

# Presentation Senior School

*"A Community of learners inspired by the vision and values of Nano Nagle"*



Michael Tunney (Principal)

Catherine Denieffe (Deputy Principal)

Dympna Nally and Abbi Gallagher (Secretaries)

044 9340933

[adminsnr@presentationmullingar.ie](mailto:adminsnr@presentationmullingar.ie)

## Information Booklet

For Parents/Guardians and their children

## **Mission Statement**

*Presentation Senior School is a primary school under the patronage of the Catholic Bishop of Meath for the education of children from the parish of Mullingar. We are committed to the aims and principles of the current primary schools curriculum. We celebrate the uniqueness of each child's personality, intelligence and potential for development. Our school seeks to cherish all pupils in a safe, secure and attractive learning environment. While educational excellence is promoted, it is the needs of the learner that directs the development of the school.*

*Established in 1957, Presentation Senior School is always conscious of its tradition as part of the Presentation family of schools, dating back to 1825 in this community. Keeping alive the founding vision of Nano Nagle, we aim to develop a community of faith inspired by Gospel values. Our ethos therefore upholds the spiritual and moral values of the Catholic Church, whereby the dignity of each person is respected and honoured.*

*Our school sees itself as an integral part of the parish and, in partnership with parents and the Church, seeks to nurture the Catholic faith through religious education, preparation for the Sacraments and through fostering the ethos of the school. This ethos is best exemplified through the quality of the relationships we share - child, parent, teacher, principal, management, secretary, classroom assistant, caretaker, cleaner and visitor to the school. We also welcome diversity and strive for inclusivity, being open to pupils of other denominations and faiths. This diversity provides an opportunity for dialogue and understanding which benefits all.*

*In a spirit of service, Presentation Senior School is committed to playing its part in the wider community and to caring for the beauty of the earth that God has made for us. It is our constant aspiration that our pupils will grow as faithful Christians and conscientious citizens who will contribute to the good of society.*

*The school is a learning community. We promote and value lifelong learning for all, including staff. We urge you to work in partnership with us, reinforcing for children the shared values of home and school.*

*Ní neart go cur le chéile.*

## **Schedule**

A Roman Catholic School (which is established in connection with the Minister for Education) 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 belief in God and in the life, death and resurrection of Jesus Christ. The Catholic 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.



## Child Protection

### Parents are advised of the following in relation to Child Protection:

1. The school's Child Protection Policy is available from the school website.
2. Mr. Tunney, principal, is the designated liaison person for child protection (DLP). He should be made aware of all child protection matters.
3. The deputy principal, Ms. Denieffe, is the deputy DLP.
4. The Board of Management has adopted the Child Protection Procedures for Primary and Post-Primary Schools published in 2011. These procedures are available from the school website.

## Home-school Communication

Contact between home and school is essential and very much welcomed by the staff. We encourage parents to become involved in the school's Parents'/Guardians Association. Parents/Guardians are advised of the following:

1. A parent-teacher meeting room is available in the school.
2. The principal and teachers are available to meet parents/guardians, by appointment only.
3. Formal Parent/Teacher meetings are held during the first term.

## Dress-code

**Pupils are asked to wear the complete uniform daily. We are pleased to say that the Junior and Senior Schools have now adopted the same uniform. The uniform consists of the following and the majority of items can be purchased in most retail outlets:**

Girl	Boy
Navy V-neck jumper with school crest/logo <i>(available from Tots Paradise/The Uniform Shop, Enterprise Centre)</i>	Navy V-neck jumper with school crest/logo <i>(available from Tots Paradise/The Uniform Shop, Enterprise Centre)</i>
Light Blue Blouse	Light Blue Shirt
Navy Skirt/Pinafore/Bootleg Trousers	Navy Trousers
Navy/Black Socks or Tights	Navy/Black Socks
Black FLAT Shoes – no high heeled platforms shoes or boots	Black Shoes
Red Tracksuit Top with school name <i>(to be ordered through the school in June)</i>	Red Tracksuit Top with school name <i>(to be ordered through the school in June)</i>
White Polo t-shirt	White Polo t-shirt
Navy O'Neills Tracksuit bottoms <i>(can be ordered through the school in June)</i>	Navy O'Neills Tracksuit bottoms <i>(can be ordered through the school in June)</i>

All uniforms must be neat, clean and in good condition. Hair must be neat, clean and well groomed. If hair is long it must be tied back neatly. Make-up and unnatural hair colouring is not allowed. The school reserves the right to decide what is becoming in dress and appearance for students enrolled. The highest standard of personal appearance is expected at all times. **The school Tracksuit and runners may be worn on P.E. activity days only.** Children should attach name-tags/labels to all items of clothing and other personal belongings.



## **Attendance and Punctuality**

### **Parents/guardians and children are advised of the following in relation to attendance and punctuality:**

1. Children are required to attend school every day and to be on time. School opening time is 8.45a.m. and dismissal is at 2.30p.m. The children are expected to be in the school yard at 8.45 a.m.
2. Parents/guardians are required to send a note stating the reason for a child's absence on the first day she/he returns to school after a period of absence. If a child is absent for more than 20 days it is mandatory to submit his/her name to the National Educational Welfare Board.
3. All parents/guardians/visitors to the school are asked to report first to reception and must not go directly to classrooms.
4. Children wishing to leave the school premises during school hours, for any reason, may do so, only if collected at the office by a parent / guardian / or another adult authorised in writing by the parent / guardian.
5. The school grounds will be open to the pupils at the official opening time of 8.45a.m. The school has no responsibility for the children arriving before that time. The school accepts no responsibility for children remaining in the school or school grounds after school hours or for children coming to or going home from school. In the case of children travelling by bus, the school cannot accept responsibility for escorting them from the bus to the school or from the school to the bus. The school accepts responsibility for children taking part in extracurricular activities organised and supervised by teachers in the school.

**Entry to Presentation Senior School** is by the front gate from Harbour Street or through the Presentation Junior School grounds.

## **Health and Safety**

### **Parents/Guardians are advised to be aware of the following in relation to health and safety:**

1. The school's Health and Safety policy is available on the School Website [www.presentationmullingar.ie](http://www.presentationmullingar.ie)
2. Parents are asked to notify the school immediately if their contact details change at any time during the year.
3. For health and safety reasons, nose, facial or large ear-rings are not permitted.
4. Parents/guardians are encouraged to provide their children with a healthy nourishing lunch each day. Crisps, chips, glass bottles and fizzy drinks and other junk food are not allowed. Children bring their own lunches to school in a clearly marked lunch box. We ask pupils to take home all papers, cartons, crusts, peel, plastic bottles etc.
5. Smoking is not permitted by any individual in the buildings or grounds of Presentation Senior School.
6. Children who take mobile phones to school must hand them in to reception when the first bell rings and collect again at 2:30pm before going home.
7. Chewing gum is not permitted in our school.
8. Staff members are not insured to administer medication to children.



9. Parents are advised to forbid their children from bringing large amounts of money to school.
10. Children are expected to respect school property and the safety of all other users of the school building and grounds.
11. All parents/guardians/visitors visiting the school for any reason must come through the front gate on Harbour Street and follow the signs to reception where they will be assisted by the school secretary.

## **Pupils' Code of Behaviour**

### **Parent/guardians and children are advised of the following in relation to behaviour:**

1. The code of behaviour is available on the school website.
2. Children are expected to:
  - a. Be courteous and polite at all times
  - b. Take correction from school personnel
  - c. Observe a caring attitude towards others in the school. They must never intentionally hurt others. Children must never hit others, not even in play.
  - d. Take care of all their own belongings at school
  - e. Take care of all your own property and that of the school. A pupil will be expected to pay for any damage caused
  - f. Wear a complete school uniform every day
  - g. Attend school punctually
  - h. Complete homework to a very high standard
  - i. Line up promptly when the school bell rings at 8:45am, 10:30am and 1pm
  - j. Walk in the school buildings as running is not permitted
  - k. Ensure that they do not block exit areas. Children are asked to arrange to meet friends/parent/siblings outside the school gate in Harbour Street at 2:30pm. Loitering in school corridors or at exits may potentially cause a safety hazard.
  - l. Take all waste from their lunch box home e.g. peel, cartons, plastic bottles etc
3. Bullying and name-calling will not be tolerated from any child. Any child who feels she/he is being bullied should tell the supervising teacher and their own class teacher, as soon as possible.
4. Chewing gum, crisps, chips or glass bottles are not allowed on the school premises – for health and safety reasons. Due to the cost of removing chewing/bubble gum from surfaces in and around the school, a fine will be imposed on anyone who brings either in to the school.
5. Any child leaving the school at any time, other than dismissal time, must be collected at the reception area by a parent, guardian or other authorized adult.

### **In order to promote positive behaviour at school, the staff will:**

1. Model positive relationships and behaviour at all times
2. Respect the dignity and uniqueness of all pupils and share the Christian vision of life with them
3. Correct and advise children in a positive solution-focused manner
4. Be alert and aware of the interaction between pupils
5. Positively affirm the children and celebrate their successes
6. Develop a positive sense of worth and self-esteem in the children
7. Exercise firm, clear and consistent discipline
8. Establish fixed and specific limits of behaviour



9. Ensure comprehensive supervision, especially at break-times, in the yard, hall and cloakrooms
10. Address the problem of bullying behaviour through Art/Drama/Civics/Religion/S.P.H.E./Prim Ed. Books
11. Encourage the children to tell when they are being bullied or when they see or hear others being bullied
12. Promote positive habits of self-respect, self-discipline and responsibility among all personnel
13. Disapprove of vulgar, offensive, sectarian or other aggressive behaviour
14. Take particular care of “at risk” pupils and respond to their needs and fears in a sensitive manner
15. Promote qualities of social responsibility, tolerance and understanding

## Homework Policy

### Homework is given for the following reasons:

1. To re-enforce what the child learns during the day.
2. To provide a link between teacher and parent
3. To develop a child’s concentration skills and develop a work ethic
4. Homework is meant to be achievable by a child, i.e. it provides an opportunity to practice skills already learned in the classroom. It is normally prepared by the teacher in class. However, sometimes with senior classes, some homework is designed to challenge children’s ability and provide opportunities for creativity.
5. Children are expected to do their homework to the best of their individual ability – no more, no less.

Homework is given on Mondays, Tuesdays, Wednesdays and Thursdays but not on Fridays. There are two exceptions:

- if homework has been neglected during the week
- in senior classes some project work is undertaken at weekends

Sometimes at the discretion of the class teacher or the principal, children are given “homework off” as a treat or as acknowledgment of some special occasion. Additional homework may be given during the week or at the weekend if a child has not made a reasonable effort to complete homework during the week.

### Time spent on Homework?

The following are guidelines for time spent at homework. Different children will complete the same homework in different lengths of time. Time spent will vary from day to day and also from the beginning to the end of the school year. It is important to remember that it is the quality and not the quantity of homework that matters.

The following are general guidelines only:

Third class: Up to 50 minutes

Fourth class: Up to 1 hour

Fifth class: Up to 1 hour 15 minutes

Sixth class: Up to 1 hour 30minutes

Special class: Up to 20 minutes

Homework is given from Monday to Thursday.

**Remember if homework is a stressful experience for parent and child, something is wrong! This leads to poor motivation and defeats the whole purpose. Should this happen on a regular basis, please contact the class teacher.**



## **Bullying**

The school acknowledges the right of each member of the school community to enjoy school in a stable, secure and happy environment. Staff members share a collegiate responsibility to act in preventing bullying or aggressive behaviour by any member of the school community.

### **Definition of Bullying**

Bullying is **repeated systematic** aggression, verbal, physical or psychological, conducted by an individual or group, against others (individual or group). Isolated incidents of aggressive behaviour, which should not be condoned, cannot be described as bullying. When such behaviour is systematic and ongoing, it is bullying.

### **Types of Bullying**

**Physical aggression:** This can be pushing, shoving, hitting, punching, kicking, poking, pulling hair, and tripping people up.

**Damage to property:** Damaging or defacing clothing, school books or any item of personal or school property.

**Extortion:** Demanding money, lunches or property. Threats may also be part of this.

**Intimidation:** Using aggressive body language, gestures or facial expressions to intimidate others.

**Abusive Phone Calls:** Abusive phone calls, text messages or threatening or anonymous calls can be a form of bullying.

**Cyber/Online Bullying:** Abusive/threatening text messages/emails, damaging posts to social networking sites

**Isolation:** Deliberately isolating, excluding or ignoring a person. This can include whispering remarks, laughing at or passing notes about another person.

**Name Calling:** Persistent name calling which hurts, insults or humiliates. Imitating another's accent and making personal remarks about glasses, clothes, colour, culture, a person's ability etc., can be hurtful.

**Slagging:** This can easily move from good-natured banter to very personal remarks regarding appearance, clothing, personal hygiene or sexual orientation.

**Bullying of School Personnel:** Bullying of personnel by assaulting, damaging property, verbal abuse or threats.

### **Parents and children are advised of the following in relation to bullying:**

1. The school's policy on bullying is available from the school website or on request from the school secretary.
2. Bullying incidents should be reported immediately to the supervising and/or class teacher. Incidents of bullying must be reported before a child leaves school on the day the incident is alleged to have occurred.



3. Children are also advised to report bullying incidents to their parents/guardians.
4. Reports of bullying will be treated very seriously. All incidents will be investigated and referred to the principal if necessary.
5. Children who do not immediately cease bullying behaviour will be suspended as bullying behaviour is regarded as an extremely serious health and safety matter.
6. Children who accuse others of bullying will be required to give very specific information in relation to the alleged incidents.
7. Making false accusations of bullying will be deemed as a very serious act of misconduct and will be treated as such when applying sanctions listed in the school's Code of Behaviour.

### **Internet/Email Acceptable Use Policy**

Parents/Guardians and children are advised to be aware of the following in relation the acceptable use of Internet and Email:

1. The school's Internet/Email Acceptable Use policy is published on the school website.
2. Abuse of Internet/Email facilities is viewed as a very serious misdemeanor.
3. Children are required to follow the following rules when using Internet/Email facilities at school:
  - a. Students do not have permission to use the Internet without permission from a member of the teaching staff.
  - b. Uploading and downloading of non-approved software is not permitted.
  - c. Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
  - d. Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
  - e. Blogs/Instant Messaging/Chat Rooms/Social Networking Sites may only be used by students if they have permission from a member of the teaching staff.
  - f. Students will report accidental accessing of inappropriate materials in accordance with school procedures.
  - g. Students will use the Internet for educational purposes only.
  - h. Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
  - i. Students will never disclose or publicise personal information.
  - j. Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
  - k. Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

