



**Scoil Náisiúnta
Baile Átha Cliath 7
Ag Foghlaim le Chéile**

**Dublin 7 Educate Together
National School**

Fitzwilliam Place North
Grangegorman Lower
Dublin 7
D07 PY50

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Secretary@d7educatetogether
www. d7educatetogether.com
Roll no 20131D

Information Booklet for Parents / Guardians

2020-2021

We would like to welcome you to our school.

This booklet gives an overview of our school and explains many of our school procedures .

We revise the booklet annually and welcome any suggestions you may have.

We look forward to you and your family being part of our school community.

Fionnuala McHugh
Principal

Dublin 7 Educate Together (D7ET) is committed to the ethos and values of our patron body Educate Together.

Our D7ET school community is committed to fostering a school environment that is:

- A place where we are welcomed and in turn are welcoming of others.
- A place where we are treated with respect and in turn treat others respectfully.
- A place where we feel happy and safe.
- A place where we are encouraged to achieve our full potential.
- A place where our self esteem and self confidence can flourish.
- A place of quality teaching and learning.
- A place where a love of learning is nurtured.
- A place where we can be ourselves and in turn allow others to be themselves.

Ethos of Educate Together Schools

Equality Based

Children of all social, cultural and religious backgrounds have equal access to D7ET and will be equally respected. ET schools are committed to an ethical education curriculum, the Learn Together Programme”, during the daily period set aside by the state for a school patron’s religious education programme.

Co-educational

Our school is committed to encouraging all children to explore their full range of abilities and opportunities irrespective of gender.

Child centred

We aim to ensure that children’s needs strongly influence the decision-making process of the school.

Democratically managed

We encourage active participation by parents in school whilst positively affirming the professional role of the teachers.

History of our school

As a result of the determination of a group of parents, our school started in September 2000. We opened with 47 pupils and three teachers, spending our first two happy years in a Georgian house on Henrietta St., rented from the Kings Inns.

We quickly outgrew this accommodation and moved to part of an old building at St. Joseph’s School for the Deaf in Cabra in September 2002. From the foundation of our school, the planned campus for the TUDublin in Grangegorman was identified as a suitable site for our permanent premises. Since September 2009 we have been located on Fitzwilliam Place North. Our new building has been designed. We hope to move into it in 2022.

School Procedures – listed an alphabetical order

Absences After School Classes	Medicines – Administration of Mobile Phones
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Attendance & Punctuality Bicycles Birthday & Party Invitations Board of Management Book Rental scheme Buggies & Prams Clothing & Dress Code Custody Orders Denominational Instruction Enrolment Head Lice Health & Safety Home Time Home – School Communication Homework Learn Together Programme Lunches	Morning Arrival Notice Boards Parent / Guardian Contact Details Parents Teacher Association (PTA) Parental Involvement Parking Patronage Payment of Money Personal Property School Bags School Calendar School Day School Office School Policies Sibling Aftercare Toilets Visitors to the School Website
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Absences

The National Educational Welfare Board (NEWB) was established under the Education Welfare Act 2000. It obliges parents/ guardians to inform the school when their child is absent. All absences are recorded on Aladdin. Parents are requested to log on to Aladdin to record the reason for absence.

All absences and late and early leaving entries can be accessed by parents on Aladdin Connect.

After School Classes

Several private classes are held after school hours on the school premises, for all pupils. A committee of volunteer parents organises these activities and, without their hard work, these classes would not be possible.

People who provide private classes on the school premises agree to the Board's policy for these activities and sign a contract. They must also familiarise themselves with the relevant school policies. They are all Garda vetted. They are responsible for the children at all times while on the premises.

All enquiries regarding these classes are to be made directly to the After-School Classes committee or the course instructor and **not** to the school office or staff. Information regarding these classes is displayed on the After-School Activities Notice Board in the entrance corridor. The After-School committee can be contacted at afterschchool@d7educatetogether.com.

Attendance & Punctuality

We encourage our pupils to attend school regularly and punctually and this is monitored by class teachers, deputy principal and principal. If we have concerns, we will discuss them with parents and offer support to improve attendance and punctuality. Either when we are concerned about a child's absences, or when a pupil has been absent for 20 days during a school year, schools must inform the education welfare officer, who may contact parents. If a teacher is concerned about a child's punctuality, it is recorded on Aladdin and the matter is raised with parents. Our end of year reports states the number of days a child is marked absent during the school year.

Bicycles

Bicycle racks are located inside the school gates. Children who cycle or scoot to school should lock their bicycle or scooter to a rack. The school does not accept responsibility for bicycles, skates, scooters inside the grounds. Cycling, scooting, skating etc are not allowed, either for adults or children, in our school grounds. Cycling helmets and skates are left in the storage container at the entrance to the school, also at owners' risk.

Bicycles and scooters should not be left on the school grounds overnight.

Birthday & Party Invitations

We have learned from experience that it is not good practice for invitations to be given out on the school premises (this includes the school grounds). It can be a cause of great upset, especially for younger children. Children are encouraged not to discuss parties at school also

Board of Management

Our BOM is constituted in accordance with the rules of the DES. It has eight members who are appointed for a period of four years.

The structure of boards in all national schools is:

- 2 Patron's Nominees. - two nominees of our patron ET
Stephen Kenny – Treasurer
Mary Meaney - Chairperson
- 2 Parents' Nominees. - two parents elected from parents of pupils in the school, one mother one father.
Mother – Olivia Fox Gill
Father – Ben North
- 1 Teacher Nominee. -elected by the teaching staff.
Katrina Maguire
The school principal.

This core board co-opts

- 2 Community Representatives - two people from the wider community.
Elva Duffy
Paul Butler

Book Rental Scheme

We operate a book rental and borrowing scheme for some subjects. The care of all materials, personal and those belonging to the school and others is stressed and encouraged on an ongoing basis. Children will be provided with a book bag. Please don't put lunch or drinks into these bags. Your help in encouraging them to care for these books would be greatly appreciated.

Buggies

Unfortunately, we do not have an entrance lobby area large enough to accommodate buggies and as our pupil numbers are increasing each year the entrance corridor is getting busier and more crowded in the mornings. In the interest of health and safety we request that buggies are either left outside the front door or else in the lobby at the bottom of the stairs near the offices. Buggies are not to be brought into classrooms.

Clothing

We do not have a school uniform. We advise against children wearing 'good clothes', as they cannot play freely or engage in some activities if they have to be over careful of their clothes. We recommend footwear with a Velcro fastening for children who cannot tie their own laces. Children should wear footwear with a good grip. If children wear unsuitable footwear to school, they may not be able to participate in PE or outdoor activities. Wheelies are not allowed in school.

We often take children on outings during the day so please make sure that they bring a coat or jacket to school, preferably with a hood.

Our pupils are from age 4 – 12/13 years and we expect children to come to school dressed in an age appropriate way.

Custody Orders

If there is a custody arrangement regarding your child, we need to be informed.

Denominational Instruction

We are a multi-denominational school. Parents who wish their children to receive instruction in a particular denomination may, with the board's approval, organise instruction classes on the school premises after school hours. The school has no role in the organisation of these classes or the supervision of children attending them. The same requirements for these classes as those for the afterschool classes apply.

Head Lice

Head lice are a common problem in primary schools. Please check your child's head regularly and if you discover any head lice don't be embarrassed to let us know. When we are aware of an outbreak we inform parents and no individual child is identified. Long hair (hair that touches the shoulder, or longer) should be tied back while children are in school.

Health & Safety (refer to policy)

As this section could take up an entire booklet please familiarise yourself with our policy which is on our website and copies available on request from the school office.

Home – School Communication (refer to policy)

We primarily communicate with home using Aladdin. When your child begins in school, you will be sent an invitation to join Aladdin. Once accepted and you can then get all the messages we send to you via this app. A weekly information letter is emailed to all parents who sign up to Aladdin. It is important to read the Newsletter as it will give you an overview of everything that has taken place in school that week and our plans for the following week in school.

Teachers may send a note to their own class only via Aladdin Connect also

There may occasionally be notes on other days so please check your child's bag regularly

A child's happiness and progress in school is enhanced by a positive home school partnership. If you have any issues or concerns relating to your child, please discuss them first with the class teacher. If you need to meet the teacher, please make an appointment in advance so s/he can arrange with a colleague to supervise the class and meet you without any distractions. You can also mail any queries to secretary@d7educatetogether.com

Individual parent-teacher meetings are held during the month of November. If you have an important concern, please don't wait until then to talk to the teacher. In turn, be assured that if a teacher has a concern s/he will contact you. Each year a written report on your child's progress, attendance and punctuality during the previous school year will be sent to you at the end of June.

Home Time

Home time for Junior and Senior Infants is 1.10pm.

Home time for classes 1st-6th is 2.10pm.

Junior & Senior Infants are handed over one by one by a teacher to the collecting adult.

We advise you to discuss with your child what to do in the event of the collecting adult being late, where to wait, safety etc. It may be possible for you to contact another parent who will wait with your child until you arrive.

If somebody other than a parent or regular childminder is collecting your child, please let the teacher know. There will be a notebook on the teacher's desk for this purpose.

Homework (refer to policy)

Please familiarise yourself with our homework policy. Homework is an important part of your child's work.

It serves several purposes:

- consolidation of schoolwork
- an opportunity to develop independent work
- enables parents to observe their child in a working situation.
- Fostering positive experiences with learning

If for any reason your child does not do their homework, or if homework is not completed on the actual evening because of a special occasion, teachers may require it to be done later. Please write an explanatory note in their homework journal (used from 1st class upwards).

We include the following tips on homework from the Irish National Teachers Organisation's booklet "Your Child in the Primary School".

1. Establish a homework routine
2. The child should be sitting comfortably at a table
3. Homework time should include oral as well as written work.
4. If your child is working independently, be available to help and show an interest in what is being done
5. Praise your child's efforts at every opportunity.
6. If you feel yourself becoming impatient with your child, stop.
7. If your child is persistently having problems with homework, talk to the class teacher
8. Encourage your child to keep their books and copies clean and tidy.

Learn Together Programme

In all ET schools, the daily period of time set aside for the patron's religious education programme is used to teach its Ethical Education Curriculum. This programme is called "Learn Together" and is published by ET. The programme is divided into four strands

- **Moral & Spiritual Development**
- **Justice & Equality**
- **Belief Systems**
- **Ethics & the Environment**

Lunches (refer to policy)

In line with our Health Lunch/Eating Policy, children are not to bring fizzy drinks, sweets, chocolate and crisps to school. They may bring a few treats on party days and tours - you will be told in advance about these days in writing. Children do not share food, even on party days, to avoid any risk to children with food allergies. In a class where there are specific food restrictions, the parents will be informed..

Dublin City Council supplies fruit three times a week. Occasionally these don't arrive, so children should always bring some lunch and drink. A strong lunch box that will fit into a school bag and can be opened easily, is recommended. The children bring home all uneaten food. This way you will know what your child has eaten. They also bring home all their own packaging and other rubbish.

Please give your child lunch and drink containers that they can open themselves and use without spilling. We advise your child to bring a reusable bottle to cut down on plastic waste.

Medicines – Administration of (refer to policy)

If your child has a particular medical or allergic condition it is imperative that you let us know in writing and fill out the necessary documentation, available from the office. You also need to keep the school informed of any changes in your child's condition/medication etc.

Mobile Phones (refer to policy)

Children are only permitted to bring mobile phones to school if a parent feels that it is absolutely necessary, and permission has been granted by the principal. At the start of a school year parents and children are required to fill in a form requesting that a mobile phone be brought to school. These forms are available, at the request of parents, from the office and must be filled out each year.

All such authorised phones must be switched off between 8.30am & 2.10pm while the child is in school and while at after school classes. If a child switches on a phone while in the building or grounds it will be removed from them and returned only to a parent. Permission to have it in school may be withdrawn.

Morning Arrival & Punctuality

The front gate is opened at 8.20am and children and adults are not to enter the school grounds before this time. Children should arrive punctually. It is upsetting for a child to arrive late and disruptive to a class. We request that you do not enter the classroom until there is a teacher present. If you arrive at school after 8.40am, please say your goodbyes outside the school's entrance door and do not accompany children beyond this point. In very wet or bad weather, we may have to ask adults to drop children at the outside door, in the interests of health and safety for all.

The period 8.30am – 8.40am is reception time. Parents are very welcome to visit their child's classroom at this time. Please don't bring buggies to classrooms. They can be left in the entrance foyer beside the stairs. Younger siblings are also welcoming to visit their brothers and sisters in their classroom between 8.30am and 8.40am. They are always to be supervised by the accompanying adult.

This may change considering current Covid-19 restrictions. I will let you know of these changes in advance of opening in August 2020.

Notice Boards

In our front lobby there is a notice board for:

- School Information
- Board of Management
- Parent Teacher Association
- Afterschool Activities
- Educate Together
- City & Local Activities (not for profit events)
- We Need a Hand (Volunteers for school activities & events)

Anybody wishing to place a notice on the board must contact the school office in advance

Parents/Guardians Contact Details

Parents / guardians supply the school via Aladdin with their up to date addresses and phone numbers, contact numbers for child minders, and the name of another person in the event of parents not being available. It is essential that people listed are available daily to respond to contact by the school. If any of the details on the child's personal information form changes, please inform the school office.

Parent Teacher Association

We have an active PTA, which supports the work of the BOM and the staff. They organise a range of social and fundraising events, informative talks for our school community, and more. A BOM member liaises between PTA and BOM, and a staff member between them and the staff. The work of this association greatly enhances the sense of community and common purpose among parents, children and staff as well as enabling the school to buy additional resources. Our PTA can be contacted at pta@d7educatetogether.com.

Parental Involvement (refer to policy)

We welcome involvement from parents who may have an interest or skill, suitable for a school setting, that they would be willing to share with the children during school hours e.g. sport, drama, art, computers, nature, or give a talk on a particular topic.

Parents are welcome to become involved in:

1. Activities that take place during the school day 8.30am -2.10pm.

These are organised in collaboration with the class teacher and the principal.

2. Activities that take place after school hours.

These activities are approved by our BOM and organised in collaboration with our afterschool committee /PTA.

Parking

There is no parking in the school grounds for parents and guardians. Please do not park directly outside our school gate. Our board has ongoing communication with stakeholders, including valid complaints, about parents parking unsafely. We have regular consultation with Dublin City Council and the Garda Síochána as our lease stipulates that our Board monitor parking near our entrance.

Patronage

D7ET is under the patronage of Educate Together (ET), an organisation whose activities are regulated by its memo and articles and whose decisions are made at general meetings of its members. This has created a transparent and accountable model of patronage that is defined in clear legal terms. The fundamental legal concept of ET patronage is that a school board of management (BOM) is bound to operate a school that has equality of access and esteem for all children, irrespective of the social, cultural and religious backgrounds of their families.

Please see the ET website for more information www.educatetogether.ie

Personal Property

It is important that names should be written clearly on all clothing and personal belongings.

Please ensure that your child can recognise her/his own belongings. We regularly have a large box of lost property that 'nobody' owns, and we send it to a charity shop. The lost property is in the alcove, at the foot of our front stairs, just inside our side door.

In the interest of safety jewellery should be kept to a minimum. We don't allow long chains, necklaces, rings, bracelets or long earrings as they can catch in clothing during playtime and cause injury.

We do not take responsibility for personal property brought to school. Children do not bring toys, either for indoor or outdoor use, from home. Children are not to bring spray cans/cosmetics to school. Children are not to bring electronic games or any music playing equipment to school.

School Bags

We recommend that all children from Junior Infants to 6th class have a strong decent sized school bag, preferably one that will hold their lunch and materials. Children should have a bag that they can carry comfortably on their backs. We request that pull- along bags on wheels are not brought to school. We are conscious of minimising the weight of children's bags. We operate a book rental scheme, so many of the books needed in the senior classes are left in school. You would be surprised at how many non-essential school items some children carry around in their bags! Each child in 5th and 6th classes has a basket under their table, for the storage of specified items. Children bring home only materials needed for homework each evening and their library book if appropriate.

School Calendar

A calendar will be sent home via Aladdin at the end of the school year listing closures.
This calendar will also be posted on the school website.

School Day and Timetable

The length of the school day is determined by the DES.

8.30	School opens
8.30	Reception time Social and activity period. Parents can visit classrooms during this time.
8.40	Tidy up parents leave (first buzzer *)
8.45	Teaching and learning time second buzzer **
10.10	Sos beag / little break
10.20	Teaching and Learning time
11.50	Sos mor / big break
12.20	Teaching and learning time
1.10	Home time for Junior and Senior Infants
1.10	Teaching & Learning time
2.10	Home time for 1 st – 6 th classes.

Children go to the yard, during the two breaks, weather permitting. Otherwise they are supervised in the school by teachers.

School Office

This is open from 8.30am - 2.30pm on school days.

Our school phone number is (01)8943111. For any email queries, please contact --
secretary@d7educatetogether.com.

Sibling Aftercare (refer to policy)

To facilitate one collection by parents and childminders, this service operates from 1.10pm - 2.10pm, for Junior and Senior infants who have an older sibling in the school. This does not apply to a minder who is collecting children from different families. The board and school staff are not responsible for children while in the aftercare. Please speak to the committee and aftercare personnel, not the school office or staff, about matters related to this service.

School Policies

Please see our school website for details.

- Code of Behaviour
- Anti Bullying Policy
- Homework Policy
- Health Lunch/Eating
- Communication and Liaison Between School and Home

- Administration of Medicines
- RSE Policy - relationships and sexuality education
- Afterschool Classes
- Enrolment Policy
- Health & Safety
- Child Protection Policy
- Special Educational Needs
- Garda Vetting
- Internet Use
- Assessment
- After School Activities
- Parental Involvement
- Mobile Phones

Website

Our school website address is www.d7educatetogether.com

Terms used in this brochure

Dublin 7 Educate Together National School	D7ET or D7ETNS
Board of Management	BOM
Ethos programme in ET schools	Learn Together
Educate Together	ET
Department of Education and Skills	DES
Grangegorman Development Agency	GDA
National Education and Welfare Board	NEWB
National Council for Curriculum and Assessment	NCCA
National Council for Special Education	NCSE
Parent Teacher Association	PTA

Wellbeing in Primary School

Here in D7ETNS we strive to create a safe and supportive environment for our entire school community. We recognise that it is crucial that all our children are supported in maintaining their personal health and well-being. Please do not hesitate to speak to the Principal, Class teacher or a member of our Special Education Teachers if you need any advice.