

Newcomers' Information Booklet

St. Eithne's Primary School



Classroom Work.



Outdoor Play Area



Outdoor Activities in GartanOEC

Welcome to St. Eithne's Primary. This booklet contains some important information about our school which you might find useful as your child joins us.

www.steithnes.net

St. Eithne's About Us




Visit our website and find out. www.steithnes.net.

We love our music and we provide an amazing number of clubs. Our children are very successful.... this year our children have come **First** in three Athletics/Cross-country competitions. The Athletics team won the Sports Council's BEST PRIMARY SCHOOLS' TEAM last year. We have the best 7- Aside Boys Soccer Team and both girls and boys teams reached the IFA N.I. finals in Cookstown. The Under 11 swimming Team won their section at the NWSSA Swimming Gala in June last year and we were top school in the Credit Union Poster Competition last Christmas. Every year group puts on a Christmas Nativity for parents. The P.7 children all starred in our annual school show (Aladdin) in February. Our 40 strong school orchestra put on an amazing Summer Concert in June. We take our Primary 6 and 7 children to Gartan Outdoor Activity Centre in July for surfing, sailing and kayaking.

As well as all this and much more, we provide excellent teaching and learning experiences and activities throughout the school for all our children

The school is already extremely well equipped. There are 19 classrooms altogether to cater for an enrolment of 552 pupils and an admission number of 79. The school's major resources / facilities are as follows:

- Two separate playgrounds, one for infants and the other for juniors;
- An assembly hall (or Gym) for P.E., school shows and meetings;
- A library, a computer suite, 5 resource rooms, washrooms beside each classroom;
- A separate block of four classes for P1 pupils and another 15 classrooms within the two-storey section of the school;
- A lift is included and the building is fully accessible to disabled persons.
- A new special "Outside Play area with slides and climbing frames for P.1 & 2 is available this year.

		
Computer Study	Interactive Whiteboard in action	Primary 1 Nativity

Each class has an "Interactive Whiteboard", an up-to-date computer and the pupils can connect to the Internet. The school is also equipped with an Intranet, which means that pupils are able to communicate with other classes and access the "World Wide Web". We have our own website which can be accessed at - <http://www.steithnes.net>

		
Children at the Breakfast Club	Working in class	Netball in the Gym.

School meals kitchen and twin dining areas are provided by the Western Education and Library Board as part of the overall built complex, this includes a Youth Club. The school can use this youth wing during the day.

The various parts of the building are grouped around central courtyards, which have outside seating and picnic tables. The grounds are secured by perimeter fencing and bus lay-by and parking facilities are provided to the Springtown Road frontage of the school.

ST EITHNE'S SCHOOL DAY

Breakfast Club: 8:00a.m.	Playground from 8:30	P.1 & 2 children to class at 8:45
Class begins each day at: 9.00 a.m.		
Morning Session:	9.00 a.m.	- 12.05 p.m. (P.1, 2 & 3) - 12.35 p.m. (P.4 to 7)
Lunch:	Primary 1, 2 & 3 11.55 a.m. - 12.45 p.m. Primary 4 & 7 12. 35 a.m. - 1.15 p.m.	
Primary 1 and 2: Afternoon Session:	12. 50 p.m. - 2.30 p.m.	
Primary 3: Afternoon Session:	12.50 p.m. - 2. 45 p.m.	
Primary 4 - 7: Afternoon Session:	1.15 p.m. - 3. 00 p.m.	

Parents of Primary 1 & 2 children may leave them in the classroom at 8:45a.m. All Pupils enter the classes around the back of the school for security and so that the front door does not become an easy access for anyone intent on malicious damage or hurt. On dry days P.3 to 7 children may go to the playgrounds where teachers will be on duty but on wet days these children will line up in the hall.

LUNCHTIME

St. Eithne's has two canteens and WELB School Kitchens provides meals. Those children who are paying for their meals would bring £2.20 per day. All children should bring their money in a purse or wallet and put their name on these items for safekeeping. We ask parents of younger children to check the daily menu and place a list of the desired items in the purse with the money.

Free Meals & Uniform Allowance (Apply early)

Your child may be entitled to "Free School Meals/ Uniform Allowance". In this case you should fill in a form. If this has not already been done or perhaps this is your first child to go to school, please make an immediate application to the WELB. Ask Cathy at the office for a form. Return the completed form to:

The Western Education and Library Board, 1 Hospital Road, OMAGH, Co. Tyrone, BT79 OAW

Planned & Unplanned Absence

The register is marked in the morning and the afternoon. If your child should go missing in the afternoon we shall be concerned. Please inform us either by telephone or message if, due to illness or an appointment, you are keeping your child off for the half day. In the interest of safety we ask you to call at the school office if you wish to take your child out early. A permission slip will be available when you are taking your child out during break times. At other times your child will be sent for as you wait at the office. Teachers will not be able to let a pupil out of class when a parent calls at the classroom door. We do not encourage anybody to go beyond the reception area without a visitor's badge of some other form of identification.



EXTRA CURRICULAR ACTIVITIES.

We have a comprehensive programme of clubs and extra curricular activities. These are detailed below. We believe that such clubs help our pupils to develop physically and socially. These experiences are set outside the class and are of great benefit to children.

Last Year: Breakfast Club, Athletics, Netball, Swimming Club, P.4/5 Football, P.6/7 Football, Art & Craft (P4/5) Club, Art & Craft (P6/7) Club, ECO Club, French Club, Youth Club Games, Library Club, Art Club, Computer Clubs (P4/5 & P6/7), Homework Clubs (P4 to 7), and "Girls Only" Football Club, & Cycling Club.

Music Clubs.

These are the school's own music clubs (not to be confused with WELB Tuition): Trumpets, Flutes, Violins, Clarinets, Recorder Club, Orchestra and Choir. All children learn recorder from the last term in Primary 3 until Primary 7. Our school choir sings at 11:15 mass every other month on Sundays.

Our Primary 1, 2 & 3 children are not left out. This year they have been doing Yoga and Street Games during the day. We still feel that they are a still little too young to stay behind for a club.

This is only a snapshot of what goes on at St. Eithne's. Please do visit our website and read all about us, our history and our successes. Get a real understanding of what makes us tick.

ST. EITHNE'S PRIMARY SCHOOL

Medication Policy Summary

Reviewed 2009

This is a summary of our "Medication Policy". This information sheet contains some of the most important elements of our Medication Policy.

This policy has been devised *using DENI / DHSSNI (2008) guidance "Supporting Pupils with Medication Needs"*. At St. Eithne's we are committed to the health and safety of all our pupils and staff. With this in mind we have agreed to implement the policy and procedures detailed in the complete policy proposed and accepted by the Board of Governors of St. Eithne's.

This Medication Policy has been reviewed under new DENI (08/09) guidelines.

Parents.

You are a child's main carers.

PLEASE MAKE SURE YOU PROVIDE US WITH UP-TO-DATE TELEPHONE NUMBERS.

You are responsible for making sure that your child is well enough to attend school. Please provide us with sufficient information about your child's medical condition and treatment or special care needed at school.

Complete a form: (Available from the office) for cases of epilepsy, diabetes, asthma, anaphylaxis, allergic and hypoglycaemic reactions etc.

Please do not bring a child to school if that child is too sick. Think of your child, the teacher and the other pupils in the class. If a child is sick or experienced a fall during the day **Mrs Brady, our secretary** (Our Designated First-Aider) will check and may find it necessary to ring you so that a judgement can be made regarding your child's well-being as soon as possible.

It is therefore essential that you leave a contact number so that you can be contacted easily. This is a requirement as specified by DENI in its most up-to-date guidelines.

School Staff.

Please make us aware of any condition that children in their class may have so that we can act in an emergency. The Principal and the teaching staff, as persons "in loco parentis", will take appropriate action when a child in their care requires medical attention. In an emergency staff must know the appropriate action to take. The school will not hesitate to contact parents in emergency situations.

Some classroom assistants may be trained to deal with specific medical needs for children in their care. However, a care plan must be drawn up and a contract signed by parent, teacher and principal before this can take place.

Administration of Medication.

Medicines **will not** be administered to pupils by any members of staff except in extremely special circumstances and only if the staff member, the parent and principal have agreed and signed the appropriate documentation. However, **in most cases**, we shall expect the parent or carer to make their own arrangement to provide and administer the medication. Parents are also responsible for appropriate disposal of the medication. Parents cannot insist that their child must receive medication.

Short Term Medical Needs.

Many pupils may need to take an antibiotic or apply a lotion at some time in their school life. It is helpful if, where possible, medication can be prescribed in dose frequencies, which enable it to be taken outside school hours. Parents should ask the prescribing doctor or dentist about this. Pupils will not be allowed to carry antibiotics, painkillers and other such medicines.

Asthma Policy.

A Primary 5, 6 & 7 child with asthma will be allowed to carry and use inhalers as long as the parent has completed the proper contract. P.1 to 4 pupils with asthma will be allowed to administer the inhaler him/herself under the supervision of the teacher. Again parents of asthma sufferers must contact the principal, fill in the appropriate form. A letter from the GP may be requested. All participants must have agreed to adopt this role. Teachers are within their rights to refuse. The parent must give all the relevant information to the school and supply and dispose of inhalers.

Storing Medication.

All Asthma inhalers should be clearly labelled with the name of the pupil, the dose of the drug and the frequency of the administration. Asthma sufferers in P.1 ,2 3 & 4 will not be allowed to carry inhalers with them but all supervising staff will be informed where the inhalers are (usually in the store of the class teacher) and advised about their role.

The principal reserves the right to refuse any administration or supervision of administration of any other types of medication. The school's main function is to deliver the curriculum. School staff **cannot** take responsibility for administering painkillers and other such non-prescribed medication. If a child is seen to possess any drugs they may be confiscated and the parent contacted. If the child is in pain it is the child is probably better off at home. Children will not be allowed to carry painkillers around the school.

Emergency Procedures.

In the case of an emergency an ambulance may be called as soon as possible and parents contacted. Staff members will not in the first instance take a child in the car to the hospital. The Principal will make such decisions at the time. Emergency procedures are displayed in every classroom and central areas in the school.

Should parents require any further information concerning our Child Protection Policy please ask at the school office.

Other Related Policies.

Pastoral Care & Child Protection Policy

Health & Safety Policy

Drugs Education Policy Alcohol Policy Relationships and Sexual Education Policy Health Education Policy

The complete policy is available on request (in writing) and can be collected at the general office.

Please allow reasonable time for the document to be made available.

Gerry Cosgrove (Principal)

Health and Social Education.

St. Eithne's Primary School

Our Goals:

By the time they leave primary school the children should have had experiences enabling them to have gained a simple knowledge and understanding of health in the context of:

(i) Personal Development

- a) How we grow, senses and hygiene.
- b) Physical fitness - the conditions that promote healthy growth and development, fresh air, exercise, hygiene, sleep and rest.
- c) Nutrition - contribution of food to growth, energy and health, making responsible decisions about their diet.
- d) Uses of potentially harmful substances and drugs - health hazards smoking, alcohol, and misuse of pills and medicines.

(ii) Social Development

- a) Relationships within the family - helping at home, sharing, responsibilities.
- b) Relationships with peers - importance of friendships.
- c) Relationships with others - co-operation with others, tolerance, understanding of social rules.

(iii) The Environment

- a) Safety - on the roads, in the home, in the water, in the environment.
- b) Consider the factors that affect health in the environment - litter, pollution, water etc.
- c) Responsibility for maintaining the environment, suggestions for this improvement.

Co-ordinating our Programme

Every teacher in the school is aware of our priorities concerning the Health of our children. The programme is taught through a number of subjects.

Religious Education:- Social, moral and emotional aspects.

Physical education:- Physical well being and exercise.

Science:- About ourselves, i.e. parts of the body , a healthy lifestyle etc.

Extra-curricular programme.

Our extra-curricular programme serves not only to develop the children socially and emotionally in clubs such as Choir Group, Computer Club, Art & Design and Reading Games Club. We also promote the development of our pupils physically in Swimming, Net-ball and Football clubs.

Some Rules & Procedures.

PE Policy on clothing in the Hall.

- Children should change for PE and wear either shorts & T-shirt or T-shirt and track suit bottoms. The little black slippers must be worn in the hall. Appropriate footwear should be worn in the playground during PE (The Health and Safety of the children is paramount).
- Children should keep their PE gear in a small bag and they should be given the opportunity to leave these in school and to hang these on their coat hooks outside the classroom.
- Children may wear their shorts and T-shirts under their uniforms so that it is easy to change for PE. **However**, girls would not be allowed to wear a track suit bottoms under skirts etc. This is unnecessary as they can easily pull on the track suit bottoms with discretion.
- Teachers will not deny pupils PE in the hall as a punishment unless it has been sanctioned by the principal. If a child has not got the right equipment they are being put at risk and measures to maintain their health and safety is the responsibility of the class teacher. Kit should where possible be kept on the coat hooks.

Teachers will place a timetable at the classroom door so those children would remember.

A full P.E. timetable is displayed by the Hall door.

Healthy Eating at St. Eithne's

- Children are offered Milk and fruit at Break time every day. Fruit is subsidized by our Extended schools' fund.
- No child is allowed to bring in chocolate, sweets, crisps or any similar products for consumption during break time. Drinks were not allowed with the exception of water as most of these drinks were known to contain too much sugar etc.
- Children are encouraged not to bring sandwiches with unhealthy fillings for break time and lunch time.
- We encourage parents of children who have packed lunches to follow sensible and healthy choices for their children at lunchtime by sending out a comprehensive suggestion list each year to new parents.
- There are always exceptions to the rules and pupils who were allergic to milk or might have diabetes or similar condition would be considered exceptional cases.

No - Smoking

A policy of No smoking was agreed by staff back in 2000. However, that has been superseded by recent legislation. It is against the law to smoke on the premises and no staff member or member of the public should be seen smoking in and around the premises by the pupils.

Drugs Education And Sex Education.

We have clear policies on both Drugs Education and Sex Education. (Policies available).

St. Eithne's Primary School

CHILD PROTECTION POLICY SUMMARY

HELP US TO KEEP YOUR CHILD SAFE

This document is a **summary** of our "Child Protection Policy". This information sheet contains some of the most important elements of our child protection procedures.

Caring for our children around the school.

Our child protection and health and safety policies detail all the precautions that are taken to care for the safety and physical well being of all our children. Pupils are carefully supervised during breaks in the school and out in the playgrounds. **Mrs C. Brady** is our qualified, certified First Aider and all our assistants have also been trained. If a child is ill or has had an accident he/she will be attended to by either one of them. Parents or named contact will be alerted.

Please make sure that we have an up to date contact number.



The designated teacher for child protection (Mrs L. Mc Cusker).

Concerned Parents

Should a parent have any complaint /concern about their child's well-being in school regarding education, in class or playground worries they should contact the class teacher first of all.

In the case of persistent behaviour / bullying incidents, **Mrs Mc Gonagle** will be available by phoning and if necessary an appointment can be arranged.

More serious concerns regarding such things as neglect or abuse should be reported to the Designated **Teacher (Mrs Mc Cusker)**. Steps will always be taken to protect the victim.

You can contact the principal **Mr. Cosgrove** on all such matters for guidance and advice regarding the best

course of action for the benefit of the pupil / pupils at St. Eithne's. For other complaints and grievances please see our Grievance policy which is available on the school website (www.steithnes.net).

NB. In certain cases we have a responsibility to call outside agencies when disclosures have been made. Please refer to our full Child Protection Policy.

Collecting your child.

Please collect your child on time. Parents of children in P.1 collect them at the back door of the classrooms where the coats are hanging. Parents of P.2 to P.7 children wait at the front gate for their children to be brought to them after the bell goes. Please do not wait inside the front door as a stranger can easily gain entrance amidst crowds of parents. Children in P.1 to 3 waiting for brothers/ sisters will be kept in the Youth Wing Shared Area until 3 O Clock.

Car Parking

The car park at the front of St. Eithne's is one of the largest outside school car parks in Derry. Please use it responsibly. Leave Disabled parking spaces for those who need them most.

Getting Home Safely.

Please be aware of the dangers children face in this day and age going home from school. Primary 1, 2 and 3 pupils are considered too young to walk home by themselves. The school will not release a child of this age to walk home alone. An older brother or sister who attends the school may take their younger brother/ sister (P.3) home if the parent feels that they are responsible enough. We ask parents to confirm this in writing. .

Children in Primary 1 and 2 are only aged 4, 5 & 6 years and we believe that only responsible adults should collect these children. If a stranger or teenager arrives at the school to collect such a young child we reserve the right to refuse and to keep the child until an adult comes.

Please inform us if you are sending a grandparent, aunt or babysitter to collect your child and warn that person of our protection procedures to avoid difficulties.

Taxis.

Be warned all taxi drivers are not vetted and we strongly advise not to send a taxi to collect your children.

Physical Nature of the School

Unwanted visitors will not easily access the school. All class lines will use the back doors where cloakrooms are situated so that the front entrance does not become an open area where an opportunist may gain easy access. The side gates will be closed after 9.30am; the entrances to the class areas will be closed most of the day and can only be opened by the teachers and other members of staff from inside. Access for visitors to the school will be mainly through the front door and nobody will be allowed into areas where children are unless they have been vetted and wear a visitor's badge. All parents and visitors using the front door must report to the secretary's office. Access to classrooms will be restricted as interruptions during the day impinge on your child's education. A Buzzer is in place on the front door and will be in use at all times.

ALL PARENTS / VISITORS REPORT TO RECEPTION AND CANNOT GO BEYOND EXCEPT DURING ARRANGED PARENT TEACHER MEETINGS.

Unsafe Areas

Pupils will be made aware that certain areas in the school are out of bounds and the reasons for this. Some areas e.g., boiler house, delivery entrance etc., are dangerous locations because of the traffic, the dangerous machinery and because the children might be out of supervision range if they wander into these areas.

Protection from unwanted visitors

Visitors will not be able to wander freely throughout the school. Children may not be taken directly out of class by a parent / guardian or adult relative. All visitors must report to reception and in cases of emergency appointments the teacher will be phoned and asked to send the child to the office. If the secretary or principal suspects that the adult's claim is bogus a call will first be made to the parents of the child and later the police if necessary.

On The Playgrounds:

Parents are asked not to come onto the playgrounds at anytime. Adults standing around the playground hinder children's play and cause difficulties for supervisors who are trying to monitor pupils' safety.

Children Arriving at School.

School starts at 9:00 am.

Don't be late!

Children coming to school usually go to the playgrounds from 8:30. P.1 & 2 children go to the class by the cloakroom door. If your child is late please bring them around to the cloakroom door of the class until 9.30am. Remember, persistent lateness is detrimental to your child's education.

Dangers from strangers

Children will be regularly warned not to go with strangers, not to accept lifts even from familiar people unless this has been prearranged by their parents and the parents have informed the child him / herself.



Reviewing the Policy

Our Child protection procedures are annually reviewed and are in keeping with recommendations from DENI.

In implementing our Child protection Policy we will ensure that all pupils and teachers in the school are informed about the procedures contained within that policy.

Should parents require any further information concerning our Child Protection Policy please ask at the school office,

Or

Visit our website

www.steithnes.net

Call 028 71377077

e-mail: info@eithnes.primary.ni.sch.uk

SUMMARY POLICY USE OF THE INTERNET



Please read our Complete Images policy, available on our website.

www.steithnes.net

At St. Eithne's Primary School pupils have access to the Internet in every class, in the computer study and the school library. Pupils and teachers have access to the Internet but this is a filtered system. Children may browse the Internet and are unable at present to collect e-mail.

We also have a website where you will find a more complete version of this Internet policy.

At St. Eithne's we can guarantee a **virtually safe Internet environment** for our children because it is a filtered system and our pupils are always supervised.

The educational value of appropriate information on the Internet is substantial. We take steps to protect our young people from any inherent dangers when using the Internet in school and at home.

Grid club / Super Clubs.

Children in Primary 5 to 7 are able to access a great educational site called "The Grid Club". This is a moderated system where vetted teachers monitor all messages posted on the site. This is one excellent safe use of the Internet, which we promote.

Facebook, YouTube and other social networking sites are not suitable for children under the age of 14 and do hold dangers for young children. Our pupils cannot access these sites at school and should not be using them at home.

Safe Guards

St. Eithne's Primary School has adopted the following safeguards regarding the use of the Internet.

Staff and Pupils are required to follow rules, which comply with all copyright, libel, fraud, discrimination and obscenity laws etc.

Pupils are required to act in a considerate and responsible manner whilst using the Internet, and will be withdrawn if they fail to maintain acceptable standards of use.

Members of staff ensure that pupils know and understand the fundamental rules governing the use of the internet.

Location and Supervision

The access to the Internet provided at St. Eithne's Primary School to staff and pupils through our Internet Service Provider is a filtered service. The school can and does track and record the sites visited, the searches made on the Internet and e-mail sent and received by individual users. Pupils will not have access to the Internet in St. Eithne's unless supervised by a responsible adult.

Advice for Parents

While in school, teachers will guide pupils toward appropriate materials on the Internet. Outside school, parents or guardians bear the same responsibility.

The Internet can be educationally beneficial and can make a useful contribution to home and schoolwork. However, we advise parents that this use should be supervised. It is good practice to provide filtered and monitored access to the Internet for your children. Guidance is available on our website regarding this.



Please be assured that your children are only using the Internet in school for educational reasons. Nevertheless, should your child report any seemingly inappropriate materials on the computers please contact us immediately and we shall look into the matter.

ATTENDANCE POLICY



Daily Attendance.

Regular and punctual attendance is vital if your children at St. Eithne's Primary School wish to progress at school. All children should attend school for the 190 days required by law, unless they are ill. If a child is unable to attend due to illness or any other reason, parents should send a note or telephone the school stating the reason for the absence. If a child needs to get out early to keep an arranged appointment please send a note.

Planned & Unplanned Absence

The register is marked in the morning and the afternoon. If a child should go missing in the afternoon we will be concerned. Parents should inform the school either by telephone or message if, due to illness or an unavoidable appointment, a child is being kept off for the half day. In the interest of safety parents are asked to call at the school office if they wish to take their child out. The child will be sent to the office when a call has been made to the class teacher. A permission slip will be available for children if he/she is on the playground or in the canteen. Please note a parent who calls at the classroom door will not be allowed to take their child directly from the class. All visitors must report to the General Office.

Children may be allowed out for an appointment if a note has been sent and a parent calls to collect the child. Year 1, 2, 3 and 4 pupils will not be allowed to leave the school on their own during the school day for child protection reasons. We ask parents to make arrangements so that they are collected. In the event of an appointment it is not always necessary to take the whole school day off. Remember that a child who attends well gains more learning than those who don't. Good attendance will be rewarded.



At St. Eithne's children receive a certificate each term for 100% attendance. At the end of the 4 year if a child has a 100% attendance for the whole year they will receive a certificate and a small reward.

Attendance records are kept. Teachers check pupils' attendance every week and every month. If a teacher notices a pattern, which in their opinion deserves investigation, it will be reported to the designated teacher for welfare and child protection (Mrs. Mc Cusker). The designated teacher checks these records every month. If a child is seen to be missing too many days a check may be made. The Education Welfare Officer visits the school regularly to check the records and liaise with the designated teacher. The Education Welfare Officer may visit the homes of children whose attendance is not good.

Lateness.

The register is called every morning. If a child is late they will be marked late. We ask parents to make sure that their child gets to school on time. Regular lateness does not benefit the child and teachers begin to become concerned when a child is frequently late. Concerns can also be raised if a child regularly turns up for school too early. For the protection of the children we ask parents not to send their children in too early. We cannot always supervise them at these early times. We do, however, understand that many parents work and we do try to realistically cater for these circumstances. However, the school Breakfast Club starts at 8:15a.m. and ends at 8:55a.m. every morning.

St. Eithne's Primary School
Behaviour Policy Summary.

This document is a summary of our "Behaviour Policy".

This information sheet contains some of the most important elements of this policy. It has been developed so that parents are better informed.

We aim to promote a relaxed, pleasant atmosphere, in which pupils are able to give of their best and are encouraged and stimulated to fulfil their potential.

Our children need to feel secure and safe in school. Good discipline is essential. A high standard of behaviour will also help to produce a high level of learning.

Our aims:-

- To develop in pupils a sense of self-discipline and an acceptance of responsibility for their own actions;
- To create the conditions for an orderly community in which effective learning can take place;
- To build a mutual respect between all members and a proper concern for the environment.

School Rules.

School rules are simple to understand and essential to the smooth running of the school. These have been devised for the benefit of all our children. There are three major rules of behaviour encouraged at St. Eithne's.

- Always behave courteously showing good manners and consideration for others;**
- Always show respect for your own property as well as the property of others;**
- No bullying, no fighting and no rough play in the school at any time.**

A number of simple rules are asked of the pupils for reasons of safety, and to enable children to develop socially as well as educationally. These rules are as follows:

<ul style="list-style-type: none">• Follow directions and obey the adults who are responsible for you;• No running in the corridors at any time;• No chewing gum allowed in the school grounds;• Always show good manners and children give way to adults;	<ul style="list-style-type: none">• Classes must always walk quietly in a single line about the school;• Place litter in bins;• Respect all property, your own, other peoples and school property;• Tell the truth and be kind to each other;• Play safely and happily during break times;
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We ask parents to assist us by encouraging their children to follow the above rules. Learning to abide by such rules not only helps to develop in our children desirable personal qualities but ensures their safety in and around the school.

Managing Behaviour in the Classroom

In the classroom organisation, management of resources and time and teaching strategies are important influences on our children's behaviour.

We value the relationships between teacher and children and strategies for encouraging good behaviour.

Our teaching methods will be devised, where possible, to encourage enthusiasm and active participation for all.

An emphasis will be placed on the positive approach of encouragement and praise, rather than on the more negative one of criticism and punishment. Appropriate relevant behaviour is effectively praised.

A minor misdemeanour is usually settled by a reprimand from the class teacher. For consistent breaches of discipline a child may spend some time in supervised break -timed detention. However, if a child begins to show persistent behavioural traits, the teacher will contact parents immediately.

Persistent minor breaches, recorded and dated by the class teacher, will be reported to the Vice principal who may decide to consult with parents / guardians or advise class teacher to do this before taking official 'action'.

Certain types of behaviour are considered unacceptable e.g. bullying, theft, physical violence against other pupils and / or staff, vandalism, truancy.

Bullying

Bullying is a highly distressing and damaging form of abuse and is not tolerated in our school. All members of staff are vigilant at all times to the possibility of bullying occurring, and will take immediate steps to stop it happening, to protect and reassure the victim and to discipline the bully. Parents of both victim and bully will be personally contacted immediately bullying behaviour is identified.

The designated teacher for Child Protection is Mrs L. Mc Cusker.
Mrs Mc Gonagle (Vice-principal) is responsible for behaviour in the school.

Any complaint by a parent that their child is being bullied will be fully investigated by the class teacher in the first instant and subsequently by the Vice- principal if further action needs to be taken. Immediate action will be taken to protect the victim. This will usually include ensuring that another child or small group of children befriends and supports the child being bullied during the school day. A parent making a complaint about bullying will have a personal response from the designated teacher within one week of making the complaint, indicating the investigation that has been carried out and the action being taken.

The sanctions taken against a pupil, who bullies will depend on the seriousness of the case, but may include the loss of any privileges or position of responsibility he/she holds in the school. His/her behaviour will be carefully monitored until staff are satisfied that the problem has stopped.

If a pupil's bullying behaviour persists, the second stage will be to instigate the child protection procedures described below.

The serious nature of these breaches of discipline necessitates immediate reporting of the incident by the vice principal or principal to the pupil's parents / guardians with the onus on that parent / guardian to take appropriate action. Failure by the pupil to discontinue such behaviour would require that the Board of Governors take appropriate action in consultation with the Council for Catholic Maintained Schools. This may mean suspension or expulsion but we will only use these measures as a last resort.

NOTE:- If you have any concerns about bullying please contact the class teacher. If this persists contact Mrs Mc Gonagle, the Vice- principal. The matter will be investigated fully and appropriate action taken.

Parental support. Teachers are acting "in loco parentis". We ask parents to work with us in providing a safe and secure environment for your children. You can explain to children the need for discipline; the need to respect rules and helping them to understand this will assist the school greatly. We appreciate the concerns parents may have with regard to the safety and behaviour of their child. Parents can help us as we together value the pupil's achievements and through praise and encouragement develop a good self-image and self-esteem.

Should parents require any further information concerning our Child Protection Policy please ask at the school office.

Or

Visit our website www.steithnes.net

CHARGING AND REMISSION

The Education Reform Order 1989 requires that all schools have a Charging and Remissions Policy.

We at St. Eithne's Primary School recognise how valuable a wide range of additional activities, including trips, clubs and residential experiences are to our pupils' education.

We aim to provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Costs & Charges.

Parents are not expected to pay for their child's education and so, of course, we shall not charge fees for any educational or sporting activity which is part of the curriculum but parents may be asked to cover costs:

- of board and lodging on any residential visits.
- associated with the provision of individual tuition on musical instrument.
- the cost to the pupil for providing any instrumental tuition not part of normal WELB peripatetic provision.
- associated with the hiring of facilities for after school clubs, e.g. swimming pool
- of replacing any lost textbooks or damage caused to school equipment which results from a pupil's misconduct.

The Governing Body reserves the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

Where an activity is wholly or mainly during school hours, parents will be informed that it is dependent on voluntary contributions but they are under no obligation to contribute. Fund raising activities throughout the year should greatly help the school bear part of the cost.

REMISSIONS

Entitlement to free lunches will apply as usual for any off site activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Principal in consultation with the Chairman of Governors will make authorization for such remission.

Photographic Images of Children Summary Policy

The **complete policy document** is available on the school's website www.steithnes.net. It covers still, video and electronic photographic images wherever they are used.

Our promise at St. Eithne's is:

To make full and proper use of photographic images while meeting the law and preserving the safety of children. In a school situation it is important to the children to be included in images for displays within the school, competition events, concerts, drama performances, sports days and at times newspapers and television among other things.

Good Practice

- We shall give parents / carers an opportunity to complete our digital Images consent form (below), when the child is admitted to the school, to opt out of use of individual photographs for many of the purposes listed in this policy. If a parent or carer does not respond we may on occasion use an individual photograph but under the conditions listed below.
- A separate form can be completed (available on request) may be completed to specify instances of exemption for personal or safety reasons. A parent may at any time change his/her decision and complete the appropriate form.
- All images will be used in their intended context. We shall not allow pictures to be used out of context or for political reasons
- We shall not to use the photograph to illustrate sensitive or negative issues.
 - a. Ensure all children are appropriately dressed;
 - b. Avoid images that only show a single child with no surrounding context;
 - c. We shall not use images of a child who is considered very vulnerable, unless given permission;
 - d. Avoid where possible naming young people using the first name only where possible.
 - e. Any concerns relating to inappropriate or intrusive photography will be reported to the principal;
 - f. Remember the duty of care and challenge any inappropriate behaviour or language.
 - g. We shall not use images that are likely to cause distress, upset or embarrassment.
 - h. Regularly review stored images and delete unwanted material.

Newspapers and Other Publications.

On occasions the school may wish to place photographs of children in the local newspapers or other publications. These will usually be times when the pupils or the school is promoting sporting or academic success and even boosting their self-esteem. Please inform us if you wish your child to be exempt from this.

PARENTS: The appropriate recording of children's images by parents / carers.

The school will record many school nativities, presentations and the annual school show. These may be sold to parents for a small fee to boost school funds. Many parents/carers may wish to have their own souvenir of their child's performance. It is only fair to allow parents to record images of their children. However, please follow our guidelines set out in this policy.

- Limit the photographs as much as possible to their own child;
- No photographs can be taken in the swimming pool;
- Be aware that other parents/carers may disapprove of their child being photographed by another parent;
- The school reserve the right to monitor the use of cameras and anyone behaving inappropriately.

Mobile Phones

We do not allow pupils to carry or mobile phones in the school. Mobile phones can be used by some children to tease and bully others via text messages and more seriously inappropriate images. There is also an untested perceived risk to pupils using the phones and the school does not wish to be the cause of our pupils' ill-health at any time. Pupils will always be able to ring home when they have forgotten something or in an emergency. Teachers, parents & pupils should also be aware that many public organisations (i.e. City baths) which the school might use from time to time prohibit the use of cameras and mobile phones. Typical examples of this are public swimming pools.

Internet Images Policy

We have a separate Internet Policy which provides guidelines for the use of the internet in the school and advice to parents regarding use at home. We do have a website (www.steithnes.net). The website is maintained by the Principal and many photographs are used to show the history of the school, the achievements of the pupils and depict many of the fun times children experience at the school.

Some children like to use photographs of themselves on web pages they make. It is our policy **not to publish their full name**. Address and phone numbers are never released. We feel that a photograph is acceptable especially in cases where a child has won a prize or an award. We shall use their Christian name only. Most of the photographs will be of groups of children.

Making and storing digital and video images

All digital and video images will be stored on the main server in the school, and except in cases where pupils are using images as part of their work can only be accessed in the main by members of staff. Only a certain amount of photos(which depict a history of the school) will be eventually kept in a private folder and some will also be held on the school website. All other images will be deleted from the system on an annual basis.

Further Information

St. Eithne's Pastoral Care & Child Protection Policy, St. Eithne's Internet Policy

DENI [Circular 2007/01 Acceptable Use of the Internet and Digital Technologies in Schools](#)

DENI Information and Communication Technology (ICT) Safety in School

Please complete and return this form ASAP to the school office.

St. Eithne's Primary School Consent Form

For Photography and Images of Children

Dear Parent or Carer

During your child's life at the St. Eithne's we may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications and on a web-site by us, by the Local Education Authority or by local newspapers.

Photography or filming will only take place with the permission of the head teacher, and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive.

Before taking any photographs of your child, we would like your permission. Please **answer the questions below, sign and date the form and return it to St. Eithne's P.S.** You may withdraw your consent at any time. A further form is available for exemption of use of photographs for not all occasions but in specific cases.

Name of child (Block Capitals) :	
Name of person responsible for the child:	
I understand that: <ul style="list-style-type: none">• The local media may take images of activities that show St. Eithne's and children in a positive light e.g. Year 1 pictures of new starters, drama and musical performances, sports and prize giving;• We may take images for use in displays, in publications or on the school website;• Embarrassing or distressing images will not be used;• The images will not be associated with distressing or sensitive issues; and• The school will regularly review and delete unwanted material.	
Please tick the appropriate box below	
Having read the above statement, do you give your consent for photographs and other images to be taken and used?	<input type="checkbox"/> YES , I give my consent for pictures to be taken and used
	<input type="checkbox"/> NO , I do not give my permission for pictures to be taken and used
Signature of person responsible for the child:---->	
Relationship to the child:----->	
Date (Date/Month/Year): ----->	

There may be other circumstances, falling outside the normal day to day activities of the school, in which pictures of children are requested. At St. Eithne's we recognise that in such circumstances specific consent from parent or guardian may be required before photography or filming of children can be permitted. A separate request may in these cases be made.

If you wish to attend St. Eithne's functions and take photographs/video of your and other people's children please take appropriate images, be sensitive to other people and try not to interrupt or disrupt concerts, performances and events.

Thank you.

Please return the form to: Mr G. Cosgrove (Principal) at St. Eithne's Primary School.

NB. Photographs may be used of your child if this form is not returned under the conditions specified in our Photographic Images Policy but please rest assured they will be used only in context and where appropriate.