**Lár Scoil Náisiúnta na Cille Móire**

**Kilmore Central National School – Patron:** The Church of Ireland Bishop of Kilmore

**Address:** Farragh, Ballinagh, Co. Cavan **Telephone:** (049) 4332661

**Email:** [kilmorecns@eircom.net](about:blank) **Roll no.:** 19322D

**Acting Principal:** Mrs Naomi Scott

**School Mission Statement:**

*Kilmore Central National School seeks to create a happy, secure environment in which each child discovers the joy of learning, gain self confidence, self respect and the necessary skills in order to achieve his/her potential academic standards and to successfully meet the challenges and opportunities in his/her life.*

**School Ethos Statement:**

Kilmore Central National School is a Parish School reflecting and promoting the characteristic spirit of the Church of Ireland. The school seeks to uphold and express the doctrines, moral teachings, traditions, practices and customs of the Church of Ireland. This distinctive spiritual and moral dimension under grinds and permeated the core values and daily life of the school.

**Enrolment Form**

Child’s Forename:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Child’s Surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Address:

Dare of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender: Male Female

Child’s PPS number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Nationality:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class for which place is requested (e.g. Junior Infants) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is one of the pupil’s mother tongues i.e. language spoken at home) Irish or English?

Yes: No:

**Please attach the child’s birth certificate. This will be photocopied and returned)**

Mother’s /Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No: Home:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s / Guardian’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No: Home:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents / Guardians of this named child are:

*Please tick:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Married |  | Separated |  | Co-habiting |  |
| Single |  | Divorced |  |  |  |

**Parents / guardians are required to notify the school if there is any change in family circumstances.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What is the child’s religion?** *Please tick:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Church of Ireland (incl. Protestant) |  | Presbyterian |  | Roman Catholic |  |
| Methodist, Wesleyan |  | Jewish |  | Muslim (Islamic) |  |
| Orthodox (Greek, Coptic, Russian) |  | Apostolic or Pentecostal |  | Hindu |  |
| Buddhist |  | Jehovah’s Witness |  | Lutheran |  |
| Atheist |  | Baptist |  | Agnostic |  |
| Other Religions |  | No Religion |  |  |  |

|  |  |  |
| --- | --- | --- |
| I give consent for this information to be stored on the Primary Online Database and shared with the Department of Education and Skills and any other primary schools my child may transfer to during the course of their time in primary school. | Yes | No |

**To which ethnic or cultural background group does your child belong (please tick one)?**

(Categories ae taken from the census of population)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White Irish |  | Irish Traveller |  | Roma |  |
| Any other White Background |  | Black African |  | Any other Black Background |  |
| Chinese |  | Any other Asian Background |  | Other (Inc. Mixed Background) |  |

|  |  |  |
| --- | --- | --- |
| I give consent for this information to be stored on the Primary Online Database and shared with the Department of Education and Skills and any other primary schools my child may transfer to during the course of their time in primary school. | Yes | No |

Details of other Schools/Playgroups Attended:

*If your child has already attended school please supply a current school report.*

|  |  |  |
| --- | --- | --- |
| Do you give permission for your child to take part in the Relationships and Sexuality Education Programmes as part of Social Personal and Health Education? | Yes | No |

Does your child require any particular educational or other specialist support?(Please refer to the section on *‘Enrolment of Pupils with Special Needs’* contained in the Enrolment Policy.)

Health details-(It is important to mention here if your child has an allergy to plasters or any other first aid item). Any relevant information about the child’s health should be disclosed on this section of the form.

**Emergency Contact:**

Name and Contact Numbers of people to be contacted in case of an emergency (Place the names and contact numbers in order of preference:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Family Doctor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has your child got any food allergies?

Please tick Yes:\_\_\_\_ NO: \_\_\_\_\_

If yes, please specify:

It is the responsibility of parent(s) / guardian(s) to notify the school of any food allergies tat your child may have.

|  |  |  |
| --- | --- | --- |
| Do you give permission for your child to taste foods in school? | Yes | No |
| In the case of our child sustaining a superficial injury while at school do you give permission for First Aid to be administered by a member of staff, using the school’s First Aid Kit? |  |  |
| In the case of more serious injuries, where it is judged that medical assistance is needed while at school and the school being unable to contact one of the above people, do you give permission for the Principal / Class teacher to bring your child to a doctor/casualty? |  |  |
| From time to time the school may publish photos of pupils, e.g. in local newspapers, while engaged in school activities. This is done to publicise various school activities. The children are never individually identified. If a school concert takes place a DVD of the event may also be produced and made available for sale after the event. We are seeking your permission to publish photos / DVD of your child. |  |  |

* I /We have received a copy of the General Information Booklet for New Parents/ Guardians and accept the information contained / terms outlined
* I/We have read the Code of Behaviour and agree to abide by the Code of Behaviour if our child is enrolled in the school.
* The details I/we have provided are correct to the best of my/our knowledge.
* I/We have read and accept the Rules, The Ethos Statement, The Mission Statement and The Code of Behaviour of the school.
* I/We understand that data about our child will be maintained on the Primary Online Database (Department of Education and Skills’ electronic database).
* I/We understand that completion of this form does not guarantee a place for the child in the school.

Mother’s / Guardian’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s / Guardian’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Decisions in relation to applications for enrolment will be made by the Principal and Chairperson of the Board of Management and / or the Board of Management, in accordance with the school enrolment policy, within 21 days. Please return this Application Form to the School Principal at the school address.*

**Please enclose a copy of the child’s birth certificate**

The Board of Management of Kilmore Central N.S. is a data controller of personal data relating to its staff, students, parents and guardians and other members of the school community. As such, the school is obliged to comply with the principles of data protection set out in the Data Protection Acts 1988 and 2003.

**Personal data which the school holds in relation to students and parents:**

* Information which was sought and recorded at enrolment and has been collated and compiled during the course of the student’s time in the school. These records include:

° name, address and contact details, PPS number

° date and place of birth

° names and addresses of parents/guardians and their contact details (including any special arrangements with regard to guardianship, custody or access)

° religious belief

° racial or ethnic origin

° membership of the Traveller community, where relevant

° whether they (or their parents) are medical card holders

° whether English is the student’s first language and /or whether the student requires English language support

° any relevant special conditions (e.g. special educational needs, health issues etc.) which may apply

* Information on previous academic record (including reports, references, assessments and other records from any previous school(s) attended by the student
* Psychological, psychiatric and /or medical assessments.
* Attendance records
* Photographs and recorded images of students (including at school events and noting achievements).
* Whether the student is exempt from studying Irish
* Records of disciplinary issues/investigations and/or sanctions imposed
* Other records e.g. records of any serious injuries/accidents
* Records of any reports the school (or its employees) have made in respect of the student to State departments and /or other agencies under mandatory reporting legislation and /or child safeguarding guidelines (subject to the DES Child Protection Procedures).

**The purpose for which the Data Controller (the Board of Management of Kilmore Central N.S.) process and stores this information includes:**

* Student enrolment
* Student registration
* Allocation of teachers and resources to the school
* Determining a student’s eligibility for additional learning supports and transportation
* Assessments
* School administration (including bill payments),
* Child welfare (including medical welfare)
* To fulfil our other legal obligations e.g. reporting to TUSLA and Department of Education

While the information provided will generally be treated as private to Kilmore Central N.S., and will be collected and used in compliance with the Data protection Acts 1988 and 2003, from time to time it may be necessary for us to transfer your personal data to other bodies (including the Department of Education & Skills, the Department of Social Protection, An Garda Síochána, school tour and sports day operators, the Health Service Executive, Túsla (CFA) social workers or medical practitioners, the National Educational Welfare Board, the National Council for Special Education, any Special Education Needs Organiser, the National Educational Psychological Service, or (where the student is transferring) to another school). We rely on parents/guardians and students t provided us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your/your child’s personal data you should write to the school principal requesting an Access Request Form.

|  |  |  |  |
| --- | --- | --- | --- |
| **School contacting you:**  Please confirm if you are happy for the school to contact you by SMS / text message and to call you on the telephone numbers provided and to send you emails for all the purposes of:  · sports days  · parent teacher meetings  · school concerts/events  · to notify you of school closure (e.g. where there are adverse weather conditions).  · to notify you of your child’s non-attendance or late attendance or any other issues  Relating to your child’s conduct in school.  · to communicate with you in relation to your child’s social, emotional and educational  Progress and to contact you in the case of an emergency.   |  | | --- | |  | |  | |  |   Tick box if “yes” you agree with these uses:  · the school may use your email address to alert you to these issues  · the school may use your mobile phone number to send you SMS texts to  Alert you to these issues  · the school may use your mobile phone/landline number to call you to alert  You to these issues  \*Please note: Kilmore Central N.S. reserves the right to contact you in the case of and emergency relating to your child, regardless of whether you have given our consent. |
| **School sending you direct marketing**  From time to time we may like to send you emails/SMS text messages or call you or write to you at your home address to inform you of special offers or promotions b certain third parties involved in the supply of school stationary and school uniforms supplies.  Tick box if “yes” you agree with these uses:   |  | | --- | |  | |  | |  | |  |   · the school may use your email address to alert you to these offers  · the school may use your mobile phone number to send you SMS texts in  relation to these offers  · the school may your mobile phone/landline number to call you in relation  to these offers  · the school may use your address to send you written letters/brochures in relation  to these offers? | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Photographs and Digital Images of Students**  The school maintains a database of photographs and digital images (including video) of school events held over years. It has become customary to take photographs of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs/digital images may be published on our school website or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs/digital images, student names will not appear on the website as a caption to the picture. If you or your child wish to have his/her photograph / digital image removed from the school website, brochure, yearbook, newsletters etc. at any time, you should write to the school principal.  Please tick one box only:   |  | | --- | |  |  1. If you are happy to have your child’s photograph/digital image   taken as part of school activities and included in all such records  listed above, tick here     1. If you would prefer not to have your child’s photograph/digital  |  | | --- | |  |   image taken and included in the records listed above, please tick here   1. If you are happy for your child’s photograph/digital image to be taken   and included, as No. 1 above, but would prefer not to have images of  your child appear on the school website, in school brochures,   |  | | --- | |  |   yearbooks, newsletters etc. please tick here. |

**Kilmore Central National School**

**Lar Scoil Naisuinta No Cille Moire**

**General Information Booklet for New Parents**

**Patron:** The Church of Ireland Bishop of Kilmore

**Principal:** Mrs Naomi Scott (Acting) **Telephone:** (049) 4332661

**Address:** Farragh, Ballinagh, Co. Cavan **Roll No:** 19322D

Parents / guardians are asked to familiarise themselves with the following information prior to completing the enrolment from for their child.

**Principal’s Welcome:** We at Kilmore CNS are delighted that you are taking the time to learn about us and we hope that you will find this information pack useful as it gives you a snapshot of the activities and experiences that make our school special. Kilmore CNS is a delightful school that combines a caring community spirit with a progressive educational outlook.

The teachers in Kilmore CNS are committed and dedicated professionals who aim to provide a supportive environment in which every child is encouraged to achieve his/her potential. We are committed to excellence in teaching and learning which encourages each child to achieve his/her personal best.

Our school is a well maintained and newly extended building which helps to create a bright, energetic and stimulating environment in which the children learn and interact with care and confidence.

I hope this information provides you with a comprehensive description of the school and that you contact us for any further information you may require. Should you wish to visit in person please feel free to contact us at any time.

**Introduction**

Kilmore Central National School was opened in Farragh in 1975 to replace existing schools of Clonegonnell, Gartbrattan, Crossdoney and Ballintemple. The school celebrated its 40th anniversary in 2015. At one time there was a school for boys and another for girls at this location. The school has a Church of Ireland ethos and patronage. The programme for Religious Education in the school is Follow Me. This programme has been prepared by The Church of Ireland, The Methodist Church and The Presbyterian Church.

**Kilmore Cathedral Parish**

In keeping with the ethos of the school which is under Church of Ireland patronage we participate in the life of the Parish. We have School Assembly on an ongoing basis conducted by the Dean of Kilmore. The School Choir sings in the Cathedral on special occasions, such as Harvest Thanksgiving and Christmas Carol Service.

**School Curriculum**

The school delivers the full Primary School Curriculum (1999) as required by the Department of Education and Skills (DES) and The National Council for Curriculum and Assessment (NCCA). The subjects on the curriculum are: *Irish, English, Mathematics, Social Environmental and Scientific Education (History, Geography and Science), Arts (Drama, Music and Visual Arts), Social Personal and Health Education (SPHE) and Physical Education (P.E.).*

**Code of Behaviour**

A copy of the School’s Code of Behaviour is issued to all parents hoping to enrol their child(ren) in the school. Parents are asked to show in writing on the enrolment form that they have read and agree that their child(ren) will abide by it while enrolled in the school. Acceptance of the school’s Code of Behaviour is a condition of enrolment.

**Openings and closings**

School opens at **9.05 a.m.** and closes at **2.55 p.m. THE BOARD OF MANAGEMENT DOES NOT ACCEPT RESONSIBILITY FOR PUPILS OUTSIDE OF THESE TIMES UNLESS PUPILS ARE ENGAGED IN A SCOOL RUN ACTIVITY E.G. SCHOOL TOUR.**

**Parents must not drop their child(ren) at the school before 9.05 a.m., regardless of whether or not the teachers are in the school.**

The school day begins at 9.05 a.m. Pupils should arrive for school at 9.05 a.m. From 9.05 a.m.- 9.25 a.m. pupils are in their classroom and are engaged in activities at the discretion of their teacher e.g. library reading, structured play, completing an exercise / activity from a previous lesson, engaging in an activity on the computer, etc. At this time pupils unpack their bags, hand up homework, etc. and they are ready to begin formal lessons at 9.25 a.m. Lunch time lasts from 12.50 p.m. until 1.20 p.m. There is a short break at 11.00 a.m. the School’s Board of Management is responsible for the children between **9.05 a.m. and 2.55 p.m.**

**Staff**

The Acting principal, Mrs Naomi Scott, teaches in the senior classroom, Miss Lorna Moffett (Maternity leave) teaches in the middle classroom while a substitute teacher teaches in the Junior Classroom until a new principal is found. This is the current allocation of classes but it may be subject to change. All teachers in the school are recognised as fully qualified and probated primary teachers by the Department of Education and Skills. All teachers are registered with the Irish Teaching Council.

The school has a part time learning-support teacher who works with pupils who need extra support in acquiring literacy and numeracy skills. The main aim of their support is to optimise the teaching and learning in the school. From time to time the learning-support teacher will take out whole class groups to undertake learning activities with them. There is a school secretary on a part time basis.

**Infants**

The infant day lasts from 9.05 a.m. until 1.55 p.m. with a short break at 11.00 a.m. and lunchtime from 12.50 p.m. until 1.20 p.m. Parents should be aware of and willing to abide by the requirement, to collect junior and senior infant children at 1.55p.m. before deciding to enrol their child(ren) in Kilmore Central National School. Children also have the option to do infant club from 1.55pm to 2.55pm. At the start of the school year, there is a settling in period for the new junior infants. This lasts for approximately the first ten days, but may last longer depending on the individual children in any particular year. During this settling in period the junior infants go home at 1.00 p.m. Parents are asked to be punctual in collecting infant pupils at 1.55 p.m. as the class teacher still has responsibility for teaching other children at this time. Please be aware of this point before deciding to enrol your child in the school.

Parents of infants are welcome to bring their children to the classroom during the settling in period. Parents, however are asked to allow their children to walk to and from the school gate on their own as soon as possible. This is seen as being important in the process of settling into school and in becoming more independent. In this way children learn to do simple everyday tasks for themselves such as unpacking their school bag, taking off their coat and hanging it up. It gives children a great sense of satisfaction and pride to be able to come into school independently and do tasks for themselves.

**School Year**

The school follows a standardised school year as set out by the Department of Education and Skills. A school calendar is issued to each family at the beginning of each academic year. The school always closes early on the day of the Christmas, Easter and Summer holidays. During the school year the Department of Education and Skills authorises staff curriculum/planning days. The school will be closed on these days. School closures will be notified to parents in good time. The school may close early for staff meetings during the year. Teachers who attend approved educational courses during their holidays are entitled to three – five days extra personal leave. His /her pupils will be supervised by other teachers. On occasion the school is used as a polling station and is closed for pupils on these days.

**Uniform**

Pupils are expected to wear the school uniform. **This is a condition of enrolment and parents are asked to support the school in this.**  The school principal / class teacher will want to know why a pupil in not in school uniform.

*Boys: Girls:*

Navy sweatshirt Navy sweatshirt

Blue polo shirt Blue polo shirt

Navy trousers/ tracksuit Navy trousers/tracksuit (skirt for special

Black shoes occasions e.g. singing in the Cathedral)

Black shoes.

**School Tours and Sports Day**

Pupils go on a school tour which normally takes place during the summer term. The school tour may vary from year to year. There are usually two separate tours organised, one for the junior pupils and one for the senior pupils. On occasion the entire school may go on the one tour. It is the current practice that the school joins together with Drung Central National School for school tours. In addition, visits to the Theatre are arranged and other visits such as to Killykeen Forest Park for a guided walk.

The School Sports Day is usually organised to take place in June and it is the practice to hold a joint event with Drung Central National School. It has been the custom in recent years to host this event at Cavan Leisure Complex. There is a charge per child for attending this event.

From time to time extra curricular activities are organised in order to enhance the curriculum and to make the pupils’ time spent in the school more meaningful and enjoyable. Parents may be asked to pay for their child(ren) to attend a particular event or contribute to part of the cost of organising an event e.g. *trip to theatre.* The Board of Management would not have the funds available to them in order to cover such costs.

**Swimming**

Classes take place in term 2 during school time at Cavan Leisure Complex for pupils from 1st – 6th classes. A bus transports the children to and from the Leisure Complex. Aquatics is part of the Primary School Curriculum. Parents are requested to contribute towards funding their own child(ren)’s participation in the swimming lessons.

**School Assemblies**

The Chairperson of the Board of Management, Dean Nigel Crossey, conducts whole school Christian assemblies on a regular basis. There is normally a short talk on a particular theme and prayers are said and a hymn /religious song may be sung. This is an opportunity for the school community to come together and is reflective of the school’s Church of Ireland ethos.

**Progress Reports on Your child(ren)’s learning**

An annual Parent / Teacher meeting takes place in the school early in term 2 (after Christmas) of each year. All parents / guardians are invited to meet with their child(ren)’s class teacher. The consultation normally lasts for 10 minutes and parents are met on an individual basis. This is an opportunity to discuss the progress and learning of your child(ren). It is not compulsory for parents to attend this meeting. Parents may consult the teachers at any time during the year, but prior notice should be given.

At the end of each academic year (June) the school will issue parents with a written school report detailing their child’s development and learning during the school year. It also explains how pares can further support the child’s learning. The results of the standardised test (1st – 6th Classes only) are communicated to parents in the end of year report.

**Standardised Tests**

All schools implement standardised testing in English reading and mathematics. It is the policy of Kilmore Central National School to implement standardised testing to the pupils from first to sixth classes in May / June of each year. Sigma-T (Maths), Micra -T (English reading) and Drumcondra (English spellings) tests are currently used. They are normed for the Irish population and are consistent with the primary curriculum. They are either administered by the class teacher or the special education (learning support) teacher.

Students may be excluded from standardised testing if in the view of the school principal they have a learning or physical difficulty which would prevent them from attempting the tests or, in the case of migrant students, where the level of English required in the test would make attempting the test inappropriate (Circular 056/2011) and (0018/2012)

**School Transport**

As regards the school transport system, the school is not party to this and the fact that the children are conveyed to or from school by the bus does not impose an additional obligation the school. No arrangements exists for the supervision of children who arrive at the school, whether by school bus or otherwise, before the official opening times. The same applies in respect of children who remain after school hours awaiting collection by the school bus**.**

**Weather / Transport / Emergency Closures**

In the case of impassable roads (snow/ice) those on school transport should contact the bus driver to ask if the bus will be travelling. The school may have to close due to hazardous weather conditions. Parents should try ringing the school from 9.00 a.m. onwards. If there is no answer this may be a sign that the school is closed. The school also operates a ‘Text-a-Parent’ service and may send a text message to the parent’s mobile telephone number if the school will be closed. It is very important to notify the school if there is a change of mobile telephone number.

**Parental Voluntary Contribution**

Primary schools in Ireland are funded on the basis of a Capitation Grant Scheme which is decided in the budget by the Government every year. That means that the school’s Board of Management gets a certain amount of money allocated for every child that they have enrolled in the school. This money is used to pay all expenses, such as electricity, oil, insurance, telephone, etc. as costs rise, this is often not enough to cover the costs. Our school, as well as many other schools, asks for a voluntary contribution to help towards these costs. This of course has to be on a voluntary basis and you are under no obligation to pay it. The amount requested per family is decided by the Board of Management each year. The parental contribution may be paid in instalments if families wish to do so.

**Book Rental Scheme**

Pupils will be sent out a book list in June. These books can be purchased from retail outlets such as Easons. The English readers, religion textbooks and spelling books can be rented from the school and a levy will be set at the start of each school year. A book rental scheme is in operation. This covers class text books, dictionaries, atlases, readers and novels. Each year parents pay a levy to assist with the purchase of the books and the books are returned to the school at the end of the year. Pupils are expected to keep the textbooks in good condition. There is no need to cover the books. The levy for the book rental scheme will be issued in September or early October. A separate booklist will be issued in June for any workbooks that the children write into. Workbooks, stationery etc. must be supplied by parents.

**Visual Arts and Photocopying**

Parents are asked to make an annual contribution towards the purchase of consumable materials for Visual Arts and photocopying. This amount is decided by the Board of Management at the beginning of each school year and is sent home as part of the book bill.

**Insurance**

The Brennan Insurance Scheme operates in the school. Each year a subscription is paid by parents to cover their child under the scheme. This is a school personal accident policy.

**Primary Online Database**

The Department of Education and Skills has developed an electronic database of primary school pupils called the Primary Online Database (POD). This involves schools in maintaining and registering data on pupils to the department at individual pupil level on a live system. It provides all primary schools in the state with the ability to make online returns to the Department. The database allows the department to evaluate progress and outcomes of pupils at primary level.

The database holds data on all primary school pupils including their PPSN, First Name, Surname, Name as per Birth Certificate, Mother’s Maiden Name, Address, Date of Birth, Gender, Nationality, whether one of the pupil’s mother tongues is English or Irish, whether the pupil is in receipt of an exemption from Irish and if so the reason for same, whether the pupil is in receipt of Learning-Support and if so the type of learning support, whether the pupil is in a Mainstream or Special Class. The database also contains, on an optional basis, information on the pupil’s religion and or other ethnic or cultural background.

If enrolled in this school, the information above will required about your child so that their details are on the database. The information about ethnic background and religion is optional and parents are asked for their consent for his information to be transferred the Department of Education and Skills.

**Complaints Procedure**

Any parent/guardian who wishes to make a complaint should approach the class teacher with a view t resolving the complaint. Parents/guardians may not approach the principal or any member of the board of management before firstly going to the class teacher. Where the parent/guardian is unable to resolve the complaint with the class teacher she/he should approach the principal teacher with a view to resolving it in following the correct procedure parents may not bring their complaint to any member of the board of management at his stage. If the complaint is still unresolved with the principal, the parent/guardian should raise the matter with the chairperson of the board of management (and not with any other member of the board of management). If the complaint is still unresolved and the parent/guardian wishes to pursue the matter further she/he should lodge the complaint in writing with the chairperson of the board of management.

**General Cleanliness of School and Environment**

It is school policy to promote a clean environment both in and around the school. Children will be encouraged to have a litter free environment. Bins will be used by children at all times to dispose of litter. Pupils may be appointed as litter wardens on a rota basis and asked to pick up rubbish around the school.

**School Property**

Children will be encouraged and expected to respect school property. This is regarded as a valuable lesson for life. Parents may have to pay for damage to school property.

**Personal Property**

Children will be expected to label all personal items. They must hang coats and caps on the hangers provided. Teachers cannot be held responsible for toys, jewellery or valuables which children may bring to school.

**Healthy Lunch Policy**

Healthy lunches are encouraged, chewing gum is forbidden. A small treat may be brought in by the children on a Friday only.

**Other activities and Training**

In addition to the set curriculum, from time to time we have visiting Trainers in other fields of study, e.g. writers, trainers in dance, music, art and P.E.

**Home – School Links**

The Parent /Teacher Association support the school by fundraising and providing extra facilities for the comfort of the pupils.

**Social Personal and Health Education (SPHE)**

SPHE is an integral part of the Primary School Curriculum (1999)

The children of Kilmore Central National School should be enabled to achieve the aims outlined in the Social Personal and Health Education Curriculum, which are:

* To promote the person development and wellbeing of the child,
* To foster in the child a sense of care and respect for himself/herself and others and an appreciation of the dignity of every human being,
* To promote the health of the child and to provide a foundation for healthy living in all aspects,
* To enable the child to make informal decisions and choices about the social, personal and health dimensions of life both now and in the future,
* To develop in the child a sense of social responsibility, a commitment to active participative citizenship and an appreciation of the democratic way of life.
* To enable the child to respect human and cultural diversity and to appreciate and understand the interdependent nature of the world.

The Walk Tall Programme is taught as part of Social Personal and Health Education and it hopes to give children the confidence, skills and knowledge to make healthy choices. The programme also seeks to avert or at least delay experimentation with substance and reduce the demand for legal and illegal drugs. It is not aimed specifically at children who are misusing drugs frequently or who are living with addiction, although they can benefit from the Programme. The needs of these children may be more fully addressed by support from other agencies in consultation with parents or guardians, and school programmes can complement such interventions.

Relationships and Sexuality Education (RSE) is an integral part of Social Personal and Health Education (SPHE) and must be taught in this context. It provides structured opportunities for pupils to acquire knowledge and understanding of human sexuality and relationships through processes which will enable them to form values and establish behaviours within a moral, spiritual and social framework. In particular, it addresses the meaning of human sexuality, relationships, growth and development, relevant personal and social skills and aspects of parenting.

Central to RSE is the fostering of self-esteem, through which the pupil becomes more responsible in making choices and decisions in all aspects of life, and particularly in those relating to sexuality and relationships.

The school contributes to the prevention of child abuse through the Social Personal and Health Education curriculum. The Child protection Programme is called *The Stay Safe Programme.*

Participation in this programme is mandatory for all pupils as part of the school’s *Child Protection Policy.* It is taught from infants to sixth class on alternative years. It is taught in blocks to maintain the integrity of *The Stay Safe Programme.*

**Child protection**

The board of management of the school has formally adopted a child protection policy. All families have been provided with a copy of the school’s Child Protection Policy. As stated in the policy, if there is a matter of concern in relation to abuse of children, we are obliged to report this to the Health Service Executive. They will assess the case and provide the necessary support for the child(ren) concerned. The board of management will also be informed of any reports to the HSE or An Garda Síochána. Mrs Noelle Ritchie is the Designated Liaison Person for dealing with all Child Protection Issues in the school. Mrs Naomi Scott is the Designated Deputy Liaison Person.

**Attendance -Parents’ Duties and School Duties by Law**

*The Education (Welfare) Act, 2000, Section 18*

*Where a child is absent from the school at which he or she is registered during part of a school day, or for a school da or more than a school day, the parent of such aa child shall, in accordance with procedures specified in the code of behaviour prepared by the school under Section 23, notify the principal of the school of the reasons for the child’s absence.*

*The Education (Welfare) Act, 2000, Section 21 (4)*

*Where*

1. *A student is suspended from a recognised school for a period of not less than 6 days*
2. *The aggregate number of school days on which a student is absent from a recognised school, during a school year is not less than 20-------the principal of the school concerned shall forthwith so inform, by notice in writing, an educational welfare officer.*

In accordance with the above, parents are asked to send in a not with the child when they return to school giving the reason for the child’s absence.

**The Whole Child Values in Education**

The school endeavours to enable each pupil to achieve his/her full potential and gain maximum benefit from his primary education. The values of honesty, charity, kindness, patience and tolerance are encouraged. We aim to promote self-confidence and personal responsibility in the pupils.

The school aims to promote the moral, spiritual, emotional, intellectual, physical and social development of all pupils in its care.

We trust your child will have a happy and fulfilling time in our School, and will leave well prepared for Second level and beyond.

**Disclaimer**

**The information contained in this document is correct at time of printing, but may be subject to amendment from time to time. The principal, Chairperson, and Board of Management cannot be held accountable for errors, omissions or policy changes in relation to the information contained within.**