

Citywest & Saggart Community National School



Information Booklet for Parents of Senior Infants to 6th Class



Dear Parents and families,

It gives me great pleasure to welcome you and your family back to Citywest & Saggart Community National School or welcome you for the first time to our school. For new parents, this is the beginning of what I hope will be a rewarding and happy journey for your child. For all of our returning families, we hope to continue a wonderful learning journey with you and your children.

I and our staff endeavour to provide a safe, calm and respectful environment for your children and a place where they can engage with active and enjoyable learning experiences.

I hope you will find the information in this handbook useful. If, however, you have any further questions, please do not hesitate to contact me 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.

Mise le meas,

A handwritten signature in black ink that reads "Mike Byrne". The signature is written in a cursive style with a small flourish at the end.

Mike Byrne, Principal

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 unless they can tie them independently)**
- 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.

- 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**
- Having a number of shirts and polo shirts can be useful in case one needs to be washed.

Items Needed

There is a payment to be made for each child for the year (€20). There is no additional booklist or stationary list. This fee will cover insurance, additional stationary and fun activities during the year.

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	

This money must be paid online at <https://ams.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 only in exceptional circumstances. 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.

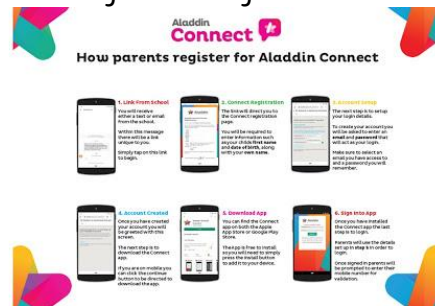
If an accident occurs, it will be dealt with discreetly. The parent will be told at the end of the day. Only if a child soils themselves will a parent be phoned.

Personal Issues

- **Health 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. In this way appropriate provisions can be put in place.
- **Family Circumstances:** If there are any issues at home such as separation, family bereavement, access agreements etc. it can be helpful for both the child and the teacher to have an awareness of the situation. Such issues can be traumatic for the child. Teachers can then be mindful and supportive of the student at school or link the family to suitable services.
- **Assessments:** If your child has been assessed by or attended or is awaiting any classes with a speech and language therapist, an occupational therapist, psychologist, etc., or you feel your child may have specific needs please email or speak to the principal so we can ensure their needs are met when they begin school in September.

Apps to Download

1. **Aladdin Connect App:** This app will allow you to track your child's absences, update personal information and download the end of year school reports. There will also be messages and notifications from the school.



2. **Seesaw App:** This app may be used by your child for home learning. A code would be sent home with your child. It can be used on any smart device or a computer.
3. **The Lunch Bag:** An optional lunch service for families.

SECTION 2

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

Who's Who?

Principal: Mr Mike Byrne

Deputy Principal: Ms Orla Doherty (SEN Coordinator)

Secretary: Ms Karen Kelly

Class teachers will be allocated during the summer, once all new teaching appointments have been confirmed. Parents will be informed thereafter.

Child Protection

Designated Liaison Person (DLP): Mike Byrne

Deputy DLP: Orla Doherty

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

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.

The School Expectations

Rules are made to be broken, expectations are made to be met! We hope each child can meet our expectations to.

1. Treat themselves and others with respect
2. Work and play gently and kindly together
3. Work to the best of their ability
4. Arrive on time and in full school uniform
5. Take responsibility for what they say and do
6. Respect their own and others' property

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 Friendship 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.

Parking and Traffic Management

- There is no available space for parking on our school campus – the school just has a series of drop-off and collection spaces. If you need to park, please park off campus and walk.
- All families are encouraged to walk as much as possible to avoid traffic congestion
- Parents should not enter the staff carpark and should adhere to the traffic system.
- We are lucky to have parent volunteers to help with morning traffic, we would love to see some of our new parents volunteering to help children to cross roads. Please contact the principal if you would like to get involved!
- Children from 3rd to 6th are advised to walk to and from school independently where possible or to walk to and from a designated place off campus.



Starting Times

Senior Infants-6th Class

- Drop-off time from 8.45am
 - School begins at 8.55am.
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Finishing Times

Senior Infants

- Children are collected from their lines at 1.35pm in yard A. Please line up to receive your child from the class teacher.

1st-2nd class

- 1st class can be collected from exit doors near their classrooms
- 2nd class will be released from the doors of the PE hall

3rd-6th Class

- Children are released from the school doors at 2.35pm. We contact you regarding the child's permission to walk away from the teacher alone through the Aladdin Connect App

- Classes will end each day at the above times.
 - 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.
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Punctuality

- We expect all our children to be in school on time.
 - Supervision in the yard begins at 8.45 and school begins at 8.55am. **At 8.55 the school gates are closed and latecomers must make their way to the main office.**
 - Children arriving after 8.55am 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.
 - **Traffic can be quite heavy so give yourself plenty of time.**
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Supervision

Parents are asked to vigilantly supervise their children around the school grounds when not under the supervision of a school teacher. Supervision does not start until 8.45am. No child should be left without a parent before this time. No child is allowed to enter the school yard before 8.45am or after school.

What To Do If Your Child Is Upset or Ill

Despite 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 They are experienced and resourceful and is used to coping with all kinds of starting problems.
- Try not to show any outward signs of your distress. Sometimes a parent can be more upset than the child and this can cause their anxiety.
- When you have reassured them that they will be fine and you will be back to collect them, leave as fast as possible. The teacher can distract them more easily when you are not around.
- You must be firm from the start. Even if a child is upset you must insist that they stay and you will be back later.
- If a child is in distress and cannot be distracted/comforted, parents/guardians will be contacted. Therefore the school must have an updated mobile number.

If your child is ill at school or has had a fall, we follow some procedures:

- **Feeling nauseous/sick:** The teacher will monitor the situation as it can sometimes be caused by anxiety. If it has not improved, we will call parents or guardians to come and collect.
- **Fall in the yard:** If your child falls and grazes a part of their body, they will be given basic first aid in the form of cleaning and plasters. If the fall is serious and requires more intense first aid/medical attention, we will call parents to come immediately. Otherwise, teachers will inform you either with a note, email, text or when the child is being collected.
- **Bump to the head:** If your child bumps their head, they will be given a **red wristband**. This is our way of informing parents of this. For less serious bumps, parents will be informed at the end of the day.

If the bump requires an ice-pack or there are notable marks, we will contact parents by phone to inform you immediately. The decision to come to collect the child will be discussed with you at that time.

In rare instances, it is the policy of the school to also contact an ambulance as per our Health and Safety Statement.

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 **parents should not take children out of school for holidays 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.

When should my child return to school/ childcare?

HE Building a Better Health Service

Saibhís Sláinte Níos Fearr & Forbairt

hpsc

Chicken Pox	Conjunctivitis	Diarrhoea or Vomiting	Flu	Glandular Fever
When scabs are dry	No need to stay out*	48 hours after the last episode	5 days after start of illness	No need to stay out*
Hand, foot & mouth	Head Lice	Impetigo	Measles	Mumps
No need to stay out*	No need to stay out*	When scabs are dry or 24 hours after starting antibiotics	4 days after rash appears	5 days after swelling appears
Scabies	Scarlet Fever	Slapped Cheek	Threadworms	Whooping Cough
After first treatment	24 hours after starting antibiotics	No need to stay out*	No need to stay out*	5 days after starting antibiotics or 21 days after start of illness

This information is based on the Management of Infectious Diseases in Schools guidance document.

*No need to stay out if child is well but school or childcare provider should be informed.

- The school must be notified immediately of any infectious illness including the following:

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| <ul style="list-style-type: none"> • Bacterial Meningitis • Chicken Pox • Head Lice/ Nits • Measles • Ringworm • Rubella • Slap cheek | <ul style="list-style-type: none"> • Scabies • Scarlet Fever • Strep Throat (Strep tonsillitis) • Threadworms • Viral Meningitis • Whooping cough (Pertussis) |
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- 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 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.
- There is an optional lunch service called 'The Lunch Bag' from which parents can order lunches for their children. All orders must be made before 12 noon on the day before. More details can be found at: <https://www.thelunchbag.ie/>

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 they are 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 the 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 ensure your child comes to school with adequate clothing for yard time. Storms may keep us in, but cold weather may not 😊

Communication

Citywest & Saggart CNS has a 'Positive Communications Policy'. The school will send letters home regularly throughout the year. To reduce cost and to stay green, we send these letters home by **email**. Please keep a close eye on your email account so you do not miss any.

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 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 smartphone 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 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 cscnspace@gmail.com. Any member of the committee will be happy to chat with you at any time. You can also follow them on Facebook by searching for [Citywest & Saggart CNS Parents Association](#).

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 great insight into their work.

After-school Activities

Several teachers and external providers host after-school clubs in the school. We will inform you of such clubs at the beginning of each term.

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.

Dates to Remember

- Summer months - email confirming classroom number and teacher
- September (date to follow) - Evening induction meeting with the class teacher
- November (dates to follow) - Formal parent-teacher meetings

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 them 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!



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