**Cloverfield NS**

**Information Pack for New Pupils**

**2018-2019**

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|  **Our Mission Statement**Cloverfield National School is a co-educational , Catholic primary school under the patronage of the Archdiocese of Cashel and Emly, which strives to provide a well-ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral, emotional and social needs of the pupils are identified and addressed.While Cloverfield N.S. is a school with a Catholic ethos, it also has due recognition for all other religions.Cloverfield N.S. strives to promote, both individually and collectively, the professional and personal development of teachers through participation in staff development programmes.Cloverfield N.S. values and encourages the involvement of parents through home/school contacts and through their support of and involvement in the various activities of the Parents' Association.Cloverfield N.S. endeavours to enhance the self-esteem of everyone in the school community, to imbue in the pupils respect for people and property and to encourage in them a sense of responsibility. We promote a Code of Discipline that is firm but kind and fair.Cloverfield N.S. promotes gender equity amongst its pupils.Déanaimid iarracht Gaeilge a labhairt chomh minic is féidir agus oibrímid chun grá  is meas don teanga is don chultúr a fhorbairt i measc muintir na scoile.The motto of Cloverfield N.S. is:**"Chun tosaigh le chéile".** |

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| Name of school  | Cloverfield NS  |
| Address  | Cloverfield, Dromkeen |
|   | Co. Limerick  |
| Telephone No  | 061 384566 |
| E-Mail  | cloverfieldns2013@gmail.com  |
| School Hours: Opening  | 9.00a.m.  |
|  Closing  | 2.40p.m.; 1.40pm for Infant classes |

 **Fáilte!**

**School Staff 2018/2019**

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| Principal  | Noreen O’Dea  |
| **Mainstream Teachers**  |   |
| Junior/Senior Infants/Rang 1 | Bríd O’Meara SextonCaoimhe English  |
| Ranganna 2/3/4 | Lisa Morris |
| Ranganna 5/ 6  | Noreen O’Dea |
| Support Education Teacher  | Siobhan Ryan  |
| SNA s | 1. Mary O’Mahony
2. Louise Ryan
 |
| **Ancillary Staff**  |   |
| Secretary  | Mary Moloney  |
| Cleaner/Caretaker  | Fiona Byrnes  |

Dear Parents/Guardians,

Cloverfield NS welcomes you and your family to our school. We hope you will find this booklet helpful and informative and that it will help you and your child to settle more easily into school life.

FIRST DAY AT SCHOOL

School will open on Thursday, 30th August at 9.00am

Junior Infants will go home at 12 noon up to Friday, September 14th. This will give the children an opportunity to gradually adjust and provides for the smooth integration of infant pupils into the regular school system.

At the end of the school day teachers will accompany pupils to the gate where they should be met by collecting adult at designated collection point.

If your child is to be collected by somebody other than usual PLEASE INFORM THE CLASS TEACHER. Please collect your child on time.

Please refer to the school calendar 2016/2017 for school closures during the school year. It is important to retain the enclosed School Calendar in a safe place.

Starting in primary School can be an anxious time for infants and parents! In Cloverfield NS we work hard to ensure that your children feel safe and secure and begin to enjoy their education with us from the very first day.

You can help to prepare your child for his/ her first day at school-

* Talk to your child about your own school days. Emphasise the opportunities for making friends and for getting involved in new activities.
* Teach your child how to put on and take off his/her coat and how to open and close zips, buttons, buckles and laces. Zips/Velcro are preferable to buttons.
* Ensure that your child knows how to use and flush the toilet properly and how to wash their hands after using the toilet.
* Encourage your child to share his/her toys and to tidy up after playing.

Experience has taught us that:

It is important that children arrive in school on time every day. The school day begins at 9.00am sharp. Children assemble in the school playground from 8.50am where they are supervised. Their class teacher collects them when they have lined up once bell is rung at 9.00am. Children are not allowed into the school building before this time unless raining when front door will be left open.

**Important:** Children should not be left unsupervised by Parents/Guardians in the school grounds or on the schoolyard before 8.50am.

The first day at school can be an emotional time for child and parent. Trust us!!! Your child’s safety and happiness are our priority. If you are feeling upset, don’t show it. Leave your child with the teacher and tell him/her that you will be back at the appropriate time to collect him/her. If your child is upset, again trust the teacher!

Encourage your child to talk about his/her day at school. If you ask, ”What did you learn today?” you will probably be told ”nothing”. Most of the work at Infant level is activity based and children are not conscious of learning, as adults understand it. Instead of questions like ”What happened?” ask instead “What did you do?”, “Did you sing?”, “Did you colour?” With questions like these you will have more success. Work with your child when they start to take small homework activities home.

# School Uniform

School uniform will be provided by All Seasons Sports & Leisurewear and will be delivered to school in August before school opens. Footwear is of parents’ choice.

Runners must be worn on PE days.

PE days will be advised by class teacher as per PE timetable.

Full uniform should be worn each day unless otherwise notified.

**Please label all your child’s clothes and belongings clearly**

**Useful Things to Know**

**Absences:**

A written note from a parent/guardian is required for all absences. The National Education Welfare Board must be informed when a child has accumulated 20 days absence.

**Accidents:**

In the event of significant accidents parents are informed immediately by phone.

**Assessments:**

Children are assessed formally and informally through the school year. Standardised tests are administered to pupils from 1st to 6th classes. Teachers continually assess informally to inform teaching and learning.

**Board of Management:** 2015-2019 Chairperson: Anne O’Dea Secretary: Noreen O’Dea Patron’s Nominee: Fr. Conor Hayes Parents’ Nominees: Anne Marie Nolan & Robert Holmes Community Representatives: Dave Dwane & Frank Bateman Teachers’ Rep: Bríd O’Meara Sexton

**Breaks:**

Morning break 11.00-11.10 Lunch 12.30 -1.00

Children eat a snack in the yard at the small break. They eat their “big lunch” in the classroom before going out. A teacher and SNAs supervise the yard at break times. There is no supervision in the classrooms or corridors during breaks. Therefore children are encouraged to use the toilet before going out. Class teachers collect the classes from the yard after each break.

**Communication:**

A school newsletter is sent home most weeks, usually on a Monday and will be found in your child’s homework folder. Text a Parent is also used for short or urgent messages and these will be sent to number as nominated on your child’s enrolment form. Please inform us of any changes in mobile numbers.

We use email to send some school information home, e.g. policy documents. Please ensure we have your email address.

**Concerns:**

If you have a query or concern regarding a school matter relating to your child, this is the procedure to follow:

1. Always make an appointment to speak to the class teacher first. In most cases things can be resolved at that level. The teacher will inform the principal of any serious complaints.
2. If, at that stage, you feel that the issue has not been resolved, you are welcome to make an appointment with the Principal to discuss the matter.

**Code of Behaviour**

Cloverfield NS Code of Behaviour has recently been reviewed and will be forwarded to all via e-mail. It is important to read this document with your child and sign your agreement to its implementation. Please return your agreement to the school office in September.

**Curriculum:**

The curriculum followed is as laid out by the Department of Education and Skills. Cloverfield NS is a catholic school and a catholic ethos is part of who we are. Our parish priest Fr. Conor Hayes supports the teaching staff and parents in the preparation of the children for the Sacraments.

**Environmental Education:**

Our school has always promoted environmental responsibility/awareness. This is part of the Social, Environmental & Science Education curriculum. Cloverfield NS is a designated greenschool and we are currently working towards the acquisition of the Biodiversity flag. It is our aim to instil in children the importance of respecting our environment and for them to become responsible environmental citizens.

**Fire Drill:**

A fire drill is held once a term. A practice announced to the staff is held in September to familiarise new pupils. Teachers and children are made familiar with the location of the nearest fire extinguisher to their classroom, their means of exit and their assembly point in the yard.

**First Aid:**

A first aid box is kept in the staffroom and first aid is administered by staff.

**Games & Activities:**

A variety of games, sports and physical activities are part of life in Cloverfield NS and each class has a number of PE classes per week.

Hurling and football are played in all classes with support provided by the GAA.

Spikeball is played by senior classes.

School teams have participated competitively in all of these.

A Sports For All Day is organised in June of each year.

School Tours are organised for every class – usually in June. They may be activity-based or based on another curricular area. There is always an element of fun included in the tour.

**Head lice:**

We remind parents/guardians to check for head lice regularly. Parents are asked to inform school if head lice are found so that a text can be sent out to all.

**Healthy Eating:**

This is a Health Promoting School. We have a Healthy Eating policy. The purpose of this policy is to encourage healthy eating habits and complies with the SPHE curriculum.

Choose a lunch box and drink container that are secure but can be opened easily. A young child will need small amounts of healthy, high energy food and plenty of water, milk or juice.

You may find the following suggestions helpful:

Include a healthy lunch (sandwiches, fruit, set yogurts, juice).

Sweets, crisps, popcorn, chewing gum, glass bottles, cans and fizzy drinks are not allowed.

Peel and segment fruit.

Always include a small spoon for yogurt. Set yogurts help to avoid spills.

**Please support our Healthy Eating policy.**

**Homework:**

Homework is an important element of the school day. It is usually set Monday to Thursday. It is carefully planned and prepared and is generally a continuation of a lesson already taught – although sometimes, in the older classes, it may take the form of some research or study. The interest, participation and support of parents/guardians in this area is important.

Teachers are always happy to discuss with you any difficulties your child may be experiencing in relation to completion of homework. Homework for Junior Infants is a gradual process but please get involved. Shared reading will form an important part of child’s daily homework.

**Special Education Teaching:**

Our support teacher works in conjunction with the class teacher to ensure that the individual learning needs of each pupil are met. Learning support also includes Team-Teaching and support through working with class or smaller groups. Please discuss with the class teacher and/or principal should you require any further information on this service. This support should be a partnership between the class teacher, support teacher and the parents.

**Lost Property:**

Write your child’s name on all items of clothing, books, stationery etc. This makes it easier for us to return it to its owner!!

**Money:**

Parents are asked to put any money being sent in to school in an envelope marked clearly with pupil’s name and purpose.

**Parents:**

Parents are encouraged to

* develop close links with the school
* collaborate with the school in developing the full potential of their children
* share the responsibility of seeing that the school remains true to its ethos, values and distinctive character
* become actively involved in the Parents’ Association
* participate in policy and decision making processes that affect them

**Parents’ Association:** The PA meets at the school a number of times each term and supports the work of the school through helping out with events such as school concerts, games, etc… and also organises fund-raising activities such as Bag-packing, Used clothing collections,…….

Chairperson: Michael John English Secretary: Petrina Enright Treasurer: Geraldine McGuire PRO: Helena Kinkead

* **Parent-Teacher Meetings:**

Communication between parents and teachers is encouraged. Parent – Teacher Meetings are held in the 1st term – however parents are welcome to request to meet the class teacher at other times should the necessity arise.

**Reports:**

Reports are sent home to Parents/Guardians in June. Copies of the reports are stored in a secure filing cabinet in the school office.

**Roll Call:**

A daily roll is taken in each class and filled into school roll books. Absences of 20+ days must be reported to the National Education Welfare Board.

**Staff Absences:**

If a staff member is absent through illness, all efforts are made to get a qualified substitute teacher. Only when all efforts have failed, is a class divided among all other class teachers.

**Staff Meetings:**

Staff meetings are held once a term. School closes earlier on those days.

**Sammy Stamps – St. Ailbe’s Credit Union Saving Scheme:**

To encourage the habit of saving, children are given the option of taking a savings card and filling in savings stamps each week. Stamps cost €1 and are sold each Friday. The saved money may be redeemed at any stage directly from St Ailbe’s Credit Union.

**Telephone:**

Pupils are not allowed to use a mobile phone during the day. The school phone may be used with permission for emergencies.

**Website:**

Visit our school website for updates on school activities, school policies, school calendar etc.

[www.cloverfieldns.ie](http://www.cloverfieldns.ie)

We hope that you and your family will enjoy your time with us here in Cloverfield NS ***“Chun tosaigh le chéile!***