



SCOIL ÍDE

SCHOOL PLAN

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Scoil Íde School Plan

THE HISTORY OF SCOIL ÍDE

Bishop Browne invited the sisters of Jesus & Mary to open a National School in Salthill as the population was rapidly increasing there in the early fifties. Scoil Ide was opened in Dalysfort House Hotel, overlooking Galway Bay, on May 1st 1952 with twenty-one pupils and three teachers, Mother M. Immaculata, Sr. Celine and Celia Burke. The numbers grew rapidly and it was decided to build a new school. The Hotel was knocked down and building started on the site. Meantime, school continued in the Hanger and Seapoint Ballrooms, by kindness of the Proprietors.

Official Opening



In 1962 the new Scoil Ide was blessed by the late Bishop Browne and officially opened by Dr. Patrick Hillary, then Minister for Education. That year a Secondary top was opened in Scoil Ide and three years later moved to Salerno, Revagh road. The aim of Scoil Ide is to give a Christian Education. It strives to develop, unify and enrich each child's personality by an education, which is attentive to the individual, open to the world and based on the Gospel.

Highest Standards

Scoil Ide is well known for its high academic standards and is also renowned for its attention to Drama, Music and Art. An important aspect of school life is the education given for Justice and Peace. Through various activities, projects and fund-raising events the children are given an awareness of local / world poverty or need. Children are encouraged to be of assistance in all Parish events especially Liturgy, Sports etc.

Personnel (Permanent teaching staff 2022/2023)

Principal - Claire Hynes

Deputy Principal - Eileen Ostheimer

Antoinette Moran

Trócaire Joye

AnneMarie Hennigan

Ailbhe Uí Fhatharta

Amanda Bowe

Fiona Duffy

Karen Keane

Paula O'Connor

Niamh Cooke

Sharon Long

Valerie O'Gorman

Deirdre Conneely

Eileen Chambers

Clare Gardiner

Rebecca Flannery

Management

The school has a Board of Management and a Parents' Council that take particular interest in all aspects of education and are constantly aiding and supporting the work of the school. The Management and Staff greatly appreciate the constant support the school gets from the Parents.

Members of Board of Management

Fr. Gerry Jennings - Chairperson

Tom Murphy - Treasurer

Secretary to the Board - Claire Hynes

Sr. Pauline Uhlemann RJM

Ray McGuire

Amanda Bowe - Teacher representative

Art Naughton - Parent Representative

Ethna O'Brien - Parent Representative

Parents' Association 2022/2023

Shane Flaherty - Chairperson

School Secretary

Andrea Lenihan

Content of curriculum

The Primary School Curriculum consists of 6 curriculum areas that are further divided into 11 subjects. These are:

- Language: [Gaeilge, English](#)
- Mathematics
- Social, Environmental and Scientific Education: [History, Geography and Science](#)
- Arts Education: [Music, Visual Arts, Drama](#)
- Physical Education: [Physical Education](#)
- Social Personal and Health Education: [Social, Personal and Health Education](#)

As Scoil Íde is a Catholic school Religion is also taught as a subject.

Opening and Closing Times

School commences for all children at 8.50am and finishes at 1.30pm for Junior and Senior Infant Classes and at 2.30pm for all other classes.

Books

The booklists for all classes are on our school website www.scoilide.com. Scoil Íde also operates a book rental scheme, details of which are sent out at the end of each school year for the following year.

Uniform

Girls

Bottle green pinafore with school crest

Cream blouse

Green Cardigan with stripe

Green or Cream socks or tights (ONLY girls from Fourth Class upwards may wear black opaque tights)

Black or brown shoes/runners

Or for Junior Infants up to and including First Class

Scoil Íde tracksuit and a yellow polo shirt

For Girls from Second Class and up to Sixth the PE uniform should only be worn on PE days.

Boys

Scoil Íde Green tracksuit (sweatshirt and pants)

Yellow polo shirt

Green fleece/coat (optional)

Dark shoes or runners

(note: there are still some cream polo shirts being worn by the boys but these will no longer form part of the uniform from the beginning of the 2019/2020 school year)

Extra Curricular Activities

Scoil Íde offers a range of after school activities. This year we are offering chess, Lego and Music. Activities may vary from term to term depending on numbers and the availability of teachers.

Choir

Scoil Íde has a very long tradition of music. Our school choir is comprised of girls from Fourth, Fifth and Sixth Classes. In the past few years the Choir won the SCCUL Schools Choral Competition in GMIT. We have sung with the Three Tenors in Galway Cathedral on many occasions. Recently we collaborated with the Tribe Tones Adult choir in their production of a Christmas CD for charity. We undertake a number of choir commitments for charity. The choir is led by Claire Hynes, Principal of Scoil Íde and Amanda Bowe accompanies the choir on the piano.

Vision/Mission/Ethos



Praised Forever Be Jesus & Mary

SCHOOL ETHOS

Scoil Íde is a Jesus and Mary Catholic Primary School, Education in Faith has priority in the school. Scoil Íde is a centre of Education where we strive to develop and enrich the child's personality by an Education which is attentive to the individual, open to the world and based on the Gospel.

To this end:

- ❖ The children are helped to grow in a sense of personal worth and feel themselves loved by living life together in an educational community.
- ❖ Family atmosphere will develop good interpersonal relationships which promote Christian values.
- ❖ The children need to prepare solidly for the world of work so as to enable them face the future with faith and confidence. They must be formed in habits of work which will help them to acquire a spirit of service and responsibility for themselves and others.
- ❖ The teaching staff maintain a high standard of professional competence by the pursuit of in-service training and other appropriate means.
- ❖ The teachers use a methodology which is characterised by love and patience and which attends individually and progressively to the complete development of the children, taking into account their particular talents and circumstances in life.
- ❖ Real sharing among all-staff, pupils and parents – creates a true Christian Educational Community, founded on faith, where children can grow in Christian values and virtues. Regular communication with parents informs them of the progress and development of their children while also assisting the teachers in the performance of their task.
- ❖ Openness to the world encourages the pupils to commit themselves to building up a more just and Christian Society.

Education in Faith

The educational philosophy of Scoil Íde based on love, demands the active and trusting participation of the young in their own development, in sharing and in taking responsibility.

Education in Faith has priority in our school. We aim by our example and teaching to bring forth and develop habits of Christian living. We try to help children experience a personal encounter with Christ.

We teach the Religious Education Programme approved by the Hierarchy.

We prepare the children for the reception of the Sacraments of Penance, the Eucharist and Confirmation and extend this participation as far as possible to parents. We try to give great attention to moral and spiritual formation of our children - trying to inculcate in them Christian virtues e.g. honesty, truthfulness etc. We educate the children in social justice and encourage positive action for justice in the local community and abroad.

Personal Prayer, Prayer Service and Liturgy form an important part of our Religious Education.

We include children from other faiths in our services if they so wish.

Praised be forever Jesus and Mary,

O hymn of triumph glorious hymn

Urging us in paths of duty,

Lifting us beyond the skies.

Where God dwells and ever loves us,

God loves us heaven is the prize.

O thorny crown of deep and ruddy hue

O wreath of fairest lilies purest white

Enclosing names that men and angels love and

Shedding rays of wondrous heavenly light

Device of union strength and glory

Close binding hearts that beat in one great cause

Lead on we follow wherever you may call us

Our mighty chant to heaven and victory soars.

Mission Statement

of

**Jesus & Mary Primary School
SCOIL ÍDE**

As a Jesus & Mary School
we strive by commitment to Christian Education
to nurture Gospel values.

We witness to Claudine's concern for the young
and for all people who are powerless
with special preference for those who are poor.

In this way we empower people
to develop loving relationships

with God,
with self,
with others
and with the earth.

In all we do

We seek to collaborate with groups and individuals
with whom we share common aims



Statement of Inclusivity

Scoil Íde values the individuality of all of our children. We are committed to giving all of our children every opportunity to achieve the highest standards. We do this by taking account of pupils' varied life experiences and needs. We offer a broad and balanced curriculum and have high expectations for our children. The achievements, attitudes and well-being of all our children matter. The school aims to promote the individuality of all of our children, irrespective of ethnicity, gender or sexual orientation, attainment, religion, age, disability, gender or family background.

Holistic Development

In Scoil Íde we adopt a holistic perspective in addressing the **development** of every child's intellectual, emotional, social, physical, artistic, creative and spiritual potentials. We seek to engage students in the teaching/**learning** process and we encourage personal and collective responsibility. This holistic approach is based around the principle of the whole being greater than the sum of its parts and addresses all of the needs of a child's life. These may include any combination of emotional, physical, relational, intellectual, creative and spiritual needs.

School Climate and Atmosphere

A positive school climate is the hallmark of Scoil Íde where individuals are valued, cared for and respected. Such an atmosphere contributes to effective teaching and learning and to genuine communication, both within and outside the school. We adopt the following strategies for creating a positive climate and atmosphere:-

- Building effective communication within the school
- Catering for individual needs
- Creating a health-promoting physical environment
- Developing democratic processes
- Enhancing self-esteem
- Fostering respect for diversity
- Fostering inclusive and respectful language
- Developing appropriate communication between home and school
- Developing a school approach to assessment



Tel: (091) 522716

Fax: (091) 520373

*Jesus and Mary N.S.,
Scoil Ide,
Ardnamara, Salthill,
Galway.*

Time Table 2022-2023

In addition to the closures below, there will be one whole day school closure and a half day school closure this school year to facilitate training for teachers on the new Primary Language Curriculum. Dates to be advised.

| | |
|------------------------------|---|
| Midterm Break | Monday 31st October 2022 to Friday 4th November 2022 inclusive |
| Christmas Holidays | Closing Wednesday 21st December 2022 and reopening on Thursday 5th January 2023 at 8.50am. |
| Bank Holiday | Monday 6th February 2023 |
| Midterm Break | Monday 13th February to Friday 17th February 2023 inclusive |
| Bank Holiday | Friday March 17th 2023 |
| Easter Holidays April | Closing Friday 31st March 2023 and reopening on Monday 17th 2023 at 8.50am |
| Bank Holiday | Monday 1st May 2023 and also closed on Tuesday May 2nd 2023 |
| Bank Holiday Weekend | Monday 5th June 2023 and also closed on Tuesday 6th June 2023 |
| Summer Holidays | Friday 30th June 2023 |

Parent - Teacher Meetings Monday 17th October to 21st October 2022

E-Mail : secretary@scoilideschool.com

Please ensure that the office has correct address and telephone numbers and inform the office if you have made any changes of address or telephone/mobile numbers and email addresses. The Department of Education require a PPS number and a postcode for every schoolgoing child and this must be provided to the office. Inform the school/class teacher if a different person is collecting your child.

P.T.O.

School Events

| | | |
|--|---|--|
| M.S. Readathon | November once | in aid of MS Ireland. Online participation this year again |
| Baboró | 14th – 23rd October | Galway International Arts Festival for Children (Individual class arrangements to follow) |
| Non Uniform Day | Friday 28th October | Halloween Dress Up Day |
| Photographs | Wednesday 12th October | Individual or Family Photos / Class Photos Choice of photo packages will be offered to parents |
| Christmas Performances | December | Monday 12th to Friday 16th December – all classes |
| Non Uniform Day | Wednesday 21st December | Fundraiser for charity |
| St. Claudine's Mass. | Friday 3rd February 2023 | Salthill Church 1pm. Second Class to 6 th Class. |
| First Confession | date to be advised | Salthill Church |
| Service of Light For Confirmation | date to be advised | Salthill Church /School |
| Confirmation | date to be advised | Salthill Church |
| First Holy Communion | date to be advised | Salthill Church |
| School Tours | Week beginning Monday 29th May 2023 | All classes. Details to follow |
| Yard Sale | Friday 9th June | Fundraiser |
| Graduation Ceremony | Tuesday 13th June | 6th Class |
| Sports Day | Thursday 15th June | All Classes |

We will advise parents of any other events or closures that may occur during the year using Aladdin Connect

School Visitors and Visiting Contractors Policy

SCOIL IDE.

1. In the interests of safety all visitors to the school should enter through the front door and check into the office - Visitors Book to be filled in when it is a case of children being collected/dropped off during school hours.
2. Only visitors with appointments will be permitted to see a member of staff, unless it suits staff member.
3. If a visitor approaches a member of staff without an appointment, the member of staff reserves the right to defer speaking about the matter in question until a later, more convenient time.
4. Under no circumstances will a visitor be allowed to verbally or physically attack a child or a member of staff. In this instance the person will be asked to leave the school immediately and, if he/she refuses, then assistance should be sought from a colleague or the Principal.
5. Visiting Contractors are never to be in direct, unsupervised contact with children.
6. In the event of an unacceptable breach of these guidelines, the assistance of the Board of Management or outside authorities may be sought.

Signed: _____

Date: _____

Arrival and Dismissal of Pupils

Arrival Procedure

The official starting time of school is 8.50am each day

The school doors will open at 8.30am and pupils will be supervised in their classes by the Management Team and the SNAs

Junior Infants, First Class, Fourth Class and Fifth Class enter through the front gate of the school.

Senior Infants, Second Class, Third Class and Sixth Class enter through the back gate of the school.

In order to foster independence in the children and to ensure that we are complying with child protection procedures, parents are encouraged to drop their children and allow them to carry their own bags into school.

Dismissal Procedures

Classes for Junior and Senior Infants will end each day at 1.30pm

All other classes finish at 2.30pm and parents wait at:-

Junior Infants - Front Gate

First Class - Front Gate

Fifth Class - front gate

Fourth Class - Front gate

Senior Infants - Back gate

Second class - back gate

Third Class - back gate

Sixth Class - back gate

Children may only be picked up from school by the Parent/Guardian or other authorised adult (by the Parent/Guardian).

Any change to the daily pick-up 4 arrangement must be communicated in writing to the class teacher or in emergencies a phone call to the school.

Parents/guardians/ are responsible for ensuring that their children are collected at school on time.

From time to time, the school will open/close earlier than the above times.

On these occasions, the Principal will give prior notification to parents/guardians.

The supervision of children is the responsibility of Parents/Guardians 8.30am and after 1.30pm for children in Infant classes and 2.30pm for children in other classes.

The Board of Management assumes no responsibility for children before or after these times. This also applies when the school, for whatever reasons, closes earlier than outlined above.

After School Care

Scoil Íde operates an after school service for Junior and Senior Infants from 1.30pm to 2.30pm at a cost of €3 per day per child. If two children from the one family are attending, the cost is €5 for the two children.

Exceptional closures

Contingency arrangements in the event of unforeseen school closures as per Circular 0009/2017

Guidance for schools in relation to making up for time lost due to unforeseen school closures is included in Circular 009/2017. This guidance sets out a structured approach to determining the measures to be put in place to make up for time lost. The guidance provides that subject to consensus at local level, any changes to normal practice that can be made to address the shortfalls should be put in place. Examples of how this might be achieved include:

- prioritising tuition over other non-tuition activities
- consideration of whether learning in the classroom should be prioritised over school tours, etc

The school authority must also take into account the need to provide adequate notice of any changes to the school calendar to pupils, parents and staff. The school authority shall also provide to parents, at the beginning of each year, a calendar which includes details of school closures

If necessary, the school authority should review the school calendar with a view to identifying any available discretionary days that the school had planned to close that could be made available to

make up the loss. In this regard, the school authority should take into account the need to provide adequate notice of any changes to the school calendar to pupils, parents and staff.

In cases where a school has been affected by extensive or prolonged school closures (e.g. due to weather, etc.) and where the school authority considers that the above measures will not adequately address the loss in tuition involved, the school authority may decide to implement either or both of the following contingency arrangements:

- the February mid-term break may be reduced by up to three days subject to the requirement that all schools must be closed on the Thursday and Friday of the week in which this break falls
- the Easter break may be reduced by up to three days by the school remaining open up to and including the Wednesday immediately preceding the Easter weekend. All schools must be closed on the Thursday and Friday immediately preceding the Easter weekend and remain closed for the remainder of the Easter break

Supervision Duties

Each staff member is rostered for supervision duty in accordance with the School's supervision policy which is available on the School website www.scoilide.com. The Management team and the SNAs supervise the children from 8.30am to 8.45am each morning.

BOOK RENTAL SCHEME

2022/2023

SCOIL ÍDE OPERATES A PARTIAL BOOK RENTAL SCHEME FROM SECOND CLASS UP TO SIXTH CLASS.

THE CHARGES FOR BOOK RENTAL/INTERACTIVE LICENCES, PHOTOCOPYING, COPIES, FOLDERS, PERSONAL INSURANCE, ALADDIN CONNECT, ARTS AND CRAFTS MATERIALS ETC ARE INCLUDED IN THE €75 CHARGE AT THE START OF THE SCHOOL YEAR.

Terms of School Book Rental Scheme for the year 2022/23 – Scoil Íde

1. Book lists will be supplied to parents in the normal way.
2. If books are damaged or lost, parents will be requested to replace the book or books in question.
3. Purchase of workbooks, Maths books disposable materials and stationery will remain outside the
4. scope of this scheme and parents will still be required to purchase these separately.
5. The books supplied under the scheme will remain the property of the school and may be subject to inspection at any time by a member of the teaching staff.
6. Any pupil found to be abusing, defacing or disposing of rented books will be asked to leave the scheme and will be required to supply their own textbooks for the remainder of their time in the school.
7. Books supplied under the scheme may be new or second-hand.

MOBILE PHONE POLICY

We do not allow children to have mobile phones in school. If there is a particular reason why your child needs to have a mobile phone with them the reason needs to be stated on the form below and the form must be signed by a parent. In such instances the mobile phone must be dropped at the office in the morning and the child can collect the phone when they are leaving school.

Child's name _____

Parent Signature _____

Reason _____

Date: _____

|  We want to see lots of | Drinks Allowed W | Foods to be avoided in Scoil Ide |
|--|---------------------|---|
| | | |
| Salads | A | NUTS – all varieties and foods containing nuts as there are children with nut allergies in the school |
| Raw Vegetables | T | Crisps |
| Meats | | Popcorn |
| Fish | | Chocolate |
| Fruit | E | Fruit Winders |
| Rice (brown is best) | | Chewing Gum |
| Pasta (Gluten Free recommended) | R | Sweets |
| Hummus | | Danishes/Pastries/ Cake/Buns |
| Soup | O | Bars of every type including cereal bars |
| Cheese | | Chocolate /Yoghurt covered raisins |
| Raisins & Dried Fruit | N | Fast Food |
| Rice Cakes (plain) | | Juice boxes / Capri Sun |
| Crackers | | Juice Drinks |
| Bread Varieties- | L | Fizzy drinks |
| Wraps, Bagels, Pitta, Rolls, Baps, Wholegrain Bread | Y | |

| | | |
|--|--|--|
| | To add flavour to water please consider using slices of fresh fruit | |
|--|--|--|

Exercise Tips

- **No Activity**
(sitting at the computer / in front of T.V.)
- **Low Activity**
(Skipping, playing on a swing)
- **Medium Activity**
(Golf, swingball, washing the car, walking to school)
- **Medium / High Activity**
(Roller skating, dancing, running with the dog)
- **High Activity**
(swimming, cycling, football, camogie/hurling)

Healthy eating begins at home and it is important to establish healthy eating habits when our children are young.

Parents can lead by example and can encourage good eating habits at school by using healthy options in lunch boxes.

Be Healthy

Eat Healthy

Keep Fit

Scoil Íde,

Class Allocation Policy

2022/2023

The Board of Management recognises the importance of having a transparent policy in relation to the allocation of teachers to posts in Scoil Íde. The allocation of teaching duties within the school is a matter for the principal. Circular 16/73 states that the principal teacher "should arrange a fair distribution of teaching duties among the staff, taking into account the needs of the pupils and the abilities, experience, personality and preference of each teacher. S/he should utilise the services of staff with special qualifications or aptitudes in an organising or advisory capacity."

Classes will be allocated to ensure that pupils benefit from the range of expertise available in the school. When allocating classes, consideration will be given firstly, to the children and their learning needs, then to the special skills of the staff and to providing them with a range of teaching opportunities. However, while there are significant and valid reasons for changing staff duties and responsibilities, it is also extremely important to ensure stability and take into account the totality of needs within the school.

When changes are deemed desirable the Principal will consider

- The specific needs of the particular class/group of pupils.
- The characteristics of specific children within the class.
- Allocation of classes in previous years.
- The attributes of the teacher who has the class currently and the attributes of the teacher to whom the class will be allocated.
- The needs of the particular teacher.
- The desirability of retaining an experienced person at each particular level to ensure continuity.

- Willingness to teach a particular class/group
- Distribution of collective expertise/ willingness to share expertise with other teachers and groups.
- Specific circumstances such as career break applications, retirements, job-sharing, SNA in classroom etc.

The following procedure is applied when classes are being allocated

- Class Preference Forms will be circulated by the principal to each teacher in March. Staff members will be requested to write down their 1st, 2nd and 3rd preferences and return these to the principal by Friday 16th March 2018.
- A record of choices will be kept by the principal from year to year.
- If a staff member does not get their 1st preference one year, then the principal will try to accommodate them in a subsequent year, if possible.
- The principal will, where possible, inform the class teacher of his/her allocated class before the end of May of the preceding school year. This allows the teacher a month to prepare book lists for the coming year.
- Teacher's should have a new teaching experience every 3 - 5 years, however it is recognised that this will not always suit the circumstances of the school or the individual teacher.

Individual teachers will be facilitated to discuss their class allocation with the principal if they wish.

Signed _____

Chairperson, Board of Management

Keeping of Class Records and other information

The school's Data Protection Policy is available to view on the School's website www.scoilide.com and the parties who we share information with are also outlined in this document.

TEACHER ABSENCES (DES CIRCULAR 32/07)

The purpose of this circular is to set out for school management authorities, principal teachers and all teaching staff the provisions determining arrangements in relation to absences from school and whether the teachers' absence should be covered by the employment of a Substitute Teacher or a Temporary/Fixed Term Teacher. The issue of the circular is also intended to provide clarity for schools in relation to teacher absences having particular regard to the introduction of the Online Claims System (OLCS) at primary level in April, 2007.

The Online Claims System (OLCS) is designed to enable schools to submit online details of **all** teacher absences and to make claims for substitute teachers. The data input by schools, once validated, updates the Department's Payroll and Personnel systems and issues payment directly to the teacher.

It should be noted that with the introduction of this system some absences for unpaid leave which have heretofore required the employment of a temporary/fixed term teacher will now be covered by the employment of a substitute (casual/non-casual) teacher. For example, under present arrangements a teacher on paid maternity leave is replaced by a substitute (casual/non-casual) teacher for the duration of paid maternity leave. When on unpaid maternity leave she is replaced by a temporary/fixed term teacher. Henceforth, the full absence, maternity leave, leave-in-lieu, unpaid maternity leave etc., will be covered by the appointment of a substitute (casual/non-casual) teacher.

A teacher who is employed in a primary school under a contract which obliges him/her to work for a period in excess of 40 days in the school year but less than a full school year is classified as a non-casual substitute teacher. Such a teacher is paid at his/her appropriate annual salary divided by 183 for each day worked. A teacher who is employed on a casual basis for a period of up to 40 days in a school year is classified as a casual substitute teacher and is paid a fixed daily rate which is inclusive of holiday pay. If such a teacher exceeds 40 days employment in a school year they are paid at the non-casual rate for any day in excess of 40 days.

Boards of Management should fulfil existing contractual arrangements with replacement teachers, whether substitute (casual/non-casual) or temporary/fixed term. The revised arrangements should come into effect for contractual arrangements to be entered into from 16 April, 2007 onwards.

The **prior** approval of the Chairperson of the Board of Management must be granted for all absences. Absence for part of a school day constitutes an absence for a full school day. Teachers are not allowed to absent themselves from school for the purpose of transacting private or personal business such as consultation with a solicitor or bank manager, signing of contracts, attending for interviews etc. Any absence without reasonable cause and the approval of the Board of Management will involve loss of salary

With effect from 16 April, 2007 all teacher absences which were previously recorded on the quarterly return and the substitute claim form will be submitted on-line by the schools involved in Phase 1 of the roll-out of OLCS. Pending the introduction of OLCS to all other

primary schools all leave absences must be entered chronologically on the new substitute claim form which will be issued to all schools, even if the absence is not substitutable. It is important to note that absences should not be recorded on the quarterly return after 16 April, 2007.

The Department will meet the cost of supplying a substitute teacher replacing Principal teachers in one teacher schools who are absent for any reason as set out in Section 1 of this circular and with the permission of the Board of Management. Substitute cover will also be provided for Principals in one teacher schools in respect of Extra Personal Leave (EPV) days.

The arrangements for teacher absences have been set out in three sections in this Circular -

- **Section 1** relates to absences which allow for the employment of a substitute teacher to cover teacher absences such as Sick leave, Family leave, Personal leave & School Business Related Absence
- **Section 2** relates to absences which allow for the employment of a temporary/fixed term teacher to cover teacher absences on Career Break, Carers Leave, Secondment, and APSO (Agency for Personal Service Overseas) Leave
- **Section 3** relates to paid leave absences for which no substitute (casual/non-casual) or temporary/fixed term cover is paid by the Department

The terms and conditions applying to teacher absences as outlined in the above Sections can be found in the relevant Department Circulars governing these schemes, e.g., Maternity Leave, Adoptive Leave, Sick Leave etc.. In addition, **Appendix A** of this circular sets out the provisions governing other brief absences, e.g., illness and bereavement of a family member.

Boards of Management are obliged to recruit and employ fully qualified primary teachers for any vacancy in a school, regardless of the duration of the vacancy. Information regarding recognised qualifications can be obtained from the Primary Administration Section of the Department (Tel: 090 6483735/6483736). Under no circumstances should a Board of Management engage an untrained person and commit to retaining that person for the full duration of a teacher's absence on career break, maternity leave, parental leave etc.. It should be noted that a post primary qualified teacher is not fully qualified for the purposes of appointment as a primary teacher. The procedures for the appointment of teachers as outlined in the Constitution of Boards and Rules of Procedures for Boards of Management of National Schools must be adhered to at all times.

Please Note: There have been a number of amendments to this Circular since 2007, such as the removal of substitute cover for self-certified sick leave and the first day of Family Illness Leave. Two exceptions apply: 1) Substitute cover will be provided for the first day of an absence of a teacher on self-certified sick leave or the first day of Family Illness Leave in schools with two or less classroom teachers. 2) In the event that two or more teachers in a school are absent from teaching duty on either self-certified sick leave or the first day of Family Illness Leave, substitute cover is provided for the second and subsequent teachers that are absent. (for more information on the appointment of substitute teachers, please see the **Staffing** Section).

Staff Meetings Guidelines

Relationships to School Ethos

Scoil Íde strives to provide a well ordered, caring, secure atmosphere. This is achieved through promoting the individual and collective personal and professional development of staff through regular structured staff meetings and Board of Management sponsored staff development programmes.

Aims and Objectives

- To address collaboratively, school issues/problems as they arise
- To plan, effectively for school routines both curricular and organisational
- To allow for a sense of ownership through appropriate delegation
- To involve all staff in the decision making process.

Procedures

A staff meeting is held fortnightly. The Chairperson for this meeting is the Principal and the recording secretary is the Deputy Principal. An agenda is drawn up beforehand. Staff are invited to nominate items/issues for inclusion on the agenda.

Special Needs Assistants are required to attend staff meetings.

Guidelines for Chairing Staff Meetings

The Principal should:

- Set the dates of the staff meetings for the term at your first staff meeting each academic year and all staff meetings take place on a Monday.
- It is possible to take the first day back in September as a staff planning/staff meeting day and to use 6 of the Croke Park hours for the next school year to facilitate this
- Decide with your staff as to whether you will maintain the half in, half out model or confine your staff meetings to outside of school time or a combination of both as outlined in Circulars 8/2011 and 14/04
- If your staff meetings entail the children going home early, it works very well if parents can be informed about the dates and times of the meetings in September and then reminded closer to the time
- If your staff meetings begin when school ends, it is important to make arrangements to ensure the safety of all the pupils as they leave the school premises and that safety measures already in place are also followed properly on staff meeting days
- Decide how many of these meetings support staff will attend and the length of time of their attendance. It is better if this information is well known to everyone to avoid uncertainty and to allow support staff to plan in advance. A good working model is to have all support staff attend for an hour at the beginning of the first and final staff meeting of the year and after that, where the need arises. If your support staff are not attending a section of a staff meeting taking place during school hours, you will need to discuss with them what they will be doing during this time
- You will also need to make a decision about the attendance of substitute teachers at the meeting
- Explain the format of the staff meetings to everyone at your first staff meeting each year. Tell them that you would like the chair and the recording secretary to rotate amongst those who are willing and able to do it. This can be for just one meeting or a series of meetings. Explain that nobody will be put under pressure to take on the roles but that you would be very grateful if they did. It is also good practice to explain that some of the meeting time will be used for group work and that these discussions and/or decisions will be recorded and fed back to the meeting. A discussion on democracy and the importance of everyone having their say and being listened to respectfully may seem unnecessary but is often essential. A short discussion on decision making and how decisions will be arrived at can also be beneficial

- It is best practice to liaise with neighbouring principals and to discuss staff meeting arrangements with them. This is essential if your school is linked to a Junior/Senior/Boys'/Girls' school
- Inform your Board of Management of all the decisions made in relation to staff meetings
- Begin the agenda for your staff meeting at your In-School Management meeting to develop and broaden discussions that come up at the latter
- Keep a "next staff meeting" notebook or file
- From this process, develop a basic agenda for staff meetings at particular times of the year that can be modified as the need arises
- Divide the agenda into sections using the following as a guide:
 - Teaching and Learning (This section will usually have the longest time allocated to it)
 - Administration
 - Pastoral
 - House Keeping
 - Post Holders' Reports
- Take the time to examine the minutes of the last meeting and to determine what follow up actions were taken and how they are progressing. List these in your notes with any other matters arising as they may have a bearing on your new agenda. This is particularly important in areas of teaching and learning as it may be connected to a continuum of school planning and the development section of your Plean Scoile
- Ensure that the agenda is not over-loaded. If too many items are submitted for consideration, prioritise the items with the In-School Management team and let everyone know why particular items were omitted. Ensure that these items are dealt with at the next In-School Management meeting or separately with the individual(s) who brought them to your attention. Include them in the agenda of the next staff meeting, even if they have been dealt with successfully so that everyone is aware of them and properly informed
- If there are policies and documents or current practices to be reviewed at the meeting, ensure that each member of staff has a copy of them and a working knowledge of what current practice is
- Give all members of staff a sufficient period of time to add to the agenda

- Be sure to take the time to discuss contributions made to the agenda to ensure correct interpretation of the contributor's point
- Ask the person contributing the item if they would like the opportunity to explain or put forward their point at the meeting if appropriate.

The principal should:

- Ensure that the venue and furniture arrangements are comfortable and appropriate
- Ensure the security of the rest of the building while the meeting is taking place.

At the meeting, the chairperson should:

- Provide each person attending the meeting with a copy of the Final Agenda
- Have all documentation for the meeting in the correct order to match the agenda
- Be responsible for beginning the meeting promptly, sticking to the agenda and ending the meeting on time
- Be aware of the importance of fairness and sufficient formality
- Encourage discussion and participation
- Facilitate the discussion in a manner which allows everyone to contribute and to be listened to
- Decide what needs to be recorded, addressed, reported and what needs further work and discussion
- Remain in charge of the meeting
- Control the speed of the proceedings
- Clarify for the recording secretary if necessary
- Enable decision making by using agreed strategies e.g. consensus, majority wins, votes etc. If decisions are not reached, plan further discussions, be open to further information and clarity and outside/expert help and advice

After the meeting the principal should:

- Oversee the typing of the minutes
- Distribute the minutes to the entire staff within a week of the meeting

- Inform others of the decisions taken when necessary e.g. the BOM, the parents, Parents' Association etc.
- Monitor the follow up actions on targets set and decisions taken
- Modify the Plean Scoile to reflect the decisions taken in consultation with the BOM and the Parents' Association
- Get agreed policy changes re-ratified at the next BOM meeting
- Facilitate further work on areas where decisions were not arrived at
- Safely file a copy of the minutes in a secure place
- Ensure the minutes, matters arising, targets, decisions and actions are followed up at the next In-School Management and Staff meetings.

Success Criteria

- Participation and delivery by all staff
- Co-operation and consensus
- Monitoring and assessment of procedures
- Staff 'feel good' factor
- School 'feel good' factor.

SCHOOL TOURS AND EXCURSIONS

THE POLICY FOR SCHOOL TOURS AND EXCURSIONS IS ON THE SCHOOL WEBSITE
WWW.SCOILIDE.COM

After School Activities

The School Policy for After School Activities is on the School Website www.scoilide.com

Transition to Second Level

○ **Education Passport**

As indicated in Circular 45/2014, the National Council for Curriculum and Assessment (NCCA) has developed a suite of materials to support the reporting and transfer of pupil information from primary to post-primary schools. The materials are presented under the umbrella title of "Education Passport" and are available at www.ncca.ie/transfer. These materials were made available to schools on an optional basis for the academic year 2013/14. From this academic year 2014/15, schools are required to use the NCCA Education Passport materials to support the reporting and transfer of pupil information at the end of sixth class. The Education Passport should be sent to the relevant post-primary school following confirmation of enrolment and, ideally, by the end of June before entry to second level. The Education Passport Materials include

- The standard 6th Class Report Card Template for completion by schools.
- The My Profile sheet for completion by pupils in primary schools before being shared with their parents/guardians.
- The My Child's Profile sheet for completion by parents/guardians. This should be sent with the My Profile sheet to parents/guardians by the end of the second week of June at the latest. Parents may complete the My Child's Profile should they wish to do so. The primary school should forward My Child's Profile, if completed, along with the pupil's My Profile sheet and the 6th Class Report Card to the post-primary school. The Education Passport materials have been developed by the NCCA, following an extensive period of engagement with stakeholders, to support the dual purpose of reporting to parents and of transferring pupil information to post-primary schools once enrolment has been confirmed. For more information about the administration of the Education Passport, schools should refer to the FAQs at www.ncca.ie/transfer.

ALL THE OTHER ORGANISATIONAL AND CURRICULAR PLANS ARE ON THE SCHOOL WEBSITE
WWW.SCOILIDE.IE

A LIST OF THE POLICIES AND THEIR REVIEW DATES IS ATTACHED.

Prepared in January 2019 and to be reviewed again in January 2020 and in September 2022.

Signed: -

Chairperson of the Board of Manangement