



## Information for New Parents 2022-2023

Dear Parents/Guardians,

We are delighted to welcome you and your child to St. Brigid's G.N.S. We hope that your child's time here will be a special time in her life – full of learning and fun! This booklet will provide you with the information you need about school life and practices here at St. Brigid's. If you have any questions/concerns please do not hesitate to ask.

*Catherine Lafferty, Acting Principal*

## **School Hours**

### **Arrivals**

The school gates and the building are opened to the pupils at 8:40am. The children have a window between 8:40-8:50am to enter the school daily, with lessons commencing at 8:50 sharp. The school and Board of Management are not responsible for pupils who are left outside the gates before 8.40 am

We ask all parents of children in senior infants-sixth class to drop the children at the main entrance gate relevant to them and to encourage the children to walk with peers/by themselves to the exit door closest to their classrooms. Please ensure that your child is on time for school each day.

Other relevant times are as follows:

Morning Break 10.30 am – 10.35 am (eat small snack)

10.35 am – 10.45 am (outdoors- weather permitting)

Lunch Break 12.25 pm – 12.30 pm (eat lunch)

12.30 am - 1.00 pm (outdoors- weather permitting)

The school day runs from 8.50 am – 1.30 p.m. for Junior Infants and Senior Infants and from 8.50 am - 2.30 pm for First class to Sixth class. Only those pupils who attend Morning Club may arrive from 8.00 am onwards.

### **Morning Club:**

The Morning Club operates in the school from 8.00 a.m. in the morning. Working parents find it helps with the morning rush. The children are supervised and carry out activities each morning.

### **One Hour Club 1.30 to 2.30 p.m.**

Our local crèche, Bizzy B's operates a childminding service in the school prefabs from 1.30 to 2.30 p.m. Monday to Friday. Parents of Infants find it helpful. Contact Amanda on 018575262 or email [Bizzybs2@outlook.com](mailto:Bizzybs2@outlook.com) to find out more.

### **Dismissal Procedures:**

Please ensure that your child knows who is collecting her or how she is to go home. If your child is being collected regularly by a grandparent/childminder please advise the class teacher and if possible introduce them to the teacher. Where there is a change in the person collecting your child please let the class teacher know **in writing.**

#### 1.30 pm dismissal time

Parents/guardians are asked to collect the pupils at exit doors 3, 4 and 5 which are clearly marked. Exit doors 3/4 are beside the junior/senior infant classrooms. Exit door 5 overlooks the junior yard. Pupils will be individually released to parents/guardians. Parents are asked to ensure that grandparents/minders/relatives understand the collection process. Bus escorts/Taxi drivers & the One Hour Club personnel collect pupils at classroom doors.

#### 2:30pm dismissal time

Pupils in first class are dismissed at 14:25, second class 14:27 and third to sixth class are dismissed at the school gate/pedestrian gate at 2.30 pm



## **Values School**



Since September 2016, we at St. Brigid's have been putting a whole-school focus on 'Human Values'. This school-wide focus on human values complements our ethos as a Catholic school. Each week within every classroom, we focus on a different value such as kindness, honesty, showing love, loyalty etc. The children are encouraged to think about a time when they showed the weekly value and they write about it in their values copies. This simple process has proven to boost children's self-esteem, confidence and good behaviour, along with having many positive effects within their social and academic lives. Along with the focus on a weekly value, we have monthly 'Values Assemblies' focusing on one of five main over-riding values. The five over-riding values are Truth, Right Action, Peace, Love and Non-Violence.

Within these assemblies we sing songs relating to the values, listen to stories and also practise quiet reflection through silent 'Heartfulness' or reflection time.

## Uniform

The school uniform consists of:

School pinafore                      1 School Tracksuit  
School Jumper/Cardigan            1 White/Red polo shirt  
White blouse                              White / Green socks.

1 Green Dickie Bow

1 pair of shoes/runners suitable for P.E./Dancing

P3 Uniform

All items are available from Lynch's Drapery,  
130 Philipsburgh Ave., Marino    Ph. 018375225.

The full school uniform should be worn every day.  
Tracksuits to be worn on P.E. day only.



A sew on/Iron on crest is available from the office for  
€3.50

The P.A. organise a 2<sup>nd</sup> hand uniform sale in June each year.

## Jacket

The pupils also need a warm coat or jacket clearly marked with their name. An *optional* school jacket is available from Call Us Ltd. We arrange a day and time in June when parents come to the school and order these jackets if they so wish.

In the course of the day the pupils may need the jacket for playtime or if they go outside with their teacher.

### **Property**

All clothes and property such as books, coats, and lunch boxes should be clearly marked with your child's name. We would encourage you not to allow your child to bring expensive items such as jewellery, or other items of value to school as we cannot be responsible for same. Many pupils now own a mobile phone. The use of mobiles to phone or text is strictly forbidden during school hours. Pupils found using them will have them confiscated until the next school day or parents/guardians may be asked to collect same from the Principal's Office. Please refer to the Acceptable Usage Policy on the school website [www.stbrigid.ie](http://www.stbrigid.ie) for full information on the use of mobile devices.

### **Jewellery**

Only a very limited amount of jewellery is permitted.

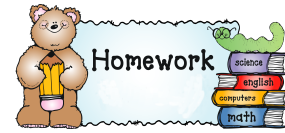
- Earrings: Where a child has pierced ears only small stud earrings may be worn.
- Pupils are also allowed to wear a watch and a small ring (e.g. signet ring / claddagh ring etc.if they wish

### **Lunches**

The school operates a Nutrition Policy which is available on the school website. We suggest a nutritious lunch box. Sweet treats are only allowed on Fridays. We ask for your co-operation in keeping junk food out of the classroom. Please give juice/water instead of fizzy drinks. No glass containers are to be brought into school. Free milk is available each day for all pupils. Fruit is available to all pupils 3 days a week.



## Homework



The school acknowledges the value of homework because:

1. It helps the girls develop the habit of study.
2. It enables them to learn how to organise and use free time.
3. It consolidates what is being done in class.

Time spent on homework is relative to the child's age. Each child has a homework notebook/journal/folder/sheet. You are requested to oversee the homework and sign the journal, if in use. Please contact the teacher if you feel that your child is persistently experiencing difficulties with homework. A copy of the homework policy is available from the school and can be viewed on the school website.



## School Closures

The school calendar is included in this booklet and it is also on the school website [www.stbrigid.ie](http://www.stbrigid.ie). There may be small amendments to same during the school year. We would ask that you refer to it throughout the year.

## Staff Meetings

Staff Meetings are usually held outside of school hours except in the case of Department of Education and Skills sanctioned planning days. Parents will be notified of same well in advance.

## Exceptional Closures

If, in the case of severe weather, malfunction of the heating or other such reason the school cannot be opened, a notice to this effect will be displayed outside the school before pupils arrive in the morning. A text will be sent to all parents as early as possible. Pupils will not then be admitted.



## Health and Safety

The health and safety of all the pupils is of primary concern to us.

### (a) Safety Statement

The school has a full safety statement drawn up by the safety officer in co-operation with the Board of Management, Staff and Parents. This is available for inspection in the Principal's office. Fire drills are carried out on a regular basis.

### (b) Safety at the School Gate



- ◆ At 2.30 p.m. pupils (from first to sixth class) are accompanied to the gate by the teacher.
- ◆ A Traffic Warden is on duty and we ask that you co-operate with him/her.
- ◆ There is **NO PARKING** in the school grounds at any time nor can the entrance be used to turn cars.

Please observe the spaces allocated for the parking of minibuses, the two accessible parking spaces and the various road markings outside the gate.

- ◆ We also ask that parents refrain from parking or causing an obstruction at Addison Hall.

### (c) Health

- ◆ If your child is to benefit from the educational programme please ensure that she gets proper sleep and eats proper meals.
- ◆ If your child is ill or has been ill through the night do not send her to school. Please consult the separate Medical Information Sheet for further details.

In the event of absence from school due to illness please send a note/email to the class teacher on her return.



### (d) Signing-In

In the interests of safeguarding our pupils all visitors to the school are asked to sign the visitors sign-in book before they report to reception.

### **Absenteeism**

All absences must be explained in writing. Should you require your child to leave school early please send a note to the class teacher. Please do not collect your child between 12.30 pm and 1.00 pm as she will be in the yard. Pupils must be collected from the office when leaving early, they are not allowed to go alone to the school gate. If your child is likely to be absent for a prolonged period, please notify the school as soon as possible. In accordance with the Education Welfare Act, schools are legally obliged to report all absences of 20 days (even where there are written notes from parents). It is school policy to notify parents by text when a child's absence has reached 15 days.

### **Other Clubs**

At different stages of the year, pupils may have an opportunity to join other clubs such as the sewing, art or drama club. Contact the office for details.

### **Home/School Communication**

The parent/teacher partnership is an integral part of your child's education and open communication is very important. There are a number of ways of promoting this aspect of school life.



- (i) Welcome Meeting: During the month of September class teachers will meet parents. Information pertaining to homework, class discipline systems & the plan for the year will be discussed at this meeting.
- (ii) Homework Journal/Homework Sheet: Please check regularly. You may also use the journal to send regular notes to the teacher.
- (iii) Aladdin Connect: All parents are asked to register with Aladdin Connect. This is the main platform we will be using for





home-school communication. You will receive a text/email message containing your registration link.



- (iv) E-mail: All correspondence to parents from school is via e-mail where possible in keeping with our Green School status. Parents can email the school on [stbrigid.glasnevin@gmail.com](mailto:stbrigid.glasnevin@gmail.com) Individual teachers can be contacted at their school e-mail addresses.

**firstname.surname@stbrigid.ie**

- (v) Website: All Information on school life can be found on the school website [www.stbrigid.ie](http://www.stbrigid.ie). Our google calendar is regularly updated with school events and activities. All updated plans and policies can also be found on the website.

- (vi) Twitter - Account for St. Brigid's on [www.twitter.com](http://www.twitter.com) St. Brigid's twitter handle is [@stbrigids\\_gns](https://twitter.com/stbrigids_gns).



- (vii) Newsletter: A monthly newsletter is sent home during the first week of each month. This informs you of what is happening in school and of forthcoming events.



- (viii) Letters from Staff/Principal: Sent as needed. Please check your child's bag on a regular basis.

- (ix) Parent/Teacher Meeting: Formal parent teacher meetings are held annually in November to discuss your child's progress. You will be notified of details of same via the Aladdin app.



- (x) School Report: Issued annually in mid-June via Aladdin Connect.