

Starting Ardee Educate Together National School



Enrolments: Can be made in school office Monday -
Friday (School Hours)
Office Tel. No: (041) 6853774
Principal: Ann Middleton.

WELCOME TO ARDEE EDUCATE TOGETHER N.S.

BACKGROUND:

Ardee Educate Together N.S, was founded in 2002



Ms. Ann Middleton, Principal of Ardee Educate Together N.S.

Ardee Educate Together is a co-ed school catering for children from Junior Infants to Sixth Class usually between 4 - 12 years of age.

The staff is made up of:

- Principal
- Class Teachers.
- Special Education Teachers.
- Special Class Teachers.
- English as Second Language Teachers.
- Special Needs Assistants.
- School Secretary.
- Caretaker.
- Cleaners.
- Outside coaches.

The school is run by the **BOARD OF MANAGEMENT**.

SCHOOL PHILOSOPHY: VISION, MISSION & ETHOS

OUR VISION

The Vision we Learn Together to Live Together is that of a caring school where all children, whatever their ability, race or creed are cherished for their uniqueness.

Our School seeks to give **equal opportunity** to all children to reach their full potential academically, spiritually, physically, socially and emotionally.

We endeavour to achieve this goal in a climate of positive co-operation, supported by the entire school community of pupils, teachers, support staff, parents / guardians, Board of Management and Parish.

We believe our school should be a place of Love, Laughter and Learning.





OUR MISSION - No child an Outsider.

The staff of Ardee Educate Together N.S. seek actively, through word and action, to create a happy climate of physical, emotional, social and intellectual security for students, staff and parents / guardians. In this way teaching and learning can take place within the context of mutual valuing and respecting relationships.

The teachers of Ardee Educate Together N.S, see education not just as providing students with knowledge and skills but also as providing for the **all-round development** of the individual.

We seek to help every child meet their true potential.

We believe each child has a unique and special contribution to make.

We believe every child matters.

We strive to develop independence in our students together with the ability to self-evaluate, self-motivate and internalise discipline. We want our students to be happy with themselves, others and their world.

We want our pupils to enjoy school.

We endeavour to achieve **quality** in all that we do.

These aspirations can only be achieved through the co-operation of students, teachers, support staff, parents / guardians, Board of Management and Parish.

OUR ETHOS.

We seek to promote an ethos which is:

Welcoming, tolerant, open, listening, safe, caring, inclusive, aesthetically pleasing and fun.

We are proactive in our efforts to achieve this environment through our language and our actions.

The teachers see parents / guardians as partners in this process.





BOARD OF MANAGEMENT:

The school is run by the Board of Management.

The Board is made up of 8 people;

2 Parents Nominees

2 Community Nominees

2 members of the teaching staff (one of whom is the Principal) 2 Patron's / Patron nominees (one of whom is the Chairperson).

The Board of Management has a four year term.

PARENTS TEACHERS ASSOCIATION:

All parents / guardians are automatically members of our Parents / Teachers Association. The Parents / Teachers Association is run by a Committee of **parents** / guardians / teachers. It is elected annually before the Halloween Break.

Your ideas and support will be crucial in helping to make the Parents Association a success. From time to time during the year the Parents Association run meetings and fund raisers.

These contribute greatly to the social life of the school.

They are also a means of getting to know new people while at the same time making real contribution to your child's education.

REMEMBER YOU ARE THE ASSOCIATION SO PLEASE DO GET INVOLVED.

CODE OF BEHAVIOUR

Parents / Guardians are asked to read and agree the Code of Behaviour.

CHILD PROTECTION:

We are strong on **Child Protection** and fully enforce our **Child Safeguarding Statement**, (a copy can be obtained on request).



We have a **Pastoral Care Team** made up of the Principal, Deputy Principal & Post Holder & teachers.

Children are taught the '**Stay Safe**' programme and this is reinforced at Assemblies by the Principal.

The **Stay Safe Rule** that is continually reinforced is
Say NO....
Get Away...
Tell someone you trust.



Note: Parents of children walking home alone must provide the school with a signed letter to do so.

Parents are requested not to come too close to the school gates while children are on yard.

STUDENT OF THE WEEK:

In Ardee Educate Together N.S., we seek to acknowledge all efforts. With this in mind, every week a child from every class is chosen for their efforts trying to improve their overall performance. They are deemed 'Student of the Week' and we would ask that you make a 'song and dance' of your child on the occasion that they achieve this award.

We also have a strong **Anti-Bullying Policy** and an attitude of zero tolerance to any form of bullying or racism.

We are a 'telling' school and children are encouraged to tell to 'STAY SAFE'

THE SCHOOL DAY:

Junior & Senior Infants: 9.20 a.m. - 2.00 p.m.

1st & 6th Class: 9.20 a.m. - 3.00 p.m.

Morning Break: 11.00a.m. - 11.10 a.m.

Lunch Break: 12.40p.m. - 1.00 p.m.

Afternoon Break 2.00p.m. - 2.10 p.m.





PUNCTUALITY AND ATTENDANCE:

The children are expected to be punctual and to attend school every day. Good school attendance and time keeping is crucial to your child's progress.

It should be noted that **your child may not enter the school before 9.20a.m. when the school bell rings. Children remain the responsibility of their parents / guardians until that time.** We ask that you are on time picking up your child daily.

Infant Teachers have other duties to perform and a **small child can be upset if s/he is left when every other child has been collected.**

LINING UP:

After breaks all classes line up in yard at their place where their teacher will collect them and walk them into class.

Children are asked to line up as the bell rings joining the back of the line and not pushing their way in among others.

Lining up is encouraged in the interest of safety, discipline and learning to turn take.

SAFETY UNDERPINS EVERYTHING:

In the interests of **safety** and the fostering of **independence** children are encouraged to say 'Good bye' to their parents / guardians when they enter school.

They know their own classroom and are expected to take responsibility for their own coats, bags and lunches.

Junior Infants may be accompanied by a parent / guardian until they feel secure enough to come in on their own usually by the end of September.

This often happens more quickly with the children, than the parents!

TRAFFIC:

Parents / guardians are urged to park safely.

Parents are asked NOT to park in front of the entrances or in the way of school buses.

EARLY HOME GOING:

A signed written consent is necessary if a child has to leave the school during the day. We would urge you not to collect your child early, as it eats into their learning time.



CHILDREN MUST BE COLLECTED BY AN ADULT IF THEY ARE LEAVING SCHOOL EARLY.



Children will not be released into the care of another juvenile; the person collecting must be over 18 years of age.

Always ensure that your child's teacher is aware of who will be collecting your child.

Adults collecting children early are asked to sign them out. **No child will be released without this. We do this solely in the interest of each child's safety solely in the interest of each child's safety.**

The school office is open from 9.20 a.m. - 1.20 p.m.

ACCESS TO SCHOOL:

Access to the school after 9.20 a.m. is through Reception only. In the interest of the children's' safety and security we would ask that you **never try to enter the school by asking any child to open one of the exit doors for you.** They are strictly forbidden to do so and asking them only compromises everyone's safety.

SCHOOL UNIFORM:

- | | |
|----------------|---|
| Wine | Jumper or cardigan with Junior School crest. |
| Grey | Trousers, pinafore, skirt. |
| Grey | Shirt and T-Shirt with collar. |
| Tie | School tie. |
| Shoes | Navy, black - no platforms / high heels or wheels allowed. |
| Runners | For P.E. only. |
| Jacket | With crest, attach keyring to zip to individualise jacket. |
- Jumpers, cardigans and track suits **must have the SCHOOL** crest.

To reduce competition and increase pride in their school we expect children to wear their **COMPLETE** uniform **every day**, (this includes the school tie).

Track suits and runners are worn on P.E. day (Friday) only.

- Elasticated waistbands in trousers are easier for small children to manage than buttons and belts.
- Velcro runners are easier than lace ups.

•Please label all clothing, bags and lunch boxes, as most are identical.
Used uniforms are available free on request.



JEWELLERY:

For safety reasons the **ONLY** item of jewellery allowed in Ardee Educate Together N.S, is a **watch and stud earrings**. All other items of jewellery will be confiscated, placed in an envelope and may be redeemed from the office by a parent / guardian.

MOBILE PHONES:

Pupils are strictly forbidden to use mobile phones in the school. Pupils who infringe this rule will have their phones confiscated. Phones must be handed in first thing in the morning and collected at home time.

HEALTHY EATING OPTIONS

Parents are encouraged to provide a healthy lunch i.e. sandwich, cheese, fruit, yogurt, milk or fruit juice. Nourishing foods are encouraged.

- **Crisps, peanuts, fizzy drinks, junk food and chewing gum ARE NOT ALLOWED.** For safety reasons glass bottles are forbidden.
- In order that you know what your child has eaten, each child brings home the remains of their lunch in their lunch box.
- **Please ensure your child's name is on their lunch box.**

LITTER:

We encourage the children to take responsibility for their environment and to be **litter conscious**. This is a great help in keeping their school tidy.

We aim to heighten in them a sense of respect and civic mindedness.

GREEN SCHOOL:

We have a recycling programme and are very proud of our **GREEN SCHOOL STATUS** and our **4 GREEN FLAGS**.

We ask for your support in maintaining this standard. We remind you to **reuse, reduce and recycle**.

IMMUNISATIONS AND SCREENING.

The Eastern health Board provides **sight / hearing and dental screening** for school going children.

It also provides booster **immunisations** for childhood diseases to Junior Infant Classes.



MEDICATION:

It is the policy of the school not to administer any medications to children. The school will be happy to facilitate Parents/Guardians needing to give medication to their child. Administration of medicine forms must be completed as necessary.

DISABILITIES.

If a child has any physical or health problems the Principal should be informed when the child is being enrolled.

Should a problem develop the Principal should be told immediately. In this way appropriate provisions can be put in place.

The above information will be treated with respect and in confidence.

CHILDREN UNWELL IN SCHOOL:

When the Teacher feels that a child is not well enough for school either as a result of becoming sick or because of an accident the Parents/ Guardians will be contacted immediately.

This highlights the importance of filling out the contact form.

In the event of an emergency such as serious illness / accident an ambulance will be called and the child will be brought to hospital. Again you will need to have signed the permission form for this.

TEXT-A-PARENT:

We must have an up-to-date mobile phone number in order to contact you by text.

This service is also crucial in times of emergency closing and to remind you of upcoming events.

If your address or phone number changes please notify the school immediately so we can amend our records. It is your responsibility to keep this updated.

SCHOOL WEBSITE:

You will find notices of events and copies of Newsletters as well as photos, information and Policies on our website. Please check in on it regularly

INFECTIOUS DISEASE:

Please notify the school if your child is diagnosed with an infectious disease.

HEAD LICE:

Head lice are regular visitors in all schools! So check your child's hair regularly (i.e. at least once a week) for head lice. Please report it to the school so that we can alert others.

Lotions and shampoos are readily available from your local pharmacy.



ABSENCE AND SICKNESS:

As we have already stated, regular attendance is crucial to your child's progress. However, children do, from time to time, get sick.

In accordance with the **Educational Welfare Act** the school has a duty to report any child who has missed **20 days** or more in one academic year. **The Principal has no discretion in this as it is now a mandatory obligation.**

Parents / Guardians are now obliged by law to provide a written explanation on all their child's absences from school.

A phone call to the school is helpful if your child is going to be out for more than a day. If your child has a particular health problem e.g. eyesight, hearing, toilet related problem, asthma etc. please inform the school.

DO NOT SEND A SICK CHILD TO SCHOOL:

If your child is too sick to go to yard he / she is probably too sick to come to school.

Exceptions are made in the case of ongoing or chronic illness and limb injuries. **Otherwise all children are expected to go to yard** as it is a vital part of learning social interaction.

UPSET AT HOME

If there is an upset at home which you think may affect your child's progress / mood / behaviour in school please inform your child's teacher or the Principal.

This is really helpful for us in understanding your child's individual needs.

(This information will be treated with respect and in confidence.)

CURRICULAR SUBJECTS:

In 1999 a revised Curriculum was introduced into Irish Primary Schools.

The Primary School Curriculum consists of **6** Curriculum areas and these are further divided into **11** subjects.

Your child will be learning in the following areas and subjects:

1. **Language:** Gaeilge & English.
2. **Mathematics:** Mathematics.
3. **Social, Environmental & Scientific Education (S.P.H.E.):** History, Geography & Science.
4. **Arts Education:** Music, Visual Arts and Drama.
5. **Physical Education (P.E.):** Physical Education.
6. **Social, Personal and Health Education (S.P.H.E.):** Social, Personal and Health Education.



There are guidelines on the amount of time to be allocated to each curriculum area.

The Curriculum aims to ensure that **all** children are provided with learning opportunities that recognise and celebrate their uniqueness, develop their full potential and prepare them to meet the challenge of the 21st Century. The focus is on the child as a learner.

The Curriculum aims to foster the development of key skills in communication, problem solving, critical thinking, investigation and interaction.

It is also the aim of the Curriculum to ensure that children's experience of school will lead them to value and enjoy learning as a lifelong process.

Oral language is a corner stone.

Literacy, Numeracy and the ability to articulate well are at the core of all subject teaching and learning.

Emotional Literacy is also seen as crucial to a child's development. Children are taught the vocabulary to explore and process their emotions in healthy ways so that they may maximise their potential for forming and keeping healthy relationships.

The current Curriculum encourages greater attention to be given to children with **Special Educational needs**. **With this in mind** the curriculum is differentiated and made appropriate to the needs of all our pupils - be that the child who is struggling or the child who needs to be challenged because they are gifted.



HIDDEN CURRICULUM

We seek to develop the all-round potential of each child and to deliver a broad and balanced curriculum

With this in mind we take every opportunity to invite **drama** groups and **environmental speakers** into the classroom.

Competitions in **Visual Art and Creative Writing** are entered as appropriate.

Friendship Week usually takes place in mid-February. We use this week to reinforce the values of friendship and inclusivity and highlight the need to be aware of bullying behaviour.

Intercultural Week takes place the last week before Easter and is used to celebrate our diversity. It coincides with **Seachtain Na Gaeilge** and **St. Patrick's Day** so we also get a chance to celebrate our Irishness.

PARENTAL INPUT IS WELCOME AT ALL TIMES AND WE ARE ALWAYS ON THE LOOK OUT FOR NEW IDEAS AND AREAS TO EXPLORE.



MONEY MATTERS:

Educational Costs for your child

There are **4 parts** to the cost of your child's books, equipment needs and activities.

(a) Book Money:

Your child will use a number of workbooks during the year. We keep this type of book to an absolute minimum. Workbooks cannot be passed on as they are written into daily. These books are generally kept in school.

(b) Book Rental:

In an effort to keep book bills to a minimum we operate a Book Rental Scheme,

The cost of buying these individually would be prohibitive for most families.

So we would ask that these books be covered and **NOT** written on.

With care and respect they can last a few years.

Any Rental Books lost will have to be paid for and replaced.

All rental books are collected at the end of the school term/year.

(c) Materials & Equipment Cost:

This includes Arts and Crafts materials, educational equipment, photocopying, I.T. computers, copies, pencils, crayons etc.

(d) Curricular activities

Our philosophy is based on the notion that every child has '**Multiple**

Intelligences'. In order to develop these and discover their strengths, every child needs a chance to be exposed to 'other' educational experiences apart from the purely academic. We try to ensure a broad and balanced curriculum is available to our pupils.

FUND RAISERS:

Annually we have fund raising drives in order that we may provide your child with the truly "all round" education we see as crucial to developing his/her potential. These include:

- **HALLOWEEN RAFFLE**
- **CHRISTMAS RAFFLE**
- **MAY FLAG DAY**
- **JULY FLAG DAY**
- **CLOTHING BANK IN PLAYGROUND**

We depend on your generosity and support to make these fund raisers a success.

EDUCATIONAL ASSESSMENT:

An Educational Psychologist is available to carry out a limited number of **Educational**

Assessments on children whom we believe are not making appropriate progress. Parents are consulted and permission is always sought before this is done.

This service, however, does not meet the needs of the school and annually private assessments are undertaken.

In such cases Parents/Guardians to pay the cost.



SPECIAL EDUCATIONAL NEEDS:

Early identification of learning difficulties is crucial in their remediation. All children from Junior Infants to Sixth Class are regularly screened through the administration of standardised and observational tests. Parental consultation and support is a vital aspect of our learning support programme.

Should your child have Special Educational Needs s/he may qualify for extra help with our **Special Education Teachers**.

Some children, for safety and care reasons, require extra support in school. We are fortunate to have **Special Needs Assistants** who help support the teacher in catering for the needs of these children.

SPECIAL CLASSES.

The school has two Special Classes. Each class is staffed by a full time teacher & team of SNA's.

ENGLISH AS ADDITIONAL LANGUAGE

We are delighted to have among our students a number of children from other cultures and backgrounds. We currently have a number of Support Teachers who help these children learn English as a Second Language.

HELPFUL HANDOUTS / POLICIES.

Apart from this booklet we have helpful handouts on things like Paired Reading suggested reading lists, homework etc. These are available on request from the office. You will find many of these items on our website where they may be downloaded

We have a great deal of Policies dealing with pastoral, administrative and curricular areas and again just ask and we can make a copy available for you to read.



EMERGENCY CLOSING / TEXT-A-PARENT:

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, snow etc.) the decision to close the school will be taken by the Board of Management at the earliest possible time so as to maximise notice to Parents/Guardians.

WE ASK THAT YOU ENSURE THE SCHOOL ALWAYS HAS AN UP-TO-DATE AND IMMEDIATE CONTACT NUMBER FOR YOU. THIS IS CRUCIAL FOR THE SUCCESS OF OUR TEXT A PARENT SYSTEM.

Children walking to school alone should always be kept aware of the person whom they should contact in the event of an emergency closing when their Parents/Guardians may be gone to work.

If an emergency closing arises early in the morning, before school starts, Parents/Guardians will be informed of this at the gates and by text. We would ask therefore that you **never drop your child without first satisfying yourself that the school is open.**

THE FIRST DAY IN SCHOOL:

- Start with a good breakfast.
- Come to the class on time on the day.
- Give a hug, say good-bye, and give an assurance that you will collect him/her at the proper time.
- **Then leave!**

Almost all children are busy and happy within minutes of their parents leaving.

New Infants are usually very tired when they start school first, so please help them by making sure they go to bed early.

At home time the teachers will bring the children out to the parents who can collect them.



Please ensure you are on time.

Your child's ability to separate from you will be enhanced if they know you will be there on time.

THE FIRST YEAR:

Starting school is a milestone in the life of your child.

You can help to make this transition easier for your child by providing safe opportunities for him / her to spend time away from you and with other children in order to learn how to share and take turns.

Your child will have an opportunity to visit the classroom / school in June and will thus be familiar with the school setting.

All children are different:

In school we encourage each child to do his / her best through individual, group and whole class activities. **All children learn at their own pace.** Just as children walk and talk at different ages, they also read and write when they are ready.

Formal reading is not undertaken until year 2 i.e. Senior Infants.

HELP YOUR CHILD TO BE INDEPENDENT by teaching him / her.....

1. To say his / her full name and know their address.
2. To use the toilet, wash and dry hands without help.
3. To put on and take off his/her coat and do and undo buttons and zips.
4. To open and close schoolbags, lunch boxes and drink containers.
5. To use a tissue/handkerchief when needed.
6. To recognise his/her own belongings.



WAYS YOU CAN HELP YOUR CHILD TO GROW:

- Give your child time, spend time together.
- Talk to your child and encourage him/her.
- Listen attentively to your child.
- Read and enjoy stories together. Talk about the story.
- Repeat Nursery Rhymes.
- Identify colours and shapes.
- Provide paper, crayons and paints for colouring and scribbling.
- Provide jigsaws, lego, play dough etc.
- Help him/her to cut out using safe scissors and old catalogues.
- Allow sand and water play.
- Have fun together.
- Praise his/her efforts at every opportunity.
- Don't criticise.

If children feel you have confidence in them they will feel they can achieve.

In short, do as little 'to' or 'for' your child and as much 'with' your child as possible.

Education is a life long journey

. We want your child's first steps to be as positive as possible.

We hope your child's years spent in Ardee Educate Together N.S, will be extremely happy and will help him/her to grow in all that is positive and good.



Together

I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young child mind
And they fashioned it with care.

One was a teacher, the tools she used
Were books and music and art;
One was a parent with a guiding hand
And a gentle loving heart.

Day after day the Teacher toiled
With touch that was deft and sure
While the parent laboured by her side
And polished, and smoothed it o'er.

And when at last their task was done,
They were proud of what they had wrought
For the things they had offered to that child
Could neither be sold or bought.

And each agreed they would have failed
If they had worked alone,
For behind the parent stood the school,
And behind the teacher the home.







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