

# Prospectus

## 2023/24



**School Information**  
Scoil Íosagáin Primary School  
Church Road, Ballybunion, Co. Kerry

Tel:	068 27272
School Email:	<a href="mailto:office@ballybunionprimary.ie">office@ballybunionprimary.ie</a>
School Website:	<a href="http://www.ballybunionprimary.ie">www.ballybunionprimary.ie</a>
School Facebook:	Search: Ballybunion Scoil Íosagáin
Roll Number:	20196I
Principal:	Mrs. Ita Walsh
Deputy Principal:	Mrs. Maura Sugrue Gunn

Scoil Íosagáin Ballybunion is a Catholic School under the patronage of the Most Rev. Ray Browne, Bishop of Kerry.

Our current Board of Management is as follows: Mrs. Joan Murphy (Chairperson), Mrs Ita Walsh (Secretary), Mrs Maura Sugrue (Teacher Rep), Mr. Niall O'Connor (Parent Rep), Mrs. Mairead McMahon (Parent Rep), Mr. Sean Costelloe (Treasurer), Ms Carmel Guiney (Community Rep) and Mr. Tom Allen (Community Rep).

## *Scoil Íosagáin Primary School Introduction*

Scoil Íosagáin primary school is a Catholic school which aims to provide a caring learning environment which facilitates the nurturing of each pupil's full educational potential. The achievement of this aim informs all of the planning processes and activities which occur in our school.

Teachers and parents are partners in the children's education, with co-operation and communication between home and school being vital ingredients in the educational process. We all share the same aim; the well-being of the children in our care. Our school motto is: Together we make a difference.

### *School Charter*

A Roman Catholic School (which is established in connection with the Minister) aims at promoting the full and harmonious development of all aspects of the person that is the pupil; physical, cultural, moral and spiritual, including a living relationship with God and with other people. This 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 Church provides religious education to pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church and promotes the formation of pupils in the Catholic faith.

Our Primary aim in Religious Education is to help the child to become aware of God's presence in their lives and respond to His invitation to enter into a personal relationship with Him. When the children are baptised, you as a parent accepted the responsibility of giving them a Christian upbringing. Parents are the primary educators of their children and what the children learn in school will be of little value if it is not experienced and practised at home.

In preparation for the reception of the Sacrament of Penance, Eucharist and Confirmation, special meetings are held and parents are urged to attend these meetings. Preparation for the reception of the Sacraments is a responsibility shared jointly by parent, school and parish.

The wishes of parents will always be respected in the matter of religious instruction. However, it is not possible to remove non-Catholic children from the classroom when religious instruction is taking place. These children will continue with their schoolwork and will not participate in Religious Education lessons.

### *Mission Statement*

Our mission is to promote the holistic development of each individual child by fostering a caring and creative environment that emphasises the social, emotional, physical, intellectual, spiritual and moral development of each child.

# *Child Protection Policy*

The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, practices and activities. Accordingly, in accordance with the requirements of the Department of Education and Skills' Child Protection Procedures for Primary and Post Primary Schools, the Board of Management of Scoil Íosagáin Ballybunion has agreed the following child protection policy:

1. The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools as part of this overall child protection policy.
2. The Designated Liaison Person (DLP) is Ita Walsh, Principal
3. The Deputy Designated Liaison Person (Deputy DLP) is Maura Sugrue, Deputy Principal
4. In its policies, practices and activities, Scoil Íosagáin, Ballybunion will adhere to the following principles of best practice in child protection and welfare:
5. The school will
  - recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
  - fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
  - adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
  - develop a practice of openness with parents and encourage parental involvement in the education of their children; and
  - fully respect confidentiality requirements in dealing with child protection matters.
6. The Board has ensured that the necessary policies, protocols or practices as appropriate are in place in respect of each of the above listed items.
7. This policy has been made available to school personnel and the Parents' Association and is readily accessible to parents on request. A copy of this policy will be made available to the Department and the patron if requested.
8. This policy will be reviewed by the Board of Management once in every school year

We cover our entire Social, Personal and Health Education (SPHE) on a two year cycle. We consider odd years as year 1 (e.g. 2019) and even years as year 2 (e.g. 2020). In January of every even year the whole school takes 6 weeks to cover the Stay Safe Programme. In term 3 of every odd year we cover the Busy Bodies section of the senior cycle. See our SPHE and RSE policies for further information.

*Please note that a more comprehensive version of this policy is available on request. The School's Child Safeguarding Statement is available in our school entrance hall and can be emailed to parents on request.*

## *Enrolment/Admissions Policy*

### *General Information*

The Board of Management of Scoil Íosagáin has set out its enrolment policy in accordance with the provision of the Education Act, 1998. The Board of Management trusts that by so doing, parents will be assisted in relation to enrolment matters. Please see our full enrolment policy on our website, [www.ballybunionprimary.ie](http://www.ballybunionprimary.ie)

### *General Enrolment Procedure*

Scoil Íosagáin has a specific enrolment application form as well as a specific registration form. Copies of both forms are available from the school secretary, email [office@ballybunionprimary.ie](mailto:office@ballybunionprimary.ie) or download a copy from our website [www.ballybunionprimary.ie](http://www.ballybunionprimary.ie)

Enrolment application forms will also be sent to both local preschools in October each year. The application form must be returned to the school by the relevant deadline (see policy). Once returned parents/guardians will be given the full registration form which must be returned to the school within the timeline specified (see policy). If maximum enrolment figures (currently accepted by the DES as 27 per class) in Junior Infants are reached, then anyone enrolling after the deadline date will be placed on a waiting list. Failure to complete forms in full, or to withhold information or reports will result in refusal to admit the applicant. The behaviour record of a student in their previous school shall be considered. The attendance record of a student in their previous school shall be considered.

### *Junior Infant Enrolment Procedure*

The registration process is initiated on receipt by the school of a completed enrolment application form. This form must be signed and dated by one or both parents or guardians. The form will be date stamped on receipt by the school. Telephone calls or personal school visits concerning enrolment will be facilitated, but are not in themselves enrolment applications.

Date of application, child's date of birth, address and telephone contact number are recorded on our online database (Aladdin). The acknowledgement of an application merely confirms that it will be assessed under the criteria outlined, and does not confer any further status on that application.

Entry in the School Record of Applications (Aladdin) means that an application will be considered in early March of the relevant enrolment year, and will be evaluated on the basis of

the criteria outlined in this policy. Following this evaluation, the Principal will make a recommendation to the Board, listing proposed enrolments for the forthcoming year. Once an enrolment list is approved by the Board, if refused admission, applicants will be notified of their entitlement to appeal under Section 29 of the Education Act 1998.

Please note: Applications for admission to Junior Infant Class must be made at the very latest by the end of February of the year in which it is expected that the child will start school. The Board of Management strongly recommends that applicant children are at least four years of age on or before April 30 of the school commencement year.

### *Admission Date*

Junior Infants must be 4 years old on or before the 1<sup>st</sup> of September to be admitted to school.

### *Pupils Transferring*

Pupils may transfer to the school subject to school policy and available space. The school will require information concerning attendance and the child's educational progress from the previous school. (Education Welfare Act 2000). The maximum number allowed in any room is 27, taking into account children accessing from our AS classes.

### *Enrolment of children with special needs*

In relation to applications for the enrolment of children with special needs, it is open to the Board of Management to request a copy of the child's medical and/or psychological report or, where such a report is not available, to request that the child be assessed immediately. The purpose of this assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability. Following receipt of the report, the Board shall assess how the school could meet the needs specified in the report. Where the Board deems that further resources are required, it should, prior to enrolment, request the Department of Education and Skills to provide the resources required to meet the needs of the child as outlined in the psychological or medical report. These resources may include for example, access to or provision of any or a combination of the following; resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other.

The school should meet with the parents of the child, prior to enrolment, to discuss the child's needs and the school's suitability or capability of meeting those needs. If necessary, a full-case conference involving all parties should be held, which may include parents, principal, class teacher, learning support teacher, resource teacher or psychologist, social services, CDNT team, as appropriate. The Board of Management reserves the right to view any child in their pre-school or school setting.

Children enrolled in our school are required to co-operate with and support the school/Board of Management's Code of Behaviour as well as other policies on curriculum, organisation and management. The Board of Management places parents/guardians responsible for ensuring that their child/ren co-operate with said policies in an age-appropriate way. In accordance with the Department of Education's rules for National Schools, a child may be suspended for breeches of above policies. These policies may be added to and revised from time to time. The parents of any child, who has been refused enrolment for any reason, are entitled to appeal that refusal pursuant to Section 29 of the Education Act, 1998 and the parents/guardians will be advised in writing of their entitlement to such an appeal. This appeal must be lodged within 42 days of receipt of the final refusal from the school.

Please ensure that you have given an active email address so that relevant policies can be forwarded to you if you choose. Copies of relevant policies are available on our website.

### *Enrolment in AS (Autistic Spectrum) Class*

Scoil Íosagáin provides a facility for children of school going age with a diagnosis of autism. Children enrolling in our AS class must have a written diagnosis of Autism by a professional psychologist/multi-disciplinary team. For the AS class there must be a recommendation by the professional, included in the report, that a special class placement is appropriate. For Enrolment Procedure/Application to enrol please contact the school.

## *Code of Behaviour*

Please see our full Code of Behaviour Policy which is available on our website [www.ballybunionprimary.ie](http://www.ballybunionprimary.ie)

## *Anti-Bullying*

In accordance with the requirements of the Education (Welfare) Act 2000 and the Code of Behaviour guidelines issued by the NEWB, the Board of Management of Scoil Íosagáin has adopted an Anti-Bullying Policy within the framework of the school's overall Code of Behaviour. This Policy fully complies with the requirements of the Anti-Bullying Procedures from Primary and Post-Primary Schools which were published in September 2013. See our full Anti-Bullying Policy on our website [www.ballybunionprimary.ie](http://www.ballybunionprimary.ie)

## *The School Day*

Our school opens at 8.50am and finishes at 2.30pm (1.30pm for infant classes). Children go directly to their classrooms.

Regular attendance and punctuality are very important. Parents are asked to make sure their children arrive in school in good time. Prompt collection in the evening is also expected. The school is not responsible for children before or after school. **Children who arrive late for school (after 8.50am) must be brought to the office by a parent/guardian to be signed in.** Letters will be issued to parents of all children who miss 15 days and then again at 20 days. This information is automatically transferred to TUSLA annually and is a statutory obligation.

If your child becomes ill during school hours parents will be contacted immediately. For this reason, it is very important that the office has your current telephone number. **If you change your address, email or telephone number please inform us immediately. You can also update your details via your Aladdin app.**

## *Health and Safety*

Scoil Íosagáin wishes to promote a healthy lifestyle in the development of the children of the school. Accordingly, the following points are to be noted:

Your child is sharing a room daily with a large number of other children. Close contact with other children is unavoidable, so particular attention should be paid to health and hygiene.

- **Sickness/illness: Children who are ill should not be asked to go to school**, all children who are ill **must remain at home until they have been well for 48 hours** and are exhibiting **no signs/symptoms** (this includes: diarrhoea, vomiting, flu symptoms). Children who are ill will be isolated where possible and sent home immediately. We realise that this may be difficult for working parents so we recommend that parents organise a family member/friend to be available to collect the ill child in these cases. The only way to prevent the spread of sickness/illness is to practice regular hand washing. Please check [hse.ie](http://hse.ie) for the correct procedure for hand washing.
- Head lice are a common problem in primary schools. Parents should check hair regularly for lice, a discreet word to the teacher or Principal and a note will be sent home to all class members, this usually helps stop reinfection. It is important to treat all fabrics including, hats, jackets, scarves and bed linen if your child has been infected.
- During primary school your child will be offered screening for vision, hearing and dental problems. Consent forms will be sent home. Immunisation against certain illnesses also takes place during their primary school years. Parents will be informed of dates and parental consent must be given for vaccination to take place. No child will be vaccinated without parental consent. Vaccinations currently take place in primary health care facilities, not in the school.



- Parents are asked that teachers be made aware of any physical disability, allergy etc. that the child/ren may have.
- We adhere to a healthy eating policy. We are a health promoting school.
- Chewing gum is not permitted in school.
- Teachers are not insured to administer medication to children. If vital medication is needed throughout the day, this must be brought to the attention of the Principal so that administration arrangements can be discussed.
- Scoil Íosagáin's grounds and premises are a smoke free and vape free zone.
- A COVID response plan dealing specifically with COVID related issues is available on our website.

## *Accident Procedures*

- Accidents occur despite supervision. For small trips, falls or minor incidents on the yard the teacher on duty will decide if a parent needs to be contacted.
- If a more serious accident occurs parents will be contacted immediately. It is policy in our school to always telephone parents if there has been any incident (however small) involving a head injury (a bump or fall etc)
- If a child appears to be ill during class, the parents will be contacted. It is important that a comprehensive list of emergency contacts is available and provided to the school.
- If parents/emergency number provided cannot be contacted the school will take appropriate action.
- We always advise parents to take out individual pupil insurance which is provided to schools nationally at a fee of approximately €7 a child. This covers all accidents both in school and at home 365 days a year.

## *Homework*

- Homework is given on Mondays, Tuesdays, Wednesdays, Thursdays but not Fridays. There are two exceptions: a) If homework is neglected during the week and b) Some project may be undertaken at weekends.
- Sometimes at the discretion of the class teacher or the principal children are given "homework off" as a treat or an acknowledgement of some special occasion.
- Ideally homework will contain a balance of reading tasks, learning tasks and written tasks. This may vary from day to day. However, it should be noted that homework time devoted to reading and learning **is as important** as written work.

- Homework will regularly contain reading, spellings, tables, written work, pieces to be learned by heart, drawing/colouring, collecting information/ items and finishing work started in class.
- The following are guidelines for time spent at homework. It is important to remember that different children will complete the same homework in different lengths of time and it is the **quality not the quantity** of homework that matters. The following are general guidelines only: (these guidelines are based on uninterrupted, focused work)
  - Junior Infants Up to 10 minutes
  - Senior Infants Up to 20 minutes
  - Rang 1 & 2 Up to 40 minutes
  - Rang 3 & 4 Up to 1 hour
  - Rang 5 & 6 Up to 1 hour 15 min
- Parents should try to help their children with homework by: a) providing them with a suitable place and encouraging them to do their homework immediately after school, b) prevent interruptions or distractions like TV or computer games.
- Children should do written homework by themselves and parents should only help when the child has difficulty.
- If a child has great difficulty with homework a parent should write a note to the teacher explaining the problem. The best criterion is - if your child regularly exceeds the recommended time and this is not due to poor work habits, you are welcome to visit the school **to discuss the matter with the class teacher.**
- All children in Scoil Íosagáin from 1<sup>ST</sup> class onwards should be able to take down their homework by themselves. Teachers of Junior and Senior infants will explain classroom system in place to parents as the year goes on.
- **Parents should check and sign a child's homework journal (or the relevant page in an infant's book or copy) every evening.** The pupils' journal is an important record of the child's homework. It is also a valuable means of communication between parents and teachers.

## *Home/School Links*

Frequent communication is of vital importance in developing and nurturing co-operation between home and school.

### **Procedures:**

1. Parents are invited to visit the school to discuss their child's education with the teacher, formally at
  - a. Parent Teacher meetings annually
  - b. Anytime, **by appointment** only

It is important to remember that teachers cannot facilitate meetings that impinge on their teaching of children.
2. Parents are encouraged to contact the school immediately if they have any concern/worry about their child. The best way to contact the school is to email [office@ballybunionprimary.ie](mailto:office@ballybunionprimary.ie) or [principal@ballybunionprimary.ie](mailto:principal@ballybunionprimary.ie) as this is checked regularly throughout the day. Alternatively, you may leave a voice mail on the school's answering machine though this will only be heard after 2.30pm.
3. Parents are asked to:
  - supervise their child's homework each night and sign journal
  - encourage their child to co-operate fully in school
  - discuss any problems that may arise with the teacher or principal
  - inform the school in writing of absences, illnesses etc.
4. Progress reports are sent to parents at the end of the school year.
5. Emails/Notes/Letters/texts will be sent to parents regularly to keep them informed of special school events, school closures etc. Our Facebook page will usually also advise of same. **However, our primary means of communicating with parents will be via the Aladdin app.**
6. When it is necessary for a pupil to leave early, a note must be sent to the class teacher. **If a child leaves the school for any reason during the school day Parents/Guardians must call to the office and sign the child out. The same applies if a child is returning to school from an appointment or arrives at school late.** Any person collecting a child on behalf of the parent/guardian (outside of named individuals as per enrolment policy) should present written authorisation with a telephone contact number.
7. Children should have their names on their coats, uniform and other personal property such as school books, copies, lunchboxes etc. The Board of Management of Scoil Íosagáin does not accept any responsibility for the loss or damage of property.

See our Parental Complaints Procedure Policy for information on how to report any issues/grievances you may have. This is also available on the Department of Education's website [www.education.ie](http://www.education.ie)

## *Dress Code*

Since 2020 there has been a new school uniform in place. It consists of an O'Neill's half zip top with school crest, a plain white polo shirt and plain navy tracksuit bottoms (available in most retailers). The top is available to purchase through the school only. Please see [www.oneills.com](http://www.oneills.com) for sizing information.

**For Physical Education-appropriate runners are compulsory.**

## *School Books*

A new system is being rolled out nationwide this year. The school will provide all books and copies free of charge. Collection dates will be issued via the Aladdin App. Stationary **will not** be included.

## *General Expectations*

1. Pay attention; take part in the classroom discussions.
2. Be courteous- 'please', 'thank you', 'excuse me'. Listen without interrupting.
3. Raise a hand to ask a question, please do not speak out of turn.
4. Knock before entering another classroom.
5. Respect other children's belongings and other children's feelings.
6. To minimise disruption in the class, make sure you have all you need in class.
7. Above all else have respect. Respect for yourself, respect for others and respect for school property.

## *Healthy Lunches*

Our school offers free, healthy lunches to all children. These lunches are delivered daily by a company called Carambola (see [www.carambola.ie](http://www.carambola.ie) for further details).

The school encourages healthy eating. Please do not give your child sweets, chocolate, fizzy drinks or crisps for lunch.

There are children with severe nut allergies in the school-please avoid giving your child products containing nuts. We have a 'no sharing food' policy in operation where allergies exist.

## *Children with Special Educational Needs*

The Special Educational Needs Teaching (SENT) Team work with children that present with a specific learning difficulty in reading, spelling and language as well as pupils with emotional and behavioural issues, pupils with exceptional ability as well as Early Intervention with all infants in their formative years to give them the best start possible in literacy and numeracy.

The teachers operate on a withdrawal basis (where appropriate) or in the classroom based on children's individual educational needs. Pupils considered for individual SENT will require parental consent before any withdrawal educational program begins. Consent may be removed at any time once it is in writing for the attention of the relevant teacher/Principal. Allocation is based on a combination of teacher observation and diagnostic testing.

The Special Education teachers work in collaboration with the class teacher to meet the individual needs of the pupil through differentiation of the curriculum. Class teachers liaise with each other at an informal and formal level throughout this process. Parents also have the opportunity to meet with SENT teachers.

## *Assembly*

Every Friday we like to celebrate success in our school. From Gaelgóir na Seachtaine to sporting achievements to birthdays and more. We believe in creating a happy and safe learning environment that will in turn create happy, confident children.

*Just a sample of the activities that we undertake in Scoil Íosagáin*

### **English:**

Literacy Lift Off

Credit Union Quiz

INTO handwriting competition

Gabriel Fitzmaurice Poetry Competition

### **Gaeilge:**

Gaelgóir na Seachtaine

Seachtain na Gaeilge

Drámaí Beaga

Ceolchoirm

**Maths:**

Problem Solving Fridays

Maths Week (games, trails and more)

Counting Ladders

**History:**

History trails in the locality

Discovering artefacts from the past (in conjunction with the Tralee Education Centre and the Kerry County Museum)

**Geography:**

Biodiversity workshops with Geoff Hunt

Beach trips

Nature walks (cliff walk, Bromore cliffs, a day at the bog etc)

**Science:**

Science week activities (Science party)

Visit from SEAI guest speakers

Science Experiments

**ICT:**

ICT skills (from 1<sup>st</sup>-6<sup>th</sup>)

Coding/Scratch

STEM club (after school)

**Music:**

Tin whistle

Orchestra

Choir

**Drama:**

Christmas play (Infants classrooms)

Musical productions (Joseph and the Amazing Technicolour Dreamcoat, The Sound of Music, Creation, Goldilocks and the Three Bears, Grease, The Light of the World, Beauty and the Beast 2020) (this takes place on a 2 year cycle as it is a time consuming but worthwhile process)

## PE

Basketball

Gymnastics

Swimming

Surfing (Senior classes)

Tag rugby

GAA-football and hurling

Spikeball

Soccer

Skipping

Tennis

Walk/jog/run a marathon (1K a day)

Futsal

Irish dancing

We are a Green School with a green flag for waste reduction and recycling and a second Green Flag for energy. We have begun the process of attaining our third Green Flag for Water. We have also taken part in STEM engineering projects and the Junior Entrepreneur programme.

We are a Health Promoting School, promoting physical, mental and emotional wellbeing of children and staff in our school.

We are also a Digital School, part of the Digital Learning Framework Initiative 2015-2020 (pilot school 2017/18)

We are an Active Flag School since 2018.

We have an active Student Council in the school with representatives from 1<sup>st</sup> to 6<sup>th</sup> class working on behalf of their peers.

We are also extremely fortunate to have an excellent Parents Association working with us. We encourage new members to join every year, their help is essential in our fundraising efforts annually.

We also run several after school activities throughout the school year.

These include:

Lego club, STEM (formally Robo) club, Basketball, hurling and quiz

We also hold lunchtime clubs throughout the year for Chess and Reading.

Please feel free to ring us on 068 27272 to arrange a visit should you have any further questions.

Remember our motto...  
Together we make a difference!