

# Presentation Primary School



*'Tell me and I forget, Teach me and I remember, Involve me and I learn'*  
**-Benjamin Franklin**

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Postal Address:	Station Road, Portarlington, Co. Laois

**Presentation Primary School is a Catholic School  
under the patronage of the Bishop of Kildare &  
Leighlin.**

**Our School**

- aims to provide a caring learning environment which facilitates the nurturing of each pupils full educational potential.
- is committed to making sure that your child is happy and we aim to do this through working in close partnership with you.
- is a welcoming and inclusive community that is respectful and tolerant of all religious traditions and beliefs.
- provides opportunity to worship through prayer and the celebration of liturgy and the Sacraments.

*Praise the youth  
& they will shine!*



## **The School Day**

Infant Classes: 8.50 am - 1.30 pm.

1st—6th Classes: 8.50 am - 2.30 pm.

Infants are supervised in the Extension Building Hall from 8.35

Children should not arrive before 8.45 am to the school yard because they are not covered by insurance. We ask that parents do not enter the Astro Pitch or the yard in the mornings. Your child can be dropped at the gate of the yard.

Break: 10.30—10.45 am.

Lunch Break: 12.30— 12.55 pm.

## **Punctuality**

It is important that the children develop the habit of being punctual for school. Teachers will record lateness and it is unsettling for everyone. Children who arrive after 10.00am will be marked as absent and this will affect their attendance figure.

## **Pupil Collection**

The school needs to be notified in writing, if a child needs to leave school early. No child may leave school without a parent or guardian during school times. If someone other than a parent is collecting a child, please notify the school in writing record the explanation on the *Aladdin App*. ***All parents who collect their child early from school will have to sign them out in the office. No child will be allowed to leave during the final 15 minutes of school.***

## **Attendance:**

Please make sure your child is in school everyday.

The Education Welfare Act requires children to be in school every day unless there is reasonable explanation for not attending. Parents of pupils who are absent from school should explain their absence on the Aladdin app. The Education Welfare Act states that the relevant authorities will be informed of pupils who have been absent for **twenty days or more** (this includes illness, holidays outside school holidays etc.) A child showing signs of illness should be kept at home.

## **School Uniform**

The full school uniform is worn on all school days other than on days of PE lessons when the PE uniform is to be worn.

### Infants:

- School tracksuit top
- School tracksuit bottoms
- School polo t-shirt
- Navy /Grey socks/white
- Footwear - Navy or Black (Velcro) runners.

### Girls:

- Blue Skirt or pinafore
- Check shirt
- Navy cardigan with crest or V-neck jumper with crest
- Navy socks or tights,
- Navy tie.
- Footwear - Navy/Black shoes or boots.

### P.E. Uniform

- White polo shirt,
- Navy tracksuit top with crest,
- Navy bottoms.
- Runners - Black, Navy or White. (Please purchase non marking soles)

### Summer Uniform

Weather permitting during the months of September , May & June children may wear white polo shirt and *plain navy shorts* to the knee.

## **Dress Code**

Stud earrings may be worn by girls. No other jewellery is allowed. Makeup is not permitted and appropriate hair-style is required, hair that is bleached, tinted or dyed is not permitted.

## Labelling

All clothing (including hats and scarves), schoolbags, lunchboxes and drinks bottles must be marked with children's names.

## Healthy Lunch Policy

To encourage healthy eating habits from an early age and improve the overall nutrition and concentration of our pupils, Presentation Primary promote and implement a *Healthy Eating Policy* in our school. Parents are requested to provide a healthy lunch each day for their child. **In consideration of children who have nut allergies, parents are asked not to include such products in their child's lunch e.g. peanut butter, Nutella spread etc.** We ask that parents give their children water to drink.

The following foods are not permitted;

- Fizzy drinks.
- Crisps.
- Chewing gum.
- Frubes (in infant classes).
- Sweets/lollipops.
- Chocolate.
- Nuts

Please only give your child something you feel that they can manage to eat easily within break times. Please give your child a lunch box/drinks bottle that they can open and close themselves.

## Birthdays and Party Invitations

In line with our *Healthy Eating Policy*, children are not allowed to bring 'goodies' to school to celebrate birthdays. We cannot take responsibility for food being brought to school by the children. Their special day will be celebrated in other ways such as singing 'Happy Birthday'. **We also do not allow birthday party invitations to be given out in school or on the school grounds,** to avoid causing upset to those not invited. Please adhere to this rule at all times and no exceptions will be made.

## **Class Allocation**

Once a child has been allocated a room and a class we will not facilitate any changes to this.

## **Toys**

We would ask that toys and special possessions not be brought to school as any loss or damage can be very upsetting for pupils.

## **Care of Hair**

Parents are asked to check their 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. Girls with long hair should have it tied back.

## **School Calendar**

At the start of the school year, each family will receive a copy of the school closures for the year, the calendar will also be available at [www.presprimary.ie](http://www.presprimary.ie). Any additional events, for example Parent/Teacher Meetings, Staff Meetings, Tour Dates, etc., will be communicated to parents as they arise.

## **Homework**

Here in Presentation Primary we adopt a number of different homework strategies. These will differ, depending on your child's class level. Time spent will vary from day to day but should not exceed 45 minutes. Please sign the homework journal when your child has completed 45 mins. of on task homework as we do not want them working longer than that.

## **Book Rental**

We are running a very efficient Book Rental scheme from 1st to 6th class. This allows parents to rent textbooks for their child rather than buy them. This works out cheaper for parents and also friendlier for the environment.

## **E-Payment**

Parents can avail of an e-payment facility that we have here in the school. Parents will receive an email with a link to the payment if they choose to pay online. Otherwise we accept cash or cheques in the Office.

## School Rules

1. Pupils leave and enter the school building in an orderly fashion.
2. Pupils must not behave in any way which endangers themselves or others. Rough play comes into this category.
3. Any form of threatening behaviour is unacceptable.
4. Any instructions or direction given by the supervising teacher or Special Needs Assistant are to be complied with.
5. Pupils line up in an orderly manner at the end of breaks.
6. Pupils are not allowed to run on the corridors.
7. Pupils may **not** re-enter the school building without the express permission of a teacher.
8. If, due to inclement weather, the pupils are allowed to remain indoors, they must remain seated.
9. All pupils are expected to treat staff and their fellow pupils with respect and courtesy at all times.
10. Pupils must respect all school property and keep the school environment clean and litter free.

## Mobile Phones/ Ipad/ Ipods/ Smart watches

Children are **not permitted** to bring mobile phones, iPads, iPods or smart watches to school, or to school events. Any phone found will be confiscated and must be collected by a parent. We also request that parents do not make or receive calls while on the school premises. Camera phones are not to be used in the school at any time.

## Class allocation.

Currently we have a school policy whereby children are reassigned to different class groups when entering 1st and 5th. This is to continue social development, maintain a balanced academic level within a group and from a 5th class prospective preparation for secondary school. Girls will always be given an option to select a friend to transfer with.

## Sanctions/Good Behaviour

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

- Reasoning with a pupil.
- Verbal reprimand, including advice on how to improve.
- Temporary separation from peers, friends, others.
- Note in homework journal to parents.
- Good behaviour is recognised and encouraged in class and throughout the school e.g. *Star of the Week*.

## Bullying

Bullying is repeated aggression, either verbal, psychological or physical, conducted by an individual or groups against each other. 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 of property, extortion, intimidation, isolation, name calling and “slagging”. At the centre of our schools 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 awareness of bullying as a form of unacceptable behaviour. Our *Anti-Bullying Policy* is available to download on [www.presprimary.ie](http://www.presprimary.ie)

## Procedure for noting and reporting an incident of bullying behaviour.

- a. All allegations or suspected incidents of bullying will be investigated and dealt with by the teacher in line with anti-bullying procedures
- b. Encouraging a child to hit back is a mistake 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.
- c. If you have concerns re. bullying please contact the class teacher immediately.



## **Cyber-bullying**

A single negative message, video or comment online is deemed to be bullying because it has the power to be read by a number of people and exist on a group chat or video app. Any incidents of cyber bullying that take place between students in our school will be dealt with through the Deputy Principal or Principal. Screenshots/screenshots must also be available as evidence of the bullying.

### **What sanctions are in place to implement our Code of Behaviour and Anti-Bullying Policy?**

If a pupil's phone is confiscated in school it must be collected by a parent, it will not be returned to the pupil. Both the pupil and parent will need to sign a pupil promise before the phone is returned.

**Face to face bullying** – Parents will be invited into school to discuss the incident and a written warning will be issued. On the second incidence parents will be invited in to discuss what took place and a suspension of one school day will be issued. This process may start again for further incidents and any suspension could be increased in length. Both the child and parent will need to sign a pupil promise before returning to school.

**Cyber Bullying** – Where by a parent of a child in our school brings evidence of a nasty, malicious or abusive message/video to our attention the school management will investigate. We can only use our Code of Behaviour sanctions if both the bully and the victim are pupils in our school. On a pupil's first incidence a written warning will be issued, the second incidence will result in a one day suspension. This process may start again for further incidents and any suspension could be increased in length. Both the child and parent will need to sign a pupil promise before returning to school.

*\*for extremely serious offences as per our policy **a pupil may be suspended after one gross breach of behaviour**. Written warnings will be kept on file and will be active for the length of time a child is in our school. The written warning and second incidence can be a mixture of cyber and face to face.*

## **Health & Safety**

Please refer to our *Health & Safety* policy which can be downloaded from our website at [www.presprimary.ie](http://www.presprimary.ie)

## **Home – School Communication**

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 by writing a note to the teacher and they will phone to arrange a suitable time to meet.
- Meetings with class teacher at class doors to discuss a child's concern/progress is not permitted as it is difficult to be discreet during this time.
- Individual parent-teacher meetings are held for all classes. 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. This report is intended for the attention of parents/guardians of the named child.
- Parents should contact the secretary on 057—8623007 if they wish to arrange a meeting with the Principal.
- Parents will be kept up to date on all activities that are happening in our school through social media and our website. Parents will also receive by email a monthly newsletter.

Website:[www.presprimary.ie](http://www.presprimary.ie)

Facebook: @presprimortarlinton

Twitter: @pres\_port

## Parking

- In the interest of safety, parents' are to park in the parking lot.
- Parents and other visitors to the school are **not to park** in front of the school or in the drop off zone at any time.
- Before and after school, parents and other visitors to the school are asked **not to park on the street or near** the pedestrian crossing outside the school.
- Parents are asked to turn Left down Station Road when leaving the school.

## Bus Companies

Two local bus companies drop and collect children from the school. These are *McCanns & Whelans*. Their numbers can be found on the noticeboards at both receptions. Parents need to be aware that the school is not responsible for this transport and any issues that arise are between the bus company and the parents. Only the junior infant and senior infant children are supervised on to the buses. All other children must make their own way on to the bus.

## **Child Protection**

In recent years, as a society, we have become very aware of the problem of child abuse through neglect, emotional, physical or sexual abuse.

Each of us has a duty to protect children and **Children First: National Guidance for the Protection and Welfare of Children** (2011) notes that teachers, who are the main care givers to children outside of the family, are particularly well placed to observe and monitor children for signs of abuse. In response to this, the Department of Education and Skills published **Child Protection Procedures for the Primary and Post Primary Schools (2011)** in relation to child protection and welfare. These procedures promote the safety and welfare of all children and are to be welcomed.

The Board of Management of Presentation Primary School has adopted these procedures without modification as school policy. Consequently, if school staff suspect or are alerted to possible child abuse (neglect, emotional, physical and/or sexual abuse) they are obliged to refer this matter to the Children and Family Service of the H.S.E. The H.S.E. will then assess the situation and provide support for the child concerned.

In our school the **Designated Liaison Person** for dealing with **Child Protection** is **Mr. Cathal Ruane**.

The **Deputy Designated Liaison Person** is **Mrs. Mairéad Terry**.

## **Weekly Assembly**

The weekly assembly, led by a different class each week is a celebration assembly. It provides an opportunity to come together as a whole school and celebrate the week.

There is a different theme each week and the class leading the assembly share some of their work, their achievements and school news with the rest of the school. This may be done through a combination of poetry, music, song and dance. The junior classes have their own weekly assembly. Each week a *Star of the Week* award, based around the theme, is presented to a child from each class in recognition of the effort they have made in school.

## **Stay Safe Programme/RSE Policy**

All Primary Schools are required to fully implement the Stay Safe Programme. The Stay Safe Programme for primary schools plays a valuable role in helping children develop the skills necessary to enable them to recognise and resist abuse and potentially abusive situations.

Relationships and Sexuality Education (R.S.E.) is part of the Social, Personal and Health Education curriculum. The school's policy is based on the guidelines prepared by the National Council for Curriculum and Assessment and approved by the Department of Education and Skills. Copies of the policy are available on request from the school office/school website.

Parents should be aware that all teachers will be using the anatomically correct terms when discussing body parts.

## **Accident Procedures**

- a. Accidents occur despite supervision. Minor accidents are treated at school. Slight cuts and grazes are normally treated by cleaning with cold water. When a dressing has been put on a wound, parents are requested to inspect the wound when the child gets home.
- b. 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.
- c. Please complete the form giving details of home/work phone numbers. The school should be notified immediately of changes of mobiles (in particular) and any other changes.
- d. Non co-operation in this matter could result in a delay in having your child attended to medically, should the need arise.
- e. Please ensure that alternative contact consent has been received and that these contacts live locally.
- f. The school will not accept responsibility for any medical expenses incurred.
- g. There is a facility for parents to take out insurance to cover medical expenses incurred as a result of an accident at school. Details of this scheme are circulated to parents in September.

## **Sport**

Presentation Primary School offers the girls equal many opportunities to participate in all sporting activities.

Sports include:

Gaelic Football	Camogie
Basketball	Athletics
	Tag Rugby
Swimming	Spikeball

We encourage all children to take part in as wide a range of sporting experiences as possible.

1st to 6th Class go swimming each year for a number of lessons to The Leisure Centre, Portarlinton.

## **Music**

We have an excellent school choir from 4th class upwards. They perform at the Sacraments each year and at other school and parish events.

We also are lucky to have a school band that performs each year at the annual St. Patrick's Day parade.

## **Board of Management.**

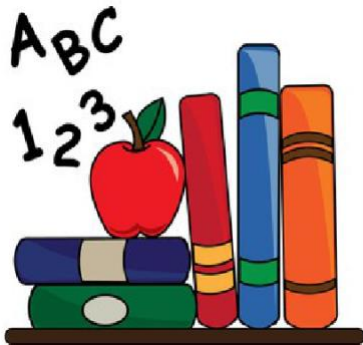
It is the duty of the Board of Management (under section 15 of the Education Act 1998) to manage the school on behalf of the patron and for the benefit of the students and their parents and to provide, or cause to be provided, an appropriate education for each student at the school for which the board has responsibility. If you wish to contact the Board of Management you may do so through the school.

## **Parent's Association. (Affiliated to N.P.C. Primary).**

The parents association in any school is the structure where the parents can work together for the best possible education of their children. The parents association works with the principal, staff and the Board of Management to build effective partnerships between the home and school.

**All of our school policies are available on our school website.**

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



You can  
**LEARN**,  
something new  
**EVERYDAY**  
If you  
**LISTEN**



The information in this booklet is very important to the smooth running of Presentation Primary School. We ask that you take due care to read through all the information that is included.

We will retain this booklet in the school after it has been returned signed by parents. The reason we ask you to sign is that you are clearly aware of what are the expectations that we have for our students. We aim that your child will leave here in 6th class with the best possible education available. As a parent you are the primary educators and together in partnership with our school we can give your child the very best.

Kind regards,

School Management

I agree that I have fully read the information in this booklet and that I will endeavour to follow the daily practises and rules of Presentation Primary School.

Child's Name : \_\_\_\_\_

Parent(s) Signature: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_