



Newport | NS

Learning Together in Harmony

Newport National School, Newport, Co.Mayo



Parent/Guardian Handbook

*Updated
Jan 2024*



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www.newportns.ie

School Staff for the School Year 2023-2024

Principal

Eóin Browne

Teaching Staff:

Berniece Connolly

(Deputy Principal)

Gráinne Berry

Linda Cheate

Tish Crowley

Aisling Doherty

Sinéad English

Michelle Finnerty

Sharon Flynn

Claire Forrestal

Kevin Gallagher

Emma Grealis

Clary Lee

Genevieve McGing

Maria Molloy

Mary Noonan

Mary O'Donnell

Louise O'Grady

Emer O'Malley

Special Needs Assistants

Davina Carney

Martin Hughes

Pamela Keenan

Norah Kelly

Eithne King

Kirsten McGarr

Pauline Morrin

Laoise Walsh

School Secretary

Fiona Hopkins



*Thank you for your support
and co-operation throughout
the year.*



Welcome to Newport National School!

Newport NS is a National School run by a Board of Management, subject to the rules and regulations of the Department of Education, and under the patronage of the Catholic Archbishop of Tuam, the Most Reverend Francis Duffy.

We are conscious of our responsibility to create a climate where Christian standards are valued and upheld. We acknowledge that the Parent is the Primary Educator of the child and that the Teacher is the Professional Educator who complements the work of the home.

WELCOME

SCHOOL POLICY

It is School Policy to:

- Respect each child as an individual,
- Enable each child to fulfil his/her highest academic potential,
- Enable him/her to live his/her childhood to the full.

Plan towards Implementing Policy

In order to create a climate in which our policy can be realised, we seek:

- The dedication and co-operation of each staff member,
- A partnership with parents,
- The help and support of the Board of Management,
- The friendship and pastoral care of our Parish Priest,
- The interest, concern and goodwill of the local community.

Our School Timetable

- The school officially opens at 9:20am to admit pupils.
The yard is supervised from 9:10am. Please ensure you see a member of school staff before dropping off your child. No responsibility is taken for pupils arriving before 9:10am
- **Class teaching** commences at 9:40am
- **Break time:** 11:00am - 11:20am
- **Lunch time:** 1:00pm - 1:20pm
- **Class dismissal time:** Junior and Senior Infants go home at 2:00pm, in accordance with Department of Education and Skills regulations.
 - ◆ All infants should be collected at 2:00pm
 - ◆ All other classes go home at 3:00pm
(unless pupils are attending after school classes in the school)



TIMETABLE

NOTE:

ALL PUPILS SHOULD BE ESCORTED TO AND FROM THE CAR PARK FOR SAFETY REASONS

Board of Management

The membership of the Board of Management 2024 – 2027 is as follows:

Peter McManamon	Chairman
Siobhán Mallowney	Treasurer
Eóin Browne	Principal and BoM Secretary
Father Tod Nolan	Chaplain and Deputy Chair
John King	} covering the following responsibilities: <ul style="list-style-type: none">• Safety• School Premises• Maintenance• Capital Projects
Sinéad English	
Ashling O'Malley	
Martin Dillane	



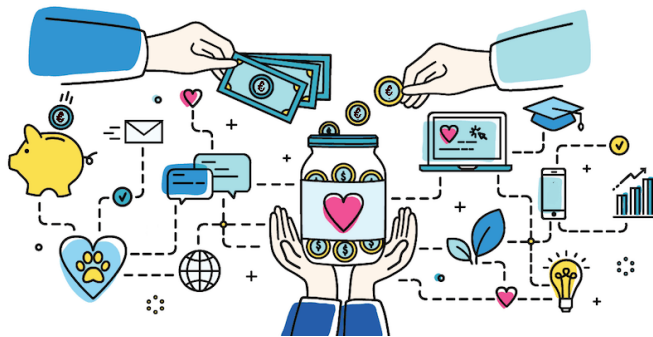
BOARD OF MANAGEMENT

Parent/Teacher Meetings

As well as a special Parent/Teacher meeting day (usually held in November each year), parents can arrange to meet their child’s teacher by written request, giving the topic they wish to discuss, so the teacher can prepare records, etc. The homework diary, if used, should be signed by the parent every night, and is also a valuable means of communication, for both teacher and parent.

School Finances

Our Board of Management spend a large part of their funds on maintaining the school premises and purchasing modern educational equipment, to maintain our educational standards. To help us to do this, parents are kindly asked to support our fundraising efforts which occur throughout the year.



Parent Association

The current officers of the committee of the Parent Association are as follows:

- Chairperson Lily Henry (deputy Noreen Daly)
- Secretaries Heather O’Malley and Sarah Webb
- Treasurers Fiona Kelly and Niamh Lally

School’s Responsibility regarding the Safety of Pupils

The school has no responsibility for children’s safety on their way to or from school. We would ask that parents take special care when driving on school grounds, and only use the parking area in the left hand playground, and always accompany their children between the car park and the assembly area (in front of school hall)

School Attendance

- A record of each pupil’s attendance is kept. When pupils are absent for twenty days or more, a report is automatically generated and sent to the Education Welfare Board/Tusla. This is a statutory obligation.
- A text is also automatically sent to parents if and when a child has reached fifteen days and twenty days absence.
- Parents/guardians should submit a note regarding any absence via our Aladdin Connect parent portal. It is not necessary to phone the school during the absence.
- Aladdin Connect can also be used to inform the school of any late arrivals or early collections.

Child Protection

Newport National School adheres to the ‘Children First’ (2018) procedures, which promote the safety of all children in our care. **Eóin Browne is the Designated Liaison Person**, and **Berniece Connolly is the Deputy Liaison Person** in our school. Full details of our Child Protection Policy are on the school website (in the ‘downloads’ section)

Pupils' Injuries and Illnesses

- + If a child becomes ill or injured during school hours, it is our policy to contact the parent immediately. If parent or guardian is not available, we care for the child as best we can. If, in our opinion, medical treatment is necessary, and the parent is not available, we take the child to a doctor.
- + An optional 24 hour pupil insurance policy is available through the school's Parent Association at a very reasonable annual charge of approximately €7 per child.



Communication

Teachers of infant classes send notes to parents in a child's zip-lock bag. Other teachers use a Homework Diary or SeeSaw app to communicate with parents. Parents may use either the diary or zip-lock bag to send a message to the class teacher. Please send in a note if you'd like to make an appointment with your child's teacher.

If you have concerns regarding your child, please ring the school or send in a note, and an appointment will be given at the earliest opportunity. As you will appreciate, calling to the class without an appointment will not be accommodated, as this disrupts learning for all children.

Please avoid sending cakes, biscuits and confectionery bars for lunch.

Due to nut and egg allergies, products containing nuts and eggs (for example Nutella, mayonnaise etc.) should not be brought to school. Fizzy drinks and treats are not permitted as lunch items.

As part of our Green Schools policy, all packaging (including packaging from free lunches) should be brought home for recycling.

Homework Policy

- We regard homework as :
 - ◆ a valuable home/school link,
 - ◆ a consolidation of work being done in school,
 - ◆ a means of developing a sense of responsibility in pupils.
- Parents' co-operation with homework and discipline policies is essential. Parents' support and praise for their child's homework is very important.
- If homework is not done (and there is no explanatory note from parent), the pupil will complete it the following day.
- Pupils will not be given any formal homework at weekends provided they have a satisfactory homework record for school days.
- Junior Infants only start getting homework after Halloween.



SCHOOL UNIFORM

Uniforms

- Pupils must wear school uniforms at all times. Suitable footwear must be worn in the interests of safety. Our uniform consists of a white shirt, navy jumper/cardigan, grey trousers, pinafore or skirt, striped tie and dark-coloured footwear. Our school uniform is available in Corcoran's Drapery shop in Newport and many retail outlets in Castlebar. Ties can be purchased directly from the school for €3 each.
- Plain navy track-suits for P.E., widely available, should only be worn on P.E. days (timetable available on school website)
- It is strongly recommended that jumpers and cardigans have an easily-recognised identifying label, bearing your child's name.

Healthy Eating

School Lunches are provided, free of charge, to all the pupils of our school. The lunch consists of a sandwich or bread roll (with a choice of fillings) and fruit. Water is available from a water cooler in each classroom. Each day there is also the option of a treat such as carrot sticks, raisins or yogurt drink offered to all children.

Children should bring their own drinking vessel each day, and also a lunchbox for scraps/leftovers, and bring them home to wash.

If you do not wish to avail of the free school lunch, we encourage children to eat a sandwich, piece of fruit or vegetable and a drink of water.

SCHOOL LUNCH

Our Code of Behaviour

- ☑ Together we create, maintain and practice a code of MUTUAL RESPECT (respect for self and other pupils, respect for adults, respect for property). We acknowledge good behaviour and honest effort. We speak and act with dignity and respect. We never engage in name-calling, foul language or making disrespectful remarks about others.
- ☑ We believe in FAIR PLAY.
- ☑ We take responsibility for our own actions. We do not blame others. We accept the consequences of our own actions. We try to improve.
- ☑ We respect property—our own and others. We must compensate for deliberate damage caused. If children damage property, they will be asked to pay the replacement cost. Chewing gum is strictly forbidden.
- ☑ We keep our classroom tidy. We co-operate in keeping our school and schoolyard free of litter.
- ☑ Our pupils co-operate in the teaching and learning in our classrooms. Each pupil responds to the best of his/her ability, and never disrupts or misbehaves in class.

CODE OF BEHAVIOUR

*... visit
school website
for full policy*

Our School Rules

- Rules of behaviour in the school yard are regularly explained to the classes by the teachers and are on display in the school.
- Other Rules:
 - ◆ Glass bottles, crisps, nut and egg products and chewing gum are not allowed in school.
 - ◆ Pupils are always expected to show complete respect for teachers' authority, in the classroom and on the yard.
- Our School Rules have been drawn up to ensure the smooth running of the school, and for the safety and protection of all.
- Teachers use positive methods of motivation and encouragement. Our positive approach to disciplinary issues stresses the importance and the rewarding of good behaviour and of positive attitudes. This positive approach entails issues such as the promotion of good attendance, the encouragement of good class behaviour, the development of positive social skills in the student, and providing the pupils with sources of encouragement for self-motivated learning and the development of skills necessary for independent study. We have a system of positive discipline in place which puts emphasis on recognising and affirming the children who behave well rather than taking up a lot of teaching time correcting and reprimanding pupils who might behave badly.
- Our pupils are familiar with the rules, understand the reasons for them and realise their implications. Sanctions used will be as a logical result of the misbehaviour.



Our Code of Discipline

We use the following procedures for dealing with breaches of our Code of Behaviour:

- All misbehaviour is checked and corrected immediately. A record of each child's behaviour is kept by the class teacher. The teacher on yard supervision duty records misbehaviour, and reports same to Principal and class teacher.
- In cases of pupil non co-operation, sanctions applied will, as far as possible, be relevant to the misbehaviour e.g. breaking the yard rules will result in taking time out during break-time.
- Serious misdemeanours or continuous misbehaviour will be reported to the Principal, who will discuss the incident with the pupil and record it in the Discipline Book. If after this warning the teacher again reports the pupil's misbehaviour to the Principal, the parents will be asked to call to the school to meet the Principal and teacher. Bullying is treated as a very serious matter in our school. We have procedures in place in our School Plan for dealing with bullying incidents.

School Bus

The School Transport Scheme supports transport to and from school for children who live more than 3.2km from their nearest school. The scheme is operated by Bus Éireann on behalf of the Department of Education and Skills. New applicants should apply for school transport online by the **last Friday in April** before the new school year via **www.buseireann.ie**