

Aims of Our School.

1. To create a happy atmosphere where all our pupils can develop fully their intellectual, academic, physical and social potential.
2. To ensure a sound, social, moral and religious development.
3. To provide an environment where all our pupils develop a caring sense towards each other and a telling culture.
4. To expose our pupils to the entire curriculum as prescribed by D.E.S acknowledging however the needs of our particular area.
5. To prepare our pupils for second level education bearing in mind their particular interests and academic needs.

History of the School.

St. Eithne's G.N.S. was established in 1968 and from then until September 2000 the Principal was a member of the order of the Poor Servants of the Mother of God. The year 2000 saw the appointment of St. Eithne's first lay Principal. The school caters for girls from 2nd - 6th. Our main feeder is St. Monica's Infant School which is on the same campus.

School Completion Programme.

In September 2003 St. Eithne's School was invited to participate in the Department of Education and Skills initiative. The schools on our cluster are:

St. Paul's Senior School, Ayrfield.

Holy Trinity, Donaghmede.

Scoil Colmcille, Donaghmede.

The Donahies Community School.

The Grange Community School.

The aim of the programme is to identify and support students and encourage them to fully participate in the educational system. The programme supports the school in the following ways.

- ❖ Monitors attendance.
- ❖ In-school support.
- ❖ After school clubs.
- ❖ Summer provision e.g. participation in Summer Camps.

Healthy Eating.

All children attending St. Eithne's are provided with a healthy snack and lunch free of charge. Funding for this is provided by the Department of Family and Social Affairs. Those bringing in their own lunch must bring in a healthy option.

3.

School Timetable.

The school opens to receive pupils in the Breakfast Club at 8.10a.m. Supervision of the yard commences @ 8.40a.m. The B.O.M. of the school wishes parents to note that it does not accept responsibility for the supervision of children before that time.

10.45a.m. - 10.55a.m. Morning Break.

12.30p.m. - 12.55p.m. Lunch Break.

2.30p.m. - Dismissal.

Parents who wish to take a pupil out during school hours or before the end of the school day must go to the secretary in office and the child must be signed out.

Code of Behaviour and Attendance Policy.

Parents are given a copy of policy on enrolment. Having read the Code of Behaviour, parents/guardians are obliged to sign that they will support and adhere to it. Policy can also be viewed on school website.

School Calendar.

In September of each year parents will be supplied with a copy of school closures for the current school year. Please retain this document for reference.

4.

School Uniform.

The school uniform consists of : White shirt or polo.

Royal blue and gold striped tie.

Royal blue cardigan/jumper.

Grey skirt or pinafore.

White socks.

Trousers are not acceptable.

The uniform is to be worn at all school functions. The school track suit is worn on P.E. and swimming days. Each class is informed by their teacher the days they can wear their track suit. Runners are also worn on P.E. days. Uniform is available from Lynch's of Marino.

Information Technology.

Since the opening of our Computer Room in 2002, St. Eithne's has greatly developed the use of I.T. technology to enhance the educational opportunities for our pupils. The Computer Room as well as the classroom computers are networked for Broadband. All classrooms benefit from Interactive Whiteboards including our Learning Support and Resource Rooms. The school has a wide range of software, digital cameras, controlled technology and clay animation equipment. In 2006 the school was awarded the Digital Schools Award for recognition of excellence in integrating ICT into learning and teaching. The school also has a website showing children's work and keeping our school community updated re. school events. A number of school policies including Child Protection are available on the site. In 2007 our school website was awarded Star Site Status. This was followed by another award in 2009 - Junior Spider Award for Best Design and Functionality. The school also has a bank of ipads for pupil use.

5.

School Library.

Sept 2008 saw the establishment of a New School Library thanks to funding from the Government's Dormant Funds Account. Rooms 9/10 are now an I.C.T./Library Centre.

Policy Re: Jewellery/Make Up.

Pupils are allowed to wear 1 watch, 1 ring, 1 pair of small stud earrings. The wearing of stud earrings in noses etc is totally prohibited. This policy comes under the terms of our Safety Statement. Pupils are not permitted to wear make up or false nails.

Homework.

Homework is assigned from Monday to Thursday. No homework is given at the weekends, except in special circumstances. Parents should take an active interest in the home work. They should check and sign it each night and ensure that it is neat and in keeping with the standard of work in school. If the homework is taking too long or causing a problem parents should contact the teacher.

The suggested time for homework is as follows:-

2nd Class - 30 mins.

3rd/4th Class - 30-40 mins.

5th/6th Class - 40-60 mins.

Parents should use the space provided in the homework journals as a means of communications with the teacher. Policy can be viewed on school website.

6.

After Schools Club.

St. Eithne's thanks to funding from the school Completion Programme runs an After School Club Mon & Tues. Pupils need to fulfil specific criteria to qualify for this club.

Code of Behaviour.

On enrolment all parents / guardians are given a copy of our Code of Behaviour. Having read the code, parents must sign that they will adhere to it.

Bullying Policy.

(available from office on request).

Can be viewed on school website.

Swimming.

Pupils from all classes attend swimming classes for a 6 - week period each year. As the school receives no funding for this, parents have to pay for the tuition.

Policy on Mobile Phones.

Mobile phones and other recording devices are forbidden in school. If there is an urgent reason for contacting home pupils will be accommodated by using the office phone.

Staff.

The greatest asset to St. Eithne's is the commitment, loyalty and caring qualities of its very dedicated staff. Teachers, secretary, caretaker, cleaners and other ancillary staff work together as a team, all contributing to the smooth running of the school.

7.

Parent Association.

We are most fortunate to have the help and support of a core group of dedicated parents. They not only fundraise for the school but are always willing to help in any way they can, be it with the Savings Club, Sports Day, Arts Day, School Outings etc., however, they would appreciate more active involvement from the other parents in the school. In supporting their efforts you support the school.

Re. Savings.

The Parents Association run a Savings Club for our pupils every Friday morning. Money is lodged with An Post. Pupils can join at any stage.

Parent / School / Teacher Communication.

Our school wants the children to do well and be happy. We recognise that you as a parent / guardian play an important part in making this happen. Therefore we aim to provide as many opportunities to keep you informed and involved in your child's progress as we possibly can. Regular newsletters, the schools web site, group meetings with class teacher, school based activities e.g. (open days, parents / teacher meetings etc., all help this process. Nearly always questions and concerns are dealt with quickly and helpfully. The Home School Liaison Co-ordinator is available and can be approached if you have any concerns or worries. However we recognise there are times when things go wrong. Most concerns and problems can be resolved by speaking to the right person.

The following procedures details what should you do if you are concerned about your child or wish to make a complaint:

Follow this procedure carefully.

1. Ask yourself, what really happened?
2. Decide what you want to complain about.
3. Make an appointment to see the appropriate person at an appropriate time e.g. before or after school. This will allow you the time and space to talk things through calmly and without interruption. ***The first person you should contact is usually the class teacher as they are responsible for your daughter throughout the school day and will know most about what happens in school.***
4. If after speaking to the class teacher, or adult supervising your child at the time you wish to complain about, ***you are then welcome/advised to make an appointment to discuss your complaint with the Principal.***
5. If you are still unhappy write to the chairperson of the B.O.M.
6. If you are still not satisfied, you should make a formal complaint to the B.O.M. As this is a serious step to take, it is important that you have thought things through carefully and that every possible attempt has been made to solve your concerns.

❖ Please remember there is often more than one view about an incident or situation. Your child may well be telling the truth, but it may not be the whole story.

When you make a complaint, remember that although you want to change a situation, you want it to end on a positive note with no bad feelings.

This policy can also be viewed on school website.

Policy re. Administration of Medicines.

1. No teacher can be required to administer medicine to a pupil.
2. Parents should write to the B.O.M. requesting the Board to authorise a member of the teaching staff to administer the medication.
3. The request should contain written instructions of the procedure to be followed in administering the medication.
4. An indemnity form protecting the Board from all claims both present and future will be signed.

9.

Child Protection Policy. / Substance Use Policy.

Copies of these policies may be had by request from Principal's office. They can also be viewed on the school's website.

Stay Safe - all classes follow the Stay Safe programme.

Other policies which can be viewed on our website are:

Record Keeping and Data Protection, RSE, School Timetable and School Attendance.