



Kinder A
Information Booklet
2017

THE TERESIAN SCHOOL
12 Stillorgan Road
Donnybrook
Dublin 4

Tel: 2691376

Email: secretary@teresian.ie

Welcome to Kinder A

My name is Orla Smyth and I would personally like to welcome you to Kinder A. I shall be teaching your child for the coming school year. I have put together a short information booklet to give you an overview of the year ahead and hopefully help answer many of your questions. Please keep this booklet for reference during the year.

School Ethos and Culture

The school seeks to provide a person-centred education which develops all that is best in each student. The educational climate is considered of supreme importance, and the school creates a family-like atmosphere through personal attention, encouragement and understanding. The overall small numbers facilitate open communication between teachers and pupils and among the pupils themselves.

The educational philosophy, in which the human and the spiritual are integrated, is of Christian inspiration. The spirit of the school is one of fortitude and love in an atmosphere of joy. Hence its motto:

“Joy, Fortitude, Love”

Mission Statement of The Teresian School

The Teresian School is a Catholic lay school which follows the educational principles of St Pedro Poveda.

We are committed to:

- Providing a person-centred education, based on faith and Christian values, which aims to develop each student to the full.

- Appreciating the dignity and uniqueness of each person in a family-like atmosphere where staff, students and all school personnel are respected and valued.
- Achieving high academic standards, sound intellectual and moral criteria and a love for learning.
- Fostering a sense of responsibility, solidarity and co-operation, always striving to build a more just, human and peaceful world for all.
- Working as a school community where staff, students and parents together respect and foster the Teresian ethos of the school.

Class Hours

Class hours are from 9.00am to 2.00 pm. Punctuality is important; children must not arrive later than 9.00 am and must be collected promptly at 2.00pm!

Outside these hours pupils can attend pre-school which operates from 8.00am to 6.00pm.

Mornings: 8.00am to 9.00am

Children who attend Pre-School before 9.00am may leave their bag and coat in the KA cloakroom. They will collect their snack when picked up by me at 9.00am

No parents or children are allowed in the classroom before this time!

In order to develop your child's independence, parents are asked to drop children at the door and not to enter the classroom. This is essential in September as the children settle far quicker if parents say a quick farewell. I would ask for your cooperation with this. Children are allocated a seating place on their first day and will be moved around during the year.

Encourage your child to become independent. Let them remove their coat, scarf, hat etc and hang up themselves. He/She should bring his/her snack into the class room and place in the basket provided, again by themselves **No parents allowed in classroom**

Signing In" Chart for K.A.

A 'sign in' chart is located on the table outside Kinder B classroom. Parent / Guardians (who must introduce themselves to me at the beginning of the school year) are required to write arrival and collection times of child on a daily basis. The following **must** be recorded:

Time of Arrival

Time of Collection

Whether hot lunch is required or not (Hot/Own)

(Hot lunches only available to children staying until 5.00 p.m.)

Should a child be attending a play date or be collected by someone other than their parent or usual collector, this should be additionally recorded in the note- book which is also located on the table.

School Bags

Please provide a small lunch bag for your child. **Large haversacks/school bags are not permitted.** All bags should be left in the cloakroom

Break Time

The Teresian School operates a “**Healthy Eating Policy**”. Break time is from 10.40—11.00 am and followed by playtime at 11.00 to 11.15 each morning. **Each child should bring in one item for break.** Suggested healthy options could be a piece of fruit, cheese or yoghurt. Children may also bring a drink. These are brought into the classroom in a small transparent plastic bag with name clearly written on the front and put in the relevant baskets, by the child. Children must be able to open their snack by themselves! Fruit must be small (no large apples/oranges). There is a milk scheme available from September. Forms will be sent home to be signed. Children will have milk at break time. A drink for lunch must be provided. We are a **Green School** so all rubbish will be brought home in bag.

Lunchtime

Children need a **small lunch box** for their lunch. This is kept in their **small** school bag in. Children leave their lunch in the cloakroom until lunchtime. Please pack a manageable lunch (sandwich, fruit, cheese/yogurt). No crisps or popcorn. Hot lunch is only available to those children staying in Pre-School until 5.00 pm or later. **This should be marked (under “Hot Lunch”) on the chart which is outside the classroom.**

Treats are not allowed. There will be designated ‘treat’ days throughout the year

Playtime/Playground/Playdates

One teacher will be present on duty in the playground daily. Two parents will also supervise. A letter re Playground Supervision will be sent home in September with relevant information for parents. Children may be daunted in the playground at first but will soon settle into the change of routine. Please give them time to make friends. This will not happen overnight. If you like to organise playdates, please vary the group of friends invited. Don't keep to the same few. This gives your child new opportunities to meet new children and widen their circle of friends.

If a child needs to be kept in at playtime, a written note must be submitted to the teacher.

Dress Code

All children must wear a pink/blue smock to school every day except on Mondays (Gym day). This must be worn over their kilt/trousers. Girls must wear a kilt,(not a pleated skirt) plain or tartan with a pin, (no labels or logos permitted), a white shirt with a collar and co-ordinating plain coloured knitwear cardigan/jumper, plain ankle/knee socks or tights and plain coloured dark shoes, (no casual boots or sandals), a plain coat, anorak, jacket or raincoat. Kilts/smocks may be purchased at any shop or from bluegreen.ie . Children should wear Teresian tracksuits with a white collared sports shirt and white runners with **velcro, (no laces)** on Mondays as this is their P.E. day. **All long hair must be tied up at all times.**

Under no circumstances are children allowed to change for parties/play dates on the school premises.

Tracksuits may be purchased from:

Uniformity, 47/48 Cross Avenue, Dunlaoghaire, Phone 2300501.

All items should be clearly marked with children's names.

Curriculum

The school follows the Department of Education & Skills curriculum. Weekly work includes Reading, Writing, Maths, Religious Education, General Science, Social Personal and Health Education, Physical Education, Singing, and Arts & Crafts.

Gym

Monday will be Gym day. Children must wear their tracksuit.

School Books

School books will be ordered and bought for you,. They will be in the classroom in September. You will be billed. Folders will be ordered.

Homework

Homework is set to give the pupils the opportunity to revise and practice skills beyond the classroom. This allows parents to become actively involved in the learning process.

Pencil Grip: As teachers, we are very conscious of teaching and maintaining the correct Pencil grip at all times. This must be supported at home.

An information sheet will be distributed when homework starts to help you assist your child.

Homework folders may be sent home at various stages during the year. This will depend on the ability of the child and their readiness for it.

Children staying in Pre-School until 5pm or later, may complete this written homework at 3pm in Pre-School. A teacher will supervise.

Homework should only last 15—20 mins. It will not be given on designated nights.

Parents must sign homework when it is completed and ensure it is returned to school the next day.

Parent / Teacher Meetings

Parent /Teacher meetings are held twice a year where you are given the opportunity to discuss your child’s progress with myself. Notices will be put up in advance. Report Cards will be issued once a year in June.

Class/Child Concerns

If anything needs to be dropped into the class, please leave article on the table or in the school office. Parents are asked not to interrupt a class or delay a teacher in the mornings. Times can be arranged for private meeting through a written note to the teacher. Please do not hesitate to speak to me with any concerns you might have – a meeting will be arranged at a suitable time.

Resource Teacher

Catherine is the resource teacher / learning support. Children will go to Catherine if necessary for extra help and tuition.

Absence from School

Parents need to inform school if a child is absent– this can be done by a written note, email secretary@teresian.ie or a call to the office on 2691376 on the morning. Parents are asked to keep their child **at home** if they have been ill during the night or in the morning.

N.B

Please ensure that we have your correct home address and telephone number and that in the case of an emergency we have an immediate contactable name and number available to us at all times during the day.

It is advised that parents do not take children out unnecessarily during school time. It is impossible to make up for lost time and it can put children under added pressure.

Please make medical and dental appointments outside the school hours of 9.00am – 2.00 pm.

Green School

The Teresian Junior School has been awarded four “Green Flags”. Lots of activities during the year help the children become aware of this and strive to achieve the next one.

Reuse, Reduce, Recycle is our motto.

*Children must bring home any rubbish (ie wrappers, containers) from snack/lunch.

*Please minimise packaging!

*All banana skins, apple cores etc may be thrown in compost bin in classroom.

Calendar of Activities

Calendar

September	Informal meeting for KA parents with last years parents. School Mass
October	Mid-term break
November	Parent / Teacher meetings
December	Christmas concert
Feb/March	Solidarity Day Health Week
April	Parent / Teacher meetings
May	Tour Sports Day

A school calendar will be circulated in October with specific dates and further school events. Copies may also be downloaded from www.teresian.ie. Photos of class activities will be available to see at various times during the year on the school website.

Code of Behaviour

The aim of the code is to provide a framework for responsible behaviour by all students. In the Teresian School, discipline is based on mutual respect and reason rather than fear.

Every reasonable effort is made to accommodate the individuality of each student while creating a suitable educational environment where effective teaching and learning can take place.

The school places greater emphasis on encouragement than on sanctions, in the belief that this will, in the long run, give the best results. All staff members will make every effort to adopt a positive approach to the question of behavior in the school and positive techniques of motivation and encouragement will be utilized by teachers.

Teachers shall keep written records of all instances of serious misbehavior as well as a record of improvements in behavior of disruptive students. Before resorting to sanctions the normal channels of communication between school and parents will be pursued. Parents will be involved and their active co-operation sought at an early stage, rather than as the last resort.

To enable this code to be effective and to create a strong sense of community within the school, a high level of student and parent co-operation with staff is required.

To ensure a good learning environment for every student, rules are being kept to the minimum.

Five Golden Rules

We are kind and helpful
We are polite and considerate
We are good listeners
We are honest
We look after property

Respect

Pupils are asked to show respect for others at all times. They are asked to be polite and mannerly in their dealings with everyone. Bullying is not allowed in any form.

Anti-Bullying (refer to School Policy for further information)

- The Teresian School is a place where each person can feel secure.
- Bullying in any form is unacceptable behaviour.
- Name calling is not tolerated.
- No one is excluded or victimised.
- Each person is listened to and supported.
- Solutions to problems are the concern of all in The Teresian School.

All reports of bullying, no matter how trivial, will be noted, investigated and dealt with by teachers. In that way pupils will gain confidence in 'telling'. This confidence factor is of vital importance.

- Serious cases of bullying behaviour by pupils should be referred immediately to the Principal.
- It should be made clear to all pupils that when they report incidents of bullying they are not telling tales but are behaving responsibly. This is essential in Kinder A.

- Individual teachers in consultation with the appropriate staff member should record and take appropriate measures regarding reports of bullying behaviour in accordance with the school's policy and Code of Behaviour and Discipline.

Attendance and Punctuality

A regular attendance is expected of all children and parents are asked to notify the school, preferably by a note, if a child is absent, arrives late or wishes to leave school early. The school cannot take responsibility for children outside these hours unless they are in the Pre-School.

Positive Behavior Management

In the Teresian School we promote positive behaviour in keeping with our ethos. We encourage self-discipline and consideration for each other, our surroundings and property. Any norms are concerned with safety, care and respect for others, in keeping with the age of the child.

The children are given opportunities to take turns, share, showing politeness and making choices. Self-discipline is developed by:

- Encouraging and building self-esteem, cooperation and self control
- Praising and reinforcing positive behaviour
- Setting limits according to the child's age and stage of development
- Explaining clearly what is expected in the varying situations

Parents may be asked to meet me to discuss their child's behaviour so that if there are any difficulties we can work together to ensure consistency between home and School. Difficult behaviour is dealt with by:

- Distracting the child or changing activity
- Explaining why the behaviour is not acceptable
- Giving the child a chance to take time out and calm down or regain control

It may be necessary to ask parents to seek additional help by referral to other professionals.

Sickness

In the interest of the sick child and also of the other children in the school, we would ask you to please keep your child out of school for 24 hours if he/she is feeling sick in the morning, has a temperature or is suffering from diarrhoea. If a child has been to the doctor and has been prescribed an antibiotic, he/she should be kept out of school until the medication takes effect.

The school does not provide oral medicine of any kind for the children.

Should a child fall, the wound is cleaned with Savlon antiseptic and a plaster applied. In the case of a sting a cream is applied immediately. If a child is feeling ill or sustains a bad injury, parents are notified immediately. Should parents or the contact person not be available, the school doctor is notified. Should a child have to take a certain medicine during the day at school the class teacher facilitates this with the written consent of parents.

Head Lice

All long hair should be tied up at all times to prevent the spread of head lice.

Parents are advised to check their child's hair frequently. If they discover head-lice in their child's hair, they must inform the teacher immediately. Regular fine combing of hair is the most successful preventative method in combating this continuous problem. If there is an outbreak of head lice, I will send out a slip to be signed by the parents confirming they have checked/treated

their child's hair.

Birthday Parties, Cakes and Presents

Invitations/party bags are not allowed to be distributed by parents or children anywhere in the school or in school grounds. A list of addresses will be available from the Parents' Council in September. Birthday cakes are not allowed in school. **Under no circumstances are children allowed to change for parties/play dates on the school premises.**

Play dates

These are organised through parents. It is important to fill in chart correctly. If there is a **change of collector** please fill in details in "sign out" book. (Located on the table outside the KA classroom.)

The class representatives on the Junior School Parents' Council organise a contact list, which is made available to parents in September/October.

Toys

Toys are not allowed in school at any time unless requested by the teacher.

Playground/Supervision

Parents are asked to volunteer for playground duty/supervision. This would entail 3 duties per year between 11 and 11.30a.m. in the playground or in the class room (due to inclement weather). Parents who volunteer should add their name to the Class Rota Sheet, which is placed on the notice board outside the KA class in September. Information and details of playground protocol and procedures will be circulated to parents who volunteer in September. Children must be supervised by parents at all times when collected from class both in the corridors and in the playground.

Children in Kinder A are only allowed to play on the green area. Under no circumstances can children play on the black area, grass or under the trees, after collection!

Extra Curricular Activities

- **Ceol - Contact Orla Smyth**
- **Ballet - Contact Nadia Quick Tel. 2859365**
- **Greek Dancing – Contact Nadia Quick Tel 087 6905881**
- **Art Zone - Details sent out in September**
- **Spanish/French – contact www.olesol.ie**

Parents' Council

There are two Class Representatives appointed at the beginning of the school year, for which any KA parent/guardian may apply. Application forms are distributed to all parents/guardians in September. The two Class Reps. organise all informal communication between the class and parents/guardians. This communication can include, for example, informal social mornings/evenings for parents/guardians once a term, Sports Day, requests, reminders etc. The Class Reps. usually communicate via mobile text messaging, so it is important to ensure that contact details on the Class Contact Sheet are accurate. This contact list will be formatted in September by the class reps and distributed to all parents once all the information is gathered. In accordance with the Data Protection Act, **the school office is not permitted to give out any personal details, phone numbers or addresses at any time. Please refer all requests to your Class Representatives.**

Information re Pre-school

Cost of Supervision - €6.50 per hour available until 6.00pm.

Timetable/Activities for aftercare: 2.00pm – 6.00pm
Arts/Crafts, Cooking, Colouring, Lego, games etc.

Frequently Asked Questions

- Q. Can my child have a hot lunch?
A. Yes, available only to children staying till **5.00pm** or later.
- Q. What should my child bring for break or lunch?
A. **One** item is sufficient for break (small piece of fruit, cheese or yogurt (easily opened). Sandwich and one item from the above are sufficient for lunch.
- Q. May I bring in a birthday cake?
A. No, birthday cakes are not permitted.
- Q. May I give out party invitations?
A. No, strictly forbidden anywhere on school grounds.
- Q. Where can I obtain contact details for classmates?
A. From the Parents' Council Representative.
- Q. What happens if I am late collecting my child?
A. Your child will be brought to Pre-school where he/she will stay until you arrive. Please phone or email the school and advise that you have been delayed.
- Q. Does my child need a tracksuit?
A. Yes
- Q. Where do I buy the tracksuit?
A. From Uniformity, 47/48 Cross Avenue, Dunlaoghaire, Phone 2300501.
- Q. Where can I buy a kilt/smock?
A. Kilt/Smocks may be bought from any shop/ store/retailer or **bluegreen.ie**