

Boston N.S. Information Booklet



Boston National School

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Words of Welcome

Welcome to Boston National School.
In Boston N.S. we aim to create a happy and friendly school where the focus is on children and learning. We promote the full and harmonious development of all aspects of the pupil. We endeavour to support each child in their learning and their development so they can reach their full potential.

School Ethos

Boston National School is a Catholic Primary School under the patronage of the Catholic Bishop of Killaloe. While Boston N.S. is a school with a Catholic Ethos it has due recognition for pupils of other faiths or no faith and we extend a warm welcome to all our students. It is a co-educational, rural school where we aim to nurture and promote the holistic development of each child in a caring and safe environment.

School Organisation

Our school has 2 mainstream class teachers. They cater for Junior Infants to Sixth class. Class teachers are responsible for the children's welfare and delivery of the curriculum. Our Special Education Teacher supports the two mainstream class teachers to enhance the learning for all students.

Board of Management

The Board of Management (BOM) manages the school on behalf of and is accountable to our patron – The Bishop of Killaloe and the Minister for Education and Skills. The Board is appointed for a four-year term. The principal is responsible for the day-to-day management of the school, providing guidance and direction to teachers and other staff of the school and is accountable to the BoM.

The current board members (2023-2027) are:

Chairperson: (Patrons Nominee) Patricia O'Donoghue

Principal: Áine Ní Dhochartaigh

Teacher: Louise McNicholas

Parent Nominee: Seamus Kearns

Parent Nominee: Laurie Morrissey

Patrons Nominee: Noel Mullins

Community Nominee: Oliver O'Connell

Community Nominee & Treasurer: Margaret Coleman

Staff

Principal/Senior Room Teacher: Áine Ní Dhochartaigh

Deputy Principal/

Junior Room Teacher: Louise Mc Nicholas

SE Teacher: Heather Lee/Sarah Bennett

Caretaker/Cleaner: Rena O'Donoghue

School Activities

Boston National School encourages participation by all its pupils, both boys and girls in a varied range of sporting and cultural activities.

Listed below are some of the activities that the pupils participate in:

Hurling/Camogie/Football

Soccer/Basketball

Swimming

Irish Dancing/Gymnastics

Christmas Concerts/Carol Services

Guitar/Concertina/ Tin Whistle/ Drumming

Lego We Do 2.0/ Scratch/ Scratch Jr.

Incredible Edibles/ Picker Pals

Community Involvement

Boston National School has a strong connection with the local community. Our Newsletter is distributed via our website and we keep connected with the wider community through our Facebook Page @ <https://www.facebook.com/BostonNationalSchool/>

Green Schools

Boston National School actively participates in the Green School Programme and has received four Green Flags; 'Litter & Waste', 'Energy', 'Water' and Travel. Our students have a keen interest in environmental issues. We are currently working towards our next Green Flag for Biodiversity.

Active School

Boston National School was awarded an Active School Flag for ongoing involvement in physical activities and developing our understanding and approaches to healthy living.

General Information–

Timetable

Junior and Senior Infants: **9.20am to 2pm**

1st Class to 6th Class: **9.20am to 3pm**

Pupils should arrive at school by **9.20am**.

School doors are open from **9.15am**. The Board of Management accepts no responsibility for pupils arriving before that time.

If a child has to be collected early, the class teacher should be notified in advance via a note in your child's journal or an email to the school.

Break-time: There is a 10minute break at 11:00am and a 30 minute break at 12.40pm. Pupils are given time to eat their lunches at their desks before being brought out to play. In general pupils are not allowed to remain indoors during playtime.

Infant classes finish school at 2pm. **Little Rockers** provides afterschool care from 2pm-5:15pm for all pupils.

Little Rockers provides a Breakfast Club from 8.15am to 9.15am and an after schools Club from 2pm to 5.15pm. Please contact Edel Cooney on 086-8472035 for more information.

Uniform

The uniform is as follows:

- A navy jumper
- Blue shirt or polo shirt
- Navy trousers, navy skirt or navy pinafore.
- Navy or white tights or socks
- Appropriate foot wear (no heels)

The PE uniform is as follows:

- Navy school jumper/ hoodie/ sweatshirt
- Blue polo shirt
- Navy Tracksuit bottoms
- Appropriate footwear

The PE uniform should be worn on PE days or on a day specified by the class teacher.

Carpark

In the interest of Health and Safety the parish is allowing us to use the Church carpark which is across from the school and we encourage parents and visitors alike to use this facility and cross the road at the pedestrian crossing.

School Bus

The school bus arrives at the school each morning at approximately 9:15am and leaves the school each evening at 3pm. To avail of a place on the bus advance booking is to be done **online** through **Bus Eireann**. Website address **www.buseireann.ie/schooltransport**

Child Protection

Boston National School has adopted a Child Safeguarding Statement and Risk Assessment which can be seen at the school entrance and is available on request. It is reviewed annually and any child protection concerns should be reported to the Designated Liaison Person - ÁineNíDhochartaigh. In her absence all concerns should be brought to the attention of Niamh Fahy (Deputy Designated Liaison Person). All allegations and suspicions of child abuse have to be reported to the HSE.

Custody of Children

The school **must** be made aware of any court orders that relate to the care of children. This is necessary to ensure that the child is always in the care of the parent given the authority. The school treats all such cases confidentially. At the beginning of the year we ask that Usual Pick-Up Arrangements form be completed and returned to the school.

Parent Contribution

Payment for book rental, photocopying, pupil insurance, online subscriptions and art supplies is listed as a contribution on the booklists. All other charges for school activities will be requested during the year. You can make payments directly to the school account or in an envelope with activity, amount and name clearly marked on it.

Healthy Eating

Parents/guardians are encouraged to provide children with a healthy lunch, which helps to maintain their level of concentration throughout the day. A healthy lunch should include a variety of foods. Some suggested foods are:

- Bread/crackers/wraps/rolls/pitta pockets
- **All types of fruit** (oranges should be peeled and ready to eat for younger children)
- Vegetables: raw carrot sticks or cucumber
- Milk, cheese and yoghurt
- Meat/chicken/fish and alternatives

- A small yogurt, not containing chocolate, chocolate balls etc.
- **Drinks:** water or milk at all times. Hot drinks such as soup or tea contained in a flask.
- **No** fizzy or energy drinks, chewing gum, lollipops, peanuts, pizza, chips or burgers.
- Parents should inform the school if a child is on a special diet or has an allergy e.g. nut.
- 1 “treat” is allowed on Fridays only. (1 fun size bar/cereal bar/fruit corner type yogurts.)
- Children eat their lunch while supervised in classrooms.
- Children are encouraged to drink water/fluids at specified times during the school day.

From April 2024 pupils who wish to avail of it will receive hot school lunches.

Teachers may give treats to their own class.

These may be special occasions such as:

End-of-term/year parties

Halloween

Some specific occasions or events

Implementation:

If children bring prohibited food or drink into school they will be asked to put it away until after school as they are not permitted to eat unhealthy food in school.

If children persist in bringing unhealthy food to school the class teacher and principal will contact the parents/guardians to remind them of the Healthy Eating Policy. It is very difficult to implement the policy successfully if all children do not adhere to the guidelines.

Contact with School

Positive home/school relationships are encouraged in order that we can work together for your child to fully benefit from all our school has to offer.

If parents wish to make arrangements to meet with teachers please ring the school phone and leave a message. Please check your child’s homework journal often and use the journal to send messages to the teacher.

Parent-teacher meetings will be arranged during the first or second school term, at which time you will have an opportunity to formally meet your child’s class teacher.

The WhatsApp, Text-a-parent and Aladdin emailing service are our main means of communication to notify parents.

Attendance

If your child is absent from school, on his/her return please write a note (preferably in your child’s journal) stating the dates and reason for absence and parent’s/guardian’s signature. Our school policy is as follows:

- A parent is obliged to cause a child between the ages of 6 and 16 to attend at “a national school or other suitable school” on each day that the school is open for instruction.
- The Education Welfare Act requires a parent to notify the school when a child is absent for part of a school day, a school day or more than a school day in the manner prescribed by the school
- An absence may be notified by phone call on the first day of absence or by a note presented to the teacher on the day the child returns to school
- Individual school attendance is recorded in the digital enrolment system and is recorded in the Leabhair Tinreamh.
- The school complies with Túsla requirements and reports pupils absent for 20 days or more.

Boston N.S. Homework Policy

Homework is seen as an integral and necessary part of the learning process. It is given to reinforce and consolidate the work being done in class.

Both oral and written should be written into the homework journal/copy. Parents are encouraged to take an active interest in their child’s work. They should check each night and sign it weekly and ensure that it is neat and in keeping with the standard of work in school. If the homework is taking too long or causing a problem parents should contact the teacher.

The suggested time for homework is as follows:

- Junior Infant’s 0- 20 mins
- Senior Infant’s Up to 30 mins
- 1st and 2nd class Up to 40 mins
- 3rd and 4th class Up to 50 mins
- 5th and 6th class Up to 1 hour

Accident/Illness at School

Children with bad colds, sore throats, diarrhoea or stomach upsets are best kept at home. They become tired quickly and may pass on infections. Generally if your child is too sick to go on yard he/she is too sick to come to school.

If your child develops any contagious illness such as chickenpox, Hand, Foot & Mouth etc. please keep him/her away from school until the period of contagion is over and inform the school immediately.

If your child has headlice please inform the school as soon as possible.

Parents will be notified immediately if their child becomes ill or is seriously injured at school. Once contact has been made by the school the child should be picked up as soon as possible.

Medication Policy

While the BoM has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities this does not imply a duty upon teachers to personally undertake the administration of medicines.

The BoM requests that parents ensure that teachers be made aware in writing of any medical condition suffered by a child in their class.

- Non-prescriptive medicines will not be stored or administered to pupils in school. Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the BoM.
- Medicine should not be kept by the pupil and will be kept in a locked cupboard out of reach of pupils. Certain medicines, such as inhalers used by asthmatic children must be readily accessible at all times of the school day.
- Where necessary, Medicine should be self-administered if possible, under the supervision of an authorised adult.
- A record of the date and time of administration must be kept.
- A teacher should not administer medication without the specific authorisation of the BoM.
- No teacher can be required to administer medicine or drugs to a pupil.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity.

- Parents of a pupil requiring regular medication during school hours should write to the Board to authorise a member of staff to administer the medication in school.
- Written details are required from the parent/guardian to the BoM giving the name of the child, name and dose of medication, the circumstances in which medication is to be given by the teacher and consent for it be given, when the parent is to be notified and how they can be contacted. It is the parent's responsibility to check each morning if the authorised teacher is in school unless an alternative arrangement is made locally.
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- Parents are further required to indemnify the BoM and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The BoM will inform the school's insurers accordingly.
- Where possible the family doctor should arrange for the administration of prescribed medicines outside of school hours.
- Where permission has been given by the BoM for the administration of medicine the smallest possible dose should be brought to school, preferably by the parent, with clear written instruction for administration, giving the name of the pupil.
- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instruction of the procedure to be followed in storing and administering the new medication.

Parents should ensure that these procedures are clearly understood before submitting any request to the BoM.

If a child has a serious medical condition or allergy which may require emergency treatment, please contact the school office so that appropriate arrangements can be made.

Complaints Procedure

A parent who wishes to make a complaint should approach the class teacher with a view to resolving the complaint.

Where the parent/guardian is unable to resolve the complaint with the teacher she/he should approach the Principal Teacher with a view to resolving it.

If the complaint is still unresolved the parent should raise the matter with the Chairperson of the BoM with a view to resolving it. A full copy of the procedure is available on request.

Punctuality

Children should always arrive at school on time.

While the child themselves miss vital learning time, late arrivals are also distracting for others in the class. If there is repeated lateness the teacher will speak with the parents. If the pupil continues to be late, the Principal will write to parents outlining details of time missed.

Stay Safe Programme

The Stay Safe programme will be taught in all classes. The aim of the Stay Safe Programme is to reduce vulnerability to child abuse and bullying.

The programme develops children's ability to recognise, resist and report risk situations or abusive encounters.

You can find detailed information on the Stay Safe Programme and safe internet usage at www.staysafe.ie. A Parents' Guide is available in various languages and can be downloaded from the website.