

Bennettsbridge N.S.

(BBNS)

**Bennettsbridge,
Co. Kilkenny.
R95R280.**

School Prospectus

2021/2022

At Bennettsbridge N.S. the School Staff, the Board of Management, the Parents and the Children work together to create a safe and educationally stimulating environment where the Christian values of Respect, Tolerance and Understanding are promoted.

Bennettsbridge N.S. Mission Statement

Bennettsbridge N.S. is a Catholic School under the patronage of the local Catholic bishop. The Catholic ethos permeates the school day. At Bennettsbridge 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.

Please see BBNS Covid Response Plan on website for new procedures during this period.

Bennettsbridge N.S. is a Catholic Co-Educational Primary School.

School Staff 2021/2022

Mrs Sheila Aylward	Principal
Mrs. Olivia Selmon	Deputy Principal/Junior infants
Mrs. Caitriona O'Keeffe	2 nd & 3 rd Class
Mrs. Emily McCormick	Special Education Teacher
Mrs. Aoife Pembroke	3 rd & 4 th Class
Mrs. Nano Nagle	Senior infants
Mrs. Olivia Molloy	Special Education Teacher (Job Share)
Mr. John McDonald.	5 th & 6 th Class
Ms. Órla Morrissey	1 st & 2 nd Class
Ms. Kerrie Dunne	4 th & 5 th Class
Ms. Tanya Hudson	Special Education Teacher (Job Share)
Ms. Emily Ryan	Special Education Teacher (Shared)

Mrs. Tracey Walsh Brennan	Secretary
Mrs. Jean Condon	SNA
Ms. Linda O' Brien	SNA
Ms. Margaret Ó Faoláin	Recorder
Ms. Caoimhe Shiel	Gymnastics
Mr. Patsy Whearty	Cleaner /Caretaker

Board of Management 2019-2023

1. Patron's Nominee	Fr. Pat Dalton PP	Chairman
2. Patron's Nominee	Mr. Seán Booth	Treasurer
3. Teachers' Nominee	Mrs. Olivia Selmon	
4. Board Nominee	Ms. Elvera King	
5. Board Nominee	Mrs. Katie Hayes	
6. Parents' Nominee	Ms. Joanne French	
7. Parents' Nominee	Mr. Matt Wallace	
8. Ex-officio	Mrs. Sheila Aylward	Principal/Secretary

Parents' Association Committee Members

Aoife Bergin
Eimear Cody (Chairperson)
Helen Dooley (Secretary)
Jackie Fitzgerald
Susan Hennessy (Treasurer)
Trish McNally
Aoife O' Dwyer
Kelley O' Farrell

In School

The Pupils are expected:

1. To be well-mannered and courteous at all times with teachers, staff-members, visitors, helpers and each other.
2. To attend school regularly and punctually.
3. To wear the school uniform on all school days except when otherwise instructed.
4. To respect the school environment, the property of others and their own property.
5. To be attentive in class and to complete all assignments on time and to the best of their ability.
6. To behave in an orderly, safe fashion when lining-up, exiting and entering the school and classrooms or engaging in any school related activities.
7. To abide by the policies and procedures that are in place to ensure the smooth and safe running of the school.

The plan for promoting good behaviour:

- a) A quiet word or gesture to show approval
- b) A comment in a pupil's copy or homework journal
- c) A visit to another member of Staff or to the Principal for commendation
- d) A word of praise in front of a group or class
- e) Delegating some special responsibility or privilege
- f) A mention to parent: written or verbal
- g) Special mention in class or at assembly

How the school responds to unacceptable behaviour:

- a) Reasoning with the pupil
- b) Reprimand (including advice on how to behave)
- c) Temporary separation from peers, friends or others
- d) Carrying out a useful task in the school
- e) Loss of privileges
- f) Detention during a break
- g) Prescribing additional work
- h) Referral to Principal Teacher
- i) Communication with parents
- j) Suspension
- k) Formal report to the Board of Management

Bennettsbridge N.S. General Information

1. School Calendar 2021/2022:

Holiday	Closed	Re-opens
School reopens for all pupils		Thurs 26/8
Halloween	Mon 25/10	Mon 1/11
Christmas	Thurs 23/12	Thurs 6/1
February Mid-term	Mon 21/2	Mon 28/2
St. Patrick's Weekend	Thurs 17/3	Mon 21/3
Easter	Mon 11/4	Mon 25/4
May Bank Holiday	Mon.2/5	Tues 3/5
June Bank Holiday	Mon 6/6	Tues 7/6
Summer Holidays	Mon 27/6	To be decided

Emergency Closures: Adverse weather may necessitate changes to the February and Easter breaks as per Department directives. Details will be communicated via the Aladdin Connect App and /or the local radio station (KCLR96FM) when possible.

Infants: For safety reasons infants are dismissed at 12:20pm on half- day closures.

- Admissions:** The Annual Admission Notice detailing application and decision dates for admission to Junior infants 22/23 will be available on the school website in January 2022.
- School Hours:** 9:20am. Dismissal: 3:00pm.
See BBNS Covid Response Plan for 21/22 for new procedures.
- Jnr. & Snr. 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.
- Jnr. & Sen. Infant Dismissal:** 2:00 pm sharp
- 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. 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 not suitable 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.
- 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.
- Lunch:** Something small and convenient is recommended for lunch breaks (10:55 to 11:10 and 12:35 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. Both lunches are taken in the classrooms before breaks.
- Lunch Form:** Children who go home for 'Big Lunch' (12:35pm) 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. Please inform the Class Teacher at the beginning of each year.
- Medicines:** Please see the Administration of Medicine Policy on the school website and complete the attached form if applicable 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:** Children's safety is a priority. 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.
- Money:** Parents are encouraged to use Aladdin Epayments for all money transactions. If this is not feasible please put money in a sealed envelope and write your child's name, purpose of the money and amount enclosed on the envelope.

17. **Sensitive Issues:** 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.
18. **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 (2017). 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.
19. **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.
20. **Regular Communication:** Will be via School Bulletins, emails and notices which will be issued via the Aladdin Connect App as the need arises. Specific or urgent communiqués will be by phone or School/Home Liaison Form.
21. **Additional Communication:** The School Prospectus, The Bulletin, Annual Parent Teacher Meetings, Individual Parent Teacher Meetings, Annual Infant Induction Meeting, Annual Report Cards, The School's Website, The Suggestion Box at the front door.
22. **'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. Please see the Intimate Care and Toileting Policy.
23. **Concerns:** If a parent/guardian has a particular concern 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.
24. **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.
25. **Staff Privacy:** You are respectfully asked to please show due consideration for staff privacy outside of school hours and during holiday periods. Thank you.
26. **Report Cards:** Annual Report Cards will be sent to parents via Aladdin Connect before the school closes for the summer break.
27. **Book Rental:** The school operates a book rental scheme where feasible and as class organisation facilitates.
28. **School Policies** are available to view on request from the office. Relevant policies are available on the school website also. Parents will be notified via school bulletin when draft policies are being devised.
29. **Photocopying:** A levy of €20.00 per child, per annum contributes towards the cost of photocopying and maintenance.
30. **School/Home Liaison Form:** This form is occasionally used to communicate with parents regarding Homework, Attendance, Conduct, Punctuality, Progress etc.
31. **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.
32. **School Tours:** Usually in late May or June.
33. **Absences /Late Arrivals /Early Leavers.** Please send an explanation via Aladdin. Do not remove your child from the school without informing the Class Teacher or Principal.
34. **Attendance:** We are obliged to inform the Child and Family Agency (Túsla) when a child is absent for twenty or more days during any school year. Please enter an absence explanation via the Aladdin app.
35. **Insurance:** The names of all children attending BBNS 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
36. **Recorder and Gymnastics :** *Deferred until further notice.*
Details as follows on resumption. Payable at the start of each month.

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

37. **Extra-Curricular Games:** Teams and games are organized and run by the local GAA club. Announcements about fixtures etc are sometimes relayed through the school.

38. **Authorisation Notes/ Permissions:** Unless the school is in receipt of an authorisation note /or permission granted through Aladdin Connect children will not be permitted to leave during school time for sports events, Mass-serving etc.
39. **Supervision:** Supervision begins at 9:10 am. Temporary procedures outlined in our BBNS Covid Response Plan on website.
40. **Book Fair:** This annual event is run to replenish/replace books in each class library.
41. **Prohibited Items:** Mobile phones, smart watches, 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, smart watches, cameras or electronic games to school or on school outings.
42. **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.
43. **Parent Teacher Meetings:** Usually in November.
44. **Annual Assessment Tests at BBNS:**
 - Micra-T & Sigma-T : 1st to 6th Class inclusive
 - MIST (Middle Infant Screening Test): Senior Infants

Sigma-T and Micra-T results are communicated via the annual Pupil Report Card. 2nd, 4th and 6th Class aggregate results are reported to the Department of Education and the Board of Management Annually.
45. **Transition Year Work-Experience:** The student must be a past-pupil, over 16, 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.
46. **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).
47. **Credit Union:** (Deferred until further notice) The Credit Union accepts deposits from 1st to 6th Class children at the school on Tuesday mornings before school starts.
48. **Circulars:** Dept. Circulars about school matters are available at: www.education.ie.
49. **Wipe Out Waste Policy:** 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.
50. **Change of Address, email address, mobile number etc.** Please inform the school immediately if there are any changes to your contact details. You need to inform the HSE at the same time, to be included in Dental/Inoculation/Vaccination programmes.
51. **Google Classroom:** BBNS uses Google Classroom .Each child will be assigned their own login details.
52. **Policies:** Relevant policies are available to view on the school website.

Benettsbridge N.S. is an inclusive school. Discrimination is prohibited on the following grounds: Gender; Marital Status; Family Status; Sexual Orientation; Religion; Age; Disability; Race and Traveller Community (Equal Status Act 2000).

Our Vision and Aims are informed by:

- Inclusiveness and Equality
- The holistic development of the child
- Our school atmosphere

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Email: bennettsbridgens@gmail.com

Website: www.bennettsbridgens.com

