

## BMNS General Information

School starts: 9:20am. Dismissal: 3:00pm.

Infant Hours: 9:20 am to 2:00 pm. For Junior Infants, the first two weeks of school are from 9:20 am to 12:30 pm.

Dismissal: Jun. & Sen. Infant dismissal is at 2:00 pm sharp. Please be early and wait at the front school gates. The children will be dismissed individually from inside the black gates once the Teachers have established that the parent/guardian has arrived. On wet days please wait just outside the black gates.

School Uniform: navy v-neck sweater/cardigan; pale blue shirt; navy pants/skirt/pinafore; navy tie and black, sensible (safe) shoes. Summer uniform is pale-blue or white polo shirt and navy shorts. P.E.: navy tracksuit bottoms; blue polo shirt, navy sweatshirt and runners. For health, safety and hygiene reasons children should wear their tracksuits for all PE classes

Dressing: you can help your child enormously by teaching him/her to dress himself/herself – doing up buttons and zips; tying laces etc.

Schoolbags: wheelie bags are unsuitable for Infants because they can cause accidents. Shoulder bags are the best option. Please ensure that the longer books fit in the bag and that your child can open and close the bag.

Labelling: all possessions, including P.E. gear, should be labelled with your child's name and with some distinguishing thread or badge which a small child can recognize.

Healthy Eating: healthy lunches are encouraged. Wednesday is a voluntary 'Sweet-Free Day'. Please encourage your child to eat a full lunch.

Lunch: something small and convenient is recommended for lunch breaks (11:00 to 11:10 and 12:30 to 13:00) e.g. a piece of fruit, small sandwich etc. No glass bottles or tin cans are allowed in the school. An easy-open screw top plastic bottle for lunch drink is best. No hard toffee, lollipops, crisps or chewing gum please. 'Little Lunch' is taken outside at 11:00 and 'Big Lunch' is taken in the classrooms before the 12:30 break commences.

Lunch Form: children who go home for 'Big Lunch' (12:30) must have a lunch form in their school file. Please ask for one if this applies to you. Going to the shop to buy lunch is not permitted as it gives rise to problems with supervision, insurance etc.

Food Allergies: please discourage your child from sharing or exchanging lunch items with other children. If your child has an allergy please record the details on the Registration Form and inform the Class Teacher at the beginning of each year

Assembly: parents cannot be accommodated in the school yard at lunch-times and are requested to leave the school environs promptly when the assembly bell is rung at 09:20. This enables the children to settle sooner and more easily.

Medicines: In keeping with CPSMA advice the administration of medicines by staff will only happen in emergency situations.

Collecting Children: if your child is to be collected by someone other than yourself please inform the Class Teacher.

Car Park: please use the lined spaces in the car park, follow the arrow directions for entry and exit and do not park near the school gates. Common sense and courtesy ensure prompt pick-ups and drop-offs. Children's safety is a priority.

Money: always put money in a sealed envelope and write your child's name, purpose of the money and amount enclosed on the envelope.

Books/Pencils/Infants: Please ensure that your child is equipped with a pencil, a sharpener and an eraser – every morning! Markers are unsuitable for Junior Infants. Please cover all books, with your child's name marked clearly on the front cover.

Sensitive Issue: Sometimes parents have important or sensitive information about their child which the class teacher might need to know. If this information is to be reported orally, then please repeat the information to the new class teacher at the start of each school year.

Child Protection: the Principal and Deputy Principal are the school's DLP (Designated Liaison Person) and deputy DLP, respectively. The DLP's function is to liaise with the HSE in the event of child welfare concerns. The Board of Management has adopted as school policy the Child Protection Procedures for Primary and Post-Primary Schools (2011). We are obliged to report matters of concern in relation to abuse of children to the local Health Service Executive. They will assess the case and provide the necessary support for the child concerned.

Birthday Parties: invitations should not be distributed within the school. Children get very upset if they've been excluded. Legislation forbids schools to distribute class lists.

Regular Communication: will be via 'School Bulletins' which will issue as the need arises. Please check the school bag regularly! Specific or urgent communiqués will be by phone or School/Home Liaison Form.

Additional Communication: The School Prospectus, The Bulletin, Annual Parent Teacher Meetings, Individual Parent Teacher Meetings, Annual Infant Induction Meeting, Annual Junior Infant Parent Meeting, Annual Report Cards, The School's Website, Textparent for Emergencies, The Suggestion Box at the front door

'Little accidents': sometimes a change of underwear is warranted. In the event of this happening, new underwear will be provided by the school which you are asked to replace with new underwear, please.

Complaints: if a parent/guardian has a particular difficulty about any aspect of the school's work then the matter should be referred, in the first instance, to the Class Teacher and subsequently to the Principal Teacher - if necessary. An informal approach to such matters is always the best course of action.

Class Allocation: assigning children to classes is the Teachers' prerogative and responsibility. Teacher knowledge, information, experience and observation inform the decisions about placement, having due regard for the best interests of the child. Parents' requests regarding class or Teacher selection cannot be accommodated. School authorities are requested by the Department to ensure that

class sizes are kept as low as possible. This results in 'multi-grade' classrooms for the majority of Irish Primary Schools.

Staff Privacy: you are respectfully asked to please show due consideration for staff privacy outside of school hours and during holiday periods. Thank you.

Report Cards: annual report cards will be sent to parents in SAEs before the school closes for the summer break.

Book Rental: the English and Irish Textbook rental scheme which began in 2012/2013 has been extended to Maths and will be extended to other subjects as funds become available, as textbooks are updated and as class organisation facilitates

Policies: policies on file at the school: Anti Bullying; Assessment; Attendance; Behaviour; Child Protection; Data Protection Enrolment; Equality; Health & Safety; Homework; Internet Use; Learning Support; ; Parents as Partners; RSE; Sexual Harassment; SEN; SNA Deployment; Substance Use; Critical Incident; Job sharing. A selection of the School Policies is also accessible on the school's website: [www.bennettsbridgens.com](http://www.bennettsbridgens.com).

Photocopying: a levy of €15.00 per child, per annum contributes towards the cost of photocopying and maintenance.

School/Home Liaison Form: this form is occasionally used to communicate with parents regarding Homework, Attendance, Conduct, Punctuality, Progress etc.

The Sacraments: Communion for 2nd Class children is held during May of each year. Confirmation takes place every second year for 5th and 6th classes.

School Tours: usually in late May or early June. In keeping with DES rules and guidelines, the Junior Classes will remain at home on the day of the Senior Tours when such a decision is warranted.

Absences: please send in a note if your child is absent or if you require him/her to leave early. Do not remove your child from the school without informing the Class Teacher or Principal.

Insurance: the names of all children attending BMNS are submitted to Allianz Insurance for 24 hour/365 day social, domestic, leisure and school activities cover. The cost is paid at the beginning of Term 1 as part of school fees i.e. Art, Photocopying & Insurance..

Recorder and Dancing: payable at the start of each month, please:

Dancing	€1.50 p/w	J. Infs, S. Infs
Music	€1.50 p/w	4th, 5th, 6th
Dancing & Music	€3.00 p/w	1st, 2nd, 3rd

Extra-Curricular Games: Hurling, Camogie and Football are organized and run by the local GAA club. Announcements about fixtures etc are sometimes relayed through the school

Authorisation Notes: unless the school is in receipt of an authorisation note signed by parents or guardians, children will not be permitted to leave the school during school time for sports events, Mass-serving etc.

Supervision: supervision begins at 9:20 am. Children arriving early should go to their assigned yard area. For health/safety and insurance reasons, running and games are not allowed at this time. On wet mornings, the children deposit their bags in their classrooms and wait quietly in their class-line in the gym

Book Fair: this annual event is run to replenish/replace books in each class library.

Prohibited Items: mobile phones, glass bottles, correction fluid, chewing gum, laser pens and any items or substances which may be harmful. For reasons of Child Protection and Privacy children are not permitted to bring mobile phones, cameras or electronic games to school or on school outings

Punctuality: children arriving late for class miss out on important class-work and disrupt the other pupils and the Class Teacher. Your co-operation in relation to punctuality is important and much appreciated

Parents Association: the current Chairperson is Darrelle Power and the current Secretary is Elvera King

Parent Teacher Meetings: 3rd to 6th class in November. Infants to 2nd Class in February. These times may be subject to change depending on class-splits.

Annual Assessment Tests at BMNS:

Micra-T (English): 1st Class to 6th Class inclusive

Sigma-T (Maths): 1st Class to 6th Class inclusive

MIST (Middle Infant Screening Test): Senior Infants

Sigma-T and Micra-T results are communicated via the annual pupil Report Cards. 2nd, 4th and 6th Class aggregate results are reported to the Department of Education and the Board of Management annually.

Attendance: we are obliged to inform the Child and Family Agency (Túsia) when a child is absent for twenty or more days during any school year. A note explaining each of your child's absences is required to keep our reporting records up to date, please

Transition Year Work-Experience: the student must be a past-pupil, must be taking Honours Irish for the Leaving Cert. and must provide proof of Garda vetting. We can only accommodate one student in the school at a time, so first-come first-in.

Suggestion Box: this affords parents an opportunity to communicate directly with the school. Signed suggestions will be given consideration by the Staff and the Board. You are reminded that "In a spirit of collaboration and trust, parents will recognise that there are areas of school activity that belong to the professional work of the teachers. There will also be a recognition that certain areas of responsibility (e.g. finance) belong to the Board of Management", (CPSMA 2012)

Credit Union: the Credit Union accepts deposits from 1st to 6th Class children at the school on Tuesday mornings before school starts

Circulars: Dept. Circulars about school matters are available at: [www.education.ie](http://www.education.ie). (click 'Circulars')

Wipe Out Waste Policy: Parents, please pack children's lunches in reusable boxes or bags. Children, all wrappers, all waste and all uneaten food should be put back into your lunch box or lunch bag and brought home for recycling or disposal

Change of Address etc: please inform the school immediately if you change address, phone number etc. You need to inform the HSE at the same time, to be included in Dental/Inoculation/Vaccination programmes

#### BMNS Mission Statement

Bennettsbridge Mixed N.S. is a Catholic School under the patronage of the local Catholic bishop. The Catholic ethos permeates the school day. At Bennettsbridge Mixed National School we celebrate the uniqueness of the child as it is expressed in each child's personality, intelligence and potential for development. We will strive to nurture the child in all dimensions of his or her life: spiritual, moral, cognitive, emotional, imaginative, aesthetic, social and physical