

St. John The Baptist (Belgrove)

Junior Boys' School

Clontarf



School Guidelines

2022-2023

Dear Parents,

On behalf of the Board of Management and Staff of the School I would like to welcome you and your son to St. John the Baptist Junior Boys' School. I hope that each of you will find your school experience here to be welcoming and positive.

This booklet contains important information on how our School operates and is intended for new and existing Parents. Our mission is to ensure a happy and safe learning environment for pupils, Staff and Parents.

At St. John the Baptist Junior Boys' School we aim to encourage and foster strong and positive home-school links. Maintaining co-operation and mutual understanding between home and school allows for the important laying of firm foundations for your son's future.

Kind regards

Fiona Sheridan

Principal

St. John the Baptist JBS

St. John the Baptist Junior Boys' National School

School Guidelines

Ethos:

St. John the Baptist Junior Boys' School (Belgrove) is a National School under the patronage of the Catholic Archbishop of Dublin. It supports and upholds the Catholic Ethos.

Mission Statement:

We, the Staff believe that the School should be a happy place where children can grow morally, spiritually, intellectually, emotionally and physically.

We believe that the School should be a place where children can learn; where the atmosphere is conducive to learning; where teachers are committed, caring, encouraging and fair; where discipline is good and self-discipline is fostered; where unsocial behaviour is unacceptable and where boys are shown that aggressive behaviour is not part of growing up to be a man.

We believe that children remember what type of person their teacher was. We hope that children will recall that we were kind, that we cared and that we were interested in them. We believe that children will learn by observing us. We believe they will develop good self-esteem by experiencing how we treat them and we hope that they will realise that while they were pupils here, they were cherished. We believe that the School should be a place upon which children, grown to adulthood, will look back with good, warm, positive memories.

With the above in mind, we set out these aims:-

Aims:

- To foster an understanding and critical appreciation of the moral, spiritual, religious, social and cultural values which have helped shape Irish society.

- To nurture a sense of personal identity, self-esteem and awareness of one's particular abilities, aptitudes and limitations, combined with a respect for the rights and beliefs of others.
- To facilitate excellence and quality in the development of the educational potential of all pupils.
- To develop knowledge, skills and aptitudes, a spirit of enquiry and the capacity to analyse issues critically and constructively.
- To develop expressive, creative and artistic abilities to the individual's full capacity.
- To foster a spirit of self-reliance, innovation, initiative and imagination.
- To promote physical and emotional health and well-being.
- To create tolerant caring members of society
- To ensure that children acquire a keen appreciation of their local, national, and European heritage and identity.
- To foster a global awareness and a sense of responsibility for the long-term care of the environment.

Parents-Staff Communication:

The Board endorses the view that good communication and effective co-operation between Parents and Staff is fundamental to the development of a happy and effective learning environment. To this end a variety of communication links are used-

1. We encourage Parents to keep in regular contact with class teachers and so keep informed about pupils' progress and any concerns they may have. Parents are encouraged to communicate via the Seesaw class app.
2. Where a Parent or teacher feels that they need time to discuss things

at greater length, the Parent should contact the office to make an appointment at a mutually suitable time.

3. We hold formal class parent-teacher meetings every year usually in November for Senior Infants 1st and 2nds and in late January for Junior Infants.
4. If there are concerns which are not satisfactorily resolved by a parent-teacher meeting, either parent or teacher or both may request a meeting with the Principal to discuss such issues. Ultimately, responsibility for the School lies with the Board and any parent/teacher who has an unresolved grievance or concern should refer the matter **in writing** to the Chairperson of the Board.
5. We update the School website regularly where parents/guardians can find school policies and procedures as well as a photographic archive which serves as a record of activities in the School. Please log on to www.belgrovejbs.ie.
6. We use Aladdin Noticeboard to remind parents when any change to procedures is imminent or in case of emergency. It is essential that Parents notify the school of any changes/updates in contact details or change of address. We also use the Aladdin data management system and invite Parents to download the App which is a very useful communication tool.

School opening times:

Assembly:

The official opening time of the school is 8.40 am. However, the main gate will be opened at 8.30am approx. to admit those who arrive early. From 8.30 to 8.40 the early arrivals will wait along the wall in the playground and will be supervised by a member of the teaching staff.

1. Assembly takes place between 8.40am and 8.50am.

2. At 8.40am all present line up in their designated places. In the interests of safety, pupils are not allowed to play or run about.
3. Parents should drop their son at the school gate to avoid congestion.
4. When the weather is wet/cold, pupils go to the hall at 8.30am, and staff will be on hand to direct them to their class groups where they will sit until their teachers collect them.
5. Whole school assembly takes place every Friday morning.

Punctuality is the responsibility of the Parents. In the event of a pupil being frequently late to school we may contact the Parents.

Dismissal:

1. Junior and Senior Infant classes finish at 1.20pm each day and 1st and 2nd classes finish at 2.20pm.

The entire School closes at approximately 12 o'clock three times a year only: on the days of the Christmas, Easter and Summer holidays. Parents should pass on information re closing times to crèches and minders and anyone you ask to collect your child.

2. Pupils are brought into the playground to their designated assembly points and should be collected promptly. Pupils from 1st and 2nd classes are **always** collected from the yard.
3. Pupils should remain in their designated assembly areas until their parent/collector approaches the teacher. **No pupil should leave the assembly area without his teacher's permission. Parents are asked to impress upon their sons the need to follow this safety procedure.**
4. Parents/collectors should ensure that any younger children in their care are properly supervised and do **not** run about or use scooters in the playground while waiting. **Only dogs which can be carried are allowed in the school yard.** Guide dogs are of course allowed.

5. Parents/collectors are asked to reinforce our safety-conscious approach, i.e. walking only; dismount scooters and bicycles at school gate.
6. Once pupils are dismissed and are outside the school gates, the responsibility of the School and the Board ends.
7. Pupils who are not collected should remain with their teacher/Principal who will ensure that they are supervised while Parents are contacted.
8. Parents should advise their children that the instructions of the traffic wardens must be followed.

We ask parents to give good example by crossing the road with the wardens and not at school gate.

9. Please do not distribute birthday invitations or cards either in class or on the School grounds or ask staff to distribute invitations for you. The Parents' Association, having received the consent of each Parent, make a class list available in order that Parents can organise invitations by text or phone.
10. If you ask a grandparent/other relative to collect, please inform them of yard procedures and make sure they know the child's room number and teacher's name.

Child Protection

1. Please ensure that your child's teacher knows of any changes with regard to who is collecting him from School.
2. If Parents of boys in 2nd class wish their children to walk home after school unaccompanied by an adult they must inform the class teacher in writing.
3. The Social, Personal and Health Education (SPHE) programme is a mandatory part of the curriculum for all students in primary schools and is taught in our school.

Full details of our Child Protection Procedures are available on the School website.

School lunch:

The School have prepared a Healthy Eating Policy which can be viewed on the school website.

In brief: Fruit, sandwiches, yoghurts, water and milk are all encouraged.

Nuts, chewing-gum, crisps, sweets and chocolate bars are not allowed.

We encourage pupils to eat their lunch in class (and in yard where appropriate). Pupils should bring unfinished lunches and wrappers home in lunch-boxes. We allow one small treat on Fridays.

We ask Parents of boys with allergies to let us know so that we can make arrangements.

In the interest of the health of each pupil we do not allow cakes or treats to be distributed to pupils.

Uniform:

Shorts are only permitted during the months of September, October, April, May and June. Tracksuit bottoms **must** be worn at all other times.

Playground:

Pupils are always supervised while at play. We teach the following playground rules from the outset and class teachers and Principal reinforce these regularly.

- No pupil is allowed to hurt another physically or emotionally.
- If a pupil is hurt by another he must tell the supervising teacher or any supervising adult. Retaliation is not allowed.
- Pupils must ask the permission of the teacher holding the bell if they need to go to the toilet. The communal toilets in the yard are the only toilets which are in use during yard time.
- Misbehaviour in the playground can result in curtailed play-time.

- We expect children to play outside during yard time (weather-permitting). If there is a valid reason for a pupil to be kept indoors during this time, Parents will need to communicate this to the class teacher.
- On wet days children are supervised indoors for breaks.
- Pupils should wear a coat with a hood to School to ensure we can have outdoor play as often as possible. We are an Active School and we see physical exercise as very important.

Injuries in the playground:

We treat minor cuts, scrapes and bumps on the head with cold pack, cold water, cotton wool and 'TLC.' Occasionally plasters are used. If necessary, we will contact Parents and ask them to get medical attention for their child. Any bumps to the head will be communicated to parents through a message on Aladdin.

Personal property:

It is vital that Parents ensure pupils' names are on coats, jerseys, uniform tops and any other property of value. Unclaimed property is usually left in the lost property area for the remainder of the term. If not claimed we donate it to a charitable organisation, where suitable.

Parents should encourage their sons to manage their own books and to take responsibility for having the correct items on the appropriate days (e.g. Guided Reading book, library books, fun books and other equipment necessary for school.)

Pokemon, Minecraft or any other such collectors cards or stickers are not permitted in school.

Absences:

- If a pupil is absent from school, Parents should send a note in with child on day of return.
- If a pupil has to leave school early, or be absent for part of the day, the collecting adult must sign him out at the office.

- Parents should notify the Principal in advance if a pupil is being taken out of school during term-time.
- Parents should be aware that the School is required to report absences of twenty days or more to Tusla - Child and Family Agency. The School has no discretion in this matter.

Illnesses:

We notify Parents if a pupil has been sick or is complaining of feeling unwell while at school.

We ask that Parents do **not** send a child who is sick to School.

We would appreciate if parents/guardians could notify the School of any infectious illness/condition without delay, so that we may follow HSE guidelines and communicate the fact to other Parents in the boy's class.

These infectious conditions are:

- Covid-19
- Bacterial Meningitis
- Chickenpox
- Head Lice/Nits
- Measles
- Mumps
- Ringworm
- Rubella (German measles)
- Scabies
- Scarlet Fever
- Strep Throat (Strep tonsillitis)
- Threadworms
- Viral Meningitis
- Whooping Cough (Pertussis)
- Impetigo
- Slapped Cheek Syndrome (parvovirus)
- Covid

In the pupil's interests, Parents should inform the class teacher of any issues about which they have concerns and which they feel could impact on their child, for example:

- Anaphylaxis.
- Illness- cough, cold, asthma, sleepless night.
- Physical- speech, sight, hearing problems.
- Emotional- moving house, separation, new baby, death in family.

Parents of children who may need medicines on an emergency basis **must** write to the Board seeking its permission for Staff to administer such medicines and must indemnify the Board, renewing this indemnity at the beginning of each school year. (See Administration of Medicines Policy).

Parents should ensure that all contact details and emergency numbers are up to date.

Homework:

The purpose of homework is to reinforce work done in school. The following are guidelines agreed by the staff of the School which were compiled following consultation with Parents:

1. In general, no **written** homework is assigned at Infant level.
- 2. We strongly recommend that Parents read to their child every day.**
3. When pupils begin to read, Parents should listen to their reading for 10-15 minutes each day. Parents should also continue reading stories to their children.
4. Homework should be done to the best of the pupil's ability. We ask Parents to ensure that written work is legible and of a presentable standard. Ideally the pupil should work unaided and the work should take no longer than 10-15 minutes. We ask Parents to consult with the teacher if the work takes significantly longer.
5. The Homework policy is available on the School website.