

**Procedures & Practices at St. Fiacc’s NS**

1. **School Calendar**:

The school calendar is issued to parents every June and is displayed on the school website [www.stfiaccsns.ie](http://www.stfiaccsns.ie) The initial calendar may be subject to changes

1. **Visitors, Sales reps.; others**:

All visitors to St Fiacc’s must first present themselves at the Secretary’s office. Sales reps/visitors are expected to make appointments with the school secretary if seeking to meet with the principal or staff. If they arrive unannounced the principal may ask them to leave a card or a catalogue or to call at a more convenient time. Parents are encouraged to arrange an appointment with staff also as it can allow for meaningful time to address their concerns or suggestions.

1. **Arrival and Dismissal of pupils:**

School starts at 9.20 – 1st bell rings at 9.18 – pupils line up in yard. Teachers collect pupils from yard and walk in silence to class.

Morning Break: – 1st bell at 10.58 – pupils in lines. 11.00 -Teachers walk to appropriate exits and stay with classes until they are fully dismissed.

11. 08 – 1st bell – classes line up. 11.10 classes collected from yard. 12.30 pupils eat lunch in classrooms and use toilet.

Lunchtime: 12.40- one bell and dismissal as 11.00 am. 1.08 – 1st bell – pupils line up. At 1.10 – teachers collect classes from yard

At 2.58 – 1st bell: pupils line up. 2nd bell for dismissal which must be done quietly. Teachers must remain with their class as they exit doors and check classrooms to ensure that all pupils have left the building. Teachers in junior classes must ensure that pupils are handed over to designated adult. If collection problem arises refer to Sarah in office or Principal.

Wet Days: Morning Routine: If it is raining at 9.00am Principal/Deputy Principal will make decision as to whether pupils are to be brought in from yard. Pupils will enter in Main door and proceed to classrooms. Management Team will supervise pupils.

Lunchtime: Teachers on duty patrol corridors. Pupils remain in classrooms sitting down with doors open. Games, jigsaws etc. are provided in classrooms. Pupils must ask teacher on duty to leave their place, use toilet etc.

Yard Duty: Teachers on yard duty will be provided with tea / coffee in their classroom at 11.00 break. At lunchtime teachers on duty may leave their room at 12.30 for a short lunch in the staff room. A SEN teacher will supervise their class.

1. **Exceptional Closures:**

Should some exceptional circumstances arise (for example, failure of the heating system or damage caused by vandalism), the Board of Management may close the school even if the school cannot be kept open for 183 days (Rule 60).

Procedures need put in place in advance of such closures: *Every effort is made to inform all parents as early as possible. I*f a parent/guardian cannot be contacted there are other emergency contacts on the enrolment form who are contacted.

1. **Supervision Duties**

All teachers carry out supervision duty. The Special Needs Assistants also supervises for both breaks daily. The Rota is drawn up by the Deputy annually and changed when the need arises. Teachers also carry out morning supervision from 9.10-9.20am.

Corridors:Pupils must walk quietly in single file in corridors at all times. Teachers to supervise pupils going to PE or other activities.

Gaelic/ Rugby etc Training:If outside agencies are involved with classes for music, football, rugby etc. Class Teacher must remain outside with class or in the classroom at all times. This is necessary for insurance and child protection purposes.

First Aid: Teacher on lobby administers first Aid to pupils. Any injury that needs ‘attention’ must be written into the First aid book. This book is kept in the first aid room. This book is archived in the school for historical reference and may be very important if an issue arises. Head or other more serious injuries are reported to the class teacher. Class teacher must inform parent of injury. For serious injuries refer to Ms. Fleming.

#### Photocopying and copyright.

Every effort is made to photocopy sheets on both sides in a bid to conserve paper. Only texts that have granted permission to photocopy are copied. Parents are expected to contribute towards the cost of photocopying and purchase of Art & Craft materials. Every teacher is limited in the amount of photocopying they undertake annually.

Do not send to office for photocopying. This can be done before or after school. Not during class time.

\* Secretary: Please respect Sarah’s break-times: 11. 00 – 11.10 12.40 – 1.10 All money to office by 9.45. Office is then closed for administration unless serious emergency.

1. **Text book selection.**

St Fiacc’s presently has a policy of moving away from dependence on commercial textbooks and focusing more on lessons based on the school’s curricular policies.

1. **Book rental.**

The school operates a book rental scheme. The Board of Management are proud of the fact that we keep the prices to a minimum.

1. **Mobile phones**.

Pupils

Pupils are forbidden to carry their mobiles on the school premises. If a pupil is found in possession of a mobile phone, it will be confiscated and their parents will be contacted to arrange collection.

Teachers

Mindful of the duties and responsibilities assigned to staff in working with children, it is vital that staff be engaged with children at all working times. In this context, access to phones should be limited to urgency only.

Work Calls

Calls to parents/guardians should be kept as short as possible. Where a lengthy conversation with parents/guardians is required, appointments should be made to meet parents

Calls to other professionals and organisations should be make in consultation with the Principal and classroom supervision will be arranged where appropriate

Personal Calls

In general, personal calls should be carried out during break time

In cases of urgency, a staff member should use discretion in making calls

Incoming personal calls should be reserved for urgent matters

Mobile Phones

Mobile phones may be turned on during lunch time

In case of urgency, staff should use discretion in making calls

Texting should follow the rules in relation to calls

1. **Healthy Lunches and Litter Prevention.**

St Fiacc’s operates a healthy eating and litter prevention policy. For further information cf. healthy eating and litter prevention policies.

1. **Class and Classroom Allocation**.

It is the responsibility of the Principal to allocate classes and classrooms. Staff is asked to nominate their preferred class in Term Three. The Principal makes a decision based on the needs of the pupils and the abilities, experience, personality and preferences of each teacher.

1. **Keeping of class records and Roll Books**.

St Fiacc’s keeps records on file and on computer. For further detail c.f. record keeping, Data Protection, Attendance and Assessment Policies. The Roll is called between 10.00 and 10.10 daily. Teachers may also keep records of pupil behaviour, punctuality, assessments and homework digitaly or physically.

1. **Transfer of essential information/Transition to Second Level**

When a pupil transfers to another school copies of the pupil’s records will be given to the parents/guardians of said pupil for receiving school’s records.

The Education Passport of 6th class pupils will be forwarded to relevant Second level schools on receipt of a letter stating that they have been enrolled in said school.

1. **Teacher Absences**

EPV (Course Days)

* Teachers must check in advance with the Principal if they wish to avail of EPV days. Notification must be given at the beginning of the school year by teachers that are entitled to such leave and evidence of having attended a course that qualifies for EPV days must be given to the Secretary for filing.
* On any given day, only two teachers from Mainstream classes may take a course day.
* Should there be more applications for course days than this, they will be sanctioned on a ‘first-come, first-served’ basis
* Teachers working in support positions are not included in this number since they do not need to have a class supervised for the day
* Any teacher needing to take more than one course day at a time, must apply in writing to the Board of Management
* Course days should be taken two weeks before the end of the school year. The final month of the school year is punctuated with school tours, sports events etc., and teachers’ efforts to complete their annual programme of work can be hindered by the responsibility of having extra pupils in their classroom at this time of year.
* Dates later than this must be requested by application to the Board of Management.
* For all planned absences, as well as making the necessary alternative yard duty arrangements, the teacher should assign ample, appropriate work for the class. Lists of pupils assigned to individual classes should be given to the member of the ISM team responsible for dividing the class.
* SEN Staff should advise the relevant class teachers of their planned absence.

Notifying the school of an unexpected absence

* Staff member to make phone contact with the Principal at the earliest possible opportunity.
* The Principal should be contacted at the following number in the following order: Home landline, mobile, School Phone.
* If the Principal cannot be reached, a message may be left regarding the circumstances of the absence, together with a contact phone number for the staff member to be reached before the end of the school day.
* A substitute teacher may only be employed on the second day of a teacher absence, unless there are two teachers absent on the same day. In this case, a substitute teacher, if one is available, will be employed on behalf of one of the absent teachers
* All class teachers are required to have appropriate work available in advance of such an absence for example in a box on their desk. Alternatively, a teacher may email work to the school email.
* In the event that a substitute teacher is not available or may not be employed on behalf of a class teacher, a post holder will be responsible for collecting the folder of work and dividing the class in question among other designated classes
* If the absent teacher is on lunchtime supervision duty, the Deputy will make appropriate arrangements to cover for the teacher’s absence
* The substitute teacher will be asked to cover the teacher’s supervision duties.
* A medical certificate must be submitted on the fourth day of the sick leave and must cover the full absence.

1. **Staff meetings**.

St Fiacc’s has staff meetings at least twice a term. An agenda is circulated prior to each meeting and minutes of each meeting are recorded in a minutes book by the recording secretary. Minutes records are made available to staff. Each staff meeting allocates time to curricular and organisational policy development and/or review.

1. **Reception of Subs/ Student teachers.**

All sub teachers are presented with a “routine information” sheet on arrival in the school. Subs are expected to provide: a statutory declaration; a form of undertaking; a vetting disclosure and PPSN. Student teachers must be supervised at all times unless directed otherwise.

1. **School Tours**

All pupils at St Fiacc’s go on a school Tour in May/June. There are other excursions throughout the school year. For a more detailed description cf School Tour Policy.

1. **Extra Curricular Activities**

St Fiacc’s has a deep interest in the promotion of extra curricular activities and organises sport and leisure activities for all pupils. This includes hurling, football camogie, girls’ football, swimming, basketball, athletics, soccer, rounders, quizzes, music, choir, Drama, debating, Green Schools and Student Council.

1. **Promotion/Marketing of Commercial Products.**

St Fiacc’s does not generally endorse products of companies.

1. **Participation in Competitions/ Festivals.**

St Fiacc’s endeavours to allow pupils to participate in a wide range of competitions. In the sporting calendar the school participates annually in the Laois Cumann na mBunscol competitions; Soccer 5 a-sides; Rounders, basketball, athletics, debating. The school also participates in Art, quiz, chess, poetry competitions as well as the INTO handwriting competition.

1. **Teacher Planning:**

Yearly plans and class timetables to be completed with corresponding teacher and uploaded to google drive at [stfiaccsclassroom@gmail.com](mailto:stfiaccsclassroom@gmail.com) by the first week of October. Similarly, for fortnightlies at the end of each month. Copy of daily class timetable to be displayed in each classroom. Assessment Folders: An assessment folder to be compiled by all teachers including SEN Team. This should include SAT results and supplementary weekly /fortnightly/monthly testing as the year progresses.

1. **Altar Servers.**

Children who are participating in religious services outside school during school time should have written permission of their parent/guardian for each occasion.

1. **Assemblies.**

Assembly occurs generally every Friday morning in the PE hall. Assemblies are a means of disseminating information among the staff and pupils, announcing upcoming events, celebrating pupil achievements and creating opportunities for pupil performances.

1. **ICT Equipment.**

The Class teacher is responsible for the ICT equipment in their respective classrooms. A list of the school’s ICT equipment may be found in the school’s Information and Technology (IT) policy.

1. **Uniform.**

The Uniform is available from Shaws. The uniform for infants is a red jumper and tie with a grey shirt and trousers. The uniform for Senior Infants to 6th is a blue jumper and red tie with a grey shirt and trousers. A grey tracksuit is worn on designated PE days.