



2017/18

Fáilte Romhat go Scoil Mhuire J.N.S



Scoil: Scoil Mhuire Junior, Ballymany

Chairperson's Name: Eileen Hall

Inspector's Name: Edel Corcoran

Réamhphoist : scmj@eircom.net

Uimhir rolla: 19550Q

Uimhir gúthán: 00353 45 432400

Foireann Múinteoirí.

| <u>Múinteoirí</u> | <u>Post ranga agus freagracht.</u> | <u>Rang</u> |
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| Bryan O Reilly | Principal: DLP | |
| Eileen Hill | Deputy Principal: Deputy DLP Health and Safety, Cleaning, Roll Books | Reading Recovery Learning Support 2 nd Class |
| Rosarii Harty | Special Duties Post – P.E., Work Experience | Reading Recovery Lift off to Literacy Designated Home School Community Liaison |
| Maria O'Dwyer | Assistant Principal –Yard Duty, Special Needs Co-ordinator Line manager for SNAs | Special class for children with ASD |
| Maeve Doyle | Permanent | Reading Recovery Lift off to Literacy |
| Mary Lenihan | Special Duties Post – Arts organising visitors to school | Language Support EAL |
| Aisling Browne | Permanent | Home School Community Liaison Officer |
| Fiona Courtney | Permanent | Resource/maths recovery |
| Melissa Cooney | Permanent | Reading Recovery. Lift off to Literacy |
| Laura O' Reilly | Permanent | Maths Recovery |
| Claire O Regan/Hazel Ryan | Permanent/Temporary | 2 nd Class Room 1 |
| Sandie Purcell | Temporary | 2 nd Class Room 2 |
| Louise Moore | Permanent | 2 nd Class Room 3 |
| Aoife Hardiman | Permanent | 2 nd Class Room.4 |
| Sandra Hynes | Permanent | 1 st Class Room 5 |
| Louise Burke | Substitute | 1 st Class Room 6 |
| Sarah Dillon | Permanent | 1 st Class Room 7 |
| Emer Prendiville | Permanent Special Duties Post web design Volunteers | 1 st Class Room 8 |
| Maeve Keogh | Permanent | Senior Infants Room 9 |
| Jessica Raymond | Permanent | Senior Infants Room 10 |
| Áine O Callaghan/Gemma Swords | Permanent/jobshare | Senior Infants Room 11 |
| Bairbre Elwood | Permanent | Senior Infants Room 12 |
| Maria Byrne | Substitute | Junior Infants Room 13 |

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| Kim Rowley | Substitute | Junior Infants Room 14 |
| Síofra Dempsey | Permanent | Junior Infants Room 15 |
| Marie Byrne | Permanent | Junior Infants Room 16 |
| Ciara McCormack | Permanent | Special class for children with ASD Room 21 |
| Laura Heavey | Permanent | Resource/EAL |

| <u>Aimneacha</u> | <u>Fregarachtaí</u> |
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| Noreen Lawless | Secretary |
| Margaret Fennell | Assistant Secretary and SCP co-ordinator |
| Mary Walsh | S.N.A Senior School Day |
| Sadie Norton | S.N.A Senior School Day |
| Adrienne Galvin | S.N.A Junior School Day |
| Jess Curran | S.N.A Senior School Day |
| Niamh Metcalfe | S.N.A Senior School Day |
| Alison Donnelly | S.N.A Senior School Day |
| Ita Treacy | S.N.A .49 Substitute |
| John Lawlor | Caretaker |
| Mary O Donnell | Cleaning Staff |
| Joanne Whitely | Cleaning Staff |
| Ememide Videcko (Rose) | Cleaning Staff |
| Vivian Michael | Cleaning Staff |

Foireann Tachaíocht.

| <u>Category</u> | <u>Name</u> | <u>Rooms</u> |
|---|---|---------------------------|
| Designated Liaison Person | Bryan O Reilly | Principal Ext. 118 |
| Deputy Designated Liaison Person | Eileen Hill | Deputy Principal Ext. 120 |
| Board of Management Teacher Rep. | Aisling Browne | HSCL Ext. 128 |
| INTO Staff Representative | Eileen Hill | Room 20 |
| Teaching Council Link Person | Maeve Keogh | Room 9 |
| Droichead PST | Maria O' Dwyer, Claire O'Regan, Jessica Raymond, Aisling Browne, Louise Moore, Laura Heavey, Sandra Hynes, Rosarii Harty, Bairbre Elwood, Maeve Keogh | |
| R.E. representative | Aoife Hardiman | Room 4 Ext 104 |
| First Aid | Sadie Norton | |
| Tea Club & Catering | Emer Prendiville, Sandie Purcell | Room 8, Room 2 |
| Social Committee: | Mary Lenihan, Louise Moore, Síofra Dempsey, Aisling Browne, Ciara McCormack | |
| Parent's Council: | Aoife O'Riordan, Laura Heavey | |
| Lotto: | Marie Byrne, Laura O'Reilly | Room 16 |

Leagan amach na scoile.

Postanna atá glactha ag daoine áiraithe.

The school has 16 classes -4 of each year group

There are two halls – called the ‘carpet hall’ and the ‘wooden hall’

The playground area at the back of the school is divided and the junior and senior infant children play there.

Similarly the front playground is divided and the 1st and 2nd classes play there.

Children are not allowed to go to another area during break time.

Rooms No. 1, 2, 3, 4 are 2nd classes (Off wooden hall)

Rooms No. 5, 6, 7, 8 are 1st classes (Off carpet hall)

Rooms No. 9, 10, 11, 12 are senior infants (Off carpet hall)

Rooms No. 13, 14, 15, 16 are junior infants (Off wooden hall) See enclosed map for layout.

Socraithe Laethúil.

| Event | Time | Arrangements |
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| Arrival of Pupils | 8.55 | Doors are opened at this time. Children enter/leave through their own doors. BOM cannot accept responsibility for children on the premises before 8.55 a.m. |
| Toilet Time | 10.30 | Children are encouraged to go to the toilet while work continues |
| Coffee Break | 10.45 | Children go to the yard to play |
| | 12.10 approx. | Lunches are collected from the hall. |
| Toilet Time | 12.15 | Children are encouraged to go to the toilet while work continues. |
| Lunch Time | 12.25 – 12.35 | Children remain in their classroom until 12.35 eating their lunches. |
| Yard Time | 12.35 – 1.00 | Teacher escorts children to the yard to play. |
| Wet Day Arrangements | | It is announced over the intercom if it is too wet to go out. Teacher arranges suitable activities for children during break. Teacher on yard duty patrols the 4 classes. |
| Yard Duty | | The yard duty roster is displayed in the staffroom. (Additional advice available in Yard Duty policy and Behaviour Management policy) If a child misbehaves on yard a warning will be given. If bad behaviour persists the child is asked to stand under a window for a specified time. Teacher collects children from the yard promptly. Junior and Senior infant children line up when the bell rings. 1 st and 2 nd Class children line up only when the teacher comes out. Teacher raises his/her hand in view of the children and they line up. |
| Access to toilets during lunch break | | All classroom doors are locked at break time except for rooms 3, 6, 12 and 13 which are left open for emergency toilet use. Children ask supervising teacher’s permission to use the toilet. |
| Accidents | | Minor Injury: These are attended to by the class teacher who has been provided with a First Aid bag. These are located on a hook inside the toilet doors of rooms 3, 6, 12, 13. Serious Injury: First Aid person – Sadie Norton is advised immediately. If Sadie is unavailable Eileen Hill takes over. Reporting: Sadie records all serious injuries and parents are informed. Toilet Accidents: Spare clothes are kept in the press at the end of the wooden hall. |
| Pupil illnesses | | If a child is sick during the day consult with Sadie or Eileen. Parents will be contacted if needed. If a child vomits in the classroom sprinkle “Magic Mop” over it. This is kept under the sink in the classroom. Then send to the office for the cleaner. |
| Finish time for infant classes | 1.40 | Children are collected from the door by a parent /guardian. If another person is collecting the child a note must be given to the class teacher. Parents must sign a permission slip to allow infant children go to the bus. This is not encouraged by the school. |
| Finish time for other pupils | 2.40 | It is the responsibility of parents that children are brought to and collected from the school safely. |

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| Homework Recommended time per class group. No Homework on Friday | Junior Infants Senior Infants 1 st Class 2 nd Class | Consult with the senior teacher in class group (in italics on front page) |
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| Homework Club | Some children take part in the Homework Club. Junior and Senior Infants are collected by Margaret Fennell at 1.40 1st and 2nd class are collected at 2.40 by S.N.A.s Numbers to be taken have yet to be finalised. |
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| Health and Safety Issues Essentials | Doors: These are opened at 8.55am and are then locked at 9.15 during class time. Parents are not permitted to walk through the school for Health & Safety reasons. It may be necessary to lock glass doors in the morning if a problem persists. |
| Leaving Premises During School Hours | Fire Drill: When the fire alarm rings, the children line up at the door with the teacher (and the roll book) and proceed out of the building to the appointed place in front of the senior school main entrance, closing all doors as they leave. Each classroom has an escape window, which should be used if needed. If a child needs to be collected by a parent during the day, the parent must go to the office to sign the child out. The secretary will contact the teacher. |
| Money: Collection and Storage <i>Never leave money or valuables in the classroom</i> | All monies paid by the children must be recorded on a class list (Red Folder), counted, labelled with date class purpose and amount; then sent to the secretary's office in a sealed bag provided. Teachers at their discretion spend requisite money. Keep all receipts. Goods may be purchased in some outlets on account and receipts submitted to the office during the year. The following shops have accounts with the school : Office Centre, Cill Dara Education – both in Newbridge. Well Red – in Naas (If you do regular business in a shop they can be asked to set up an account> Inform Noreen in the office) |
| Tea Club Lotto | Teachers who wish to avail of tea, coffee, biscuits make a bi- monthly payment of 10 euro. In an effort to enhance the financial well being of the staff we also offer membership of the Lotto Club for a pittance! |
| Partnership in our school | Parents play an active role in the school life of Scoil Mhuire. They assist the children and the teachers in many areas of the curriculum. Parents play an essential role in helping with reading in the mornings – usually between 9 and 10 am. It is very important that a child's progress or behaviour is never discussed with anyone other than the child's own parents. All matters pertaining to a child are confidential between the class teacher the relevant support teacher, the principal and the child's parents. Any parent wishing to discuss his/her child's progress should make an appointment to avoid disrupting class work. In a different vein the teaching staff and the support staff work in roles which involve them performing their duties in a public way. It is a condition of involvement in the school that individual staff members or their performance are never discussed. |

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| Class Roll Recording Absences | The roll is called at 9.50am using Aladdin and sent to office by 10.00am. All absences are also recorded on Aladdin. When children return to school they must bring in a note explaining their absence. Teacher files the notes from the parents and gives the sheets to the office. |
| Information from Previous Teacher | School Reports and Files are kept in the filing cabinet in the office. |

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| Cuntas Miosuil | These are to be emailed to the Deputy Principal Eileen within 5 days of the end of the month. Ask senior teacher in class group for copy of template. |
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| Photocopying | Each teacher has an individual number for the photocopier and does his/her own photocopying. |
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| Recycling | To encourage recycling and the proper disposal of litter, children use recycling bins provided for the disposal of plastic bottles and cartons. All left over food and wrappings are brought home in their lunch boxes. Large recycling bins are kept at the fire exit door at the end of the carpet hall outside Fiona's room. Teachers (not children) are asked to recycle all paper and card. There is a plastic box in all classrooms solely for recycling papers. |
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| Resources | A large selection of professional references are kept in the principal's office and teachers are welcome to borrow them. A copy is left there to record books borrowed. Classroom resource books are kept in the photocopying room. Please return books when finished with them. |
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| Interruptions | Classrooms and offices are not to be interrupted during designated times. A timetable for managing interruptions is posted on all relevant doors. |
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| Who to call on for immediate advice, help etc. | Secretary: Noreen Lawless: Dial 100 Assistant secretary: Margaret Fennell Dial 117 Teacher next door: Name: Principal: Bryan O' Reilly Dial 118 Deputy Principal: Eileen Hill Dial 120 Assistant Principal: Maria O'Dwyer Dial |
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Map Sep 2017



