



# SCOIL ÍOSAF NAOFA BALLINTEMPLE

## Le Chéile Is Féidir



Scoil Íosaf Naofa  
Crab Lane  
Ballintemple  
Cork  
T12 WA02

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Email: [oifig@ballintemplens.com](mailto:oifig@ballintemplens.com)  
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Fáilte A Chairde,

Your child's happiness, progress and safety are our main concern in school. As parents, you make the most important contribution to your child's education and development. Parents are willing and able to help, but are sometimes at a loss to know exactly what is expected of them and their child. In this booklet, we hope to set out for you:

- The basic aims of the school
- School organisation
- How parents can help
- Knowledge, understanding and skills in the curriculum
- Values, interests and beliefs

We see education as an extension of the home. The education of the child is the joint responsibility of home and school. One cannot succeed without the help of the other. This booklet has been prepared so that you, as Parents, may know what the school hopes to achieve for your child and how you can play your part in co-operation with the school. We would like, therefore, to stress that the principal and members of the teaching staff will gladly make themselves available to discuss any school issues. Just ask and we will gladly make an appointment to meet with you. Our school caters for a wide variety of children who have differing abilities and who come from diverse backgrounds. To cater for these differences, we strive to provide a differentiated curriculum to match the needs of the children. We provide English language and learning support as required. We also have programmes aimed at gifted children who come to terms with the normal curriculum at a faster rate than their peers. We sincerely hope that your child will be very happy and that by co-operation and mutual understanding we will be able to lay a firm spiritual, moral and intellectual formation for your child.

Is mise le meas,

Bryan McCarthy.

Príomhoide



# SCOIL ÍÓSAF NAOFA BALLINTEMPLE

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### Mission Statement

Scoil Íósaf Naofa, Ballintemple, is a co-educational, Catholic primary school which strives to provide a well-ordered, caring, happy and secure environment where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and developed.

The care of each child is of paramount importance. We aim to help the children to develop their holistic potential by providing opportunities for creative, sporting and academic development.

The management, staff, parents and pupils endeavour to make this school a welcoming place which celebrates difference, tolerance and respect for others.

The school is state-funded and run by a Board of Management, under the patronage of the Catholic Bishop of Cork and Ross. While the ethos of the school is Catholic, children of other faiths and of none are welcome and all are cherished equally.

### Our Vision at Scoil Íósaf Naofa

In Scoil Íósaf Naofa we believe that every child is entitled to feel affirmed and valued in school. We aim to provide a safe environment where happiness and enhancement of self-esteem are of prime importance. The children should be valued for their individuality, culture and heritage. They should be encouraged to develop to their full potential in a stimulating and caring environment, and leave us as well-rounded, confident, caring individuals with happy memories of their time with us.

### School Motto

*'Le Chéile Is Féidir'*



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**Teaching and Ancillary Staff 21/22 (subject to change)**

Mr. Bryan McCarthy	<b>Administrative Principal</b>
Ms. Deirdre Sayers	<b>Deputy Principal &amp; Additional Education Teacher</b>
Mr. Colm Lucey	<b>Assistant Principal II &amp; Additional Education Teacher</b>
Ms. Ciara Johnson	<b>Junior Infants Class Teacher</b>
Ms. Ali Crowley	<b>Senior Infants Class Teacher</b>
Ms. Michelle Harris/	<b>Senior Infants Class Teachers (job share)</b>
Ms. Ciana Murphy	
Ms. Áine Harnedy/	<b>First Class Teachers (job share)</b>
Ms. Niamh Parfrey	
Mr. Lochlann McCarthy	<b>Second Class Teacher</b>
Ms. June Harrington	<b>Third Class Teacher</b>
Mr. Eoin Cashman	<b>Fourth Class Teacher</b>
Ms. Deirdre Dennehy	<b>Assistant Principal II &amp; Fifth Class Teacher</b>
Ms. Sara O'Flynn	<b>Sixth Class Teacher</b>
Ms. Anne Ryan	<b>Additional Education Teacher</b>
Ms. Deirdre Butler	<b>Additional Education Teacher</b>
Ms. Evelyn O'Sullivan	<b>Special Needs Assistant</b>
Ms. Jackie Nagle	<b>Special Needs Assistant</b>
Ms. Rachel Devereaux	<b>Special Needs Assistant</b>
Ms. Orla Kavanagh	<b>Special Needs Assistant</b>
Ms. Toni Lane	<b>School Secretary</b>

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Principal: Mr. Bryan McCarthy

Deputy Principal: Ms. Deirdre Sayers

Assistant Principal: Mr. Colm Lucey



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**Scoil Íosaif Naofa**  
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**Board of Management**

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Mr. Peter Johnson	<b>Patron Nominee / Chairperson</b>
Fr. Alphonse Sekongo	<b>Patron Nominee</b>
Mr. John Lucey	<b>Community Nominee</b>
Ms. Mary Moloney	<b>Community Nominee</b>
Ms. Jo Anne O'Brien	<b>Parent Nominee/ Treasurer</b>
Mr. Daniel Murphy	<b>Parent Nominee</b>
Mr. Colm Lucey	<b>Teacher Nominee</b>
Mr. Bryan McCarthy	<b>Teacher Nominee / Secretary</b>

### **Parents' Association**

Erica Mahony & Leigh McCarthy	<b>Co-Chairpersons</b>
Honor Moore	<b>Treasurer</b>
Una McPartlin	<b>Secretary</b>

Avril Murphy

Ann Marie Owens

Tomas O'Riordan

Denis O'Regan

Marion O'Leary

Leah Matson

Shauna Murphy

Grainne Gleeson

Aoife McCann

Niamh Horgan

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### Opening Hours

**Office Hours:** Monday to Friday - 9.00 a.m. to 2.30 p.m.

**Class Hours:** Infant Classes - 8.50 a.m. to 1.30 p.m.

1<sup>st</sup> to 3<sup>rd</sup> Class - 8.50 a.m. to 2.30 p.m.

4<sup>th</sup> to 6<sup>th</sup> Class – 8.40 a.m. to 2.20 p.m.

**Supervision is provided in the morning from 8.30 a.m.**



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**Curriculum**

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The present Primary School Curriculum was introduced in 1999 with a new language curriculum introduced in 2016. It identifies three primary aims of Primary Education:

- to enable the child to live a full life as a child and to realise his or her potential as a unique individual
- to enable the child to develop as a social being through living and co-operating with others and so contribute to the good of society
- to prepare the child for further education and lifelong learning

The curriculum is learner-centred. It emphasises the importance of Literacy, Numeracy and Language, while at the same time responding to changing needs in Science and Technology, Social Personal and Health Education and Citizenship. The curriculum is presented in six subject areas, comprising of eleven subjects:

### Primary School Curriculum

Areas	Subjects
Language	English, Gaeilge
Numeracy	Mathematics, S.E.S.E.
Social Environmental and Scientific Education (S.E.S.E.)	History, Geography, Science
Arts Education	Drama, Music, Visual Arts
Social Personal and Health Education (S.P.H.E.)	
Physical Education	

In its totality, the Primary School Curriculum aims to enable children to meet, with self-confidence and self-assurance, the demands of life, both now and in the future (Introduction, p.6). The curriculum may be viewed or downloaded from [www.curriculumonline.ie](http://www.curriculumonline.ie).



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**Differentiation**

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In addition to the above-mentioned curriculum, the school delivers elements of special curricula for children with specific educational needs. The Special Education Team assists Class Teachers in meeting the needs of children with specific educational needs. Gifted children are also catered for. These are children who find normal school work very easy, who learn quickly and who may become bored and frustrated in the classroom without the provision of a more challenging learning environment. All Class Teachers differentiate the curriculum to meet the individual needs of the children in their care.

### **Extra-Curricular Activities**

A range of extra-curricular activities takes place in the school-

Gaelic Football, Hurling, Camogie, Soccer, Orienteering, Swimming, Rugby, Art

### **School Uniform**

**School uniform:** Green jumper with school crest  
Grey pants/ green skirt or pinafore  
Cream shirt with school tie  
Black shoes/ black runners

**\*If your child cannot tie shoelaces, they must wear footwear with VELCRO fastening.**

**School Tracksuit:** Green tracksuit top with school crest

Green tracksuit bottoms.

Green shorts (new design) with school crest

Green polo t-shirt with school crest

**Note: Please mark clothes to identify owner.**



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### Home-School Communication

The implementation of the Curriculum is best done through partnership between home and school. Good and timely communication is vital if this partnership is to be truly effective. If your child is experiencing any difficulties in school, or if something is worrying you about the school, please come and talk to us. Please make an appointment through emailing the school secretary if you wish to meet with the Class Teacher or Principal. The earlier we know about your concerns, the earlier we can deal with them. Please ensure that the school has your up-to-date contact details in case we need to contact you during the school day. Where possible, send a written note to the Class Teacher regarding routine matters – it is sometimes difficult to get through on the phone. The school communicates with parents via Aladdin Connect or e-mail. Our school website – [www.ballintemplens.com](http://www.ballintemplens.com) – contains a wealth of information about the school. We have one formal Parent-Teacher meeting each year, in November/ December. Booking of the meetings is done via the Aladdin Connect App.





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**Scoil Íosa Naofa**  
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**Code of Conduct**

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**Website: [www.ballintemplens.com](http://www.ballintemplens.com)**

The aim of the Code of Conduct is to provide a framework within which the child can come to develop a sense of self-discipline and a standard of behaviour which shows true Christian respect for oneself and others. We expect these values, and the overwhelming majority of children meet our expectations.

### **Self-Esteem**

It is recognised that self-esteem is essential to the development of every child. The school is committed to making every effort to foster the growth of self-esteem in each and every pupil. Parents have a vital role in this. Parents should help their children to learn and practise good behaviour, and to have a positive attitude towards themselves, towards other people and towards the school. It is more important that good behaviour be acknowledged and rewarded than that other behaviour be highlighted and punished. Children crave attention and approval. Their development as mature, independent and strong personalities depends on the quality of recognition and encouragement they get as children. Your child depends on you as parents and on us as teachers for this recognition and encouragement. **Mol an óige agus tiocfaidh sí.**

### **School Policy on Discipline**

Discipline creates an environment which assists the self-development and growth of pupils. It is based on human dignity and respect for each person. Qualities such as unselfishness, self-control and thoughtfulness for others are fostered in our school and help in the development of a fully-integrated person. We aim for the achievement of maturity and self-discipline in the character formation of each individual pupil. The discipline engendered by rules and routines is designed to make the school safe for all children and allow school business to take place in an orderly fashion.

Why do we need a Code of Conduct?

1. To make pupils aware of the necessity of good conduct.
2. To make school a safe place for all.
3. To encourage, in all pupils, respect for themselves and for others.
4. Without good order and discipline, the educational standards, which parents have a right to expect, will fall.



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5. To assist each pupil to achieve the highest standard possible of personal maturity and self-discipline before leaving our school, consistent with his/her circumstances and personal potential.

6. Mutual respect and co-operation are necessary to achieve a productive classroom, playground and school atmosphere.

7. As a Catholic school we aim to help our pupils achieve the Christian ideal of "Love thy neighbour as thyself".

### **The Code of Conduct**

All pupils will conduct themselves in a manner which is respectful of themselves, their peers, their teachers and all school staff and visitors. They will always be punctual, properly-dressed and properly-engaged in their assigned tasks. They will be obedient to the directions of the principal and teachers.

### **The School Playground**

We are always conscious of the necessity of keeping the school yard a safe and friendly place in which children may enjoy themselves. The aim of our discipline policy in relation to the school playground is to focus on the positive behaviour of the majority of children who play safely and with consideration for others daily. Those who contravene the Code in the playground will be dealt with by putting his/her name in a notebook. If the child's name is entered into the notebook three or more times during the week the child will not receive 5 minutes' extra play time on a Friday and will have to sit with a designated teacher for those five minutes doing written work assigned by the child's class teacher.

### **School Rules**

It is School Policy that pupils wear their correct school uniform every day.

- Junior, Middle and Senior Classes will wear tracksuits only on P.E. days or on designated days. P.E. days are notified by the class teacher.

### **In the morning**

- Pupils must be in time for school in the morning.
- Pupils must enter by the gate only.

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- Parents are not permitted onto the school yard or into the school building with children for drop-off or collection times.

### At lunchtimes

- Pupils must bring home any uneaten food and wrapping used in their lunches – it must not be put in school litter bins.
- Pupils must play in a manner which respects others and is safe.
- Pupils must never engage in rough play.
- Pupils must get into line quickly when the bell rings.
- At all times pupils must be of good behaviour on the corridor and in classrooms – there must be no running or unnecessary noise.
- Pupils must never use foul language.
- Pupils must show courtesy to adults and fellow pupils at all times.
- Pupils must not chew gum on the school premises.

### **Notes from parents/guardians**

- Pupils must not leave the school or playground without permission from their class teacher or the teacher in charge of the playground.
- Pupils must have a written request submitted by parents/guardians to leave school during school hours. Please write this note in your child's homework journal or email the school.
- All absences must be explained via the Aladdin app.

### **Property**

- Pupils must respect school property and the property of others.
- Damage to property must be paid for by the person who damaged it, or by his/her parents/guardians.



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**Homework**

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- Pupils must do all homework, oral and written, every night.
- Homework must be neatly presented.
- Where homework assignments are not completed, a signed note from a parent/guardian must be furnished.

### **Break Times**

The children normally go outside during break-times. However, if the weather is inclement the children remain in their own classrooms. The breaks are as follows:

**Morning break:** 10.50 a.m. to 11. 10a.m. Each class gets 10 minutes during this time.

**Lunch time break:** 12.45 p.m. to 1.15 p.m.

All classes eat their lunch in the classroom.

Children are supervised by teachers at all times during these breaks.



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**Bullying**

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Unfortunately, bullying tends to be present wherever groups of human beings gather. Schools are no exceptions and NO SCHOOL is immune from bullying. Our aim is to ensure that, when bullying arises, it will be dealt with quickly and efficiently.

### **Telling**

All children are encouraged to tell on a bully. It is difficult at times for children to do this, but we are trying to change the culture of acceptance among children of bullying behaviour. As the level of acceptance of anti-social behaviour among the children decreases, it becomes easier to tell an adult about a bully.

### **Parents**

Parents are asked to be aware that your child may be bullied in school. Sometimes parents will become aware of the bullying before the class teacher becomes aware of it. If you become aware of bullying which affects your child, contact the school immediately.

### **The School**

The school will treat each and every case of bullying very seriously. Each incident will be fully investigated. The parents of both the victim and bully will be informed. Appropriate action will be taken to safeguard and reassure the victim. Appropriate action will also be taken to assist the bully to understand that his/her behaviour is unacceptable and to reform his/her ways.

### **Vigilance**

Parents and Teachers must be particularly vigilant for signs of bullying behaviour and must act immediately to stop it, to reassure the victim and to make the perpetrators aware of the error of their ways and of the consequences for themselves and the victims.

### **Anti-Bullying Policy**

Bullying is repeated aggression - verbal, psychological or physical - conducted by an individual or group against others with the intention of hurting them.



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### A) Indications of Bullying Behaviour:

- Anxiety about travelling to/from school
- Unwillingness to go to school
- Deterioration in educational performance
- Pattern of physical illnesses
- Unexplained changes in either mood/behaviour
- Visible signs of anxiety/distress
- Possessions missing
- Increased requests for money
- Unexplained bruising
- Reluctance and/or refusal to say what is troubling him/her-

### B) Procedures for noting and reporting incidents:

1. All reports of bullying will be noted, investigated and dealt with by the class teacher so that pupils will gain confidence in telling. A special Incident Book is kept in the principal's office for this purpose only. No reported case of bullying will be left unresolved.
2. Serious cases will be referred immediately to the principal by parents or class teachers.
3. Parents may often be the first to become aware of the fact that their child is being bullied. Parents should contact the principal immediately if they suspect that their child is being bullied. The Principal or Class Teacher will inform Parents if their child is involved in a bullying incident in school.
4. Pupils must understand that reporting is not 'telling tales'.

### C) Procedures for investigating and dealing with bullying:

1. A calm, unemotional problem-solving approach is best employed when dealing with a bullying situation.



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2. The class teacher in the first instance, and then the Principal, will investigate and deal with all bullying incidents initially. Parents will be informed of the progress of such investigations and will be involved as appropriate.

3. Because of its nature, bullying can often be a pattern of repeated behaviour on the part of the bully. Changing such behaviour may take time. Parents and teachers will work together to change bullying behaviour in bullies.

4. Bullying has a detrimental effect on its victims. They may suffer physically, emotionally and mentally. Teachers and parents will work together to restore their confidence and to ensure that the unseen damage of bullying is repaired as far as possible.

5. Every case of bullying will be fully investigated and will be continuously monitored until both parents and teachers are satisfied that the matter is fully resolved.

### **D) Programme for work with pupils:**

The school recognises the value of tackling bullying at a class level. Learning strategies which allow for the enhancement of each pupil's self-worth – circle time and lessons to specifically enhance self-esteem - are conducted in all classes. All children are taught about bullying in Religion lessons, S.P.H.E. lessons and as the opportunity arises in other subjects. Please see our Anti-Bullying Policy [here](#).

### **Use of Mobile Phones/Recording Devices by Pupils**

1. Pupils should not be in possession of mobile phones or recording devices during school hours. Should the need arise, the school secretary will make emergency or other calls.

2. Mobile phones and recording devices are nowadays capable of being used in a manner which amounts to the invasion of privacy of school staff and pupils. They are also capable of being used to bully others.

3. Mobile phones may not be used in the school building, playground or school grounds, or during any school-related activity.

4. Where a pupil is found to be in breach of this, the mobile phone will be confiscated by a teacher and will only be returned to a parent/guardian.

5. The Board of Management accepts no responsibility for loss or damage to mobile phones.



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**Absences**

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Parents/Guardians are requested use the Aladdin Connect App to inform the school if their child has been absent from school. Children cannot be allowed home from school unless collected by their parent/guardian or an authorised person chosen by you to act on your behalf in an emergency. The school must be notified of such a person. In accordance with the provisions of the 'Education Welfare Act', the school is obliged to inform the National Education Welfare Board (NEWB) of any child who has been absent for 20 days in any school year. This notification will result in a letter or visit from an Educational Welfare Officer to the parents/guardians of such a child.

### **Homework**

The purpose of homework is:

1. To inculcate in pupils the habit of independent study
2. To revise what has been learned in class
3. To guide the child in further educational exploration at home
4. To guide the parental assistance with the child's work in school
5. To allow parents/guardians follow their child's progress in school
6. To lay a foundation for independent study which will play a major role in the child's development at Second/Third-Level education

Homework will be given to pupils on Monday, Tuesday, Wednesday and Thursday evenings. Pupils will not normally be given homework for the weekend. Homework routinely consists of written assignments, memory work or the practice of a skill. Pupils may also be assigned artwork or other work of a creative or research nature. Pupils are expected to complete all the homework assigned by their teacher. Pupils should write the details of their homework in their homework journal. Junior Infants to 1st class homework is assigned on Aladdin Connect. Parents/guardians should sign the homework journal when the homework has been completed. Where a pupil cannot complete the homework, the parents/guardians should furnish a written note in the homework journal to the class teacher. The supervision and completion of homework is a parental responsibility. Parents should always inform the class teacher if a child has persistent difficulty in doing homework assignments.





# SCOIL ÍOSAF NAOFA BALLINTEMPLE

## Le Chéile Is Féidir



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### When and Where

It is advised that pupils do their homework as soon as possible after coming home from school, rather than leaving it until later when they may be tired. Where possible, pupils should do their homework in a room free from the disturbance of television.

### **Time guidelines**

Naíonáin (Infants)	10 - 15 mins
Rang a hAon	15 - 20 mins
Rang a Dó	20 - 30 mins
Rang a Trí	30 - 40 mins
Rang a Ceathair	40 - 50 mins
Rang a Cúig	50 - 60 mins
Rang a Sé	60 - 70 mins



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### Nutrition

#### Introduction

The school community of Scoil Íosaf Naofa, Ballintemple, acknowledges that the health of our children is paramount. Consequently, we aim to improve the nutritional standard of the children in our school and of the school community as a whole. The curriculum is used to teach the principles of good nutrition through the S.E.S.E. and S.P.H.E. programmes.

#### School lunches

Infants have 10 minutes' morning break. Parents/guardians might take this into account when preparing lunch boxes for infant classes. 1st to 6th have a 10 minutes' morning break and, at lunch time, 15 minutes is reserved for eating lunch in the classroom. This time may be extended, as required, by Class teachers to ensure that all children have sufficient time to eat their lunches.

#### Packed Lunches

**N.B. We are a nut-free school – this includes spreads such as Nutella.**

Parents/guardians are encouraged to include items from the four bottom sections of the Food Pyramid (as recommended by Dept. of Education/Health Board guidelines). Children should be encouraged to eat up to 5 portions of fruit/veg. per day between home and school. We would encourage the children to bring *water* with them to school as their main drink. **Please ensure the bottle is a non-spill plastic bottle.**

#### Recycling

All left-over food and wrappings, including milk and juice cartons, **must be taken home** in the child's lunchbox.

#### Breakfast

All parents/guardians should consider the proven importance of breakfast as a good start to a child's day in terms of giving them enough energy for the day ahead and of forming good dietary habits for life.



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### **Medicines**

Teachers cannot be responsible for the administration of medicines during school hours. Children who are ill and are on medication on a short-term basis should be treated at home. Parents of children who require medication on a long-term basis should speak to the principal.

### **Illness in Class**

The parents/guardians of a child who becomes ill in class will be contacted by the school and will be asked to take the child home. All parents should ensure that the school is in possession of accurate and up-to-date contact information for parents/guardians or an alternative contact person in the event of the parents/guardians being unable to come to the school.

### **Accidents**

Unfortunately, accidents will happen. In most cases, children suffer only minor discomfort or injury and it can be dealt with in school. While no medications will be administered to a child, a minor cut will be cleaned only with water or a Wound Cleansing Wipe and a sticking plaster will be applied.

In the case of a more serious injury, parents/guardians will be informed immediately. In the case of an emergency, the school will seek immediate medical assistance and then inform parents. Parents will always be informed of any head injury, however minor.

### **School Insurance**

A special School Insurance Policy is available to cover medical and other expenses associated with accidents to children. The policy provides 24-hour cover for accidents both in and outside of school.

### **School Nurse**

During their time in school, each child is checked for hearing and vision and will be offered immunisation injections. Parents will be informed in advance of these visits.



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### School Costs

Inevitably, there are costs associated with having a child in the Primary School. We try to keep these costs to a minimum. No child, no matter what the circumstances of his/her parents, will be denied anything in the school because of cost. Any parents/guardians who, due to financial difficulties, are worried about school costs should make an appointment to see the Principal. The meeting will be confidential and matters will be resolved.

### Duty to Protect Children and Support Families

Children, because of their dependency and immaturity, are vulnerable to abuse in its various forms. Parents or guardians have primary responsibility for the care and protection of their children. When parents/guardians do not or cannot fulfill this responsibility, it may be necessary for the H.S.E. or Gardaí to intervene to ensure that children are adequately-protected.

The wider community also has a responsibility for the welfare and protection of children. All personnel involved in organisations working with children should be alert to the possibility of child abuse. They need to be aware of their obligations to convey any reasonable concerns or suspicions to the Health Board and/or An Garda Síochána and to be informed of the correct procedures for doing so. The wider community of relatives, friends and neighbours are well-placed to help and must also be aware of the steps to take if a concern arises. Personnel working with children and the wider public should know that early action by them is often the best way to protect children and to enable a family to stay together.

### Principles for best practice in Child Protection

The principles which should inform best practice in Child Protection include the following: -

- The welfare of children is of paramount importance.
- A proper balance must be struck between protecting children and respecting the rights and needs of parents/carers and families, but, where there is a conflict, the child's welfare must come first.
- Parents/guardians have a right to respect and should be consulted and involved in matters which concern their family.



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### Child Protection in Scoil Íosa Naofa, Ballintemple

All staff working in the school are instructed in their duties relating to the protection and welfare of children in accordance with the Dept. of Education *Guidelines and Procedures for Child Protection* and in accordance with *Children First – the National Guidelines for the Protection and Welfare of Children*. Staff, or parents, who are concerned about a child protection or welfare issue will report it to the Designated Liaison Person (DLP) or Deputy Designated Liaison Person (DDL) in the school. The DLP/DDLP will discuss the matter with the reporting person and will decide if the matter should be reported to the H.S.E. or Gardaí for further investigation. The principles outlined above will guide the DLP/DDLP in reaching this decision. Where there are clear signs of abuse or neglect, the DLP/DDLP will err on the side of protecting the child. The DLP is Mr. Bryan McCarthy (Principal) and the DDL is Ms. Deirdre Sayers (Deputy Principal). Dept. of Education Guidelines and Procedures can be downloaded from [www.education.ie](http://www.education.ie)