

St Anne's Primary School Ardclough Co Kildare

SCHOOL BOOKLET 2021/22



Introduction

St. Anne's N.S. Schedule

St Anne's National School is a Roman Catholic School (which is established in connection with the Minister for Education).

St Anne's N.S. aims at promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people.

The school models and promotes a philosophy of life inspired by a belief in God and in the life, death and resurrection of Jesus Christ.

The school provides Religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic faith.

Message from the Principal

The 2020/21 school year is coming to a close and we look back on all the wonderful experiences shared across our school in that time. It has been a joy to share these experiences with everyone. It has been an unusual year with closures due to Covid19 and I'm sure one that we will remember for many years to come. I commend everyone for their perseverance and diligence working at home and on your return to school . You have made me proud!

I wish our 6th class students every success and joy as they move to 2nd level. I know you will make us proud! Welcome to our new junior infants and new students coming to St Anne's. You all make St Anne's what it is today and will shape it in the future.

In St Anne's we aim to nurture and help the children in our care develop and grow as individuals and become leaders who will create the future. We support a growth mindset, one that looks at building resilience, particularly in the current climate.

In the words of Jaeda Dewalt, '*When we learn how to become resilient, we learn how to embrace the beautifully broad spectrum of the human experience*'. Our wish for all our students is that their experience in St Anne's is a broad and exciting one, and one that will serve them well into their adult lives.

About the School

Arrangements:

St. Anne's is a mixed, vertical, national school under the patronage of Bishop Denis Nulty /the Catholic Diocese of Kildare and Leighlin. All class levels are catered for, from junior infants through to 6th class and we also have a special class for children with autism. The school is a Catholic school and children of other faiths are also welcome.

For the year 2021/22 we will have 20 teachers on staff, including the Principal, 14 class teachers, two learning support teachers, two resource teachers (one shared) and a teacher for the special class.

The Staff.

The members of staff are as follows:

Principal: Ms. Mary Manley

Deputy-principal: Mrs. Aoife O Connor

Assistant Teachers:

Ms. Ann Lennon

Mrs Amy Knightly Ms Lynne Buckley (shared)

Mr. Fiontán Ó'Loinsigh

Mr Barry O'Leary

Mr Shane Brennan

Ms Laura Mc Loughlin

Ms Emily O'Brien

Ms Adele Owens

Ms Debby Malone

Ms Aoife Bambury

Ms Aisling Brophy

Mrs Laura Deegan

Ms Emer Doyle

Ms Aoife Murphy

Mr Donnacha O Hanlon

Ms Paula Hassett

Ms Anne Marie O Donovan

Ms Niamh Keating



Classroom Assistants: Dolores Doyle, Caroline Burke, Sharon Manzor, Mary Duffy-Regan, Patricia O Callaghan, Debbie Francis, Kathy Tynan,

School Secretary: Nora Burke

School Caretaker: Tony Maguire

Management

St. Anne's is managed by an eight-member Board of Management.

The school, as already mentioned is under the patronage of the Bishop, ie Bishop Denis Nulty of Kildare and Leighlin, Diocese. He has two nominees on the Board of Management to represent him.

Two members of the BOM are elected parents-one father and one mother. Two members of the BOM are teachers- The Principal and a teacher elected by the staff. The remaining two members of the eight-member board are representatives of the local community.

Boards of Management of primary schools are appointed for a four year term. The term of office for the current Board of Management is from 1 December 2019 to 30 November 2023.

The following are the members of the BOM of St Anne's:

Bishop's nominees: Mr John Buckley (Chairperson), Fr Willie O' Byrne

Parents: Mrs Serena Conheady (Treasurer),

Mr Donal Mac Ghiollaphádraig

Teachers: Ms Mary Manley, Principal, (Secretary)

Mr Barry O' Leary

Community: Mrs. Mairéad Earley, Mrs Deirdre Casey



The Work of the Board of Management:

Section 15 of the Education Act, 1998 states: '(1) *It shall be the duty of the board to manage the school on behalf of the patron and for the benefit of the students and their parents and to provide or cause to be provided an appropriate education for each student at the school for which that board has responsibility*

The Board is concerned with management of resources, reviewing and updating school plans and policies and is the employer of teachers and other staff of the school.

The Principal is responsible for the day-to-day management of the school, including guidance and direction of the teachers and other staff of the school, and is accountable to the Board for that management.

St Anne's Parents' Support Group

All parents at St. Anne's are automatically considered to be members of the Parents' Association, usually referred to as the Parents' Support Group (PSG). Each year at the AGM of parents, a number of people are selected to form the committee. Usually this is done simply by accepting volunteers or nominations from the floor. This committee is often a group of 15 - 20 parents and the officers include:

- ❖ Chairperson (Mrs Lynette Walsh); Treasurer (Mr Niall Phillips)
- ❖ Secretary (Mrs Luan O Malley and Mrs Grainne Watters)

Meetings of the PSG occur usually about eight times a year.

The committee supports many aspects of school life:

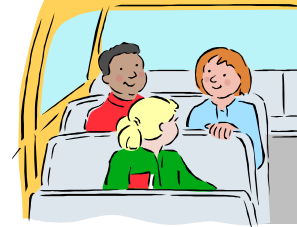
- **Fundraising:** The PSG runs many fundraising initiatives which greatly support the running of the school and contribute to the additional activities that we can undertake. A major fundraiser is generally held in the second term. As well as working on the night, members are involved in selling and collecting sponsorship beforehand. Several meetings are given to organising this event.
- **Supporting school events:** The PSG is central to the running of events such as the Book Fair, Sports days, cultural events, Infants introductory day
- **Hospitality:** During the year the group provide parties for First Communion Day and Confirmation Day. All parents are most welcome to lend a hand and our visitors always compliment the warm welcome they receive at these celebrations.
- **Liaising with principal on talks for parents.** Sometimes guest speakers are invited by the group to speak to parents and students.
- **Communicating to parent body.** The PSG has a section on the school website on which documents and updates are displayed. The PSG constitution is available here for your information.

We are indebted to all on the PSG for their service to the school. So many events would not happen without you. THANK YOU!

Parents and Teachers Working Together:

Parents very often offer help to the school in lots of different ways. These are a few examples:

- ❖ Assisting with the Senior Infants Paired Reading Workshops
- ❖ Volunteering to drive children to matches/games.
- ❖ Offering time and skill to carry out a particular task/develop resources
- ❖ Looking after the laundry of team jerseys after a match.
- ❖ Assisting at school concerts/events.
- ❖ Assisting teachers on school tours/trips.
- ❖ Acting as contact person for a group of families in the case of (rare) emergency closures. (e.g. after heavy snowfall)
- ❖ Helping with First Communion programme of monthly family masses.
- ❖ Working as a leader with 6th class children preparing for Confirmation.
- ❖ Helping with catering and hospitality at school celebrations/parties.
- ❖ Acting as steward/ team supervisor at the School Sports Day.



If you have any suggestions on ways of assisting please contact the principal. We would be delighted to hear from you!

As parents you may wish to consult the NPC and NCCA websites
<http://www.npc.ie/attachments/21196d07-39c1-40c6-9600-395fe20c3774.PDF>

Getting Involved in your Child's Education:

<http://www.npc.ie/attachments/21196d07-39c1-40c6-9600-395fe20c3774.PDF>

Do check in with the Information for Parents section of the school website www.stannesardclough.ie also

Communication between School and Home:

(Refer also to St Anne's Communications Policy)

Parents and teachers working together can provide the optimum experience and support for children. At St Anne's we aim to inform parents on day-to-day events and activities through

- Aladdin System- this is the main form of communication and all are encouraged to sign up for the Aladdin app
- Newsletter/ photo gallery on the school website (www.stannesardclough.ie)
- School tv in reception
- Letters/updates to parents
- Posting notices on the School Noticeboard (near carpark)



- Parent-teacher meetings:

Two-way communication around children's learning is a vital part of school life. Parent teacher meetings and meetings with support teachers are held annually so that parents and teachers can discuss children's progress. Meetings for classes from 1st to 6th are generally held in Term One with those for infants in Term Two. Notices re these meetings will be sent to parents in advance. Do keep in touch with the class teacher regarding your child's learning and development - any information regarding your child's needs, academic, social, health or changes in family circumstances should be given to the school so that children can be supported in the correct way (all information is treated confidentially) In the event of you or your child having a concern, or any query, we would be happy to meet with you. As you will appreciate it is best to make an appointment with the class teacher so that he/she doesn't have to leave

class. To this end, please send a short note to your child's class teacher or phone the office to arrange a suitable time to meet him/her.

As Principal, I am happy to meet with you at any stage. Again, an appointment is best so that we can give the meeting adequate time. If you need to take the matter further, the Chairperson of the Board of Management is the person to whom you should write. (Please note that WHats App groups may be set up among parent groups but are not an official form of communication between school and parents)

End of year Reports- these are issued through the Aladdin system and are not posted directly. Should any parent wish to receive a second copy (eg in event of separation etc) please let the school know

Special Needs/SEN Arrangements:

Special needs teachers work with classes on ongoing basis to support children with particular needs. SEN teachers will contact parents regarding individual programmes for children. Meetings take place twice yearly with parents for Stage 2 & 3 and these meetings will occur once the SEN teacher assesses needs. Occasionally children may require support from SEN teacher for short-term programmes/particular areas of the Curriculum. All children may be part of support groups in classes for a period of time and this is linked to learning objectives.

CONTACT DETAILS AND PERMISSIONS:

Parents are invited to supply the school with contact details (school registration form) and these should be updated on an annual basis. It is recommended that children also have contacted details written on their homework journals

The school contacts parents annually regarding information on medical issues (Medical Forms outlining details and permissions regarding ongoing medical issues) and also re Permissions for various school activities and acknowledgement of school policies

The School Timetable



The school opening time is 9.10am and all children are expected to have arrived at the school by this time. We believe that supporting children in being punctual leads to good habits for life and means that classes are not disturbed by the late arrival of children.

In order to facilitate attendance at 9.10am, a lead-in time is available, from 9am onwards. During this time (9-9.10am) children are supervised (either in the hall/ front yard depending on the time of year).

NB: The Board of Management does not accept responsibility for children who arrive before this time, as they are unsupervised and therefore unsafe.

During the period of Covid restrictions, different arrangements are in place which involve staggered start and finishing times. We will communicate with parents on this in August.

The school finishing times are 1:50pm for infants and 2:50pm (1st-6th)

Infant classes

- Parents are required to collect their children promptly at the main entrance. The School cannot accept responsibility for looking after the children after that time.
- Please send a note to teacher if someone else is collecting



Classes 1st to 6th

- Children are escorted to the school building exit and parents are required to collect or arrange to meet children. The School cannot accept responsibility for looking after the children after that time.
- All children are encouraged to return to the school in the event of any issue re collection. Please make sure that your child is aware of this. Every effort is made to contact parents. However the school cannot accept responsibility for looking after children after that time.

School Breaks

11.00 - 11.10am Break Time. 12.45 - 1.15pm Lunch Break.

Again, due to Covid restrictions, classes are now on staggered break times- teachers will inform children of these arrangements on return to school.

During the day the children have a small snack before morning playtime. Lunch is eaten before exiting and the remaining time is for playtime in the yard (or classroom if the weather is bad). Some indoor activities are arranged from time to time for lunchtimes-eg clubs.

The main play areas are the two yards at the back of the school building and this year has seen the opening of our school field.

Children enjoy playing skipping, "four square ball" and hopscotch type games in the yard. They may bring one small hand-held toy to the yard (a Teddy) Please encourage them to bring just *one* toy at a time!

For safety reasons, we ask the children to observe the "walking and skipping rule" when everybody is in the yard together, so that nobody moves at top speed and causes an accident. We also ask children to play with other children their own age.

We are delighted that children have the opportunity to use our games field (weather permitting). Running is permitted in this area and children are given assigned zones in the field to play/take part in activities. For procedures around behaviour at yard/break time please see the school Behaviour Policy on the school website.

We request that if children need to be collected this is done around break times and not during the breaks, as the office may be unattended.

School Closures

For the most part, holidays and school closures are planned during the month of June of the previous year and for parents' convenience a list of these dates is sent home to every family. Dates are also displayed on the School Calendar on the website.

In the event of there being any additional dates eg dates for Department in-service we will make these known to you as soon as available. In the case of unusual and unplanned closures, parents will be contacted by Aladdin or in exceptional cases by class list nominees.

Policies & Procedures in St Anne's NS

Our school policies are developed in the best interest of all children and staff in order to support optimum learning and to provide for a safe, caring environment.

A number of policies are outlined below. For other policies please refer to the school website. These include:

- Anti-bullying policy
- Communications Policy
- Acceptable Use Policy
- Behaviour Policy (including school rules)
- Enrolment Policy
- Health and Safety Policy
- Medical Policy
- Attendance Policy and others

Parents are asked to read these policies and further communication regarding this will be issued to parents in September.

1. Policy on School Uniform 2020/21

For everyone at St Anne's, wearing the school uniform represents pride in our school and a sense of community. Children are expected to have respect for the uniform and to present themselves in a clean and tidy manner at school at all times.

These expectations are outlined to children at the start of the year and they are reminded on a regular basis.

The Uniform:

The school uniform consists of:

- Grey trousers / pinafore / skirt
- White shirt and plain red tie
- Navy v-neck jumper/ cardigan
- Navy, white or grey socks/tights
- Ordinary school shoes please **(black)**- Runners are not acceptable even if black; black boots may be worn if the weather is very cold.



- A '**Summer Uniform**' may be worn in the summer months (post Easter)- ie a white shirt & school jumper with plain navy or grey shorts (not sports shorts) on uniform days and tracksuit with navy or grey shorts on PE days
- Nail varnish and coloured tights are not permitted
- The school tracksuit may be ordered through K Sport Company and consists of navy bottoms and top, with crest and a pale blue polo shirt; white soled or non-marking runners. A new tracksuit has come on stream last year so children may order this or continue to use the old version

Wearing the Uniform:

- The uniform should be worn every day except on PE day. Teachers will clarify the P.E. timetable for you in September.
- If for any reason a child is not wearing full uniform he/she should have a **note from his/her parents explaining why please**. We depend entirely on parents' co-operation in this matter. Thank you.
- If children are taking part in extra-curricular activities or school matches, they should wear in their uniform (or tracksuit if PE day) and change for these events
- Children who do not wear uniform on a regular basis, as expected, will be given a Uniform Notice from the class teacher/principal.
- Children in the ASD unit/special class will wear school tracksuit on a daily basis

The School Tracksuit:

A new tracksuit was arranged last year and it is being phased in, that is, those starting school or in need of a new tracksuit should order the new version while those already in the school may choose to use the old or new versions.

The tracksuit is available at K Sport: <https://ksport.ie/>

Please contact the school if there is any difficulty in providing a uniform for your child. It is important that uniform and tracksuits are labelled with the child's name as this assists greatly if items are mislaid.

2. Policy on Homework 2021/22

Teachers set homework for children with a view to reinforcing work that has done at school and to give children an opportunity to embed the work that has been done/identify any issues with concepts, topics etc. The routine of homework helps children develop study skills, skills of working independently, which will be useful as they progress to second level. For parents, attending to homework represents a regular link between school and home and offers an insight into children's work.

Practices around homework for Children in St Anne's:

1. It is a policy at St. Anne's to assign homework to students each night from Monday to Thursday (occasionally at weekends the students may be required to finish essential work).
2. Homework can involve both written and non-written work. Classes may be assigned work involving researching, making or discussing as well as the more formal work such as reading, writing, learning, spelling and maths.
3. Homework for the most part should not be too difficult or time consuming where reasonable effort is made. As a general rule children in the infant classes should spend no longer than 10/15mins on homework, first and second 30mins, third and fourth 40mins. Fifth and sixth 50 mins/1 hour.
4. If an occasion arises when a child spends longer than the times above on homework and has made a genuine effort but has serious difficulty completing the task, his/her parents should please allow the child to stop and sign the time taken on the journal/consult with the class teacher.
5. Traditionally children from 1st to 6th use a homework journal and infant classes have a weekly homework sheet. **During Covid- homework is assigned on See Saw or Aladdin.**

6. Whichever format is used, it is important that children work towards completing their work independently. We request that parents check that all work is completed.

In the event of children not completing any/all homework, the class teacher make contact with parents to discuss.

7. Teachers in Infants classes send home a homework sheet each Monday, outlining the work to be covered each evening. This sheet is also used for notes and reminders from Teacher.

Communication re absences and other messages:

It is important that all **absences are explained by parents** as we are required to inform the National Education Welfare Board in the case of a child missing 20 days or more in a school year.

All notes explaining absences are recorded in school files, so even if you know we are aware of your child's illness please don't forget to put the explanation for absence on Aladdin.

In the event of needing to send a note to teacher re homework difficulties, requesting permission to leave early please email the school office at office@stannesardclough.ie.

Parents may wish to consult the National Parents Council website re homework

<http://www.npc.ie/attachments/3b19a148-cddc-4d73-8185-90419641423a.PDF>

3. Healthy Eating Policy 2021/22



School lunches

The children are given time twice a day to eat their lunch/snack at school.

This should be enough for sandwiches, fruit etc. They are encouraged to eat sandwiches and **healthy food** and to drink fruit drinks/water or milk.

The following items are not allowed for school lunches:

- Sweets/ bars/cakes/ biscuits,
- Crisps, popcorn and peanuts
- Chewing gum
- We observe a strict no nut policy across the school due to a number of children with allergies to nuts. Other allergies are also considered when made known to us and procedures put in place around those
- From time to time staff may invite children to bring treats to school or may give treats to children as rewards
- Children are encouraged to bring home any leftover food or rubbish.



Health and Safety

- H&S audits are carried out regularly in line with our Health and Safety Policy
- Fire drills are carried out on termly basis
- In order to promote a safe environment, children are encouraged to behave in respectful manner when in classroom, school building and when on yard. They are expected to walk quietly when travelling through the school, to report any concerns and procedures are in place in around class/yard accidents and seeking help in the event of an emergency
- All families are encouraged to avail of the Personal Accident Insurance scheme on an annual basis

The Primary School Curriculum

The Primary School Curriculum was developed in 1999 and covers the following areas, which are inter-related :



Many areas of the Curriculum are being revised nationally including Language and Maths. The new Language Curriculum now looks at an approach to the teaching of both English and Irish

The general aims of primary education outlined in the Curriculum are:

- to enable the child to live a full life as a child and to realise his or her potential as a unique individual
- to enable the child to develop as a social being through living and cooperating with others and so contribute to the good of society
- to prepare the child for further education and lifelong learning.

The achievement of these aims entails the acquisition of a wide range of knowledge and the development of a variety of concepts, skills and attitudes appropriate to children of different ages and stages of development in the primary school. For further information on the Primary Curriculum see <http://www.curriculumonline.ie/primary>

School Activities

***Covid-19 restrictions may apply to any of these activities**



It is important to us all at St Anne's to provide the children with a wide variety of learning experiences. We strive to recognise and foster the children's individual talents. Some children are very able readers, some excellent mathematicians, more are fine artists or singers or sportspeople. We believe that through these activities children are enabled to experience success and enjoyment, develop an interest for their future, a sense of teamwork and build their self-esteem enormously along the way.



Experiences are provided through:

- Curriculum activities
- Extra-curricular activities (by members of staff)
- Extra-curricular activities (by private organisations who hire the school premises)

Among the activities are:

- ❖ Annual School Sports Day- May/June.
- ❖ Charity collections for national and local charities etc.
- ❖ Sports including: Gaelic games training and competitions, Cross Country Running, Basketball, badminton and swimming
- ❖ Visiting coaches from GAA and Barnhall Rugby club, dance teachers etc
- ❖ Visiting speakers to the school, including writers / poets/artists/musicians/historians/scientists.
- ❖ Trips to the theatre and places of historical interest.
- ❖ Local nature walks.
- ❖ Special Art exhibitions, Science competitions, workshops and concerts
- ❖ School tour every year for all classes
- ❖ Project work including Science projects, Write-a-Book project, ICT projects
- ❖ Cycling safety lessons



- ❖ School concerts and assemblies.
- ❖ School Choir and Instrumental tuition
- ❖ Pre Communion programme organized by volunteer parents.
- ❖ Book weeks, including library trips, visits and the most popular Readathon Fancy Dress Competition.
- ❖ One day retreat for 6th class preparing for Confirmation.
- ❖ Paired reading sessions with Senior Infants and volunteer parents reading together for enjoyment.
- ❖ Senior Infants also pair with 5th/6th class 'Reading Buddies'.
- ❖ Lunchtime clubs organised by senior class including games, music, dance

Other activities are arranged from year-to-year.

From time to time we invited experts to support subject areas in the Curriculum. Among these are:

- Playball (for junior classes)
- Violin (for classes 1st to 6th generally)
- Swimming lessons (various classes)

While these are part of the national curriculum, we ask for parental support in paying for these so that a high quality experience can be provided for children.

We have been lucky to have parents over past years to support us re transport to sports events. However, it has become difficult to arrange this and ensure vetting for all so we are now operating a school bus for activities (cost of approx. €5 per trip).

After-school activities A range of after-school activities are arranged by outside agencies*. Please contact the office for contact details

- ❖ Irish Dancing Lessons with Natalie Mowlds (Thursdays)
- ❖ Art lessons with Artzone (Fridays).
- ❖ Speech and Drama classes (Wednesdays).
- ❖ After-school Homework Club (teachers)



** Please note that these activities are separate to the school-run activities and any issues arising should be addressed to the leaders/co-ordinators in question. All are subject to Covid-19 restrictions and advice*

WELLBEING:

The wellbeing of our children is central to the ethos of St Anne's. Our school motto is 'Mol and Óige agus Tiocfaidh Sí'

The promotion of children's wellbeing is achieved both through the curriculum (Social, Personal and Health Education, SPHE) and in the activities and practices that are part of the culture of St Anne's

The SPHE curriculum...

- fosters children's well-being, self-confidence and sense of belonging
- develops children's sense of personal responsibility for their own behaviour and actions
- promotes children's self-awareness and understanding by helping them to manage their own feelings, to recognise and appreciate individual abilities, and to cope with change of various kinds
- supports children to become active and responsible citizens.

The curriculum consists of three strands: *Myself*; *Myself and others*; *Myself and the wider world*.

A number of initiatives run to promote a sense of wellbeing including (again within the limitations of Covid restrictions):

- Restorative practice approach to dealing with behaviour/issues
- Yard Angels (2nd class with younger classes)
- Buddies (6th class supporting junior infants) and senior classes working with children in the special class
- The Wellness tree (reception) acknowledges acts of kindness by children
- Buddy bench and Sensory Garden in the school grounds
- School Celebrations and recognition of achievements and effort

Teachers draw from the Weaving Wellbeing programme in organising a class-based programme for children.

Arrangements for School

School books

School booklists are distributed/put on school website in June each year for the coming year. Parents will find the recommended books at any bookshop/online. Parents requiring free books for their children should make an appointment with the principal about the matter, which is strictly confidential.

The overall cost of school books is reduced for parents by the use of a **rental scheme** (subject to Covid-19 arrangements) for many areas of the Curriculum. This also allows the teacher use a range of books for illustrating a particular area rather than just one text book.

Curriculum Expenses.

Some payments are made directly to the school. e.g. contributions towards the purchase of extra library books, Art materials etc.

A list of these expenses is attached to your booklist each year.

Insurance

Personal insurance is available to every student at St Anne's. The cost is reduced if every child in the school takes up the option. Parents will be invited to take part in the scheme annually.

Parents' Contribution

A parents' contribution has been introduced over the past years in order to meet the day-to-day costs of running the school

The contribution for each child is tiered given the number of children from a family attending the school. The tiers are as follows:

- For one child: €120 for the calendar year or €10 per month
- For two children (10% discount): €216 for the calendar year or €18 per month
- For three children (30% discount): €252 for the calendar year or €21 per month
- For four children (40% discount): €288 for the calendar year or €24 p.m.

This contribution can be paid **as a once-off in June** for the following school year **or in instalments from June**, in whatever way suits people. We encourage families to pay this online through the Aladdin app. Alternatively this may be paid in cash at the school office

What children say about St Anne's

I like the big yard because everyone can play together

We have lots of fun events and visitors who come to our school

It's a fantastic school, lots of fun activities like sports and art

We do art projects that you can create and design yourself

Our new school is warmer than the old one

Our new school is warmer than the old one

It's the best school in the galaxy

We welcome each and everyone one of you, children and parents, to St. Anne's. Together we build the community that is St Anne's!

Fáilte go Scoil Áine Naofa.

Mary Manley, (Principal)