

# INFORMATION HANDBOOK FOR SCOIL OILIBHÉIR PARENTS



## WELCOME

This information handbook for Scoil Oilibhéir parents contains useful information regarding school life. We hope you find all the information you need in it. Recommendations are always welcome – the handbook will be updated regularly and we hope, between the school newsletter and the handbook, that parents will be well-informed about school life.

I hope you find it useful.

Antóin Ó Cléirigh  
Principal.

Lára Ní Riain  
Deputy Principal

## CONTACT DETAILS

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## HISTORY OF SCOIL OILIBHÉIR

Scoil Oilibhéir was founded in 1975. There were 16 children and one teacher on the first day, and from then the school grew year by year. Now there are over 250 children in the school and we have 13 teachers. Oliver Plunkett was to be canonised in Rome later that year, hence the name Scoil Oilibhéir. We spent our early years in the old Technical School on the Main Street in Blanchardstown, then we moved to Blakestown Community School during the construction phase. Finally, in September 1982, we moved into our new premises at Coolmine.

## SCHOOL TIMETABLE

### SCHEDULE

8.50 a.m.	School open
9.10 a.m.	Children ready for class
10.30 – 10.45 a.m.	Morning break
12.15-12.45 p.m.	Lunch
1.30 a.m.	Naíonáin Bheaga and Naíonáin Mhóra home
2.30 a.m.	Rang 1 – Rang 6 home

## Scoilbhliain 2019-2020

### THE SCHOOLYARD IN THE MORNING

- Parents are asked not to leave their children by themselves in the schoolyard before 8.30 a.m.
- The school building opens at 8.50 a.m.
- The schoolyard is supervised from 8:30, ordinarily by the Principal. Chat and conversation from parents is welcome!
- The school bus and the teachers' cars drive in through the schoolyard in the morning. If drivers sound the horn, they are drawing attention to their vehicle, not being rude!
- Please be vigilant with younger children in the schoolyard in the morning because of the cars.
- The bell rings at 8.50 a.m. and teachers collect all classes from the schoolyard.
- When it is raining the children are allowed to sit in the hall before class, there isn't enough room for parents but teachers supervise.
- Dogs are not allowed on the school premises – they can be left in the avenue.
- We ask that parents cooperate with our requests regarding traffic (see the section on traffic on page 5).

### COLLECTING CHILDREN AFTER SCHOOL

#### Naíonáin Bheaga

- Naíonáin Bheaga are collected at 12 p.m. for the first week and a half of term. From then on, they are collected at 1.30 p.m.
- The Naíonáin Bheaga are collected from the school door at the top of the schoolyard, near the teachers' cars. The teacher brings them out of their classrooms and hands them over directly to whoever is collecting them.
- The Naíonáin Mhóra are collected from the window outside the Secretary's/Principal's office at the Flagpole
- If your child is being collected by someone other than the usual person, please inform the teacher beforehand, especially if the child doesn't know that person well.
- On rainy days, parents can wait for the children in the corridor but do remember to respect the fact that other classes are still working.

#### Rang 1 and 2

- Rang a hAon and Rang a Dó are collected at the prefab at 2.30 p.m.
- Their teacher hands them over directly to whoever is collecting them.
- If your child is being collected by someone other than the usual person, please inform the teacher beforehand, especially if the child doesn't know that person well.

#### Rang 3-6

- Teachers do not supervise the collection of Rang 3-6 after school.

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## GENERAL

- If you need to collect a child before the official school day is over, you should inform the teacher as soon as possible. Children might be gone on a trip when you arrive!
- Like all visitors to the school, even when we know you well, we ask you to go to the secretary's office. She will then collect the child from the classroom and ask you to sign him/her out.
- If a child is absent when the roll is called (between 9.50 a.m. and 10.10 a.m.) they have to be marked 'absent' according to Department of Education regulations.
- If you need to come to the school during the day for any other reason, we ask you to go to the office rather than directly into the school.

## SCHOOL POLICIES

The school policies are on the website. There are policies on the following:

- Anti-Bullying
- Code of Behaviour
- Child Protection
- Acceptable User Policy for Computers
- Administration of Medicine
- Social Networks
- Supervision
- Complaints Procedure
- Enrolment
- Attendance and Punctuality
- Mobile Phones and Electronic Devices
- Use of the School
- Language Plan
- Personal Insurance
- 

We recommend that parents familiarize themselves with these documents. Questions are always welcome.

## SCHOOL UNIFORM

Infant classes may wear their school tracksuit everyday. Rang 1 to Rang 6 have to wear the official Scoil Oilibhéir uniform every day, except on their designated sports or training day(s). Parents are informed about the sports days at the start of the school year. There is no rule around shoes except that they be safe.

*The uniform:*

### Girls

Tartan pinafore  
White shirt  
Green cardigan  
Socks / tights: they can be green or white  
Tartan tie

### Boys

Grey trouser  
White shirt  
Green jumper  
Tartan tie

### Sports clothes

School track suit and yellow t-shirt  
Runners

In the summer, grey shorts may be worn as part of the sports uniform.

If children are training at lunchtime, they can wear sports clothes that day.

## HEALTH MATTERS

### GENERAL

- Parents complete a health form at the start of Naíonáin Bheaga and they must inform the school of any changes to the information provided in the health form.
- Medicine will always be kept in the school office, apart from very rare circumstances.
- Children are not allowed to have medicine in school.
- Parents must inform the school about any allergies their child might have.
- Please do not send sick children to school.
- If your child gets sick at school, the school secretary will phone you so that arrangements can be made to collect the child. It is very important that the school has your phone number.

### FOOD ALLERGIES/LUNCH

- Please make us aware of any food allergies immediately.
- Nuts and products containing nuts are totally banned in Scoil Oilibhéir.
- We advise that parents make every reasonable effort to provide a healthy nutritious lunch for their children and to avoid sweets, fizzy drinks and treat foods such as biscuits. Popcorn is allowed in Scoil Oilibhéir but no crisps please.

### HEAD LICE

- Occurrences of head lice happen from time to time, especially in the junior classes. This is a natural part of life and nothing to worry about!
- If your child has head lice, we ask that you inform the school as soon as you can.
- Other parents will be notified but of course, no names are mentioned!
- We recommend that you check your child's hair regularly and to explain to them not to share hair products – hair brushes, bobbins, hairbands etc.

### ATTENDANCE

- Rang 1-Rang 6: A note must be written in the child's homework diary whenever he/she is absent from school
- Junior classes: Infant classes don't have a homework diary and in their case, parents must sign an attendance sheet in their homework folder, or else give a note to the teacher.
- If a child misses 20 days in a school year, the school is obliged to report that to the National Education Welfare Board. The school is officially obliged to report attendance to the Board, even if the child is absent because of illness.
- We recommend that children do not take holidays during the schoolyear. Teachers are not able to provide schoolwork for children who are on holidays.
- Punctuality is as important as attendance. It gives the child a chance to play and settle in.
- It is not a good idea for a child to leave early without a very good reason

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## PARKING

- The safety of the children is our priority and because of that we have rules about parking. It is important to abide by these rules to ensure the safety of the children and so that parents can come and go without too much delay or stress!
- There are 36 spaces in the avenue. If those spaces are full, there is parking available in Millennium Park, in Coolmine Sports Centre or at the garage. We are lucky to have these extra options!
- The parking rules apply even when it is raining!
  - Please do not stop or park on the avenue or in the circle at the top of the avenue, to let children out, even when it is raining.
  - Please park within the marked parking spaces.
  - Children should come out of the car on the footpath side at all times.

## ENROLMENT POLICY

The school's enrolment policy is on the website. It is important to note that if you have a child coming into Junior Infants in the coming year, you have to fill the enrolment form on time. It cannot be assumed that the child will have a place because he/she has siblings in the school – the form must be filled. The school newsletter has information about the closing date for enrolment forms and the information is on the website as well.

## SPORT

### SWIMMING

As part of the curriculum, Rang 1-6 have a swimming class during school time in the third term. The class teacher brings them to the swimming pool in Coolmine Sports Centre and the class is taught by Coolmine Sports Centre swimming instructors. Help from parents is always welcome in the dressing rooms after the class – especially for Rang 1. When possible Rang 5-6 may also have swimming lessons during the school year.

The Coolmine Sports Centre provides discounted swimming classes for children in the Junior Classes. These classes take place after school time and all arrangements are made by parents. These classes are not organised by the school.

### TEAM SPORTS

We are very proud of the school's involvement in sports. Depending on time and teacher availability we have some or all of these teams:

- Football team (for boys and girls, Rang 3-6)
- Hurling team (for boys Rang 3-6)
- Camogie team (for girls Rang 3-6)
- Basketball team (for boys and girls Rang 3-6)
- Running (for boys and girls)
- Training usually takes place during the school day, at lunchtime, but games take place after school during the week.
- Basketball training takes place after school.

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### IRISH DANCING

- As part of the curriculum, at certain times of the year, children do a block of Irish dancing class once a week during the school day.
- The class is taught by an external teacher and the class teacher assists. There is no cost for this class.
- Some of the children participate in a dancing Feis competition once a year.

### BIRTHDAY PARTIES

We ask that parents make arrangements for birthday parties discreetly. Birthday party invitations should not be distributed in the classroom, nor should they be given to children to give out in the schoolyard. We also ask that parents do not give out party invitations in the yard in front of other children. For allergy reasons we discourage sending cakes or treats to school on birthdays.

### GAEILGE

- Irish is the daily and regular language of communication in the school. We welcome and support all efforts from parents to use the Irish they have in the school setting. 'Is fearr Gaeilge bhriste ná Béarla cliste'.
- The school implements an immersion model of language education. Immersion language education is fully recognised internationally as the most effective model for acquiring a second language in a school setting. When the immersion model is implemented, the second language (Irish in this case) is used as the main language of instruction in the school, but the regular first language curriculum is followed. To support the effective acquisition of the second language, direct teaching of the first language is delayed until the second term in Senior Infants. There is an information session for parents about this at the start of Naíonáin Bheaga and there will be more information about the language policy of the school available in the near future.

### IRISH FOR PARENTS

We understand that there are many parents who are making an effort to improve their Irish so as to be able to help their children with homework and to enable them to take part in school life through Irish. To support those efforts, there are a few options for parents:

### IRISH CLASS

Where possible, Irish classes are organised in the school. Information available from the office.

### CONVERSATION GROUP

There is a conversation group in the school on Monday nights. It is aimed at parents who wish to improve their fluency. Information available in the office.

There are also Irish language activities in the Blanchardstown Library from time to time.

## ONLINE HELP

Help online is available at <http://irishforparents.ie/parents/>

## MONEY FOR SCHOOL SUPPLIES

The school needs to collect money to pay for school supplies for the children each year. The cost is €60 per child. This money is used for photocopying costs, art materials, some tours, insurance, sports equipment and computer costs and administration costs. It is to be paid in September. It is important to note that this sum is not the same as the voluntary contribution – it is a necessary cost in order to provide the materials your child needs for school work.

## VOLUNTARY CONTRIBUTION

Each year we ask parents to make a voluntary financial contribution to the school which goes towards the running costs of the school. This is not the same as the money for school supplies (above) – it is a voluntary contribution, though we do recommend a certain sum. Information about the recommended sum and what the money is used for is sent home in the newsletter each year.

## DATES FOR THE DIARY

We make every effort to give parents notice regarding school events to which they are invited or at which they may be expected to attend. Information about these events is sent home in the newsletter or in a note.

Below is a very general guide regarding some of those dates:

October	Aifreann Oilibhéir (school Mass)
December	Christmas show/Carol Service
Spring	Confirmation
May	First Communion
June	Sports day
	School Barbecue (Saturday)

## CHRISTMAS

- Classes from Naíonáin Bheaga to Rang 2 do a Christmas show every year. The show takes place in the school hall during school time and parents and relatives are invited to attend.
- The senior classes (3-6) do a show every second year. In the year that they are not doing a show, they take part in a carol service.

## SPORTS DAY

The school sports' day takes place at the end of June every year. Parents are invited to come to the end of the activities and to the prize-giving. Information will be in the newsletter in June.

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## PHOTOGRAPHS

- A photography company comes to take photos of the communion children at the end of May/early June. There is no obligation to buy the photos.
- If parents want siblings to be photographed together, that can be organized.
- Children in Rang 2 can wear their First Communion clothes for their photo.
- A class photo is taken in Junior Infants Rang 2 and in Rang 6.

## FIRST COMMUNION

- The First Communion ceremony takes place in St Brigids church on a Saturday in May. There is a party in the boys' school after the ceremony. Parents of **Rang 3** children supply the food for this party. Rang 3 parents are also required to help prepare and organise the party on the day.
- The other children in the school are asked to take part in the choir for the ceremony.

## CONFIRMATION

The Confirmation ceremony takes place between February and April. Just like the First Communion ceremony, there is a party in the church hall after the ceremony. Parents of **Rang 5** children supply the food for this party. Rang 5 parents are also required to help prepare and organise the party on the day.

## SCHOOL TOUR

A school tour is organized for every class, including junior classes, in June. There is a charge for these tours, depending on where the children are going. Information is sent home through the newsletter and a note.

## GAELTACHT TRIP

Rang 6 children go on a trip to the Gaeltacht every year in May. They spend 10 days in Conamara and stay in local houses. They attend Irish classes and take part in other activities. Teachers from the school organise and do all work with the children.

## BOARD OF MANAGEMENT

The school Board of Management is made up of 8 members.

- 2 elected by and from the parents
- The principal
- A member of the teaching staff
- 2 named by the school patron
- 2 from the public

The Board of Management policies are on the school website, as well as information about the role and function of the Board.



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### PARENTS ASSOCIATION

Scoil Oilibhéir has a very active Parents' Association.

Here are some of the projects the school has been able to implement over the last few years, because of funds that the Parents' Association raised through its events.

Yoga classes for the children

Skipping workshops for the children

A talk from the psychologist and author Stella O'Malley

A talk from an internet safety expert

Swimming for the Senior Classes

Painting the school yard

The 3 main events the Parents' Association organise during the year are:

October	Table quiz
December	Christmas fair
June	Barbeque

The work of the Parents' Association depends on the support of the parents. Any offers of help are always welcome. Don't hesitate to contact the Parents' Association members at [cumann.na.dtuismitheoiri.so@gmail.com](mailto:cumann.na.dtuismitheoiri.so@gmail.com) if you have a few spare hours to help.

### PARENT-TEACHER MEETINGS

- There is one parent-teacher meeting every year in November to discuss your child's progress. Aladdin will be used to schedule your appointment.
- Parents are always welcome to discuss concerns or to meet the class teacher at other times of the year but we recommend making an appointment.

### BOOKS

- The booklist for the following school year is distributed in June.
- We ask that parents have books ready for the first week of the school year. We also ask that parents clearly label all books on the outside of the cover and also school supplies with their child's name.

### LABELLING

We ask that parents label everything! This includes books, clothes, shoes, lunch boxes etc. Clothes and school goods are lost every year and it can be challenging to find the right owners without the labels!

### AFTERSCHOOL ACTIVITIES

- There are various classes and activities for children after school on the school premises. Information about these activities is usually sent home in the newsletter. Among the activities are tin whistle and other instrument classes (with Colette), guitar classes (with John). There is also an afterschool and homework club on the school premises. Information about this club – Réaltaí Órga – is available from 085 7266455.

*Fáilte is fiche romhaibh go Scoil Oilibhéir.  
Táimid ag súil le blianta fada fiúntacha a  
chaitheamh le chéile!*

