issues.

It is essential that we have at least 2 phone numbers for your child, so that if we need to contact you in the case of an emergency / concern and you are not available, we will be able to get in touch with someone who can make a decision on your behalf.

How we communicate with parents / guardians

Principal / Teacher / HSC Teacher / Secretary: rings you / sees you and speaks with you

School Texting: It is essential that the number you have given us for this service is current

Cadoo: Go to App / Google Playstore → Cadoo app → **Cadoo messenger** → Install →

With Cadoo the school's cost of sending text messages is greatly reduced. Please install ☺

School Newsletter / Note sent home (check your child's bag daily) / Homework journal

Noticeboard at secretary's office

Noticeboard outside rooms at classroom doors

All children are given the school calendar in June with their report for the upcoming academic year.

Please add into your calendar, dates that come up during the year eg: parent teacher meeting, voting, whole school being dismissed at 1.30 etc

On Time for School / Drop and Go

*School starts at 8.50am. All children should be at their classroom door at 8.50 am. Children who are persistently late may have to be referred to the EWO as they are missing out on learning and teaching. They also disturb teaching and learning as the rest of the class has settled down.

10 minutes late each day = 50 minutes of school missed each week = 1,830 minutes a year

= 30 hours a year = 6 full days of school (1 week + 1 day)

20 minutes late each day = 100 minutes of school missed each week = 3,660 minutes a year

= 61 hours a year = 12+ full days of school (2 weeks + 2 days)

* Parents / Guardians are not permitted in classrooms except for the first two sessions of junior infants

***Please make an appointment with the class teacher if you need to speak with him/her ***

HSC Teacher

Ms. Lisa Chaney is our HSC teacher. The role of the co-ordinator is to build and develop links between parents, teachers and community groups so that we can work together to provide the best possible educational outcomes for our children.

Text Ms. Chaney any HSE COVID-19 appointments/tests/results your child may have so that we can print off and file in his/her file.

During the year Ms. Chaney, along with Ms. Harrington in the senior school, will organise classes for parents including IT, cooking, flower arranging, keep fit etc when permissible

Ms. Chaney also organises after school clubs. Last year we did yoga, cooking and sport.

Please contact her if you have any queries

Email her at: hsclstfrancisjns@gmail.com

086 014 0321

School Facilities

Bright airy classrooms / Two huge playgrounds / Grass area during dry season

Two halls / Library / Computer room

Multi-function room which includes: Chill out room for children, Cooking / Baking area for children, Parents' area for classes and meetings, HSCL Teacher's office

Health Care Visits

Junior Infants: booster injection. Nurses visit school. No need to accompany your child unless you have concerns. Please don't tell your child that they're going to 'get an injection' !!

Senior Infants: Hearing and Sight test completed by nurse in school.

Dental nurse visits classes to explain good mouth hygiene

2nd Classes: You will receive a letter in the post with an appointment for your child to visit the dentist

Child Protection

Our Child Safeguarding Statement and Appendix is on display at our main door.

All teachers are mandated, by law, to report any concerns they have re: neglect, physical abuse, emotional abuse or sexual abuse.

Designated Liaison Person (DLP): A. Plunkett

Deputy Designated Liaison Person (DDLDP): R. Finn

School Website / Policies

www.stfrancisjs.com: This is our main means of communicating with parents & guardians

Please become familiar with it and the different headings we use.

All Policies are available to look at in our school. Make an appointment with our secretary.

COVID-19 Protocols

Only parents/guardians with an appointment will be allowed to enter the school building.

All persons on the school grounds must wear a face covering. If you cannot wear a mask please use a face shield.

Please social distance. Please do not enter school grounds if you feel unwell.

Please don't send your child to school if she/he feels unwell. Ring your doctor for advice. Then you can let us know.

