



**THE TERESIAN SCHOOL**

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***Kinder B***  
***Information Booklet 2017***

## ***Welcome to Kinder B***

We have put together a short information booklet to give you an overview of Kinder B and help answer many of your queries. Please keep this booklet for reference during the year.

Members of the Parents' Council will organise an informal get together for new Kinder B parents.

### **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.

## GENERAL INFORMATION

### Calendar and Timetable

A school calendar is enclosed. Copies may also be downloaded from [www.teresian.ie](http://www.teresian.ie) Photos of class activities will be available to see at various times during the school year on the school website. **Class starts at 9.00am and finishes at 2.45pm. except Wednesdays when classes finish at 12.30 p.m. Children may be dropped in at 8.00am to Pre-School or from 8.45 a.m. to Kinder B.** Children are allocated a seat on the first day and will be moved around during the year.

### Class Hours

Kinder B class time runs from 9.00am—2.45 pm. **Please ensure your child arrives in class on time.** (Outside of these hours children attending school **must** go to the Pre-School which operates from 8.00 am – 6.00 pm). If your child is not going to pre-school, please ensure that he/she is collected **promptly** at 2.45 pm.

### Signing In Chart

A sign in chart is located outside Kinder B classroom, which must be completed by parent/guardian every morning to show

**Time of Arrival**  
**Time of Collection**  
**Whether hot lunch is required or not**  
**(only available to children staying until 5.00 p.m.)**

This chart also serves as a liaison for the children using the Pre-School, where there is no change in the person collecting the child. 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 sign-out book located with the chart.

**Morning Routine – 8.00am – 8.45am**

Your child should remove her coat, scarf etc and place them on her named coat hanger in the cloakroom. She may keep her snack in her bag until the teacher is present. Please proceed to Pre School and fill in your details on the chart. **Parents and children are not allowed in the classroom before 8.45**

**Morning Routine – 8.45am – 9.00am**

On entering the school, your child should be signed in. The sign in chart is located on the table outside the KB classroom. Please fill in time of arrival, the time she will be collected and tick either “own or hot” lunch to indicate whether child has brought own lunch or availing of hot school lunch. Hot lunch is only available to children staying till 5.00 pm or later.

A notebook is also provided where names and contact numbers should be added if your child is going home or being picked up by someone else on that particular day.

Finally your child should remove her coat, scarf etc and place on her named coat hanger before entering the class room.

**Break Time - School Bags – Lunch boxes**

If a parent for any reason needs to keep their child in during break or lunch time, they must submit a written note to the teacher explaining the reason for this.

The Teresian School operates a “**Healthy Eating Policy**”.

Break time is from 10.40—11.00 am 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.** This encourages independence and also helps the child recognise their own snack. Children must be able to open their own snack by themselves. Fruit must be small (no large apples or oranges). There is a milk scheme available from September. Forms will be sent home to be signed. Children will have milk at break. A drink for lunch should be provided.\* **As we are a Green School we ask that the children bring home all their rubbish. Compost bins are available in the classroom, for any fruit peelings.**

## **Lunch-time**

On the days the children are in until 2.45pm 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.

## **Homework & Curriculum**

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 & maintaining** the correct pencil grip at all times! This must be supported at home.

Books and paper are kept in school.

Homework will be sent home throughout the year. This will depend on the ability of the child and their readiness for it.

**Homework should only last 15—20 mins.**

Parents must sign homework when it is completed and **ensure it is returned to school the next day**. Children staying in Pre School until 5pm or later may complete their written homework at 3pm in Pre School. A teacher will supervise.

### **Resource/Learning Support – Early Intervention**

If the teacher feels a child requires further assistance in maths or reading, she/he will have the opportunity to work with Catherine our Resource Learning Support Teacher.

### **Absence from School**

Parents need to inform school if a child is absent– this can be done through a **written note**, email to secretary@teresian.ie or a phone call that 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 time 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. – 2.45 pm.

## Class/Child Concerns

**N.B**

**Parents are asked not to interrupt a class or delay a teacher in the morning. If they need to drop in something they may leave it outside KB or in the office.**  
Times can be arranged for private meetings through a written note to the teacher.

## Birthday Parties, Cakes and Presents

**Invitations 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.

**Under no circumstances are children allowed change for parties/playdates on school premises**

## Dress Code

All children must wear the overall to school every day except on Fridays (Gym day). Children 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 may be purchased at **any** store or from \*bluegreen.ie. email; [info@bluegreen.ie](mailto:info@bluegreen.ie) ph 087 6453065

Children should wear Teresian tracksuits with a white collared sports shirt and white runners (**velcro, no laces**) on Fridays as this is their P.E. day. Tracksuits may be purchased from Uniformity, 47/48 Cross Avenue, Dun laoghaire 2300501.

Boys should wear grey or navy trousers with a co-ordinating shirt and jumper. **All items should be clearly marked with children's names.**

**All long hair must be tied back at all times. Children are not allowed to change out of their school uniform on school premises.**

### **School Bags – not required**

Children only need a **small lunch bag** for their lunch and break. These are kept in the KB cloakroom. Children must have a pencil case containing **only** lead pencil, rubber, sharpener and twistables.

### **Toys**

Toys are **not** allowed in school.

### **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 KB class in September. Information and details of playground protocol and procedures will be circulated to parents who volunteer in September.

Kinder B children are **not allowed to play on the black or grass after 3.00pm or on a Wednesday after collection.** Parents must not give permission for a child to go to the bathroom. The child must ask the teacher on duty.

### **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.

### **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 trolley outside classroom.)

The class representatives on the Junior School Parents’ Council organise a contact list, which is made available to parents. Please keep in mind when planning play dates to widen your child’s social circle. This will help to enhance their social skills.

### **Activities in Kinder B throughout the year:**

- **Singing every Monday**
- **Gym every Friday**
- **Speech and Drama every Thurs**
- **Christmas Celebration in December**
- **Solidarity Day**
- **Sports Day (May)**
- **Farm visit in May**
- **Parent/Teacher meetings are held twice a year**
- **Report cards are sent home at Summer**
- **Other cultural activities are available during the year**
- **Ballet is an extra-curricular option. Contact Nadia Quick Tel. 2859365**
- **Artzone is also an extra-curricular option. Details will be sent home in September**

### **Parents’ Council**

There are two Class Representatives appointed at the beginning of the school year, for which any KB 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 number or addresses at any time or under any circumstances. Please refer all requests to your Class Representatives.**

## **SCHOOL POLICIES**

### **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:**

1. We are kind and helpful
2. We are polite and considerate
3. We are good listeners
4. We are honest
5. 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.

### **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 with 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.

### **Anti-Bullying** (please 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
- 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.
- **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.**

## Frequently Asked Questions

Q. Can my child have a hot lunch?

A. 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). Sandwich and one item from the above is sufficient for lunch.

Q.Does my child need a school bag?

A. No, just a small lunch bag.

Q. Does my child need a pencil case?

A. Yes, containing a set of twistables, lead pencil, eraser and pencil sharpener. (No other items permitted).

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.

Q. Does my child need a tracksuit? Where can I buy one?

A. Yes, tracksuits may be purchased from Uniformity, 47/48 Cross Avenue, DunLaoghaire, Phone 2300501.

