



# Scoil Mhuire agus Iosef, Sinsear

BAYSIDE SENIOR NATIONAL SCHOOL

Telephone: 8393682

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August 2021

Dear Parents / Guardians,

We would like to welcome back all of the school community for the new academic year. We would also like to congratulate all the children for arriving in their correct uniforms.

In order to ensure that the school operates safely, smoothly and efficiently we would ask your co-operation with the following:

## **THE SCHOOL DAY:**

### **Opening Time:**

School opens to receive pupils at 09.00 each day. Pupils are supervised from that time onwards. Until 09.00 the school is officially closed. The Board of Management does not accept responsibility or liability for children on the premises before official opening time.

### **Closing Time:**

School finishes at 14.40. The children are escorted by their teacher to their designated gate. For third and fourth classes this is the gate in the lane at the side of the school. For fifth and sixth classes this is the gate at the back of the school. We would ask that you meet your child at the correct gate.

### **Cyclists:**

All children who cycle are requested to enter by the 3<sup>rd</sup> and 4<sup>th</sup> class gate and to **walk** their bicycle down the ramp and over to the bicycle racks, where they should lock their bicycle. They should exit the same way. We would advise that children cycling to school should always wear a helmet.

**Pupils of the senior school do not enter or exit via the main gate or through the Junior School.**

If you are cycling with your child we would ask you to respect this also.

### **Break Times:**

At 10.30 the children have a 10 minute break in the schoolyard. They are permitted to have a light snack. As part of our Healthy Eating Policy we encourage the children to have a “fresh fruit break” at this time. Lunch break is from 12.30 – 13.00. The children are encouraged to bring a healthy lunch. We would respectfully ask parents that any treats such as biscuits, sweets etc. are confined to Fridays which is our “Treat Day”. On no account should children bring fizzy drinks to school.

***\*We currently have staggered break times due to Covid-19\****

### **Allergies:**

Please bear in mind that there are children in the school with food allergies. We would ask you to ensure that your child does not bring any nut-containing products for lunch or break and if there is a pupil in your child’s class with another allergy e.g. dairy you will be made aware of this. ***No child should bring in food or treats to share with their class at any stage.***

### **Attendance:**

Pupils are required to be regular in their attendance at school. When a pupil has been absent, a note from the parent must be brought to the class teacher upon the pupil’s return to school. When a pupil has to leave the school early, (i.e. before 14.40 p.m.) a note from the parent must be brought to the class teacher. Absence and collection notes can be submitted online via Aladdin Connect.

**Please note that pupils are not allowed to leave the school alone on foot or a phone message.**

For Child Protection reasons we would ask you to “sign out” your child, if they are leaving early, in the book in the porch.

The school is required by law to report any case where a child is absent for 20 days in a school year to Túsla. We will also send out standard letters at 10 and 15 day thresholds at intervals to advise parents of absences.

### **Homework:**

Pupils receive homework assignments regularly. All written homework must be done neatly and carefully. Parents are asked to ensure that ALL the homework has been completed satisfactorily before signing the Homework Journal. Please remember that non-writing homework assignments are just as important as written ones, e.g. Reading. Tables, Spelling, Memorisation Work. If for any reason, homework cannot be completed parents are asked to note this in the Homework Journal.

As a guideline, homework should take between 45 minutes and 1 hour max. in 3<sup>rd</sup> and 4<sup>th</sup> class and from 1 hour – 1.30 max in 5<sup>th</sup> and 6<sup>th</sup> classes.

***Please check the journal every day - minor first aid may be noted in the school journal for your information.***

### **Parent / Teacher Meetings:**

Formal Parent / Teacher meetings usually take place during the school year and parents are notified in advance of the times and dates of these meetings. ***We await guidance from the Department of Education about how these will run this year.***

Parents are welcome to contact the school to discuss their child's progress. Appointments will be arranged if necessary, when it is mutually convenient and all public health guidelines will be adhered to. If the matter is urgent please telephone the school. Please don't leave voicemails on the school phone.

**In line with our Child Protection Policy please do not enter the school by any door other than the front door and then report to the secretary. On no account should parents / guardians enter the school by the side or back doors. Please sanitise your hands on entering the porch and you must wear a face covering.**

### **Emergency Contacts:**

Please ensure that the emergency contact sheet has been filled out and returned to the class teacher.

We would also ask that the school has an up-to-date mobile number and email address that you may receive any texts or emails sent by the school using our texting service. **Please add the school email address to your contacts as many school emails find their way to the spam folders.**

### **Book Rental Scheme:**

By now children who are part of the scheme should have received their books. We would ask you to try and ensure that the children look after these books.  
The scheme will be subject to regular review.

### **Administration of Medicines / Allergies:**

If your child has an allergy of any type or if he / she has a condition which requires medication then please contact the school and let us know all the information necessary to take care of your child while they are in school. You will also need to complete a medical indemnity form which is available on the 'Policies' page on our school website or from the school office. **On no account should your child bring medicine into school for self-administration.**

If your child is not well enough to go to the yard please do not send him / her to school until they have recovered.

### **Property:**

Please label all items of clothing – coats, jumpers, shoes, PE gear etc. The Board of Management is not responsible for items of property left or lost on school premises. Pupils who leave bicycles on school property do so at their own risk.

### **Road Safety:**

Parents and pupils are requested to cooperate with the School Traffic Warden. Parents driving children to or from school are asked not to park or stop in the crossing zone and **to observe the one-way system.**

### **Mobile Phones:**

Children may bring a mobile, if necessary, to school but the mobile must be turned off on entering the school gate and must be kept in the child's school bag at all times during the school day. For any trips out of school the teacher will collect all mobiles and return them approximately 15 minutes before arrival back at school. Phones that are taken out on the school premises will be confiscated and parents will be asked to collect the phone from the office.

### **Complaints / Problems:**

As a school we try to cater for every pupil to the best of our ability. We accommodate and respect difference as much as possible. We encourage respect for one another and for everybody in the school community. If you or your child has a problem in or with the school then please come and talk to us. As a matter of procedure you should talk to the class teacher firstly to try to resolve the problem. If the issue is not resolved you should make an appointment to see the Principal.

A more detailed explanation of the Complaints Procedure may be found in the School's Policy on Parent / Teacher Communication. This is available to view in the School Office.

**Please bring any problems to our attention as early as possible to facilitate a speedy resolution of same.**

### **P.E.:**

P.E. is an integral part of the school curriculum and **all children must take part in P.E. lessons**. If a pupil is unable to take part in P.E. e.g. following an illness or injury, the parents are asked to send a note to the class teacher. Please note for 4<sup>th</sup> classes – swimming is an integral part of the aquatics strand of the P.E. curriculum. ***(this is on hold during the pandemic)***

We do not currently have a school tracksuit so pupils wear their own suitable sports clothes on P.E. days i.e. t-shirt, tracksuit bottoms and gym shoes (no football shirts or "crop/string tops" please).

On non-P.E. days pupils must wear their ***school uniform of grey trousers/skirt/pinafore, red polo top and grey cardigan/jumper.***

### **School Property:**

When the school is not in operation the school grounds are closed and anybody entering – with the exception of those involved in activities in the hall – is trespassing. The Board of Management accepts no liability whatsoever for people entering the school premises without permission.

Due to the extent of vandalism around the school we have CCTV cameras in place. CCTV footage of those trespassing may be supplied to the Gardai.

For health and safety reasons, dogs are not allowed on the school grounds with the exception of assistance dogs.

**School Facts:**

Name:	Scoil Mhuire agus Iosef Sinsear
Address:	Verbena Avenue, Bayside, Dublin 13.
Board of Management:	
Chairperson:	Oliver Flynn
Treasurer:	Páraic O' Carroll
Principal:	Janet Lynch
Patron's Nominee:	Séamas Ó' Cróinín
Parents' Nominee:	Catriona Bradley
Teachers' Nominee:	Peter Reddy
Community Representatives:	David O' Shea
	Máire Costigan
School Telephone No.:	01 8393682
School Fax No.:	01 8393022
School email address:	<a href="mailto:baysidesns@gmail.com">baysidesns@gmail.com</a>
Secretary email address:	<a href="mailto:secretary@baysidesns.ie">secretary@baysidesns.ie</a>

Yours sincerely,

**Janet Lynch**

Janet Lynch  
**Principal**