



Hi Everyone,

My name is Aoife O'Driscoll and I am the Junior Infant teacher. I am so excited to meet all the new Junior Infants very soon! I already know lots of the class as I have taught lots of their big brothers and sisters before! It's very exciting as we have lots of new families coming to our school for the first time too!

This has been a very unusual time for us all. Usually, by now I would have got to meet all the lovely new Juniors and we would have played together and got to know each other in the Junior Infant classroom. We cannot do this yet, however I promise I will be doing everything to make sure I can help to make the transition to "big school" as easy as I can for everyone.

On our school Facebook page "Bishop Galvin Central School Newcestown" you might have seen a video I made of some of the adventures the current Juniors got up to this year. It would be great if you could show this to your child so that they can see some of the fun things we get up to in Junior Infants.

Over the next few weeks, I will be making more videos to show the new Juniors their new school. I will give them a little look at our classroom, where our classroom is in the school and other places around the school. This will help them to visualise "big school".

I want the children to be happy coming to school, if they are happy then all the learning can happen. You will be amazed as you watch your child bloom as a friend, reader, writer, mathematician, scientist, thinker and so much more. We will always work together to give your child the best start in our school.

I have lots of fun learning activities planned but school could be a little different when we return, we just don't know yet. But, even if it is different, I promise I will make school as fun and enjoyable as I possibly can. We will be in touch regarding any updates about school reopening.

Looking forward to meeting you as soon as we can,

Kind regards,

Aoife O'Driscoll.



### Dates for your diary:

(This is the current plan, however these dates and plans could change! Covid-19 has a great way of changing plans for us!!!)

- 1<sup>st</sup> Day of School: Thursday 27<sup>th</sup> August
- Thursday 27<sup>th</sup> August- Wednesday 9<sup>th</sup> September Junior Infants will start school at 9.20am and will finish at 12.30pm.
- 1<sup>st</sup> full day at school will be on Thursday 10<sup>th</sup> September. (All Junior Infants will go home at 2 o'clock!)
- Parents Meeting with Ms. O'Driscoll for all Junior Infant Parents will take place on Tuesday 15<sup>th</sup> September at 7pm.



### Junior Infant Booklist 2020-2021

Maths	<ul style="list-style-type: none"><li>• Busy at Maths Textbook and Busy at Maths Home-School Links (comes as a set) (CJ Fallon)</li></ul>
Literacy (English)	<ul style="list-style-type: none"><li>• Sounds make Words (26 letters) Folens (Green cover)</li><li>• Mrs. Murphy's Junior Infant copies (comes with 3 copies) Edco</li></ul>
Religion	<ul style="list-style-type: none"><li>• Grow in Love - Junior Infants, Primary 1- Pupil's Book (Veritas)</li></ul>
Gaeilge	Resources will be supplied by Ms. O'Driscoll
SESE	Resources will be supplied by Ms. O'Driscoll

#### Stationery items needed:

- 3 A4 plastic envelopes; (Labelled)
- 3 Junior Grip Faber Castell HB red three-sided pencils (Labelled)
- 2 white rubbers (Labelled)
- 1 pencil sharpener (Please make sure it can fit and top the big pencil) (Labelled)
- 3 pritt sticks (Labelled)
- 1 packet of twistables (All individually labelled)
- 2 small pots of playdough (Any colour)
- 2 whiteboard markers (Blue or black) (Labelled)
- Small children's scissors (Labelled)
- Pencil case (please don't get a pencil case that has little individual elastic holders for each pencil, just get a normal pencil case with a zip!)

School Expenses will be finalised in September and you will be notified then.

**In the interest of convenience and consistency Ms. O'Driscoll will supply copies, scrapbook and the big mesh homework folder needed in Junior Infants on receipt of payment of school expenses. ☺**

**When buying a school bag please ensure it is big enough to hold an A4 folder.  
Please do not buy a bag with wheels.**

**All books should be covered and the child's name written clearly on the front cover.**

**Please only wear shoes with "velcro fastenings" to school!**

**Please label all jumpers, coats, hats, basically every single thing your child brings to school with your child's name. There is a great website called [www.mynametags.ie](http://www.mynametags.ie) if you were looking for stickers!!!! 😊 😊**

***Please clearly label your child's name on absolutely EVERYTHING!! Things have an amazing way of disappearing in Infant classes!!! 😊***

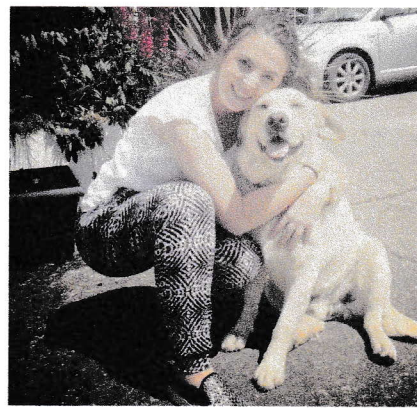
# Meet the

# TEACHER



Ms. O'Driscoll

Hello, My name is Ms. O'Driscoll and I'm going to be your teacher in Junior Infants. I'm so excited to meet you all!



This is my dog, his name is Toby!



I'm great friends with Mickey and Minnie Mouse!

We are going to have lots of fun together in Junior Infants. In school, we will play together, make new friends, learn to be kind, read stories and have lots of fun!

I'm thrilled to be your teacher and I'm looking forward to a year of learning, fun and adventures. 😊



# School Calendar 2020/21

Bishop Galvin Central School 021 7338158

Email: [secretary@newcestownns.ie](mailto:secretary@newcestownns.ie) [www.newcestownns.ie](http://www.newcestownns.ie)

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
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30	31					

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January 2021						
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March 2021						
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April 2021						
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May 2021						
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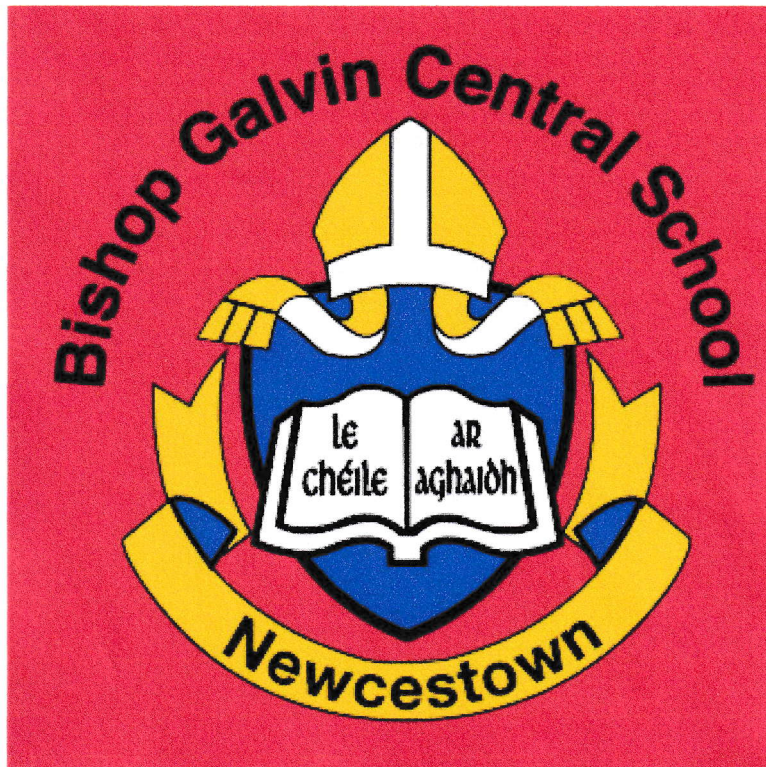
June 2021						
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School re-opening: ■ School Closures: ■ Christmas Performance: ■  
 Parent Teacher Meetings: 1<sup>st</sup> to 6<sup>th</sup> Classes in Nov. & Jr & Sr Inf. in Feb: ■  
 Standardised Testing: (please avoid absences at this time). ■  
 School will close on Friday 25<sup>th</sup> June for summer holidays.  
 Additional closures for staff in-service day will be notified as soon as date assigned.

*Lárscoil an Easpaig O'Gealbháin*

# **Bishop Galvin Central School**

## *Starting School Information for Parents*



[www.newcestownns.ie](http://www.newcestownns.ie)

## Fáilte romhat agus roimh do pháiste.



Starting school will be the first big change in the life of your child. Up to this s/he has felt safe and secure with you in the home and family but now s/he is facing the wider world of classroom and school. This may seem a big step for someone so small, but most children manage it without any great fuss or stress - and in fact take to it like ducks to water.

However, it is also a time when parents and teachers should take special care to ensure that the transition from home to school is as smooth as possible. If the child's first experience of school is one of happy involvement, a very good foundation will have been laid for fruitful school years ahead.

It is important too, particularly during the first year, that parents understand what the aims of the school are, as many may be expecting too much in the way of academic achievement.

We know from experience that parents are very anxious to help in any way possible. We have, therefore, included some ideas for the home which should stimulate the child's interest and nurture his/her desire to know more.

With these aims in mind we have put together this little booklet as a general guide for parents. It deals briefly with the period before your child comes to school and his/her introductory stage in Junior Infants.

We trust you will find it helpful and that your child will be happy and fulfilled with us.

### Getting Ready for Learning

**Children are natural learners.** They have an inbuilt curiosity and an eagerness to know more about everything - about themselves, about others and about the world around them. And they learn fast - but only when they are ready and their interest is aroused.

Because they come to us so young we must guard against putting pressure on them to learn what they are not yet ready for. Demanding too much too soon can switch a child off completely. At the same time we must cultivate readiness so that they can get moving as soon as possible.

The rates of progress of children can vary greatly. We try to give them an opportunity to move ahead at their own pace or as near to it as possible. Our first year in school, therefore, is mainly about settling in, relating to others, making friends, feeling happy and gradually getting used to the routine of the school.



On the learning side the emphasis is on getting children ready for learning by –

- Developing their **oral language** and expression.
- **Sharpening their senses**, especially seeing, hearing and touching.
- Developing **physical co-ordination** especially of hand and fingers.
- Extending their **concentration span** and getting them to **listen attentively**.
- Learning through **play** – the most enjoyable and effective way.
- **Co-operating** with the teacher and other children.
- Performing **tasks by themselves**.
- **Working with others** and sharing with them.
- Getting each child to **accept the general order**, which is necessary for the class to work well.

### Before Your Child Starts...

You should ensure that s/he is **as independent as possible** - physically, emotionally and socially. If s/he can look after himself in these areas s/he will feel secure and confident and settle in readily.

It would help greatly if s/he is able to-

- **Button and unbutton his/her coat** and hang it up.
- **Use the toilet without help** and manage pants buttons.
- Also **encourage personal hygiene** and cleanliness. Your child should know to flush the toilet and wash his hands, without having to be told.
- Use his hanky when necessary.
- **Share** toys and playthings with others and “take turns”.
- **Tidy up** and put away his playthings.
- Remain contentedly for a few hours in the home of a relation, friend or neighbour. If s/he had this experience, then separation from his parents when s/he starts school will not cause him/her any great anxiety.



### Preparing for the 'Big Day'

The child's first day at school is a day to remember for the rest of his life. **You can help to make it a really happy one for him/her.**

- **Tell him/her about school** beforehand, casually, and talk about it as a happy place where there will be a big welcome for him/her and s/he will meet new friends.
- **Don't use school or the teacher as a threat.** “If you behave like that for teacher she'll murder you” though said light-heartedly can make some children very apprehensive.
- If you feel it would help, you could take him/her for a stroll to the junior classrooms and play area on an afternoon during June when the other children have gone home. S/he can browse around and become familiar with his/her new environment. On arrival you could drop in to meet the Principal with him/her and perhaps s/he could meet his teacher, as well.
- S/he will like to have **his/her new uniform and his/her new bag** when s/he begins. These help him/her identify more readily with the school and other children.
- Your child's books will be taken from him/her on the first day of school and the teacher will hold on to them until such time as they are needed. This minimises books getting lost. Please have your child warned of this fact; in case s/he thinks they will never see the books again.

- All books/copies must be marked with your child's name and readers must be covered. Your child will only feel important if s/he has something in his/her school bag, so perhaps you could buy a copy or colouring book for him/her, which s/he could use at home.

## Uniform

Plain navy Jumper/Cardigan with navy trousers/skirt/pinafore with plain blue shirt/polo shirt. Tracksuit on PE days

## The Big Day



### Coming in...

When you arrive at the classroom, **be as casual as you can**. S/he will meet the teacher and the other children and will be shown his chair.

Hopefully he/she will be absorbed in his new surroundings. So having assured him/her you will be back to collect him/her, wish him/her goodbye and **make your getaway without delay**.

### Going Home

Be sure to **collect him/her on time**.

Children can become very upset if they feel they are forgotten.

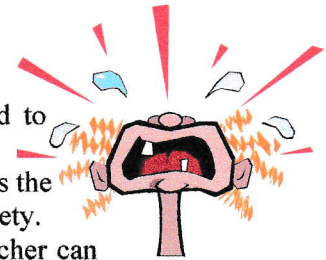
- Keep out of view until the children are released.
- If at any time the collecting routine has to be changed, ensure you tell the child and the teacher.

## Handling the Upset Child

In spite of the best efforts of both teacher and parents a small number of children will still become upset. If your child happens to be one of them don't panic. Patience and perseverance can work wonders.

### A Word of Advice

- **Trust the teacher.** She is experienced and resourceful and is used to coping with all kinds of starting-off problems.
- **Try not to show any outward signs of your own distress.** Sometimes the parents are more upset than the child and are the main cause of his anxiety.
- When you have reassured him/her, leave as fast as possible. The teacher can distract and humour him/her more easily when you are not around.
- Check back discreetly in a short while. You will invariably find that calm has been restored.
- **You must be firm from the start.** Even if a child is upset you must insist that s/he stay for a short time-even ten minutes. S/he must never feel that s/he is winning the psychological battle of wills.



### As Time Goes on...

- School begins at 9:20a.m. To ease the child into the school routine we have a policy where Junior Infants go home for the first two weeks at 12.30 p.m. After that they go home at 2:00 p.m. Please make sure that your child is collected at 2:00 p.m. as the teacher needs that hour between 2:00 p.m. and 3:00 p.m. to clean up after the day and prepare for the following day. **Get him/her into the habit of being in good time for school from the beginning.** Mid-morning break: 10.50 a.m. to 11.00 a.m.
- Children need plenty of rest after the effort and excitement of a day at school. You should ensure that s/he gets to bed early and has a good night's sleep.
- When s/he has settled in and hopefully, looks upon school as a "home from home" do continue to show interest in his daily adventures. Give him/her an ear if s/he wants to tell you things, but don't pester him/her with questions.
- Mind that you take some of his/her "stories" with a pinch of salt.
- If his progress is slow do not compare him/her adversely with other children while s/he is listening. **Loss of self-esteem can be very damaging to him/her.**
- Be careful too about criticising his/her teacher in his presence. Remember that s/he is his mother figure while s/he is at school and for his own well-being it is important that s/he has a good positive image of her.
- This last caution applies to his image of the school as well. **His/her school is always "the greatest"-whatever its faults.**
- S/he is not going to be a model of perfection all the time-thankfully. You should try to have patience with his shortcomings and praise for his/her achievements.
- Children often "forget" or relay messages incorrectly, so **please, check your child's bag each night for notes.**

You will receive a book list outlining the books and other bits and pieces your child will need for the year. We would appreciate if the money for Art and Crafts and the money for photocopying were paid before the end of September. As the year goes on, there may be other demands on the purse strings.

## **Important Information and General Procedures**

### **Time in School**

1. School assembly begins at 9:20 a.m. Children who are in the yard prior to official assembly time are not the responsibility of any member of staff, but if children are in the yard prior to 9:20 a.m., they are expected to behave in accordance with the school rules and Code of Discipline. Ball playing is not allowed.
2. Formal classes begin at 9:40 a.m. There is a short break at 10:50 a.m. Lunch break is from 12:45 p.m. to 1:15 p.m.
3. Junior and Senior Infant classes are dismissed at 2:00 p.m. The pupils in the other classes are dismissed at 3:00 p.m. Children who are in the yard after official dismissal time are not the responsibility of any member of staff. They are expected to behave in accordance with the school rules and Code of Discipline.

### **Absence from School**

1. **In the event of a pupil being absent through illness or for any other reason, the Class Teacher must be informed by note on the pupil's return to school.** (Education Welfare Act 2000). If it is anticipated that the absence will be of a lengthy duration, the Class Teacher should be informed by note as soon as possible. A phone call to the school secretary to explain absence will suffice also: see Attendance Policy.
2. Children should have their names on their coats and other personal property such as schoolbooks, copies, lunch boxes, etc.
3. As the need arises, parents will receive notices with regard to school matters and events. Encourage your child to deliver notes immediately or check each evening at homework time to see if there is a note from the school. The school also uses Text-a-parent to keep parents up to date.
4. The Board of Management does not accept responsibility for the children's property.

### **Health and Safety**

1. **Children who are ill should not be sent to school and should not return until fully recovered.**
2. Parents are asked that teachers be made aware of any physical disability or allergies, which their child might have.
3. Please check your child's hair regularly for outbreaks of head lice. If there is an outbreak of head lice in a class, all parents of pupils in that class are informed by note, and asked to take immediate action to treat infestation.
4. Requests to remain indoors at break times should only be made in exceptional circumstances. These requests must be made in writing to the Class Teacher.
5. At assembly and dismissal times, parents and other visitors to school are asked to avoid parking in a manner that might pose a danger to others. Please ensure that buses have ample space to park.

### **Accident Procedures**

1. **Accidents occur despite supervision. Minor accidents are treated at school. Slight cuts and grazes are normally treated by cleaning with cold water and/or disinfectant wipes and applying a plaster to the wound.** When a dressing has been put on a wound, parents are requested to inspect the wound when the child comes home from school.
2. In the event of an accident/child becoming ill, every possible effort will be made to contact the pupil's parents or the persons delegated to take responsibility for the pupil.
3. **The school must be notified immediately of changes in details of contact phone numbers. Non co-operation in this matter could result in a delay in having your child attended to medically, should the need arise.**
4. Please ensure that the alternative contact number is in operation and that they live locally.

### **Office Rules**

1. To ensure the safety of the children and the security of the school premises, **all visitors must report to the school office on entering the school.**
2. A child can only be collected by calling to the secretary's office.
3. Once a child enters the school premises he / she cannot leave without permission.
4. If you need your child to leave the school early you must send a note to the class teacher. If a child has to be collected early / unexpectedly then the adult collecting him / her must attend at school office and sign the child out.



### Who is the Boss?

Bit by bit the child will get used to the general discipline of the classroom. S/he will get to understand very quickly that in certain important matters an instruction from the teacher must be obeyed promptly and without question.

### Teacher and Parent

At the early stages some parents meet the teacher almost daily and this is a very desirable thing. However, if there is something in particular that you would like to discuss you can arrange to meet her at a time when you both can have a little peace and quiet.

### Easy Does It

There are lots of ideas and suggestions in this little book as to how you can help your child. **We are not advocating that you do ALL of these with him/her in a systematic way.** But if you find from time to time that s/he enjoys a fun approach to certain aspects of learning then we would say – give it a go – but remember **don't overdo it.**

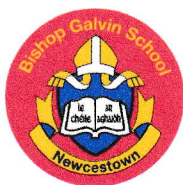
### Our Hope

We are offering this Guide to Parents as a little practical help in dealing with the education of their children at the very early stages. We will be very happy if you dip into it from time to time and find something in it of value to you and your child.

**Mol an óige agus tiocfaidh sí**



**Le chéile ar aghaidh**



*Lárscoil an Easpaig O'Gealbháin*  
**BISHOP GALVIN CENTRAL SCHOOL**  
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Bishop Galvin Central School is a co-educational school with over 230 pupils and a staff comprising of 13 teachers, 3 special needs assistants, school secretary, cleaner and caretaker. Our committed and experienced staff strive to provide the best educational opportunities possible for all the children in our care.

### **Mission Statement**

Bishop Galvin Central School aims to provide the means by which all pupils can flourish and reach their full potential, including a living relationship with God and with other people.

### **Our Vision**

Bishop Galvin Central School provides a happy, caring and safe learning environment for all members of the school community.

Our school will be a welcoming place where children and adults feel they make a contribution and are valued as individuals

Our school will continue to be a place of Christian values where children learn respect for themselves, for others and for the environment.

Our school will build on the values of mutual respect and trust between all members of the school community.

Our school will be a partnership between children, parents, staff and management and the parish community as a whole.

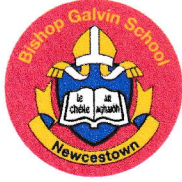
Our school will strive to be a centre of excellence where children can achieve full potential in their academic, creative, personal, physical, moral and spiritual development

Our school will provide students and staff with the resources and the best possible conditions for learning.

Our school will ensure access to quality education for all.

Our school will be a model of good practice and educational development, where teachers and management will explore new and innovative methods of achieving excellence.

Our school will 'be the best it can be'



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### **CODE OF BEHAVIOUR**

*This code is framed in the acknowledgement of the rights and responsibilities of staff, parents and pupils*

#### **Aims**

1. The efficient operation of the school and the structuring of in-class discipline so that there exists an efficient and stimulating learning environment.
2. The maintenance of good order throughout the school and respect for the school environment.
3. The development of self-discipline in pupils based on consideration, respect and tolerance for others.

#### **Principles of Behaviour Policy**

If the school is to achieve a happy, secure environment in which children can develop to their full potential, it is necessary to provide a framework which promotes constructive behaviour and discourages unacceptable behaviour. The aim is to ensure that the individuality of each child is accommodated while acknowledging the right of each child to an education in a relatively disruption free environment. The school code places a greater emphasis on rewards than on sanctions, and the ideal is that pupils will acquire self-discipline. There are times, however, when it may be necessary to impose sanctions in order to maintain good order and to discourage offenders. We recognise the importance of a strong sense of community within the school and the existence of a high level of co-operation among teachers, ancillary staff, pupils, parents, the Board of Management and the Parents' Association.

#### **Rewards for Good Behaviour**

Most of the pupils are very well behaved and rewarding good behaviour is an important part of our Code of Discipline. The following strategies may be utilised to reward good behaviour.

1. Notes or rewards in pupil's homework/ notebook to convey messages of approval from teachers.
2. Some homework off, if particular targets are achieved.
3. Extra privileges such as doing jobs, golden time or being shown a D.V.D.

#### **Consequences**

Children need to learn about consequences of mis-behaviour. Consequences for breaches of the code of behaviour need to be: fair and reasonable and related to the behaviour.

The following strategies may be used to show disapproval of unacceptable behaviour.

1. Reasoning with a pupil.
2. Verbal reprimand, including advice on how to improve.
3. Temporary separation from peers.
4. Recording of incident of misbehaviour.
5. Detention during breaks.

6. Withdrawal of privileges.
7. Extra exercises to write out.
8. Pupils who misbehave frequently may not be allowed to participate in school outings for their own safety and that of the other pupils.
9. Referral to Principal.

**Note:** Although incidents of misbehaviour are noted, the emphasis is on encouraging children to behave well and praise is given for commendable behaviour. Parents will be informed at an early stage if problems occur and not simply at the point where a crisis has arisen. While the misbehaviour may appear to be of a trivial nature, it is the cumulative effect of such breaches of the rules which is important and not the offence itself.

### **Disciplinary Procedures**

#### **Stage 1**

- a) Nature of the incident/s is noted by the class teacher
- b) Where misbehaviour occurs outside the classroom setting, the class teacher will also be informed.
- c) Appropriate sanctions, as outlined above, may be imposed, depending on the nature and /or number of the incident

#### **Stage 2**

If misbehaviour is repeated, parents will be asked to call to the school to discuss the child's behaviour.

#### **Stage 3**

If a pupil misbehaves on a continuous basis, or if there is a serious incident of misbehaviour, it may be necessary for the principal to meet with parents to help to resolve the issue.

#### **Stage 4**

If there is no resolution to the issues, the principal may decide to institute suspension procedures, which are as follows:

1. The parent/s is informed, and confirmation of the duration of the suspension is provided in writing. The maximum period of an initial suspension is three school days.
2. Parents are invited to discuss the matter with the class teacher and principal. Chairperson of the board of management may also be present.
3. A special decision by the Board of Management is necessary to authorise a further period of exclusion up to a maximum of ten school days to allow for consultation with the pupil's parents. In exceptional circumstances, the Board of Management may authorise a further period of exclusion in order to enable the matter to be reviewed.

Please note: parent/s infers guardian/s

### **Code of Conduct**

1. All pupils are expected to treat staff and their fellow pupils with respect and courtesy at all times. The use of foul language and any form of bullying are unacceptable.
2. Pupils must respect all school property and keep the school environment clean and litter free.
3. Pupils must have all books and required materials.
4. Pupils are expected to work to the best of their ability and to present written exercises neatly.
5. The children's behaviour and attentiveness in class must be of such a standard as to allow the teacher conduct the class without undue disruption and to allow the other children learn to the best of their abilities.
6. Any form of behaviour that interferes with the rights of others to learn and to feel safe is unacceptable.

## School Rules

School rules are kept to minimum and are devised with regard for the health, safety and welfare of all members of the school community.

1. Pupils leave and enter the school building in an orderly fashion.
2. Pupils are not allowed to run on corridors.
3. Pupils must not behave in any way which endangers themselves or others. Rough play comes into this category.
4. Any form of threatening behaviour is unacceptable.
5. Any instructions or directions given the supervising teacher/staff member are to be complied with.
6. Pupils line up in an orderly manner at end of breaks.
7. Pupils may not re-enter the school building during school breaks without the express permission of a teacher.
8. If, due to inclement weather, the pupils are allowed to remain indoors, they must remain seated unless given permission to do otherwise by the supervising teacher.
9. The school uniform is worn on all school days.
10. Pupils are not allowed to wear jewellery other than stud earrings in school.
11. Mobile phones are not permitted. A breach of this rule will result in confiscation of the phone.
12. Chewing gum and fizzy drinks are not permitted. Healthy lunches are required.
13. Pupils must do all homework prescribed by the teacher. Failure to do so requires a written explanation from parent/guardian.
14. Parents who wish to consult teachers outside the official Parent/Teacher meetings must make an appointment.
15. The distribution of Christmas cards, birthday cards, invitations and/or gifts is not permitted.

## General Procedures.

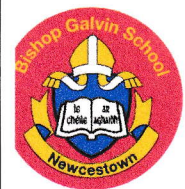
### Time in School

1. School assembly begins at 9:20 a.m. Children who are in the yard prior to official assembly time are not the responsibility of any member of staff, but if children are in the yard prior to 9:20 a.m., they are expected to behave in accordance with the school rules and Code of Discipline. Ball playing is not allowed.
2. Formal classes begin at 9:30 a.m. There is a short break at 10:50 a.m. Lunch break is from 12:45 p.m. to 1:15 p.m.
3. Junior and Senior Infant classes are dismissed at 2:00 p.m. Infants are not allowed to go home on their own unless this is specifically requested in writing by parents. Whoever collects your child from school should try to be before dismissal time so as not to cause unnecessary anxiety. The pupils in the other classes are dismissed at 3:00 p.m. Children who are in the yard after official dismissal time are not the responsibility of any member of staff. They are expected to behave in accordance with the school rules and Code of Discipline.
4. As a rule, school is in operation for 183 school days. Exceptional closures, as allowed by Department rules, may, in practice reduce this number

### Absence from School

1. **In the event of a pupil being absent through illness or for any other reason, the Class Teacher must be informed by note on the pupil's return to school.** (Education Welfare Act 2000). If it is anticipated that the absence will be of a lengthy duration, the Class Teacher should be informed by note as soon as possible. Absences can monitored and explained though the Aladdin Schools App. A phone call to the school secretary to explain absence will suffice also: see Attendance Policy.
2. When it is necessary for a pupil to leave school early, a note must be sent to the Class Teacher. Parents/guardians are asked to call personally to the classroom to collect the child. Any person





*Lárscoil an Easpaig O'Gealbháin*  
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### **Anti Bullying Policy**

**Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or groups against others.**

Isolated incidents of aggressive behaviour, which should not be condoned, cannot be described as bullying. However, when the behaviour is systematic and ongoing, it is bullying. It may manifest itself in many forms such as physical aggression, damage to property, extortion, intimidation, isolation, name-calling and 'slagging'. At the centre of our school's response to bullying is the continued development of a positive school climate, which focuses on respect for the individual. It is an important element of school policy to raise the awareness of bullying as a form of unacceptable behaviour.

#### **Procedures for Noting and Reporting an Incident of Bullying Behaviour**

1. All incidents of bullying will be investigated and dealt with by the teachers.
2. Serious case of bullying behaviour by pupils is referred immediately to the Principal.
3. Parents of victims and bullied will be informed of incidents of a serious nature.
4. It is made clear to pupils that when they report incidents of bullying they are not telling tales, but are behaving responsibly. It is important to counteract a culture which may associate 'telling' with 'informing'.
5. Parents are encouraged to inform the teachers of bullying incidents sooner rather than later.

#### **Procedures for Investigating and Dealing with Bullying**

1. When investigating incidents of bullying behaviour, it is necessary to seek answers to questions of **what, where, when, who and why?** This school uses Restorative Practice and questions are based on this e.g. What happened? What were you thinking? Who was affected? How can we repair the harm? How can we learn from the situation?
2. If pupils are found to have been involved in bullying behaviour, it will be made clear to them that they are in breach of the Code of Discipline, and sanctions will be applied as per Code of Discipline.

#### **Work with Victims and Bullies**

1. Low self-esteem may be an attribute which victims and bullies share. It is necessary, therefore, to avail of opportunities to increase feelings of self-worth among victims and bullies. Victims may need encouragement to participate in activities designed to raise their self-esteem and bullies may need to learn other ways of meeting their needs without violating the rights of others.

2. Pupils who observe incidents of bullying behaviour should be encouraged to discuss them with their teachers.
3. The school's anti-bullying code is discussed regularly in each class and explained to the children.
4. Encouraging a child to hit back is mistaken because it does not address the reasons for the bullying behaviour and it could also result in a child being seriously hurt in further incidents.

#### **Anti-Bullying Behaviour**

1. Every pupil has the right to enjoy his/her time in school, free from bullying, both in school and on the journey to and from school.
2. Our school will not tolerate any unkind actions or remarks, even if these were not meant to hurt.
3. Pupils should support each other by reporting all instances of bullying.
4. Bullying is regarded as a very serious matter.

#### **Ratification and Communication**

This updated policy was ratified by the Board of Management on 19<sup>th</sup> January 2017. The policy is available to parents of children in the school via the school website. Arrangements are made to communicate the policy to all parents and staff at the start of each school year.

Signed: Michael Scanlon

**Michael Scanlon,**  
**Chairperson of Board of Management**

Signed: Dorothy O'Donovan

**Dorothy O'Donovan**  
**Principal**