Parent Information Booklet

St. John's Senior National School

Coolgreaney Road,
Arklow,
Co. Wicklow

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Mission Statement

St John's Senior National School is a school which strives to provide a well-ordered, caring, happy and secure learning environment, where the intellectual, spiritual, physical, moral and cultural needs of our pupils are identified and addressed.

While St John's SNS is a school with a Catholic ethos, it also gives due recognition to children of all other religious beliefs and none.

We aim to provide an appropriate, stimulating and broadly challenging education for all of our pupils. We aim to encourage language learning and the appreciation of languages and their place in our culture and heritage.

St John's SNS encourages the involvement of parents through home-school contacts and through their involvement in the development and growth of the Parent's Association.

At St John's SNS we endeavor to enhance the self-esteem of everyone in the school community, to imbue in the pupil's respect for themselves, for other people and for property and to encourage the development of personal responsibility. We aim to prepare our pupils for their place in a modern multicultural society by actively promoting equality and by celebrating the diversity we have within our school community.

We strive to promote, both individually and collectively, the professional and personal development of staff through staff development programmes.

St John's SNS encourages our pupils to have respect for diversity, be environmentally aware and have an appreciation of our community.

Board of Management

The Board of Management is responsible for the direct governance of the school in accordance with:

- The Rules for National Schools
- The Constitution of the Boards and Rules of Procedure
- Circulars issued by the Department of Education and Skills

The BOM membership is made up of:

	Current BOM members 2025
2 nominees of the Patron	Fr. Padraig O' Cochláin P.P. and Mr. Anthony Byrne
2 elected parents	Ms. Eleanor O' Reilly and Mr. Stuart Anderson
The principal	Ms. Joy Loughlin
1 elected member of the teaching staff	Ms. Annette Ormond
2 extra members proposed by the nominees above	Mrs. Maria Kenny Ms. Lisa Merrigan

Arriving to school in the morning

- Regular attendance and punctuality are very important
- The school will be open to receive pupils from 8.55am (this does not require your child to be in the school from 8.55am). **The school cannot accept responsibility for children arriving before the official opening of the school or remaining in the school grounds after school**
- Supervision in the morning is provided from 8.55am. Parents will be contacted if children are arriving very early
- Classes will commence at 9.05am
- No pupil should arrive later than 9.05am

Leaving school at 2.45pm

- Classes end at 2.45pm
- Parents who wish to have their child escorted home should arrange to meet them in the evening not later than 2.45pm.
- In the case of children travelling by school bus, the school cannot accept responsibility for escorting them from the bus to the school, or from the school to the bus.

- At 2.45pm when you are collecting your child, should you have another child accompanying you, who is not a student of the school, please note that, the school cannot accept responsibility for injury to the child when playing on the school premises. These children are the responsibility of their parents/ guardians. It is a safety rule with our own pupils not to be on the grassy banks

We ask that every pupil cooperates with these times for Health and Safety reasons.

Leaving school during the school day

- Parents should give notice to the school if their child is leaving school early. This should be avoided if possible
- Parents must come to the office to sign their child/ children out for appointments. If it is early and you are returning your child/ children to school you must come back and sign them back in. Parents do not call to classroom doors
- If someone other than you the parent/ guardian is collecting your child **during the school** day you need to inform the school in advance
- Under 18s are not allowed to collect children **during the school day**

Other

- If when your child gets home at the end of the day, they realise they have forgotten something e.g.: book, copy, coat etc. they cannot return to the school
- **If your child becomes seriously ill in school or has an injury, parents will be contacted immediately. For this reason, it is very important that the office has your current phone number**

Parking

- The staff carpark is for staff only at all times
- **We ask that you park responsibly when you are dropping/ collecting your child to/from school.**

Communications with the school

- The main point of contact between home and school is the Aladdin App (this includes email, noticeboard and text messages)**. Should your mobile number, email address change please inform the secretary immediately**
- All mainstream class teachers operate 'Class Dojo' and will endeavour to reply to messages during normal working hours of 8am to 4pm when time allows. Messages that need to be passed onto your child during the school day should be kept to a minimum and given ti the secretary as teachers will not access messages during the school day
- Our website www.stjohnsarklow.ie is regularly updated
- Should you need to drop a forgotten item/ form into the school please do so through the secretary's office. **Parents/ guardians cannot call to the classrooms as this is disruptive to teaching and learning. Please use the front door of the school for all visits**
- All visitors should use the front door for access. Ring the bell and tell the adult who you are. Passing children cannot allow access to any visitors, including parents
- **Please make appointments with teachers and principal through the secretary's office**
- **Please only call for messages to be given to your child in emergencies as the phone needs to be free for school business**

Parental Complaints Procedure

Stage 1

- A parent/ guardian who wishes to make a complaint should approach the class teacher with a view to resolving the complaint

- 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
- If the complaint is still unresolved, the parent/ guardian should raise the matter with the chairperson of the board of management with a view to resolving it

The full complaints procedure is available on our school website

Uniform

All items of clothing should be labelled clearly with your child's name.

Boys

- Grey trousers/ grey **knee length** trouser style shorts are allowed in warmer weather, white shirt/ polo shirt, navy round necked jumper with school crest and **black footwear**

Girls

- Red kilt, white shirt/ polo shirt, navy round necked jumper with school crest and **black footwear** (Girls may wear grey trousers (loose fitting) instead of a red kilt)- grey **knee length** trouser style shorts are allowed in warmer weather,

The crest should be placed on the left-hand side of the jumper.

P.E. (girls and boys)

- **Plain** navy tracksuit bottoms/ **knee length** shorts (only the shorter version of the **plain navy** tracksuit bottoms- O'Neill's Mourne 3 Stripe shorts are allowed- preferably navy with sky stripes. Tight fitting, very short shorts are not allowed. Grey short trouser style shorts can be worn on non-PE days.), white polo shirt, navy round necked jumper with school crest and any colour supportive sports shoes (light canvas runners i.e., Converse are not allowed)
- **If your child is not in P.E. uniform with supportive footwear, she/he will be unable to partake in the lesson for health and safety reasons**
- You will be informed of P.E. days for your child early in the new school year. These days will change throughout the year due to external coaches but your child will be informed in advance
- **Please remember black footwear is required every day except P.E. days.** As the pupils run and play chase etc. every day on yard, supportive footwear must be worn at all times- therefore **light canvas runners like Converse are not allowed at any time**

Invitations

- We ask parents and children not to distribute party/ event invitations in the school

Cycling to school

- Please ensure your child wears a helmet at all times when cycling to and from school
- The school cannot accept responsibility for any damage of theft of bikes or scooters so a lock is **essential.**
- 3rd class pupils can cycle after Term 1/ Christmas holidays of their first year in the school
- No scooters allowed (at the moment)
- Electric scooters will never be allowed

Administration of Medication

Should your child need medication during the school day please contact the principal to arrange filling in the appropriate paperwork.

Healthy Eating

- From September 2023 hot lunches will be provided for every child in the school, should they wish to avail of this. This will be a warm meal for the lunch break
- Snacks and drinks need to be provided by parents
- A healthy snack should include food from the food pyramid (bread/cereals, fruit, dairy, protein)
- Drinks should be tooth friendly: milk, water, juice and dilutes (No fizzy/ energy drinks permitted)
- The Healthy Eating Policy compliments the Green Schools policy; this means that all rubbish and left overs need to be taken home
- There is no "treat day" as such but healthy treats can be included any day: for example; cereal bar, flapjack, muffin, slice of cake, fruit brack etc. The exception to this is where parents may provide their child with **one small treat** on the last Friday of each month. The school may provide treats on a special occasion (end of term parties, school trips).

Nut Free School

We have pupils in our school who have an **allergic reaction to nuts.** This allergic reaction (anaphylactic shock) can occur through ingestion of any nut (or food containing nuts). Since this condition can be **life threatening** the following rules apply at all times:

a) **No nuts or food containing nuts are permitted**
b) **Sharing/ swapping lunches is not allowed**

Due to the severity of the problem, it is important that all parents carry out the measures to avoid the risk of allergic reaction to these children. We thank you for your co-operation.

See our full Healthy Eating Policy on our school website (www.stjohnsarklow.ie)

Other

- For Health and Safety reasons the only jewellery allowed is a watch and stud earrings
- Any form of false nails is not allowed- if a child is wearing these you will be contacted and your child will not be able to go out at break times or partake in any PE/ Sports
- Make up and fake tan are not allowed. If your child is wearing make up, they will be given wipes to remove it. Parents will be informed
- Long hair must be tied back neatly to avoid the spread of headlice
- Please ensure that all clothing, both uniform and clothing for non-uniform days are appropriate. No short, tight revealing clothing. WE will call home for a change of clothing where necessary
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Items that are not permitted in school (this list is non exhaustive)

- Chewing gum
- Electronic devices (phones, tablets, iPods, iPads, cameras, smartwatches etc.)
- Tipp-Ex
- Nose piercings, even studs
- Any glass items such as bottles
- Vapes
- Fizzy drinks
- Energy drinks