



June 2021

St. Kevin's National School, Greystones.

WELCOME TO ST. KEVIN'S

On behalf of all members of this school community, I would like to sincerely welcome you to St. Kevin's. The school is committed to developing a caring environment where your child can learn and develop in a secure, happy and Christian atmosphere.

This is a very important step for your child and it is a significant event in the life of your family. You are beginning a long association with us and I am confident that over the coming years, we will develop a close and supportive partnership and have a few laughs along the way.

This information pack provides details of the school and how it functions. Confidence in the school comes from knowing and understanding what is happening here. Please keep your pack in a safe place and refer to it as necessary. Further information can be added over time and the folder can be used to store holiday lists, pupil reports etc.

I wish you and your child every happiness in the coming years in St. Kevin's. If you have any questions or concerns, just phone or drop into the school to see me. I will always be available to talk.

Kind regards,

Corrina Bailey,
Principal

CONTACT US:

St. Kevin's National School,
Rathdown Road, Greystones, Co. Wicklow.
Telephone: (01) 2876660
E-mail: office@stkevins.ie
Principal: Corrina Bailey
Secretary: Felicity O'Dowd
Opening Times: School starts at 8:50 am and finishes at 1:30 pm each day for the Infant Classes and 2:30 for the rest of the school.

STATEMENT OF OUR SCHOOL

St. Kevin's N.S. is a Catholic primary school for boys and girls from Junior Infants up to Sixth Class.

The school ethos describes the essential spirit of the school, the interaction between our beliefs, attitudes and values and the daily practices and traditions which are maintained. Your recognition and appreciation of our unique ethos will grow, as both you and your child experience it in operation on a day to day basis.

We have tried to capture a sense of our positive ethos in the following statement:

St. Kevin's National School encourages and guides each and every child in developing fully their own gifts, while caring for one another in the way Jesus taught us. As a school community, it values the contribution of all its members, respects their uniqueness and responds to their individual needs in a caring and supportive way. It sees itself as an extension of the family. As a parish school, it encourages pupils to participate in parish activities appropriate for their age.



OUR SCHOOL AIMS

At St. Kevin's National School, we encourage and guide each and every child in developing fully their own gifts while caring for one another. As a school community we value the contribution of all our members, we respect their uniqueness and respond to their individual needs in a caring and supportive way. We see ourselves as an extension of the family.

As a school we aim to develop an environment that:

- Is guided by our **STKEV** values and attributes – **Self-awareness, Teamwork, Kindness, Engagement in my learning and Versatility.**
- Encourages an atmosphere of respect,
- tolerance and consideration for others
- Fosters pride in our school and its community
- Is safe, supportive and conducive to learning
- Allows the school to function in an orderly way where children can make progress in all aspects of their development
- Assists parents and pupils in understanding the systems and procedures that form part of the code of behaviour and seeks their co-operation in the application of these procedures
- Ensures that the system of rules, rewards, and sanctions are implemented in a fair and consistent manner throughout the school.

THE PRIMARY SCHOOL CURRICULUM AT ST. KEVIN'S

The term 'curriculum' encompasses the content, structure and processes of teaching and learning. It includes specific and implicit elements. The specific elements are those concepts, skills, areas of knowledge and attitudes which children learn at school as part of their personal and social development. The implicit elements are those factors that make up the ethos and general environment of the school. A two page Information leaflet about the Primary Language Curriculum is included in your pack.

The curriculum is formulated by the Minister for Education, on the advice of the National Council for Curriculum and Assessment. The curriculum is adapted and implemented by each school relative to its particular ethos. The Department of Education monitors the implementation of the curriculum through its inspectorate.

The Religious Education programme is formulated by our Patron, Archbishop Dermot Farrell to support teachers in the area of Religious Education.

Visit www.helpmykidlearn.ie for enjoyable activities in which parents and children can engage in.

Principles

The primary school curriculum is based on the following principles:

- the full and harmonious development of the child, with due allowances made for individual differences.
- the central importance of activity and guided-discovery learning and teaching methods.
- teaching and learning through an integrated curriculum and through activities related to the child's environment.

Subject Areas

The current curriculum consists of the following subject areas:

- Irish
- English
- Mathematics
- Social & Environmental Studies (includes History, Geography, Science)
- Music
- Visual Arts
- Physical Education
- Drama
- Religious Education



THE PRIMARY SCHOOL CURRICULUM AT ST. KEVIN'S

Over the course of their eight years in St. Kevin's NS, your child will develop new concepts, skills and knowledge in all areas of the curriculum. A variety of teaching methods will be employed - class teaching, group work and individual work. In junior classes, children will often work in groups and much of their work will be cross curricular, integrating different subject areas. In senior classes, teachers are encouraged to integrate subjects across the curriculum in real world contexts for learning. Pupils are encouraged to take an increasing level of responsibility for their learning which ultimately prepares them for the transition to secondary school and life-long learning. Additional educational opportunities will be provided through special school initiatives.



For example during any school year various pupils could have the opportunity to:

- be involved in the school's promotion of reading or Discover Primary Science;
- attend special performances for children in the National Concert Hall;
- get involved in our annual Science Fair;
- perform on stage with their class in the school Christmas concert;
- visit the National Gallery and National Museum;
- enter a variety of art and poetry competitions;
- meet children's writers and artists.

While Covid-19 restrictions have hampered our plans with such opportunities in the last year, we hope that as we transition back to our new normal, that we will see a return to the various learning opportunities that St. Kevin's has to offer.

Religious Education

As a Catholic school, we aim at promoting the full and harmonious development of all aspects of your child, including his/her relationship with God, with other people and with the environment. Religious Education is an important feature of the school curriculum, which permeates all aspects of school life and can be identified in the following characteristics of the school:

- We have a sacred space in the school which is updated in line with the Catholic calendar
- The policies, practices and attitudes of the school are inspired by Gospel values.
- Religious education is provided for the pupils in accordance with the doctrine and tradition of the Catholic Church.
- Prayer is a feature of the school day.
- The pupils are prepared for the reception of the sacraments of first confession and forgiveness, first holy communion and confirmation, in accordance with arrangements in the diocese.
- The liturgical seasons are part of the rhythm of the school year.



- The children are given opportunities to participate in liturgical celebrations arranged by the school.
- The school identifies itself with the parish and works closely with them.
- The pupils are encouraged to participate in parish activities appropriate to their age.
- A spirit of mutual respect is promoted within the school community. Pupils are taught to appreciate and respect people of different religious affiliations and of different nationalities.
- The school's code of behaviour reflects the Christian values promoted within the school, with an emphasis on forgiveness, reconciliation, new beginnings and hope. Teachers are sensitive to the needs and particular circumstances of pupils.



The formal programme of religious instruction utilises the "Alive-O" and "Grow in Love" schemes. The catechetical approach and doctrinal content of these schemes takes into account the children's age, needs and capacity to learn.

THE PRIMARY SCHOOL CURRICULUM AT ST. KEVIN'S

Additional Needs

At St. Kevin's we aim to provide a curriculum which is tailored to provide for the needs of all pupils. Class teachers monitor the progress of all children and both formative and summative assessment methods are used to inform teaching. Additional help is available from the Support Teachers on a priority basis. Where pupils experience special difficulties, we will consult with the parents and assist them in accessing appropriate outside support services.

Digital Development Plan

We are living in a digital world and are acutely aware that keeping up to date with modern trends is extremely important if we are to prepare our children for the future. Therefore, we have and will continue to invest heavily in this area. In 2016, we were awarded a '**Digital Schools of Distinction Award**' for excellence in the promotion and use of integrating technology into the classroom.

Physical Education and Sport

Every week, all pupils participate in P.E. Infant classes will have shorter lessons for two periods each week. While we recognise the importance of physical education for all pupils and would wish to provide more opportunities, we are limited by the time allocated to each subject by the Department of Education. However, we look forward to again actively



promoting participation in sport and provide pupils with many after-school sports activities post Covid-19.

St. Kevin's has had many sporting successes over the years, including our soccer team winning the South Leinster Championship. Our athletics teams also enjoy great successes each year at the Wicklow sports.

We are very proud of all our pupils who have excelled in various sports over the years, but we still emphasise the importance of participation in sport by all pupils.

After School Sports

Usually, after school sports are offered to the older classes and include Gaelic football, hurling, camogie, tennis, basketball and soccer. We await further government information regarding restrictions before a decision will be made about after school sports in 2021. In the summer term, pupils are involved in athletics at class, school and inter-school level.

Post-Covid, all children will also have the opportunity to go swimming and to athletics on a weekly basis, (supported by our Parents' Association).



Music

Music is an important part of the school curriculum and lessons include vocal and rhythm exercises, song singing and listening to music of various styles. Pupils who have a particular talent for singing may be invited to join the school choir. The school choir participates in various ceremonies for First Communion, Confirmation and in the National Children's Choir.

We have some of our senior classes learning to play the ukulele. In previous years, we have also offered music options as part of our After-School activities and we would hope to see these resume when it is possible to do so post-Covid.



THE PRIMARY SCHOOL CURRICULUM AT ST. KEVIN'S

Other After-School Activities

- French & Spanish
- Chess
- Art & Craft
- Drama
- Irish Dancing
- Tae Kwondo
- Keyboards
- Hip Hop Dancing

Details will be available in September as to arrangements for after-school activities, dependent on government guidelines.

Pupil Assessment and Reporting

Pupil Assessment involves a combination of self-assessment, ongoing informal teacher assessment and the periodic use of standardised testing. In May each year, students' progress and achievement levels in literacy and numeracy are

tested using either the Drumcondra Reading Test and the Sigma-T Maths test. These tests allow teachers to evaluate the progress of each child relative to a national standard. Additional standardised literacy tests are used by the learning support/resource teachers to assess the progress of pupils receiving special support. The standardised scores will be reported to parents each year.

Formal Parent-Teacher meetings are held for Infants in February each year and in November for 1st-6th class pupils. The parents of all children in the school have scheduled appointments to meet with the class teacher. The teacher will report on the pupil's day to day work, social skills etc.

A written report on each pupil is provided to parents at the end of each academic year. It is sent out approximately two weeks before the end of school to allow parents the opportunity to discuss the report with the class teacher.

HOME-SCHOOL COMMUNICATION

As a parent, you have the right and the responsibility to provide for the education of your child. In sending your son/daughter to St. Kevin's, you avail of the expertise and resources of formal schooling, but your role in your child's development remains crucial.

Partnership between the school and the home promotes the sense of school as an extension of the family. Communication between school and home is central to this partnership. School will become a major part of your child's home-life and home will become a major part of school-life. Through good communication, we will be able to support each other by understanding our respective roles in the education of your child. If a child is experiencing a particular problem, it is essential that you communicate this to the teacher. Family stress caused by an illness, a new baby, bereavement or a separation, for example, may result in a child becoming disruptive or withdrawn in school. Difficulties at home can be discussed in private with the class teacher or principal and it will allow us to help your child to cope and to make allowances for that distress.



Parent-Teacher Communication

Good communication between the individual parent and teacher is maintained by regular contact of a formal and informal nature. Parents may meet with teachers on a one-to-one basis to discuss their child's progress or other matters of concern to the parent or teacher. Parents are asked to discuss any matters with teachers **before** they address them with the principal. A one page communication sheet will be sent home to all parents by the class teacher at the start of each year. This will explain how parents can contact the school teacher etc.

Informal Contact: Parents of younger pupils in particular are in regular contact with the class teacher when delivering and collecting their children. For small issues parents can talk to the teacher in the morning or after school. Parents of older pupils are equally welcome to meet with the class teacher informally for a few moments. Where a meeting is likely to last more than a minute or so, it is advisable that an appointment is made.

Meetings by Appointment: Teachers are always willing to meet with parents, but it can be difficult to give parents their full attention if they arrive unexpectedly at the classroom door and the

HOME-SCHOOL COMMUNICATION

teacher is trying to maintain supervision of the class inside. We request therefore that you make a **prior appointment** with the teacher for a mutually convenient time. Details of how to make an appointment will be provided by all teachers at the start every school year.

Written Notes: The teacher and parent can also maintain contact through letters and notes. The child's homework notebook can be a valuable link between home and school and is ideal for notes about homework difficulties, absence from school, dental appointments etc. More private information can be communicated through letters in a sealed envelope.



Email: For your convenience, all correspondence from our office will be sent out to families via email. If you do not have access to email, please inform the school

Principal Communication: Regular contact is currently maintained between the Principal and the general body of parents by email and on our school website at www.stkevins.ie Each morning the principal Corrina Bailey opens the school gates and welcomes both children and parents into the school. This can be the perfect opportunity to informally discuss an issue with her. However, if it is more convenient parents may telephone the school and talk to Corrina. Alternatively, you can email her directly at principal@stkevins.ie

If the Principal is unavailable when you call, she will make contact with you as soon as possible. Formal meetings with the Principal can be easily arranged by telephoning the school secretary or emailing the Principal. The bottom line is that parents and teachers want the best for all children and by working together we will achieve this.

Other Home-School Communication

Text service: The school will also use this service in cases of an emergency ie to inform parents of an unexpected school closure, to let parents know if an after-school activity is cancelled etc.

School Questionnaire:

On occasion parents will be requested to fill in a questionnaire about the school. This allows parents to identify the strengths of the school as well as areas the school could improve in.

School Website: Parents can keep up to date with the day-to-day activities of the school by logging on to the school website at www.stkevins.ie



Parents' Association:

St Kevin's Parents' Association committee also maintains contact between the home and school and will contact parents via letters sent home. There is also a parents' notice board in the school.

The Parents' Association Annual General Meeting is held to inform parents of the work of the committee during the previous year and to elect parents to the new committee.

The PA also communicate about events through the school's Facebook page named 'St. Kevin's National School Greystones.' This is only open to parents of the school .



HOME-SCHOOL COMMUNICATION

Learning Support Education: Where children are identified who would benefit from special support the parents are invited to meet with the learning support teacher. Regular contact is maintained between the learning support teacher, the class teacher and the parents. Meetings of parents in small groups are also held to involve parents in the Shared Reading Programme.

Board of Management: The Board of Management is responsible for the direct governance of the school. Responsibility for the day-to-day management of the school devolves to the Principal. Most communication with parents will be through the Principal. The Chairperson of the Board of Management will also communicate with parents and will invite parents to attend a meeting to elect parents' representative to a new Board of Management, which has a term of office of four years.

MAINTAINING HIGH STANDARDS OF BEHAVIOUR

The Board of Management has ultimate responsibility for behaviour in the school. The overall day to day responsibility for behaviour rests with the Principal. Each teacher has the responsibility for the maintenance of good behaviour and good order within his/her classroom while sharing a common responsibility for good behaviour within the school premises. Parents/guardians can support the school by encouraging their children to understand the need for school rules, and by communicating any relevant concerns appropriately to the school.

Prior to registering a pupil, parents/guardians of the child are asked to confirm in writing that the code of behaviour is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code by the child.

Our school rules are based on the core values and qualities that our school community identified for our St Kevin's learners.

Be Self-Aware

- Respect yourself
- Be prepared for a positive day of learning
- Take pride in your appearance e.g. wearing correct uniform
- Value your own safety
- Take care not to cause harm – either accidentally or intentionally
- Walk quietly and carefully around the school.

Be a Team Player

- Respect others
- Value and celebrate our differences
- Value and respect the right of all children to an education
- Value the work and opinions of others

- Value all staff who teach you, who support you in the school environment, who maintain the school environment, who operate the office etc
- Remember to behave appropriately when wearing the school uniform especially when representing the school on various excursions.

Be Kind

- Respect the environment
- Care for all members of our school community
- Share with others
- Be polite and pleasant to everyone
- Keep the school grounds clean and help tidy up
- Look after displays
- Take pride in our school by being polite and pleasant to each other and to visitors.

Be Engaged In Your Learning

- Work to the best of your ability
- Take pride in your learning
- Take responsibility for your own learning
- Demonstrate a positive attitude towards your school work
- Listen to others without interrupting

Be Versatile

- Accept decisions made on professional grounds
- Use respectful ways of resolving difficulties and conflict
- Work in a manner that is considerate of others
- Use equipment properly and carefully and always return it when you are finished in the best condition possible
- Follow instructions from staff promptly

A copy of our Code of Behaviour can be found on our school website.

GENERAL INFORMATION

Child Protection: If you have any child protection concerns or questions, please contact Corrina Bailey who is the Designated Liaison Person, or in her absence Mary Begg (Deputy Designated Liaison Person).

In the Morning: The school will open officially at 8:50 am each morning. We cannot accept responsibility for children who arrive before the official opening time. On their arrival at 8.50, children should go straight to their class line up point where they will be met by their class teacher. Formal lessons will begin at 9:10 am and all children should be in class at that time.

Punctuality: Please encourage your child to be punctual. Lateness for school or absence from school requires a message from parents. If a child needs to leave early, a telephone call or a note from the parent is necessary. Pupils will not be permitted to leave school to go to a shop at lunchtime.

Break-times: There is a morning break from 10:50— 11:10 am. Please give your child something small to eat at this time. A piece of fruit is recommended.



Lunchtime is from 12:40 - 1:00pm. Pupils will generally eat their lunch in class before going to the playground. Please note, that **due to the high**

numbers of children with severe nut allergies, the school is a nut and seed free environment.

Please do not give your child too big a lunch, as a lot of food is wasted by children at school. We encourage children to bring healthy lunches to school and ask for your co-operation by only giving sweets as an occasional treat. Chewing gum is strictly forbidden. Please provide your child with an appropriate container for their lunch and drink and mark them clearly with the child's name. No glass bottles or containers are permitted.

Children will play in the playground during breaks and will be supervised by a teacher. They may not stay in the classroom during this time. If the weather is bad, children will be supervised indoors during breaks. If for serious medical reasons, a child is advised to remain indoors during break periods, a note to that effect must be given to the teacher. For

insurance purposes children in casts/slings will not be permitted out to the yard at lunchtimes.



Going Home: For Junior Infants, classes will end at 1:30 pm. Each child should understand what arrangements are made for going home. Parents can meet their children outside the main door of the school. On wet days they can be collected from the classroom. **Please inform the school by email if someone different is collecting your child from school.**

All other classes will end at 2:30 pm. Pupils will leave through the exit door nearest their classroom and should meet with their parents at an agreed location. Please consider carefully the following points regarding traffic and parking.

Traffic and Parking: Traffic congestion and a lack of parking facilities is a serious problem for all the primary schools in Greystones. In the interests of all our community, but particularly the safety of our children, we ask that you are as careful and considerate as possible.

Access for cars to the school grounds is through a single narrow entrance and there are just about enough carparking facilities for staff. In the mornings most parents only need to stop briefly to drop off their children.

Please do not pull in across the entrance to the school. Parents are not allowed to park in the set down area in the morning drop off as this is reserved for buses.

In the afternoons parents of Junior Infants collect their children at 1:30 pm. and all others are collected at 2:30 pm. For these pick-ups, please park outside the school grounds without obstructing others.

For safety purposes, please do not drive into the school to collect your children from after school activities.



Dogs: for the safety of your children, dogs are not allowed to be brought onto the school premises.

GENERAL INFORMATION



Health Issues

Parents are requested to inform the school should a child have any medical condition, such as severe allergies, asthma, epilepsy, diabetes etc. School staff will not normally administer medication.

Parents are welcome to come to the school and administer medication themselves. In exceptional circumstances a teacher may agree to be involved in the administration of medication but it is necessary for the parents to write to the Board of Management requesting that the Board authorise a teacher to administer medication.

If a child suffers an injury or becomes ill at school, the teachers and support staff will respond in a caring and professional manner. Most accidents require minor aid. Where the injury is more serious, or the child complains of being unwell, the parents will be contacted. It is important that parents or other designated adults are contactable during the day.

School Uniform

Both Junior and Senior Infants are allowed to wear their tracksuit **everyday**. From 1st class onwards pupils can wear their tracksuit or the school uniform each day, wearing the tracksuit on their class' P.E. days.

The Infants uniform, which is available from School Wearhouse in Tesco Greystones, is as follows:

- Wine Tracksuit with green stripe and crest
- White Polo shirt
- Runners

Summer: From May 1st to September 30th children are allowed to wear school wine-coloured shorts, and a white t-shirt with their school tracksuit top to school.

All your child's belongings should be clearly labelled. Every effort will be made to locate missing items. Please do not allow your child to bring valuable items or toys to school. The wearing of earrings can cause problems for

children during the many play/activity periods and the loss of treasured jewellery can be very upsetting for children. The wearing of jewellery, therefore, is not recommended

Bicycles and Scooters

Pupils travelling to school by bicycle or scooter must dismount at the school gate. Cycling or scooting within the school grounds is prohibited. Pupils should wear a cycle helmet. Bicycles and scooters must be left parked in the designated area and should be locked. The school is not responsible for theft of or damage to bicycles or scooters while on school property.

Outside Reports

If we receive a report from you from an outside agency (eg a speech and language report), we upload this to our secure server Aladdin. This will allow your child's teacher to view the report at the touch of a button.

We sincerely hope that you and your child will be very happy at St. Kevin's NS. If you ever have any questions or concerns, however small, please do not hesitate to contact your child's teacher or the school Principal, Ms. Bailey.

