



BRAY SCHOOL PROJECT NATIONAL SCHOOL
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PRINCIPAL –CAROL LANIGAN

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 safe guard 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.

Allergies: A number of children in the school have severe allergies to nuts. For these children, ingestion of nuts or nut products can be fatal. We ask your co-operation in avoiding such products in lunches. Bray School Project National School is therefore a NUT FREE ZONE. *(Junior Infant Parents please indicate on accompanying form whether or not your child has allergies, sign same and return to the school)*

Anti-Bullying Policy: Please see our website www.brayschoolproject.ie for an up-to-date copy of our Anti-Bullying Policy – any parent wishing 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 and should be signed by pupils and Parents/Guardians of all new children. (Copies are available from the office – see our website: www.brayschoolproject.ie)

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 in An Grianán 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: Circulated at the end of June or early September – copies available in office and also on the website which is updated regularly. To access the calendar section of the website please note that the password is **EducateTogether**.

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. The Code of Behaviour is currently under review. The revised policy will issue shortly.

Collecting Children Early: Please come to the class for collection as children cannot be released to the car park, gate etc. Infants must be collected from their classrooms at all times.

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 the day before if your child will be late, otherwise they will be marked absent.

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 1st – 6th classes. Please see the PTA section of the school website for details.

Electronic Devices: MP3 players, iPods, PSPs etc. must not be used in school.

Enrolment Policy: The policy is available from the secretary's office. Please ensure all younger children are on the pre-enrolment list. There is an enrolment section on the school website.

Entering and Exiting: Children must use the patio-doors to enter and exit the classrooms and not the main entrance. This is a safety feature of the design of the school. Occasionally the class teacher may dictate otherwise for particular reasons.

Green School: Our school was awarded our Fifth Green Flag this year for our work on the theme of Biodiversity. To retain it we need to keep very high standards. With regard to lunch, drinks should be in reusable containers. Packaging is returned home in the lunchbox and food and fruit remains are placed in the class compost bin.

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: It is school policy to give homework to children in classes 1st to 6th 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 (as per homework journal) and should difficulties arise or the homework is taking an inordinate amount of time please inform the teacher by way of a note in the homework journal.

Information: The most frequent form of communication with you is by way of an email/a text message or occasionally a note in the school bag of your youngest child in the school. Please check your emails/phones (child's bag) every day. As mentioned above we also use a texting service for reminders/emergencies. Information is also updated regularly on the school website. **Please ensure that we always have your up-to-date mobile telephone numbers.**

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

Lollipop Lady: Children walking to school should cross if necessary at the pedestrian crossing or with the Lollipop Lady.

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.** (see "Chewing Gum")

Marino School: The school has forged close links with Marino School on Church Road which caters for children with special educational needs. These links involve pupils occasionally going to Marino with their teacher to share in school activities, celebrations and pupils from Marino School occasionally visiting our school for the same purpose. We have found that this link is mutually beneficial.

Millennium Cone: Our sculpture, which is the work of 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. It would be a shame to fence it off so please ensure your children do not play on it.

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 bank (please refer to the banking instructions on the school website or if this is not convenient for parents then monies should be handed to the school secretary).

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: We have several children in the Bray School Project who have **SERIOUS** nut allergies. You will note that this is referred to several times on this list of ABCs. We impress upon each family in the school that absolutely **NO nuts or nut derivatives OF ANY KIND** are to be brought into the school. Apart from the obvious peanut butter it also includes Nutella, biscuits containing nuts, chocolate containing nuts, cereal bars containing nuts. Please check packaging contents of any food item you plan to put into your child's lunchbox.

Opening/Closing Time: See punctuality.

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.

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 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.

Pedestrian Entrance: Children should enter the school by the pedestrian entrances and **NOT** by the vehicular entrance.

Policies: Please refer to 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 9.00 a.m. to 2.40 p.m. for classes 1st to 6th and 9.00 a.m. to 1.40 p.m. for Infants. Children are expected to "line-up" in an orderly fashion in designated areas at 9.00 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. Assembly time (9.00 a.m. - 9.20 a.m.) is among the most valuable and educational periods of the day. It is important that you realise that children remain in their parents care until school starts. The playground is not supervised before 8.50 a.m. Children should not arrive in school other than to be in time for 9.00 a.m. assembly. A register 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.

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. 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 30 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 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. A separate permission slip for school trips is included for your signature. (Permission may be withdrawn for any notified trip should you not wish your child to travel for whatever reason).

Woodland: 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.

PERMISSION SLIP

SCHOOL YEAR 2015-2016

1. I give permission for: _____ (child's name & class) to participate in any of the school trips organised by his/her class teacher with the Principal's authorisation during the current school year. I understand that I may withdraw this permission for any individual trip by notifying the teacher in writing that I do wish my child to participate.

Signature: _____ Parent/Guardian

Date: _____

2. Occasionally your child may be invited to taste foods as part of a lesson e.g. Chinese New Year, Cookery, Science. Please tick the appropriate box below and indicate what allergies, if any, your child has. (This section must also be signed regardless of whether or not your child has or does not have an allergy).

My child **does not** have allergies

My child **has** allergies/an allergy

please tick which is applicable

This allergy/these allergies are

I WILL NOT INCLUDE NUTS OR ANY FOOD CONTAINING NUTS IN MY CHILD'S LUNCH
(for example peanut butter, Nutella etc etc)

My child and I have read the ABCs and together have discussed each item.

Signature: _____ Parent/Guardian

Date: _____