



Dunderrow National School
Dunderrow
Co. Cork
Roll No: 169400
Tel: 021 4774041
e-mail: info@dunderrow.ie
Web: www.dunderrowns.ie



Acting Principal: Helen O'Callaghan

Acting Deputy Principal: Ellen Maria Glavin

Information Pack

- Letter of welcome from the Principal
- Mission Statement
- Letter of welcome from the Chairpersons, Parents Association
- Board of Management
- School Rules
- Policies– See Webpage www.dunderrowns.ie for all policies– please sign form enclosed and return to the school office
- The School Day
- Book List – Will be available in May - will send out to you and also put on website.
- Art/Crafts/Photocopying Annual Contribution - €45 per child.
- Registration & Consent Forms – please complete & sign all Forms.
Please remember to include your child's PPS number.
- Full Birth Certificate/Baptismal Certificate (where applicable) required – these will be photocopied and returned to you immediately.



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Acting Principal: Helen O'Callaghan Acting Deputy Principal: Ellen Maria Glavin

Dear Parents/Guardians,

A very warm welcome to Dunderrow National School, a 230 co-educational centre of primary education. We hope that your child will be extremely happy here.

Our school is noted for its inclusiveness and caring ethos and is a happy and safe place where every child matters.

We have a wonderful staff and a dedicated and committed Board of Management, Parents Association and a supportive local community. This allows for a well-resourced learning environment where you can be assured of our full co-operation and commitment at all times. Cherishing all children equally we strive to nurture, educate and socialise our next generation of young people. We are proud of our high academic standards to which we always aspire. Children are given every opportunity to experience all aspects of a broad and balanced curriculum within the school day. A number of after school activities are also made available to children e.g swimming, music, sport, homework club etc.

Should you have any queries or concerns at any time please feel free to come and talk to us.

Beir bua agus beannacht,

Helen O'Callaghan
Acting Principal

MISSION STATEMENT

Dunderrow National School is a Catholic primary school, which strives to provide a well ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed.

While Dunderrow National School is a school with a Christian ethos, it also has recognition for all other religions.

Education for citizenship – both as Irish and Europeans – will form an important part of the overall education of the child. The civilisation and culture of his/her native land are part of every child's birthright.

Chuíge sin, cothófar atmaisféar Gaelach sa scoil.
(*In the school, we promote a positive attitude to the Irish language*)

Dunderrow N.S. will strive to promote, both individually and collectively, the professional and personal development of teachers through staff development programmes.

Dunderrow N.S. will endeavour to enhance the self-esteem of everyone in the school community, to imbue in the pupils respect for people and property and to encourage in them the idea of being responsible.

Dunderrow N. S. is a school where all children, whatever their ability, race or creed are cherished for their uniqueness.

Dunderrow N.S. promotes gender equity amongst the teachers and pupils.

The school motto is: ***Mol an óige agus tiocfaidh sí.***
(***Praise the youth and it will come***)

Dunderrow National School: Parents Association



The Parents Association would like to take this opportunity to welcome all new pupils and their parents to Dunderrow National School. We are sure that your time with the school will be very pleasant and fulfilling.

Your ideas and support will be crucial in helping to make the Parents Association a success.

REMEMBER YOU ARE THE ASSOCIATION SO PLEASE DO GET INVOLVED

Parents Association 2019 - 2020

Róisín Treacy/Fiona Cunningham - Chairpersons

Christine Dinneen - Secretary

Niamh Boyle - Treasurer

Siobhain O'Regan, Ber Kiely, Anna Boyd, Martin Hurley, Dervla Kelly, Mercedes Bertoletti, Nicola Whelan, Sinead Dwyer, Geraldine Griffin, Cat O'Sullivan, Mary Roche, Mary Bowman, Claire Lynch, Laura Callanan, Ciara Murphy, Susan Herron, Deirdre Murray, Julie McNamara & Catherine Moynihan

The role of the **Parents Association** is to work with both the parents and the school to enhance the educational, social and personal development of the children at the school.

These goals are achieved in a variety of ways.

* Fundraising to support different activities ongoing in the school e.g. school building project, I.T, swimming, Irish dancing, French lessons, new reading programme and school tours. Funds have also been used to purchase items such as the school jackets, new sports Jerseys and music equipment.

*Representing the views of parents where an issue arises at the school.

*Supporting school initiatives e.g. Active School, Healthy Promotion, Anti-bullying etc.

*Working with the school to provide support when required for various events such as the book sale, First Holy Communion and Confirmation etc.

The AGM is usually held in September/October. This is a great way of finding out what is on the school agenda for the year.

We look forward to meeting you all.

Regards and thanks,

Róisín Treacy & Fiona Cunningham
Chairpersons

BOARD OF MANAGEMENT:

The school is run by the Board of Management.

The Board is made up of :

8 people: 2 Patron's/Diocesan nominees.

2 members of the teaching staff (one of whom is the Principal), 2 Parents representatives and 2 Community representatives.

The Board of Management has a four-year term.

The members of the **Board of Management** of Dunderrow National School are:

Chairperson:	Seamus McCarthy	(Patron's Nominee)
Board Members:	Helen O'Callaghan	(Acting Principal)
	Martin Boyle (Treasurer)	(Parent's Rep)
	Brian Murphy	(Community Rep)
	Aoife Carlin	(Parent's Rep.)
	Catherine McGuinness	(Community Rep)
	Helen O'Brien	(Patron's Rep)
	Paul O'Sullivan	(Teacher's Rep)

The Board of Managements roles and responsibilities include:

- The Board and the Patron – It is the duty of the Board of Management to manage the school on behalf of the Patron (Bishop John Buckley).
- The Board as an Employer – The Board of Management is an Employer of Teachers and other Staff in the school.
- School Planning - It is the responsibilities of the Board to arrange for the preparation of a school plan and to ensure that it is regularly reviewed and updated.
- School Self Evaluation – School Self Evaluation as outlined by the D.E.S is ongoing central to school improvement.
- Teacher & Learning – The Board in conjunction with the Principal should play a key role in maintaining & improving standards in the school.
- Management of Resources – The Board will ensure the efficient use of resources and state funds in the school.
- School Policies – The Board has overall responsibilities for school policies.
- Child Protection – It is the duty of the Board of Management to ensure that Child Protection & Welfare Considerations are in place in the school.
- Code of Behavior / Anti-Bullying – The Board must ensure that a Code of Behavior has been drawn up and is signed by all parents.



Dunderrow National School

SCHOOL RULES

A healthy home-school relationship contributes immensely to the intellectual, social and personal advancement of the child.

In the interest of good order in the school the following rules apply:

1. Children are encouraged to wear school uniform and to label all jumpers.
2. Official school hours are 9.00 a.m. – 2.40 p.m. – outside of those hours children are the responsibility of their parents unless while on school-organized activities.
3. Infant class hours are 9.00 a.m. – 1.40 p.m.
4. Pupils are not allowed out on the road during school hours (unless with the express permission of a teacher).
5. Parents are requested to meet their children at the gate – not at the car.
Children awaiting buses will embark/disembark at designated bus area.
6. Pupils are encouraged to move, speak and behave in a mannerly way on the school premises.
7. The eating of 'junk food' at school is discouraged. *See Healthy Eating Policy on school website www.dunderrowns.ie*
8. Children should not swing on safety barriers or handrails inside the main gate.
9. The school is not responsible for personal belongings left behind by pupils.
10. We would ask the full co-operation of parents in all matters pertaining to school behaviour. (see code of behaviour on website www.dunderrow.ie)
11. Neither the school nor the teachers can assume any responsibility for children's behaviour outside of school hours.
12. It is important that any factors, which may affect the child's progress at school, be brought to the teacher's notice.
13. All children are encouraged to be punctual.
14. For an absence, a written note will be required, duly signed and dated or message sent through our APP.



WELCOME TO Dunderrow National School

BACKGROUND:

Dunderrow National School was built in the year 2000. An extension was completed in 2008 consisting of four new classrooms, a computer room and a staff room. In 2013 a further classroom and Learning Support were added.

It is a co-educational school catering for children from Junior Infants to Sixth Class under the auspices of the Dioceses of Cork & Ross.

At present there are 225 pupils.

The staff is made up of:

Mrs Helen O'Callaghan	Acting Principal
Ms Ellen-Maria Glavin	Acting Deputy Principal/Mainstream Class Teacher
Mrs Anne-Marie Barry	Mainstream Class Teacher
Mr Paul O'Sullivan	Mainstream Class Teacher
Ms Ellen Sheehan	Mainstream Class Teacher
Mrs Jennifer Molan	Mainstream Class Teacher
Mr John Cottrell	Mainstream Class Teacher
Mr Kevin Roche	Mainstream Class Teacher
Mrs Leonora Horan	Mainstream Class Teacher
Mr Sean Kenny	Mainstream Class Teacher
Mrs Mary Gibbons	SEN Team
Mrs Jennifer Murphy	SEN Team
Mrs Olivia Sisk	SEN Team
Mrs Katrina O'Leary	SEN Team
Mrs Vicky Phelan	SNA
Mrs Ann Moynihan	SNA
Mrs Niamh Cunningham	SNA
Mrs Niamh Good	SNA

Ancillary Staff

Ms Angela O'Connell	Secretary
MCG Cleaning Services	

School Building comprises of

9 Mainstream Classrooms – all en-suite
1 GPR
2 Learning Support Rooms
1 Sensory Room
Computer Room
Staff Room
Office
Principal's Office

Policies

We have a great deal of Policies dealing with pastoral, administrative and curricular areas and if you wish to view them, just ask and we can make an appointment for you or log on to our website www.dunderrowns.ie

Please see webpage www.dunderrowns.ie for the following Policies;

School Code of Behaviour Policy
Homework Policy
Enrolment Policy
Healthy Lunches
Anti-Bullying Policy
Acceptable Usage Policy
Child Safeguarding Statement

THE SCHOOL DAY:

Junior & Senior Infants:	9.00 a.m. – 1.40 p.m.
1st to 6th Class:	9.00 a.m. – 2.40 p.m.
Morning Break:	10.50 a.m. – 11.00 a.m.
Lunch Break:	12.30 p.m. – 1.00 p.m.

Children will be given 5 minutes before each break to eat their lunch in class.

Your child should be dropped and collected within 10 minutes of these school times. No responsibility is accepted for children on the premises outside these times as they are not covered by school insurance

SCHOOL UNIFORM -

Navy	Track suit pants (available at many retail outlets) for boys Skirt/Pinafore for girls
Grey	Sweat shirt with school crest (available from Kinsale Sports Store)
Blue	Polo Shirt with school crest (available from Kinsale Sports Store)
Footwear	Parental choice.

To reduce competition and increase pride in their school uniform we expect children to wear their **COMPLETE** uniform **everyday**.

HELPFUL HINTS:

- Velcro runners are easier than lace ups.
- **Please label all clothing, bags and lunch boxes, as most are identical.**
- If there is a situation at home which you think may affect your child's progress/mood / behaviour in school please inform your child's teacher or the Principal. This is really helpful for us in understanding your child's individual needs. (This information will be treated with respect and in confidence.

TRAFFIC: Road Safety - Collecting/dropping off children:

Parents/guardians are urged to park showing due consideration to other road users

The issue of safety and accessibility to the school causes problems each year. While there is no immediate or ideal solution to this problem there are certain steps that we can all take to make the drop off and collection of children safer.

- ❑ Park carefully and please observe the few basic simple rules of the road especially regarding road markings.
- ❑ Also talk to your children about safety and the need to be extra vigilant when entering and leaving the school.
- ❑ We will also speak to the classes about safety “coming to” and “leaving school.”
- ❑ The roundabout is for **WHEELCHAIR ACCESS** and **TURNING ONLY**.
- ❑ Marked spaces at the roundabout are for **STAFF PARKING ONLY**. Please do not block these spaces.
- ❑ **DO NOT PARK** or **DROP OFF CHILDREN** at the roundabout.
- ❑ Care needs to be taken by both children and parents near the Yellow Box Junction.
- ❑ Children should board and exit the bus in the designated area only. **Do NOT park in this area. This area is for the BUS ONLY.**
- ❑ **Please drive slowly when approaching and leaving the school.**

Exceptional Collections during school hours:

If your child has to leave school during school hours, it is essential that you notify the class teacher *in writing*. Your note must always *be signed*.

Your child must always be collected from the classroom if leaving during school hours.

(Education Act)

CHILDREN MUST BE COLLECTED BY AN ADULT IF THEY ARE LEAVING SCHOOL EARLY.

Children will not be released into the care of another juvenile.

Please state clearly who will be collecting your child. The parent/guardian collection your child must sign the child out on the book located outside the secretary's office.

We do this solely in the interest of each child's safety.

LUNCHES:

Choose a lunch box and beaker that can be easily opened. Please label both.

As part of our **Health Education Programme** we have a **Healthy Eating Policy** (*See Website www.dunderowns.ie*). We encourage children to bring a healthy lunch i.e. sandwich, cheese, fruit, yogurt, milk or fruit juice.

A small treat is allowed on **Fridays only** e.g. biscuit, bun or small bar. Nourishing foods are encouraged.

Crisps, fizzy drinks & junk food ARE NOT ALLOWED. For safety reasons glass bottles and chewing gum are forbidden.

N.B: Children periodically are prone to an allergic reactions to foods i.e Nut Allergy/eggs/dairy. As part of accepted good practice and with advice from the Department of Education and Skills, relevant voluntary organisations and the School's Board of Management we would recommend that:

Children eat their OWN lunch – do not share food. Children are allocated time to eat lunch before play. 5 to 10 minutes is adequate for the majority if children but we do appreciate that a minority eat more slowly. Children are also encouraged to take a portion of lunch outside e.g sandwich, piece of fruit etc.

Note: in order that you know what your child has eaten, each child brings home the remains of their lunch box.

HEALTH & MEDICATION:

Dunderrow National School has been awarded the *Health Promoting School* status from the HSE. (Health Service Executive)

It is the policy (see Administration of Medicine Policy on website www.dunderrowns.ie) of the school not to administer any medications to children unless a specific health care plan is in place. The Board of Management will be happy to facilitate Parents/Guardians needing to give medication to their child if required under such a plan. Please contact the Principal if there is a specific medical condition where a 'health care plan' is necessary.

If your child has a particular health problem e.g. eyesight, hearing, toilet related problem, asthma etc. please inform the school.

DISABILITIES:

If a child has any physical or health problems the Principal should be informed when the child is being enrolled. Should a problem develop the Principal should be told immediately. In this way appropriate provisions can be put in place. **The above information will be treated with respect and confidence.**

Mobile Phones/ Digital Audio/Gaming Devices

Pupils are strictly forbidden to use mobile phones in the school.

If you need to contact your child during school hours, please do so through the school Secretary.

MP3's, I-pods, PSP's, Discman, Nintendo DS and other such digital devices are to be left at home.

If children are found not to adhere to this school policy, then these devices will be confiscated.

See Mobile Phone – Electronic Games Policy.

Sherpa Kids

Sherpa Kids offer before and after school care for children of Dunderrow NS. For more details please visit www.sherpakids.ie or email dunderrow@shepakids.ie. We would also like to acknowledge the good work being carried out by the local preschools in the Kinsale Area, It is much appreciated.

MONEY MATTERS:

Materials & Equipment Voluntary Contribution for this year:

Photocopying/Art/Crafts/Copybooks, Pencils etc: €45

Paid at beginning of school year or on Open Day for Junior Infants

A simple breakdown of the levy is outlined below:

Text a Parent Costs, Childrens' Class Diary, Storage Box, Paints, Clay, Paint Brushes, Colouring Pencils & Crayons, Photocopying, Drawing Paper, Scissors, Glue, Craft Paper, Pastels, Pencils for

the year – including special hand hugger type for Junior & Senior Infants, Erasers and Pencil Sharpeners. Junior & Senior Infants also require special types of copies. Annually we have fund raising activities e.g Children’s Autumn School Walk. The proceeds raised from these items are used to fund a variety of activities for example: the cost of buses, field trips, purchasing sets of readers for each classroom & sports equipment. We depend on your generosity and support to make these fund raisers a success

THE FIRST DAY:

Start with a good breakfast. Come to the class on time on the day. Give a hug, say good-bye, and give an assurance that you will collect him/her at the proper time.

Then leave! Almost all children are busy and happy within minutes of their parents leaving.

For the first two weeks your child (Junior Infants) will have a short day going home at 12.00 , so give a small healthy lunch.

Junior Infants are usually very tired when they start school first, so please help them by making sure they go to bed early.

Towards the end of September (week 3) the children will be in school for the full infant day;
9.00 a.m. – 1.40 p.m.

At 1.40 p.m. the teachers will bring the children out to the school gate.

Please ensure you are on time. Your child’s ability to separate from you will be enhanced if they know you will be there on time.

Please wait for your child’s turn to come out.

THE FIRST YEAR:

Starting school is a milestone in the life of your child.

You can help to make this transition easier for your child by providing safe opportunities for him/her to spend time away from you and with other children in order to learn how to share and take turns. Your child will have an opportunity to visit the classroom/school on Open Day and will thus be familiar with the school setting.

In school we encourage each child to do his/her best through individual, group and whole class activities. All **children learn at their own pace**. Just as children walk and talk at different stages, they also read and write when they are ready.

Formal reading is not undertaken until year 2 i.e. Senior Infants.

HOME/SCHOOL COMMUNICATION

AIMS/PURPOSES

1. To recognise the importance of support from the home in education.
2. To ensure that parents are at all times aware of their children's progress/problems.

Frequent communication is of vital importance in developing and nurturing co-operation between home and school. *In our school, communication between parents and teachers may take one of the following forms:*

1. **Individual consultation:** This occurs where a parent has asked for an interview with the Principal or with a teacher. Periodically parents are invited to visit the school to exchange information or to discuss matters of concern. A note or telephone call to the Principal or class teacher requesting such an appointment is always essential. It is also necessary that the purpose of the visit be stated so that the Principal or teachers may undertake whatever preparation is necessary with regard to information and records.
2. **Parent/Teacher Meetings** – one to one group meetings. One formal meeting is held in November. These meetings afford parents an opportunity to discuss the academic and social progress of their children in private with the class teacher. Parents are welcome to arrange meetings with the Principal or class teacher during the year, however, these meetings will be “*by appointment only*” to avoid disruption of class.
3. **Reports.** End of school year written progress reports are furnished to parents of all students in June.
4. **Circulars/School Policies** are readily available on display in the Office for parental viewing and also on our web page www.dunderrow.ie (Our website was awarded Star Site from Scoilnet Star Site and also commended by Digiweb). Policies are ratified by the Board of Management and are available to the Parents Association on request also.
5. **Homework Diary** – homework is recorded daily by children in 1st to 6th Classes.
6. **School Books** – School books maybe purchased in our Book Sale in early June. Dunderrow N.S also has a Book Rental Scheme where you can rent certain books at a reduced cost and return to the school at the end of the school year.
7. **New Junior Infants** – An Open Evening is held in January for parents of the new Junior Infants pupils to meet and view our school. In Late April/Early May we have our usual “meet & greet” morning where children can meet with their class teacher, view classroom etc.
8. **Holidays** - Details of school holidays or early school closures, where known, are always communicated in writing in early September.
9. **Upcoming Events** - Notes on upcoming events are furnished to parents approximately 1 week in advance. Please ensure to check child's diary or schoolbag.
10. **Notice-board** – at school gate will keep parents informed of school activities.
11. **School website:** www.dunderrowns.ie **School APP**
12. **Messages from APP** - short messages will be relayed to you on Private Message Board on APP
13. **SCHOOL OFFICE NO: 021- 4774041** email info@dunderrow.ie

We hope your child's years spent at Dunderrow National School will be extremely happy and will help him/her to grow in all that is positive and good.

