

Citywest & Saggart Community National School



Information Booklet for New Parents of Senior Infants to 6th Class 2019-2020

Dear Parents

It gives me great pleasure to welcome you and your family to Citywest & Saggart Community National School. This is the beginning of what I hope will be a rewarding and happy journey for your child.

We aim to provide exciting learning opportunities to inspire a lifelong love of learning, ensuring children are challenged at their own level of need. We wish above all to encourage and prepare our students to be active and respectful members of society and confident in who they are.

I hope you will find the information in this handbook useful. If however you have any further questions, please do not hesitate to email me at the address below and I will try my best to get back to you as soon as possible.

We look forward to a successful partnership with you, which will enable your child to develop confidently and successfully.

Yours sincerely

A handwritten signature in black ink that reads "Orla Doherty". The signature is written in a cursive style with a large initial 'O'.

Orla Doherty

Acting Principal

odoherty@cscns.ie

SECTION 1

Things to Consider Between Now and Starting School...

Uniform

Uniform Day

- Grey trousers, skirt or pinafore
- White shirt (we recommend short sleeves so sleeves can be rolled up easily during art or water activities)
- Black shoes (preferably no laces)
- Grey tights or white/grey socks
- Blue school jumper with crest*
- School tie*

PE Day

- School tracksuit*
- White polo shirt
- Runners (preferably no laces)

There is a grey school hijab available in the school office for €10 that was designed in collaboration with our Muslim parents.

- *€66.90-€81.90: total cost for jumper, tracksuit top & bottoms & school tie.
- *Available from:
 - The Schoolwearhouse, Unit D7 Ballymount Cross Industrial Estate, Ballymount, Dublin 24 or online at www.schoolwearhouse.ie
 - Email: info@schoolwearhouse.ie Tel: 01 4604371
 - Monday – Friday 10:00am – 5:00pm
Saturday 10:00am – 4:00pm
- Shirts/blouses, trousers, skirts & pinafores can be purchased in most department stores
- Optional school jackets are available but only recommended from 1st class upwards
- Please **LABEL ALL ITEMS**

Items Needed

There is a €120 fee for the year. There is no additional booklist or stationary list. This fee will cover all your child's books, copies, pencils, art supplies, photocopying, texts, subscriptions, pupil insurance, etc. You will only need the following items:

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School jumper	
School tie	
Trousers/skirt/pinafore	
Black shoes (preferably no laces)	
Grey tights or grey/white socks	
School tracksuit	
White polo shirt	
Runners (preferably no laces)	
School bag big enough to hold A4 items	
Lunch box	
Re-sealable water bottle	
Pencil & crayons at home for homework	

There is a discount for siblings. The second child pays €100, the third child pays €90.

This money can be paid online at <https://eps.enrol.ie/cscns/index.aspx> where you will be able to view all your past receipts. Cash or cheque payments can be made in the school office. We would encourage people to pay online or by card as much as possible to reduce the amount of cash held in the school.

Swimming lessons and school tours/outings will incur a further cost during the school year.

Toileting Accidents

Toileting accidents can happen. If you think your child may be prone to accidents, please keep a change of underwear, socks and trousers/skirt in your child's schoolbag. Please replace this supply when used.

If an accident occurs, it will be dealt with discreetly. The parent will be told at the end of the day. Only if a child soils themselves will a parent be phoned.

Personal Issues

- If your child has any physical or health problems or is on any medication, the principal should be informed when the child is enrolled. If a problem develops during the year, please inform the principal immediately so appropriate provisions can be put in place.
- If there are any issues at home such as separation, family bereavement, etc. it can be helpful for the teacher to be aware. Such issues can be traumatic for the child and can change their behaviour, emotional state and ability to engage in school. Teachers can then be mindful and supportive of the student at school or link the family to suitable services.
- The HSE provides free assessments for children who have educational or behavioural concerns which could be categorised as a disability. If you have any concerns about your child e.g. motor skills, speech & language, cognitive, etc. please contact your Local Health Office as soon as possible to avail of this service or speak to your GP about available options. For more information or advice please feel free to speak to a staff member.
- If your child has been assessed by, attended or is awaiting any classes with a speech and language therapist, an occupational therapist, psychologist, etc., please speak to the principal so we can ensure their needs are met in school.
- The above information will be treated with respect and confidentiality. The focus is always on the well-being of the child.
- If you are particularly concerned about your child starting school for whatever reason, do not hesitate to contact us so we can help with these concerns.

Class Allocation

- Children are grouped into two classes, ensuring a mix of:
 - Gender, Age, Religion, Ethnicity
- It is policy in the school to separate twins. The school and family's experience of this has been very positive, allowing both children to develop their independence and individuality.
- It is school custom to remix classes every two* years. This develops children's life skills around making friends, adapting, and also supports the sense of community and can help change any negative class dynamics.
- Unfortunately friends cannot be taken into consideration *but all children will have the opportunity to play together in the yard.*

SECTION 2

Citywest & Saggart CNS & Some of Our Day to Day Procedures & Policies

Who's Who?

Principal: Mr. Séamus Conboy was the school principal from 2012-2016. He has been on secondment from September 2016 to 2019, with Ms Orla Doherty acting up as Principal in his absence. He just resigned in July 2019 to become Director of Schools in the ETBI. Therefore, the principalship for the school has been advertised and a new permanent principal will be put in place by September.

Deputy Principal: Ms. Orla Doherty

Secretary: Mrs. Karen Kelly

Caretaker: Mr. Mick Flaherty

Class teachers will be allocated in August at the latest once all new teaching appointments have been confirmed. Parents will be informed thereafter.

Child Protection

Designated Liaison Person (DLP): Principal – Appointment pending

Deputy DLP: Deputy Principal - Ms Orla Doherty

- The School has a statutory duty to report any signs of abuse or neglect to the HSE

Equality Policy

Central to the ethos of our school is inclusion and the celebration of difference. We instil in our children a belief that difference, when valued and respected is a very positive thing. Our equality policy is a powerful expression of our commitment to inclusion. Children in Citywest & Saggart CNS are taught that everybody deserves our respect, regardless of their age, gender, civil status, family status, race, religion, sexual orientation, membership of the Travelling community or disability. These are the nine grounds of the Equal Status Acts 2000 and 2004.

For more information, please see our Equality Policy, available in the office or on our website.

Golden Rules

- I will be **gentle** – I will not hurt others.
- I will be **kind** and **helpful**– I will not hurt anybody’s feelings.
- I will be **honest** – I will not cover up the truth.
- I will **listen** – I will not interrupt.
- I will **look after property** – I will not waste or damage things.
- I will **work hard** – I will not waste my own or other’s time.

For more information, please see our Code of Behaviour Policy, available in the office or on our website.

Anti-Bullying Policy

The following 6 statements form our Anti-Bullying Code.

1. We will not bully others!
2. We will be buddies, not bullies!
3. We will include others so no one feels left out!
4. We will help those who are being bullied!
5. We will always tell an adult if we are being bullied!
6. This classroom is a bully-free zone!

For more information, please see our Anti-bullying Policy, available in the office or on our website.

Starting Times

Senior Infants-6th Class

- From 8.40am your child can be left in the school yard or dropped off from the car at the drop off point to make their own way to the yard
- Your child should leave their bag on his/her class line
- Each child can then go and play
- When the first bell goes, children freeze
- On the second bell, all children should walk to their line
- Their class teacher will walk them into the school

The School provides supervision from 8.40am. No child is allowed to enter the yard before this time. No responsibility is accepted for pupils arriving before 8.40am. Classes will line up to enter the building at 8.50 a.m.

Finishing Times

Senior Infants

- Children are collected from their lines at 1.30pm. Please line up to receive your child from the class teacher.

Please wait outside the school yard until a teacher opens the gate. This will allow all classes to arrive safely.

1st-2nd class

- Children are collected from their lines at 2.30pm. Once your child sees you, they can give their teacher a high five and leave their line.

3rd-6th Class

- Children are released from the school doors at 2.30pm. Your child does not need to inform their teacher if somebody is waiting for them but can wait with them until they see somebody.

- Classes will end each day at the above times.
- Parents who wish to have their children escorted home should make their own arrangements to have them met at the school.
- The person collecting them should be at the school not later than the times specified above as the school cannot accept responsibility for looking after the children after that time.

Supervision

Parents are asked to vigilantly supervise their children around the school grounds when not under the supervision of a school teacher. Yard supervision does not start until 8.40am. No child should be left without a parent before this time. No child is allowed to enter the school yard before 8.40am or after school.

Parking in the Current School Campus

- Please park in the designated carpark (left when you enter the campus).
- Reverse your car in for the safety of pedestrians.
- If possible, make use of the drop off area near the exit gate.
- Please drive at the 10km speed limit.
- There are not enough spaces for all parents to park at the school. We would therefore encourage everybody to walk, cycle or take the LUAS to school.

What To Do If Your Child Is Upset

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. S/he 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 a parent can be more upset than the child and this can cause his/her anxiety.
- When you have reassured her/him that they will be fine and you will be back to collect them, leave as fast as possible. The teacher can distract her/him more easily when you are not around.
- You must be firm from the start. Even if a child is upset you must insist that s/he stays and you will be back later.
- If a child is in distress and cannot be distracted/comforted, parents/guardians will be contacted. Therefore it is imperative that the school has an updated mobile number.

Punctuality

- We expect all our children to be in school on time.
- School begins at 8.50am
- Children arriving after 8.50am will be marked as *late* after this time.
- If you need to collect or return your child to school at any point during the school day, you will need to report to the office and sign them in and out in a special book.
- Your child should be collected on time. Late collections will need to sign a book in the office and repeat offenders will be monitored. Teachers have other duties including supervision duties, afterschool clubs and meetings to attend when the children leave.

Absences

- All absences are recorded.
- If your child is absent from school, you should fill in the details using the school Aladdin Connect App.
- We notify parents of term dates well in advance and ask that holidays are not taken during term time as it is very disruptive to a child's education. School work will not be provided for children who miss school due to holidays. The principal must be informed in writing if your child is due to miss school due to a holiday.
- If a child is absent regularly, we must report them to the National Education Welfare Board (NEWB).
- It can be beneficial to get a doctor's cert if your child is regularly absent due to illness or absent for a prolonged amount of time.
- The school must be notified immediately of any infectious illness including the following:
 - Bacterial Meningitis
 - Chicken Pox
 - Head Lice/ Nits
 - Measles
 - Ringworm
 - Rubella
 - Slap cheek
 - Scabies
 - Scarlet Fever
 - Strep Throat (Strep tonsillitis)
 - Threadworms
 - Viral Meningitis
 - Whooping cough (Pertussis)

➤ Department of Health circulars will be issued when a particular infectious illness is reported.

Emergency Closing

The safety of the children is of primary importance at all times. Should an emergency closing be appropriate (e.g. in the event of no heat, heavy snow, problems with the building, etc.) the decision to close the school will be taken by the principal and the school chairperson at the earliest possible time so as to maximise notice to parents/guardians. A text message will be sent to you. This day may have to be made up later in the year.

Lunches

- There is a small and big break each day. Each break includes eating time, followed by time on the yard to play.
- Healthy eating policy: the following items are **not allowed**
 - Sugary drinks including Capri suns and minerals
 - Nutella
 - Crisps
 - Cereal bars
 - Chocolate, sweets, lollipops
- This school is a **NUT-FREE ZONE** due to allergies among our school children
- We recommend a sandwich, fruit, yoghurt/cheese and a bottle of water.
- All children should have a re-sealable water bottle for drinking throughout the day that can be refilled in school if needed.
- If your child does not finish their lunch it will be sent home in their lunchboxes. Also, in the interest of recycling and cutting down on school expenses, we will send empty cartons etc. home for your own bin. This will also allow you to easily see what your child has or hasn't eaten that day.

For more information, please see our Healthy Eating Policy, available in the office or on our website.

Yard

- The yard is divided according to class groupings. We keep the younger classes together and the older classes together.
- If your child is too sick to go out to yard he/she is too sick to be in school. Exceptions are considered in the case of ongoing or chronic illness and limb injuries. Otherwise all children are expected to go out to yard as it is a vital part of social interaction and their physical health.
- *'There is no such thing as bad weather, just bad clothing'*. Fresh air and exercise increase your child's ability to concentrate and therefore learn at school. Please insure your child comes to school with adequate clothing for yard time. Storms may keep us in, but cold weather may not 😊

Communication

We have recently introduced a new school App. Further information will be provided separately. An individual log in link is texted to each parent. This App allows you to see and edit your child's details, their attendance and school reports. It also has a noticeboard and messaging system which allows your class teacher to communicate with you. Times for parent teacher meetings will be arranged through this App and permissions at different times.

The school uses this system now to send messages for free. Please 'allow notifications' on the App to ensure you are kept updated. Emails will still continue to be used for longer messages.

Please ensure the school has an up to date mobile phone number and email address for you. The parent's association also issues letters and these are usually emailed.

If you do not have access to a smart phone or an email account, please notify the school and we will ensure you receive a paper copy of each letter.

Lost property

Lost property is collected and kept in a box in the school office. If it is labelled it can be easily returned to its owner. **Please remember to make sure all clothing (jumpers, coats, scarfs, hats, gloves) and personal belongings(bottles, etc.) are clearly named.** Try to encourage your child to take responsibility for their own possessions. Check your labels regularly to ensure they do not wash off.

Parents Association

Citywest & Saggart CNS has a very active Parents Association that runs many events throughout the year. Some of these events raise much needed funds for school resources. Others give great opportunities for you to meet other parents and families in the community.

If you would like to contact the committee of the Parents Association you can email them at cscnsa@gmail.com. Any member of the committee will be happy to chat to you at any time. You can also follow them on Facebook by searching for [Citywest & Saggart CNS Parents Association](#) They will hold a coffee morning especially for new parents on Friday 30th May.

At the AGM in September they will be looking for new members and they usually have interesting guest speakers. The evening will also give you a great insight into their work.

Preschool/Afterschool & Breakfast Club

Care and Cuddles operates a preschool in Citywest & Saggart CNS from 8.50-11.50. Diane Ryan also runs an afterschool club until 6pm and a breakfast club in the morning from 7.30am. Please contact Jennifer on 087 2852113 for preschool information and Diane on 086 2414607 about breakfast and afterschool clubs.

Cards, Invitations and Birthday Parties

In the interests of fairness and the children's contentment, the staff at Citywest & Saggart CNS do not distribute invitations, cards, treats or gifts as experience shows it can upset other children and cause conflict and hurt in the class. It is also not possible to have a birthday cake or treats in the class. You can agree to share your contact information with the parents of your child's classmates through the Aladdin App which could be used for this purpose.

Complaints Procedure

1. A parent or guardian who wishes to make a complaint should approach the class teacher with a view to resolving the complaint.
2. Where the parent/guardian is unable to resolve the complaint with the class teacher she/he should approach the principal teacher with a view to resolving it.
3. If the complaint is still un-resolved the principal will advise the parent/guardian with whom they should raise the matter with in DDLETB with a view to resolving it.

For more information, please see our Complaints Procedure for Parents, available in the office or on our website.

Dates to Remember

- Mid to late August - email confirming classroom number and teacher
- Thursday 29th August - 1st day of school
- September (date to follow) - Evening induction meeting with class teacher
- November (dates to follow) - Formal parent teacher meetings

New Building

- We are very excited to be moving into a new purpose built Primary School building. Although the date has not been confirmed, we are hoping it will be sometime between October and November. The new building is located just across the road beside the TLC nursing home and Cúil Dúin housing estates. More information will follow as soon as we hear anything!
- With the new move so close, please be patient with us this September and until we move in. Our building is now full with no extra space. We look forward to our new building where we will be able to once again host an assortment of school events, gatherings and celebrations. With the increased number of children and parents in the school the last year we have had to reduce these events due to lack of space.

Parting Thoughts

Please refer back to this Information Booklet when needed. It tells you all about school life in Citywest & Saggart CNS. If there is something you are not sure of or just don't understand please contact us.

Teacher and Parent

If there is something in particular that you would like to discuss with your class teacher you can arrange to meet him/her at a time when you both can have a little peace and quiet. Please email the school office or speak to your teacher to make an appointment.

Our Hope

We are a developing school: developing in student numbers, families, ideas and new staff. We try to be innovative and keep abreast of the best teaching methodologies available. We want your child to have the most positive experience of school possible and to instill a lifelong love of learning. The deep respect we aim to promote in our students not only for others, but for themselves cannot be achieved without your support. Your child's learning journey and personal development is a partnership between school and home. As much as we want you to support us, we want you to know you are supported by us. This is an exciting journey and we're delighted you've chosen us to join you on it!

See you at school!



Ms Orla Doherty
Acting Principal



Fortunestown Lane
Citywest
Dublin 24

Ph. Tel.: 01-4133080
Email: cscns@ddletb.ie
Website: www.cscns.ie