

Polasaithe Scoil Raifteirí (2003-2004)

© Cóipceart. Tá an polasaí seo molta ag Bord Bainistíochta na scoile, ach glacann an Bord Bainistíochta go bhfuil an ceart acu, an polasaí seo a athrú aon am is mian leo i gcomhairle le pobail na scoile. I gcás go bhfuil dearmad déanta in aon ráiteas thíos cuirfear an dearmad sin faoi bhraid an Bord Bainistíochta agus ní ghlacann an Bord Bainistíochta le haon dualgas mar gheall ar an dearmad seo.

1. **Gaeilge:** Is í an Ghaeilge an teanga bheo teagaisc agus cumarsáide na scoile. Caithfear í a labhairt i gcónaí sa scoil agus thart timpeall uirthi. Iarrtar ar thuismitheoirí cloí leis an rial seo chomh fada agus is féidir leo. Iarrtar ar thuismitheoirí gach iarracht a dhéanamh an Ghaeilge a labhairt leis na páistí ar a mbealach chuig na scoile, sa bhaile, agus ar gach ócáid scoile. Moltar dóibh éisteacht le RnaG, agus féachaint ar TG4.

“Basic Irish for Parents” –Tape- Connaught Version.

“Bun Ghaeilge do Thuismitheoirí” – Castlebar Book Centre,
Castle St., Phone No..094/9024422

* Moltar do thuistí freastal ar rang Gaeilge (Foras na Gaeilge). Tugtar billeoga amach ag cruinniú Mean Fómhair do thuistí na naíonáin.

2. **Ethos na Scoile:** Tá ethos na scoile seo bunaithe ar an Ghaeilge. Is bunscoil Lán-Ghaelach atá ann ina bhfuil an tEaspag an Dr. Mícheál Ó Naraí mar Phátrún. Glactar leis go bhfuil formhór na páistí ina chaitlicigh agus reitítear iad do na sacraimintí do réir toille a dtuistí. Ní dhiúltar do pháiste freastal ar an nGaelscoil ar bhunús creideamh, aicme, dath nó riachtanas speisialta nuair atá spás ann dóibh uilig. Nuair atá riachtanas speisialta i gceist, caithfear gach tuairisc a sholáithear don scoil roimh dáta iontrála ionas gur féidir leis an scoil na riachtanaisí cuí a chur ar fáil don dálta sin.

Ag brath ar na huimhreacha scoile agus foireann, is féidir roinnt rang-ghrúpa tarlú de réir Bunreacht Scoil Raifteirí agus Rialacha na Scoile Naisiúnta sa Roinn Oideachais agus Eolaíochta.

Depending on school numbers and on resources, classes may be divided from time to time, in accordance with the constitution of the school and in line with the rules and guidelines as set down by the Dept of Education and Science.

3. **Dea Bhéasaí:** Béimid ag súil le deá-bhéasaí agus deá-iompar óna páistí i gconaí. Respect for staff, parents, visitors at all time . Read the school rules and regulations. It is advisable to go over them in class and at home from time to time. (Cód Smachta Scoil Raifteirí) Dialann Scoil Raifteirí.

4. **Coinneáil Lóin/Lunchtime Detention:** is operated in our school, for 20 minutes when the need arises. Children are supervised, and it is in operation for Rang II – Rang VI. Children are well informed and made aware before they receive detention. After three detentions a serious meeting is arranged with parents, class teacher and the principal. Suspension may be necessary after six detentions. It is our experience that with co-operation from all involved parties, matters can be resolved successfully in the early stages of the discipline problem, in the best interest of the child and school. Parents are strongly advised to listen to the child, and to ensure that the child

shows respect for authority and abides by the school rules. Refer to Dialann na Scoile.

5. Am Scoile/Poncúlacht: Naíonáin Shóisir agus Shinsir: 8:50 – 1:30in.

Rang 1-6: 8:50-2:30in.

Teacht/Imeacht: It is very important to foster and formulate good habits from an early stage. Late comers disrupt class. Iarrtar ar na páistí dul go dtí an doras gach maidin. Téann siad go dtí a seomra ranga ag 8:50 am NOT 9:30 nó 10:00 (gan nóta). Children arriving before 8:50 are asked to stand in line at the school door.

Naíonáin Shóisir – go dtí an seomra ranga le na tuismitheoirí don chéad téarma amháin/ may be escorted to the classroom by parents for the first term only.

As sin amach – siúl isteach ón ngeata – from then on children are asked to walk to the school door themselves.

.Bailáítear na páistí gach tráthnóna ag 1:30 pm – ag doras na scoile – áit a mbeith tuistí ag fanacht ag **labhairt Gaeilge**. Children are collected at 1:30 o’ clock daily at the school door where parents may await them outside **speaking Irish**.

Iarrtar ar thuistí greim láimhe ar pháistí óga– chun timpistí a sheachaint. Parents are advised to hold toddlers and young children by the hand , to prevent accidents in the car park..

Bíodh na páistí in am don scoil ar maidin agus bailithe in am sa tráthnóna. Níl an scoil freagrach as na páistí ach le linn am scoile.

The school is responsible for the children only during school hours.

Páistí an Bhus /Children for the Bus– Moltar dóibh fanacht i líne ag balla na scoile ag 1:30p.m agus ag 2:30 p.m. Children are advised to walk straight to the school door and line up for entry to class in the mornings, and are advised to stay in line at the school wall until the bus arrives at 1:30 and 2:30 school dismissal times.

6. Éide Scoile: Labels Vital: Lipéidí ar na baill éadaigh, go háirithe geansaí, cairdeagan, cóta, hata, láimhíní, málaí, cáis peann luaidhe, bosca lóin.

Lost garments cannot be identified if not labelled. A laundry pen/marker can be used for this. Full school uniform or full track suit must be worn (see Dialann na Scoile)

Labels may be ordered by parents directly from: *My Nametags*, Phone 01 2475445

Lost property – is circulated to classrooms.

For Infant Classes we recommend velcro-tied shoes until they can tie their laces, and short- sleeved white shirts are useful for painting classes to avoid problems with buttons etc..

7. Fadhbanna a Réiteadh/Problem-Solving Procedures: Parents/Guardians must make an appointment in order to solve problems. Parents/Guardians may not approach members of staff regarding school policy without an agreed appointment organised through Rúnaí na Scoile.

- (1) Please ring school 094/9024700 to arrange a meeting with the class teacher in the first instance.,or write a signed note to class teacher.
- (2) Should the problem be unresolved please ring the rúnaí to arrange an appointment with the class teacher and the principal.
- (3) If the problem is not resolved at this stage it would be wise to put the concern in writing to the Chairperson of the Board of Management.
- (4) Problems tend to be misinterpreted and altered should they not be discussed first hand with the teacher. Staff-members must have the first hearing regarding any

problem in order to solve the difficulty professionally. Staff-members wish to help the child.

- 8. Nótaí/Notes sa Mhála: An bhfuair tú nóta?** Parents are advised to check the child's bag for notes as it is a means of communication between school and home. A notice board/notes taped to cupboard in the kitchen would be useful for keeping in touch. Ensure that the eldest child is trained to hand up notes on the day on which they receive them. Teachers receive and read the notes in the morning in class (Monday - Thursday) and distribute them to the children. If the child is absent the note is given to the child on his/hers return to school or in the case of longer absences it is posted home. For the convenience of parents notes are also sent by e-mail. Reminders about notes are written into the dialann scoile for children in Ranganna I – VI.
- 9. Starting in 2002, notes are sent by Email if desired. The children who have sent in their Email addresses will be advised to check their Emails on the days on which the nótaí are sent.**
- 10. Culaithe Reatha;** Track Suits are worn for two days of the week, and uniform is worn for three days. A white polo shirt may be worn with the track suit only. Short sleeved shirts are advisable for infants as this avoids the necessity of opening and closing buttons for painting class etc. Tracksuits are available at Elvery's sports shop, Main St., Castlebar.
- 11. Obair Bhaile: Naíonáin Bheaga-**Níl aon obair bhaile go dtí téarma a dó. There is no home work until the 2nd term. Story-reading, song-singing, rhyme chanting is strongly recommended. There is no homework at the weekends for any class. Ligití do na páistí féin an obair bhaile a dhéanamh. Children must do their own homework, and parents should check that it is done. Subjects are taught in Irish. Teach children to count in Irish, in keeping with school policy. All queries regarding homework must be directed to the classteacher by making an appointment. It is school policy that the amount and the specific homework is relevant.
Guidelines: Naí Shó & Naí Shin-----10 Minutes max.
Rang I & Rang II----- 20 Minutes max.
Rang III & Rang IV-----30 – 40 Mins max.
Rang V & Rang VI-----40 – 60 Mins max.
Storytime in the library, playlets in the Linnenhall are worthwhile activities for young children. It is advisable to enrol the children as members of the Castlebar Library.
- 12. Teacsleabhair Scoile:** Any new school textbooks torn or lost must be replaced by the parents. Books must be kept neat and tidy, and all loose pages should be sellotaped. Peann Luaidhe/Pencils: Rang1 – Rang VI freagrach as a peann luaidhe. Rang 1 – Rang 6 are responsible for their own pencils. Please check for pencils in the school bags every day. All books should be covered and labelled as Gaeilge.
- 13. Dul a chodhladh in am:** cleachtadh do pháistí amach anseo. 8:00in gach oíche. 10-12 hours sleep is recommended for all school-going children from Naíonáin – Rang VI. Regular sleeping pattern is essential for good concentration, learning and memory skills. T.V viewing should be curtailed from Monday to Thursday. Board games/reading should be encouraged for all ages.

- 14. Cuir srian ar bhreathnú ar an Teilifís gach maidin:** Children should not be allowed to watch television in the morning before school. Do not allow T.V/videos/dvd/playstation to dictate homelife in your home.
- 15. Sláinteachais/Glantachas:** Children should be fully toilet trained before starting school.
- (1) **Leithrisí** – is cóir go mbeadh na leanaí in ann an leitreas a úsáid, iad féin a ghlanadh, leitreas a scaoileadh, agus na lámha a ní agus a thriomiú. Foster this habit.
 - (2) **Dreancaidí** – Bí ag faire. Lotion and shampoo to be used, if required. Weekly check by using a fine comb should be kept, & long hair should be tied up. School should be kept informed. **Timpistí** – Should the child have an accident in school, parents will be contacted by phone and if necessary arrangements will be made to take the child to casualty.
 - (3) **Tinneas** – Should the child becomes ill at school, contact will be made by phone to arrange for the collection of the child in order to look after their needs.
 - (4) **Medical Problems/Concerns/Allergies – Parents must inform the school by filling in details on the school medical card, and must ensure that this information/medication is updated as necessary and is brought to the attention of the classteacher, and rúnaí na scoile.**
Parent and emergency contact numbers must be made available to **the school, and kept updated. Parents must inform the rúnaí and the múinteoir ranga if the address or phone numbers change.**
- 16. Paidreacha/Prayers :** Tuistí – Prayers in English are taught by parents.
Múinteoirí- Paidreacha as Gaeilge múinte ar scoil.
Beidh na paidreacha ar eolas go tapaídh as Béarla agus as Gaeilge.
Routine is advised : praying going to bed, in the car etc.
- 17. Toys of Educational Value/Games/Books:** Educational toys that are surplus to requirements and no longer of use at home would be welcome in school: draughts, puzzles, snakes and ladders, construction, Lego etc. Board Games are useful for rainy days. To avoid problems it is not advisable for infants to bring their own personal toys/valuables to school.
- 18. Moltaí/Suggestions:** Any ideas or suggestions worth committing to paper may be dropped by nóta sínithe into oifig an phríomhoide.
- 19. Teachers Meetings/School Organisation:** ½ Days – Children dismissed at 12:30pm. Children must be collected promptly on half-days.
- 20. Lón/Lunch: Tá lón sláintiúil mar pholasaí scoile:** No cans/tins fizzy drinks, or glass bottles allowed. (safety precaution). Lollipops are not allowed. Ensure bottle tops are tight. **Ensure that healthy lunches are provided-Fruit, biscuits ,sandwiches. No crisps, nutella, chewing gum, popcorn, bars, peanuts or anything in a coloured wrapper allowed.** Prohibit Es! Drinks may be brought in plastic bottles or cartons. Ensure that child has a healthy diet – breakfast, dinner and tea. Curb sugar and salt intake. Uneaten lunches are brought home daily, so that

parents can check the amounts eaten. Provide yogurt and drink sizes that are suitable, so that they will be fully consumed.

- 21. Tinneas/Sickness:** Keep infections to a minimum. Keep children at home for, sore throats, colds, high temperature, nausea, diarrhoea, chills, fever, skin rash, inflamed eyes, earache etc. Call the Doctor if necessary, and send a note to the class teacher on the child's return to school. **Keep sick children at home, as the school will have to make contact with parents and arrange to send any child who is unwell home again.**

- 22. Money Damhsa/Snámh/ Leabhair/Teas:** Pay on due date. This makes accounting easier. Give exact money to the eldest child in an envelope with activity, family name and amount on the envelope and instruct the child to hand the envelope to the class teacher first thing in the morning. Money must not be left in envelopes or drawers in classrooms or any other place.

23 Activities in school time:

Damhsa : every Friday – €1.50 an cheachta. Rang Naí – Rang 6 (ag tosnú ar 9:00 a.m.)Uimh. Bernadine086/8492287

Snámh: 8 sessions (30mins) - Rang II – Rang VI. Linn Snámha.

Feadóg : will be taught from Rang II – Rang VI.Múinteoirí Ranga.

Iománaíocht : Every Thursday: Rang 3, 20 páiste ó Rang4/5,5/6.Gavin Keary.

Iodaláis/Italian : Rang V &VI (45 nóim. gach Seachtain)Múinteoir Gearóid.

Computers : Naí Shó. – Rang VI, Múinteoirí ranga.

Rugby: Rang V&VI every Thursday from 1:00-1:40 p.m.Michéal Ó Cathmhaoil. (Club Rugbaí)

Extra Optional Curricular Activities:

Football Skills: 2:30 – 3:30, Tuesday & Wednesday , weather permitting, múinteoirí sa scoil.

Piano : Rang III – Rang VI. ----Antoinette Loftus Thurs,& Friday.Pupils should enrol for lessons in Rang I &II €7 per lesson.

Phone no. 094/9064908/087/6668894

Grúpa Cheoil: Noel Kilkenny (087) 780-7983 Wed 12:30-1:00 (Rang II& III-1:00-1:30) (Rang IV ,V,&VI 1:30 - 2:00)---Seomra 12

Cór/Grúpa Cheoil : Aifreann Scoil Raifteirí.

Participation in local& national games, quizzes, art competitions etc.

24. Gutháin So-Ghluaiste/Mobile Phones::

Children are not allowed to bring Mobile Phones to school under any circumstances.

25. Leath-Laethanta/Half Days: Watch out for notes.

Beidh nóta tugtha don pháiste. Tá sé rí- thabhachtach go mbaillítear an pháiste ag an t-am ceart.

It is important that children are collected on time (12:30pm), particularly on half days. Should children not be collected on time parents are contacted and arrangements will be made to send them home by taxi, if necessary.

Polasaí maidir le Fágáil/Bailiú Páistí/Policy for parents regarding the people who drop-off and pick-up children at school:

- (1) Ensure that the arrangements are made known to the teacher/school i.e phone numbers etc. and stick to the same arrangements to avoid confusion.
- (2) Should the arrangement be changed, advise the class teacher, bus driver & the school by nóta.(at least one day's notice)
- (3) Children/Parents/Teachers get upset and confused, if arrangements are continually changing. Welfare of the children, security, in a happy steady schedule and routine is strongly advised.
- (4) Messages for children cannot be delivered, unless there is an emergency.

26. Earraí/Bréagáin Luachmhar/Valuable Toys & Goods: Please ensure that your child does not bring valuable clothes, shoes, coats , toys or other goods to school.

27. Parental Involvement in school/ Tuistí páirteach sa scoil.: Tá gaol mhaith comhoibriú idir tuistí, bord agus foireann na scoile. Is ar an mBord Bainistíochta a thiteann freagracht iomlán na scoile. Bíonn an freagracht laethúil ar an bPríomhoide. Tá coiste na dtuistí sa scoil bunaithe chun tacú le obair na scoile. Bhí coiste airgeadais sa scoil tráth chun airgead mhór ó thaobh halla nua na scoile a ardú. Is maoin luachmhaire iad na tuistí don scoil, le freastal ar chruinnithe, tinreamh mhaith agus tacaíocht a thabhairt don Bord, don Fhoireann, don Choiste, agus le oícheanta soisialta, cabhair airgid nó eile a thabhairt nuair is ghá. “Ní neart go cur le chéile”

28. Useful Telephone Numbers/Uimhreacha Úsáideacha: Parents are advised to make sure that they and their babysitter/creche know (1) the school telephone number and the teachers name,(2) Bus drivers name and number.

29. Snámh Do Rang 1 agus Naíonáin: Due to changes in swimming club rules and in line with Health & Safety rules swimming classes during school time for Infants-Rang I are no longer permitted. Parents are advised to arrange swimming classes for these children outside of school hours so that they will be familiar with the pool when they reach Rang II.

POLASAÍ SCOIL RAIFTEIRÍ I LEITH:

Tosaitheoirí Nua:

Ag tús na Scoilbhliana tá an-ghá go mbeadh comhoibriú mhaith idir na páistí óga nua, a dtuistí agus an oide féin.

Moltaí don oide ranga:

- Bheith eagraithe agus réidh m.s ainmneacha na bpáistí ar stickers/greamadoirí do lá 1-7.
- Páistí a shocrú isteach ionas go mbeadh siad sona sásta ar scoil
- Am foighne, fuinneamh a chur isteach leo ionas go mbeidh gaol mhaith idir an oide, an pháiste agus an tuiste.
- Páiste réidh agus socair ar a am/luas féin (mí de ghnáth).
- Go mbeadh atmasféar réidh, eagraithe, oscailteach, fáilteach le fáil sa seomra ranga chun tuistí a chur ar a suaimhneas.

- Structúr agus clár oibre an lae a bheith leagtha amach.
- Aithne a chur ar dhaoine atá ag fágáil /bailiú an pháiste mar ghnáth coras.
- Eolas a chur ar pháistí a fhágtar, a bhailítear ar an mbus scoile.
- Súil géar a choinneáil nach n-éalodh aon pháiste i ndiaidh Mamaí /Daidí/ feighlí linbh tar éis slán a fhágáil leo ar maidin ag tosnú scoile i Mí Meán Fómhair agus tar éis aon laethanta saoire go dtí rang I nó II Cabhair .
- Go mbeadh muinín ag gach páiste aon fadhb beag atá acu a rá leis an oide ranga chun réiteach.
- I gcás go bhfuil an pháiste sásta beidh an tuiste sásta agus a mhalairt.
- I gcás go bhfuil earraí/cabhair/ eolas breise ag teastáil é a lorg ón bpríomhoide.

Cruinniú Tuistí sa halla i Mí Mean Fómhair; (1) ar mhaithe leis an bpáiste agus a dtuistí agus ar son an oide ranga. (2) Chun tuistí a chur ar an eolas faoi bainistíocht, rialacha agus rithim na scoile.(3) Eolas faoi na leabhair curaclam agus lá oibre an pháiste.(4) Chun na polasaithe scoile a shíniú. Is cóir go mbeadh billeoga eolas, comhrá ón bpríomhoide agus oide ranga. Is cabhair é do thuistí aithne a chur ar a chéile le cupán tae.

Cáirde Cuideacha: Rang VI 11:00 – 11:10

Tré eagrú ón oide ranga agus oide Rang VI. Bíonn páistí móra ag cabhrú/súgradh ag labhairt i nGaeilge le páistí óga. Cuireann siad na páistí óga ar a suimhneas agus is mór an chabhair agus an fhoghlaim a thugann na gasúir ó Rang VI agus ó Naí. Shó. dá chéile.Cuidíonn na Rang VI na naíonáin a thabhairt amach ar an gclós súgartha go dtí an spás agus ar ais chuig an tseomra ranga. I gcás go nairaíonn siad go bhfuil trioblóid ar pháiste, an oide feitheoireacht a chur ar an eolas.