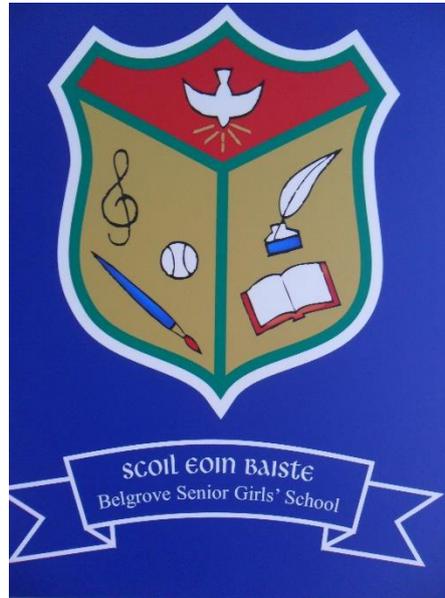


**BELGROVE SENIOR GIRLS' SCHOOL**  
**SCOIL EOIN BAISTE CAILÍNÍ SINSEARACHA**



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**LEABHRÁN EOLAIS DO THUISMITHEOIRÍ/CHAOMHNÓIRÍ**

**INFORMATION BOOKLET FOR PARENTS/GUARDIANS**

**AN BHLIAIN SCOILE 2020/21**

**Príomhoide/ Principal: Mrs. Anne McCarthy**

**Príomhoide Tanaiste/ Deputy Principal: Mrs. Katie Stokes**

**Rúnaí/ Secretary: Ms. Finola Rossi**

**Chaplain: Fr. Larry, St. Anthony's Church**

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## **1. Introduction**

- Our aim here in Belgrove Senior Girls' School is to help each child to achieve her full potential. Together with her educational development, each child's personal, emotional and social development is our priority.
- The building of each child's self-esteem is of prime importance. We inculcate in our pupils' good behaviour patterns based on consideration, respect and tolerance for others. We place a strong focus on fair and balanced communication as part of this behavioural model. We, as a school community, reject harmful unbalanced interactions and we insist on respect for all. This model encourages the development of empathy and assertiveness between all members of our school community. This includes not only student to student, but staff to student, student to staff, staff to staff, parent to staff and staff to parent.
- We aim to maintain a safe and happy environment for our pupils, with a positive atmosphere of encouragement and praise.

**“Mol an óige agus tiocfaidh sí!”**

## **2. A Brief History of our School**

- Belgrove Senior Girls' School first opened in our present building in 1969/70. However, the origins of our school go back quite a bit further.
- The original Clontarf National Schools for girls and boys were on Vernon Avenue and opened in 1847. In 1940, the schools moved to Belgrove House, the building which is now the home of Clontarf G.A.A. Club. At this time the schools were officially titled St. John the Baptist National Schools, or Scoil Eoin Baiste. The name Belgrove was colloquially adopted and, to this day, is the name by which the schools are fondly known far and wide.
- Throughout the years, Belgrove has gained an excellent reputation for its high educational standards and the high level of achievement of its pupils. The present-day staff and pupils aim to maintain this standard of excellence. In this, we have the support of parents who take an active interest in the education of their children.

### **3. Enrolment, Staff and Accommodation**

- Belgrove Senior Girls' School is a Catholic Primary School operating within the rules of the Department of Education and Skills (DES) and under the patronage of the Archbishop of Dublin. The girls are prepared for the Sacraments of Reconciliation, First Holy Communion and Confirmation.
- The school caters for girls from Second to Sixth Class.
- This year the School Staff comprises the Principal, sixteen Class Teachers (as there are 4 incoming 2<sup>nd</sup> classes on a once-off basis), three SET (Special Education Teachers) and visiting SET which make up the remainder of GAM (General Allocation Model) hours. Currently, we have 3 full time Special Needs Assistants, (we have an application in for an additional SNA (Request to the NCSE for Exceptional Review of Mainstream SNA Allocation for 2020/21), a School Secretary and a Caretaker.
- We have been granted funding approval for an Additional Mainstream Classroom, ensuite toilet, 1 x WC for assisted users and 3 x SET rooms. However, as the Department of Education & Skills (DES) only permitted the application the year preceding the enrolment of the incoming 2<sup>nd</sup> classes, it was not possible to have the classroom built within the timeframe allowed by DES. The matter is in progress.
- Within the main school building, we have fifteen classrooms. The SET Team are accommodated in various areas around the school – Mrs. MacNamee (SEN co-ordinator in smaller portacabin at the rear of the school yard, Mrs. O'Toole and visiting SEN teacher in a room in the larger portacabin, while Mrs de Búrca/ Ms. Foley (job-share arrangement) are located in the room to the left at the back of the stage.
- The school has a well-stocked Library, which is housed in a portacabin in the courtyard. Each classroom also has its own class library.
- We have a large School Hall which is shared with the Infant Girls' School. The school has a large playground and also shares the use of Clontarf GAA Club's astroturf pitch during school hours.
- Our school garden is located behind the portacabin in the yard.
- The school has 16 pupil laptops stored in a laptop trolley.

### **Website**

- We have a school website where information in relation to current school activities, notices, etc is posted. Class teachers also have the opportunity to blog: upload project information, class news, useful websites in relation to call work. Please click on, it is a great way to find out what is taking place in the school!  
[www.belgroveseniorgirls.ie](http://www.belgroveseniorgirls.ie)

#### **4. Board of Management**

- Our school has a dedicated and hard-working Board of Management, which meets regularly. The Board has eight members, with equal representation from the Patron, the Teaching Staff, Parents and the wider community.
- Current members of the Board are:
  - Patron's Nominees: Dr. P.J. Sexton (Chairperson) & Fr. Larry White
  - Principal: Mrs. Anne McCarthy
  - Teachers' Nominee: Ms. Anita Walshe (Mrs. Katie Stokes will replace Ms. Walshe during her maternity leave)
  - Parents' Nominees: Ms. Clodagh McGowan & Mr. Martin Dolan
  - Community Nominees: Mrs. Bernadette Hollingsworth (Treasurer) & Mr. Shane Brodie.
- The current Board of Management term of office runs from 1 December 2019 to 30 November 2023.
- Governance Manual for Primary Schools 2019-2023
  - Section 8.3 - Important Note:
  - *Board members are not delegates of their electorates. They have no obligation to either report back to their electors or to take instruction from them on how to vote at board meetings.*

## **5. Parents' Association**

- The support of our Parents is invaluable to the school, in many practical ways. The Parents' Association is always looking for new parents willing to assist them in their activities. Make sure to make contact if you would like to help. Contact [pa@belgroveseniorgirls.ie](mailto:pa@belgroveseniorgirls.ie).
- Seeing their parents actively involved in the school has a positive effect on children.
- Teachers often require the assistance of parents in different ways in the classroom. Let your daughter's teacher know, if you have a particular skill or occupation, which you might like to share with the class!

## 6. Teaching Staff and Curriculum

- As a Teaching Staff, we constantly strive to follow best practice in our profession and work very hard to achieve high standards, in a pleasant learning environment for our pupils. Staff-pupil relationships and inter-staff relationships are very positive and friendly, based on mutual respect and trust.
- We embrace the ideals of the Primary School Curriculum (1999), which is very holistic, encompassing the whole development of each child. The Curriculum focuses on the child as a learner and aims to help children to develop strategies to equip them for lifelong learning. The methodologies that are recommended in teaching the Curriculum aim to make the children more actively involved in the learning process (see [www.curriculumonline.ie](http://www.curriculumonline.ie)).
- The eleven subject areas:

English	History	Visual Arts
Gaeilge	Geography	Physical Education
Mathematics	Science	Drama
S.P.H.E.	Music	

### *Literacy (English and Irish)*

- The Primary Language Curriculum (PLC) for all four stages of primary school (junior infants to sixth class) was launched in September 2019 and was accompanied by Circular 45/2019. A new three-year cycle of support from 2019/20 to 2021/22 commenced in September 2019.
- The National Council for Curriculum and Assessment (NCCA) has developed two information leaflets for parents on the new Primary Language Curriculum:
  - A one-page leaflet answers key questions from parents about the curriculum.
  - A two-page leaflet gives more detail on these key questions parents have about the curriculum.
- The leaflets are available in English and Irish at [www.curriculumonline.ie](http://www.curriculumonline.ie). The shorter leaflet might be more helpful for parents for whom neither English nor Irish is their first language.

### *Religion*

- The “Grow in Love” Religion Programme is taught from 2<sup>nd</sup> – 6<sup>th</sup> classes.

### *Social, Personal & Health Education (SPHE)*

- The curriculum subject, SPHE, incorporates three main strands – Myself, Myself and others, Myself and the Wider World. It is taught using the following programmes:
  - **RSE** – Relationships and Sexuality Programme
  - **Walk Tall** – Substance Misuse Prevention Programme (emphasises the importance of self-esteem)

- **Stay Safe** – Child Abuse Prevention Programme
- **Weaving Well-Being Programme** by Fiona Forman & Mick Rock emphasises positive mental health and wellbeing.
- The following school policy documents relating to SPHE
  - are available for inspection in the school:
    - SPHE Policy Plan
    - RSE School Policy Statement
    - School Substance Use Policy
  - are available on the school website:
    - Child Protection Strategy
      - Children First (*Please note that the school follows the Children First National Guidelines for the Protection and Welfare of Children*)
    - Anti Bullying Policy
    - Policy Regarding Mobile Phones / Devices
    - Code of Behaviour
    - IT Acceptable Use Policy
    - Rules and Safety Procedures for our Pupils.

### ***Book Rental***

- The school operates a book rental scheme in line with Department of Education and Skills guidelines. The books are owned by the Board of Management of the school and are given on loan to the girls. Some books will be used for the whole year, while others will be used for a shorter time period. **It is important that your daughter looks after the books very carefully.** They belong to the school, and they will be required for use by other girls. **Should the books be damaged or defaced you will be charged for the cost of replacing them.**
- *“With careful management the books can last for up to eight years. They are normally replaced because the books are out of date rather than because of the condition of the books. Parents of girls who damage a book will be asked to replace the book.”* (Guidelines for Developing Textbook Rental Schemes in Schools, Department of Education and Skills).
- English readers, novels & SESE supplementary books are rented in 2<sup>nd</sup> class.
- Religion books, English readers, novels & textbooks, Maths books, SESE (Social Environmental and Scientific Education, consisting of History, Geography & Science) Books are rented in 3<sup>rd</sup> – 6<sup>th</sup> classes.

### ***IT***

- Information Technology is used as a teaching and learning tool in the school. **The entire school is networked and has WiFi and Broadband.** Interactive Whiteboards are in use in all classrooms. The school has purchased 16 laptops and trolley for use around the school.

- The school has an Internet Acceptable Use Policy with which staff and pupils must comply. *\*New children to the school will receive a link to our Internet Acceptable Use Policy and Policy Regarding Mobile Phones and Devices in the school Enrolment Registration Form. (Please see school website [www.belgroveseniorgirls.ie](http://www.belgroveseniorgirls.ie)).*

**Government Directed School Closure COVID-19**

- We engaged with Distance Learning during this time, through email, the class blogs on the school website, and the online platform Seesaw, to help facilitate distance learning.



## **7. Class Placement**

- The Board of Management advises parents/guardians that as and from the end of the school year 2020/2021, all 2<sup>nd</sup> classes will be reconstituted (regrouped) as they progress into 3<sup>rd</sup> class. This will apply to children entering Belgrove Senior Girls' School from September 2020 onwards.

## 8. Home-School Liaison

- Good communication and co-operation between parents and teachers is fundamental to the development of an effective and happy learning environment for your children.
- It is important to inform your child's teacher each year of relevant family information which may affect her wellbeing at school. It is best not to assume that such sensitive information has been passed on from the Infant School or from your daughter's last teacher in the Senior School.
- You are encouraged to keep in regular contact with your daughter's teacher and to be aware of her progress at school. It is important also, for the teacher to know of any concerns you may have, so that you can work together for the child's welfare.
- Parents are welcome to the school. **However, we ask you not to call unexpectedly to see your daughter's teacher**, as she will be unable to talk to you. If you wish to discuss something **please arrange an appointment with her/him**, (note in homework journal or a phone call to the Secretary). **If you wish to meet with the School Principal you are also requested to make a prior appointment.**
- When calling to the school **always use the main front entrance** and ring the bell marked 'Senior School'.
- We are using **Aladdin** to email school letters and notices, in keeping with our Green School policy. We are also using the Permission facility on Aladdin to allow parents accept or decline permission for various school tours, visits etc. Please ensure your contact details are kept up-to-date. Some notices, leaflets etc. will continue to be sent home with the pupils, as appropriate. Please arrange a system with your daughter, for ensuring that you receive these from her.
- **Please note we do not allow the distribution of party invitations or Christmas Cards in school, this is for the best interest of all pupils.**
- Your child's **Homework Journal** is a daily contact with school and **should be checked and signed each day by you**. This will keep you up to date with the work being done in class.
- Formal Parent/ Teacher meetings are held each year, usually in November.
- Annual School Reports are issued towards the end of the school year as per DES Circular 0056/2011. This gives you the opportunity to discuss any area of concern on the Report with your daughter's teacher during the last term of the year. Reports are now available online through Aladdin Connect.
- Standardised Tests in English & Mathematics are generally given to the girls in 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> classes during May/early June as per the relevant DES (Department of Education Circular). However, this year due to the Government Directed School Closures, Standardised tests were not used in the summer term as advised by the Department of Education and Skills.
- We also assess 3<sup>rd</sup> & 5<sup>th</sup> classes in mathematics during May/early June. All classes are tested in English at the beginning of the school year. 2<sup>nd</sup> classes are given the CAT4YL in September/October. (The Cognitive Abilities Test (CAT4) is a diagnostic assessment that is designed to help students and their teachers understand how they learn. It assesses how students think in areas that are known to make a difference to learning).

## **9. Primary Online Database (POD)**

- The Department of Education and Skills (DES) has developed an electronic database of primary school pupils called POD which will involve schools maintaining and returning data on pupils to the DES at individual pupil level on a live system. Please see Circular 0017/2014 and Circular 0025/2015.

## 10. Aladdin Data Management System

- The school uses the Aladdin Schools software service, [www.aladdin.ie](http://www.aladdin.ie) for administrative purposes and more recently Aladdin Schools Connect. Please see <http://www.aladdin.ie/content/faq> if you have any queries. This gives secure access to messages from the school and to details of your child's attendance, standardised test results, reports cards etc. via secure login from your internet browser or Aladdin Connect App.
- **Downloading the App is highly recommended to enhance both the parent and school's Connect experience.** The main advantage of using the App is to receive immediate alerts for app messages sent by your school. Generally, one mobile phone number is used as a point of contact.
- **By default both parents will have access to view their child's family information – address details, email address details, phone numbers for parents etc.** If for any reason you do **NOT** wish to share your own personal contact information within the family circle or if you have any concerns regarding your particular family set up please contact the school in confidence to discuss or have this facility restricted/access blocked.
- **Parents, in turn, must let the school know if they want to block family information before Aladdin Connect is activated.**
- Aladdin Schools complies with world class standards of information security and data protection.
- *“The General Data Protection Regulation (GDPR) came into force on the 25th May 2018. The GDPR emphasises transparency, security and accountability by data controllers while at the same time standardising and strengthening the fundamental rights and freedoms of European residents to data privacy. Aladdin is committed to GDPR compliance across our product. While we are not responsible for an individual school's GDPR compliance, by providing a product that is committed to GDPR compliance, we are helping and supporting our schools to comply with their own GDPR obligations”.*

## Aladdin ePayment

- We are using the Aladdin ePayment system for all parents/guardians of girls in our school. It uses parent email addresses. This system is to facilitate the easier payment of school money collections for parents/guardians and to reduce the amount of cash and cheques being sent into the school in line with recent central bank directives.
- When money is due for any school activity that is relevant to your daughter, **you will receive a text/email message containing your payment access link.** This will bring you to a parent payment page which will contain all payments requested for all siblings in a family. There is only one link per family ensuring you have the option to pay all amounts due for all your children in one transaction. Once you have completed your payment, you will be issued with a reference number. You will also receive an email receipt which will contain details of the transaction and reference number.

## 11. The School Day

- **The official opening time of the school is 8.40am.** Please be aware that supervision by staff begins in the morning at 8.40am. Please ensure your daughter has appropriate clothing for cold / wet weather. Pupils proceed to their class room at 8.50a.m. (8.40a.m. if it is a wet morning).
- **Classes commence at 9.00am sharp and end at 2.20pm.**
- **No responsibility is accepted for pupils arriving before 8.40am.**
- **No responsibility is accepted for pupils who are left on the school premises after 2.20pm unless they are engaged in an organised extra-curricular activity.**
- **Please ensure that your child arrives punctually every day, by 8.50a.m.** at the latest (See Attendance Strategy on the school website).
- Please ensure your daughter brings the relevant books, copies, etc. to school that she requires each day. Ensure she has a pencil case with requested colours, pencil/pens etc. which will stay in school.
- If you are driving your daughter to or from school, you are asked to respect the yellow box, i.e. no stopping zone, around the school entrance, to obey the directions of the School Warden and **please do not park in front of our neighbours' gateways.**
- ***Bicycles/scooters at school:* If your daughter cycles/scoots to school and parks her bike/scooter in the school grounds, please note it is not covered by the school insurance.** Please ensure your daughter's name is on her scooter. Girls are to disembark at gate and walk to relevant bike/scooter parking area.
- ***Home-time:*** Classes are dismissed at 2.20p.m. **Please ensure suitable arrangements are in place for your daughter's prompt collection.** If your daughter is attending an extra-curricular class straight after school, she should remain on the school premises and go directly to the classroom in question.
- ***Extra-curricular classes:*** Information regarding these classes is distributed in September.

## 12. Uniforms

- Your daughter is required to wear the **correct school uniform** each day.
- **The tracksuit & white aertex top will become the main uniform every day**, with the option of the school shorts for warmer weather. A skirt/pinafore may be worn with the tracksuit top. A long sleeved white aertex may be worn in colder weather.
- The tracksuit bottoms will have one zipped pocket. The school shorts will also have one zipped pocket with a small crest on one leg.

### For incoming 2<sup>nd</sup> classes

- the tracksuit & white aertex top is the school uniform with the option of the school shorts for warmer weather. A skirt/pinafore may be worn with the tracksuit top. A long sleeved white aertex may be worn in colder weather.
- the blue crested school jumper, shirt and tie is NOT part of the school uniform.



### 3rd-6th classes

- the girls may wear the blue crested school jumper etc. until they become too small if desired/ but please do not purchase replacements.
- Uniforms can be purchased from Lynch's of Marino <https://www.lynchschooloruniforms.com/>
- Please ensure that tracksuit tops and jackets etc. are **clearly labelled** with your daughter's name.
- The required uniform is listed on the back of your daughter's Booklist.
- If wearing socks only white or navy should be worn with the school uniform please.
- Please note trainers (with laces tied properly) are required for PE. Shoes if worn must be flat. When purchasing trainers for PE please ensure that they are suitable for sportswear and not just designer wear. 'Heelies', the little wheels on certain trainers, are forbidden at school.
- No jewellery of any kind should ever be worn at PE and only minimum "safe" jewellery should be worn at any other time.
- An old shirt or tee-shirt should be used to protect your daughter's uniform at Art time.

### 13. Healthy Lunch

- There are two breaks during the school day, a short break from 10.30 a.m.-10.45 a.m. and a longer break from 12.15 p.m. -12.45 p.m.
- Please ensure that your daughter has a healthy and nutritious lunch each day and continue to include fresh fruit and a vegetable as per Food Dudes Scheme [www.fooddudes.ie](http://www.fooddudes.ie). As well as being good for your child's general well-being, healthy eating also adds to her ability to concentrate at school, with healthy options including sandwich, pitta bread, rice-cake, etc. **We do not allow crisps, chewing gum, hard sweets, lollipops or fizzy drinks.** See [www.safe.eu/Healthy-lunchboxes](http://www.safe.eu/Healthy-lunchboxes) for Healthy Lunchbox suggestions.
- Popcorn, while fairly healthy, is not a terribly suitable option for school. It takes a long time to eat and too often ends up on the floor!
- *All unfinished lunches should be brought home.* In this way, you will know what your daughter is not eating at school.
- Please make sure that your child has a secure container for her drink.
- Glass containers are forbidden.
- We take part in the E.U. Milk Scheme, which offers subsidised milk to school children. Orders for the year are taken in September. If your daughter avails of the scheme it is expected that she will drink the milk during the school day. We ask you to **ensure that your daughter brings home her empty milk or juice tetra-pack cartons for recycling.** We recommend that she has a little bag with her lunch-box for these. School recycling bins do not have the capacity for the collection of tetra pack cartons in such quantity, nor is there the time in school for the daily rinsing out that would be involved.

#### 14. Absences, Illness etc.

- If your child has been absent from school, *it is essential* that a written note explaining the reason for her absence is submitted to her teacher, on her return to school as per TUSLA (Child and Family Agency, established 01/01/2014). These notes will be retained by the Class Teacher for record purposes so should not be written in the Homework Notebook.
- Please note that **absences totalling 20 days or over, must and will be reported to TUSLA (Educational Welfare Services Child and Family Agency)**. The **precise reason** for each absence must be stated when reporting– hence the importance of written notes to the class teacher. See “**Don’t Let Your Child Miss Out**” available at [www.tusla.ie](http://www.tusla.ie).
- All pre-arranged absences e.g. medical/dental appointments, music exams etc. should be arranged outside of the school day as far as possible. Should your daughter be absent, the class teacher must be notified in writing. Please ensure this is on a separate page as the note must be retained by the school.
- If your daughter has to leave school early, for whatever reason, you must send a note to her teacher stating that reason. She must be collected in person by an adult. If she is being collected by an older sibling, (secondary school pupil or older), this must be clearly stated in the note.
- You may not take another child with you without a note from that child’s parent stating the reason and granting you permission.
- *Taking a holiday during term time means that children miss important school time. It will be difficult for them to catch up on work later on. As a result, they may fall behind with school work and lose confidence in their abilities. We strongly advise parents not to take their children out of school for holidays during term time.* ([www.tusla.ie](http://www.tusla.ie)) The school does not set ‘holiday work’ for pupils. **Attendance at school is very important and the work of the school continues right up to the end of June each year.** If family holidays during term time are unavoidable, please inform your child’s Class Teacher in writing, in advance of the proposed absence from school.
- Please ***do not*** send your child to school if she is ill.
- **Any infectious illness should be notified to the school without delay.**
- If your child has an infectious illness or similar ailment, please consult your doctor or the HSE before sending her back to school.
- **Head-lice** is a recurring problem in schools. **It is every parent’s/guardian’s responsibility to remain vigilant in this regard and to check your daughter’s hair on a regular basis.**

## 15. Accidents and Emergencies

- The school retains contact details on Aladdin (telephone numbers & email addresses) for each child, as provided in the Enrolment Registration Form. **Please notify us of any changes in case we should urgently need to contact you. Please ensure the school has contact details for more than one person.**
- **In the event of a serious accident, parents/guardians or the next listed emergency contact will be contacted immediately. If necessary, an ambulance will be called.** Please see the Accident/Injury Policy on the school website.
- Minor cuts or stings will be treated in accordance with parental permission on Enrolment Registration Form.
- In the event of illness or injury (e.g. a bang on the head or a sprain), parents or guardians will be contacted.
- **It is Board of Management policy that all pupils will be included in the Personal Accident Insurance Scheme with 24hr cover.** This is at a reduced cost of €6.40 per pupil, which is included in annual Book-list Extra Costs.
- Pupils' Personal Accident Policy – The insurance covers all pupils on the school register 24 hours a day.
- *Please note the Allianz policy does not limit the time in which follow on claims can be made under the Medical and Dental Expenses heading. Allianz will pay insured medical/dental expenses, which are not recoverable from any other source, until the need for care has ceased (subject to the policy monetary limit). This benefit is particularly relevant for dental expenses where children may require further treatment long after the insured incident occurs. (Further details available from the Office).*

## **16. School Holidays and other Closures**

- You will receive a list of School Holidays via email. This list is also available on the school website. Should there be any other school closures during the year, you will be notified in advance.
- Emergency closures – you will be contacted via text (Aladdin Connect) and/or Parent Association contact lists.

## **17. Tours and Outings**

- Permission is sought from parents before children are brought on a school tour, outing etc. You will receive a notification and permission request via the Aladdin Connect facility. This allows you to accept or decline the permission request online
- **Your child will not be allowed to go on the tour in the absence of having the permission request accepted.**
- Our method of payment in respect of tours/outings, unless stated otherwise, is online please.

## 18. Behaviour

- Our school has a comprehensive Code of Behaviour and a Yard Policy & Procedures. *\* New children to the school will receive a link to the Code of Behaviour in the school Enrolment Registration Form. (see school website [www.belgroveseniorgirls.ie](http://www.belgroveseniorgirls.ie)).*
- **We expect a high standard of behaviour from the children in our school.** The children are expected to **show respect** for each other, for the staff of the school and other adults, and for school property.
- As new children become familiar with the school, they are also made aware of the school's Rules and Safety Procedures. The children become aware that rules are intended to ensure the safety of all in the school community and that rules and procedures help to make the school a pleasant place to be. (Rules and Safety Procedures also available on school website).
- In class, **each child is expected to do her best**, to be attentive and diligent, to present her work with care, and to co-operate with her teacher, SNA and with her classmates.
- Kindness, tolerance and inclusiveness are continually emphasised.
- **Countering Bullying Behaviour:** Our school has a comprehensive policy on countering bullying behaviour, intended for the whole school community. The good example shown by adults is vital to the formation of good habits of behaviour among children. As well as outlining procedures for dealing with incidents of bullying behaviour, our policy includes positive action towards the prevention of bullying.
- **Mobile Phones/Devices:** Pupils are not permitted to have mobile phones switched on or to use them on the school premises during the school day. If any girl needs to have a mobile phone in school with her, it must remain switched off in her schoolbag. If you wish to contact your daughter for any **urgent** reason, please use the school telephone number **(01 8331888)**. *\* New children to the school will receive a link to the Policy Regarding Mobile Phones and Devices in the school Enrolment Registration Form. (see school website [www.belgroveseniorgirls.ie](http://www.belgroveseniorgirls.ie)).* Please read this carefully as **breaches of this policy are taken very seriously**.

## **19. Homework**

- School Policy recommends the following approximate times to be spent on homework:
  - Rang 2: 20-30 mins
  - Rang 3: 30-40 mins
  - Rang 4: 40-50 mins
  - Rang 5: 50-60 mins
  - Rang 6: 60-70 mins
  
- If they have worked hard at school, children should not be expected to spend longer at homework than these recommended times. If your child has difficulty with homework or regularly cannot complete it in the recommended time, please inform her teacher.
  
- Homework will include Reading, Spelling, Tables or other learning work, Maths, and perhaps a written exercise in English or another subject area. Written work will always have been well prepared at school. Maths homework will be consolidation of concepts or computation being studied at school. Some home research and project work may be required from time to time.

## 20. How you can help at home

- Locating the correct textbook/copy in school bags can be made easy by **placing a rectangular colour sticker** on the spines and a corresponding circle colour sticker can be put on the front of the book/copy e.g. red stickers on English books/copies and green stickers on Irish books/copies
- These are the colours we use for subjects in Belgrove Senior Girls' School – this is a whole school approach.

<b>ENGLISH : Red</b>	<b>MATHS: Dark Blue/ Navy</b>
<b>IRISH: Green</b>	<b>GEOGRAPHY: Light blue</b>
<b>HISTORY: Orange</b>	<b>SCIENCE: Pink</b>
<b>SPARE: Purple</b>	

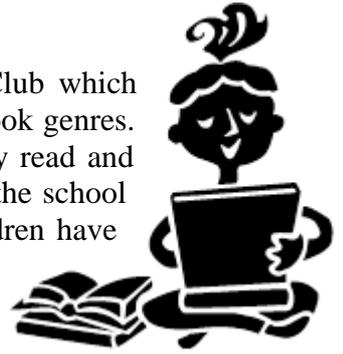
- The colour dividers in folders can also be used to differentiate between the different subjects e.g. match the red divider with English.
- Check your child's homework each day before signing the homework journal.
- Help her, but do not do the work for her.
- Make sure that homework is done at a table or desk, without distractions nearby.
- Ensure that written work is neat and presentable.
- **Homework Reading:** Allow your child to read aloud for you. Do not pressurise her about any word she does not know. Simply tell her the word and ask her to read the sentence again, perhaps returning to difficult words at the end of the reading session, to see if she remembers them.
- **Gaeilge:** We promote the use of Irish “timpeall na scoile” (around the school) and would encourage a positive attitude at home towards it. If the “cúpla focail” have been forgotten, re- learn them with your daughter! Déan do dhícheall! (Do your best!).
- **Spelling:** The children should try and write the words first. Then they learn the words they spelt incorrectly. Initially, they should focus on the letters they had difficulty with. Write these letter clusters in their favourite colour 3 times. Then write the full word using pencil and using their favourite colour for the letters they have just practiced. The actual writing down of each spelling is a very important part of the learning process. While we do not partake in “Friday Tests” the spellings are checked through the process of dictation.
- **Tables:** Please practice and revise tables orally and written with your daughter.
- Please see the school website “**Annual Information**” section under your daughter's relevant class for helpful suggestions.

*Outside of homework time, you can help your child's education at home in many valuable ways:*

- Help your daughter to devise organisational skills in relation to packing her bag, organising books/copies, uniform etc.
- **Games with an educational value** are a wonderful fun way of learning e.g. family board-games, jigsaws, puzzles, card games, word games, games requiring strategy and logical thinking etc. See [www.cogs.ie](http://www.cogs.ie).
- Help your child informally, to read the time, to be familiar with coin values and change, to understand halves and quarters. Such knowledge will help her Maths education.
- Monitor I.T. use. Ensure that some of your home software has a real educational value. Don't allow too much inactive screen watching. (See [www.webwise.ie](http://www.webwise.ie) for further guidance).
- Monitor television watching. Set limits on viewing time.
- **Ensure that regular exercise is part of your child's life.**
- Lastly, school-going children need **a regular sleep-pattern and early nights!**
- **The National Adult Literacy Agency (NALA)** offers help and advice for parents who have difficulty reading, writing, spelling or doing math. They have a Freephone number parents can call 1800 20 20 65 or a website [www.takethefirststep.ie](http://www.takethefirststep.ie) – parents can learn with their local ETB Adult Education Service or over the phone and online through NALA's Distance Learning Service. All services are free.
- As part of the Department's strategy to improve children's literacy and numeracy skills, the National Adult Literacy Agency developed the website [www.helpmykidlearn.ie](http://www.helpmykidlearn.ie). This provides some suggestions for enjoyable activities in which parents and their children can engage. Information for parents about resources to support literacy and numeracy in Irish is available from COGG [www.cogg.ie](http://www.cogg.ie).
- **The benefit of reading can never be over-emphasised.** Read to your child, read with your child, and let your child read to you. Surround her with books! Discuss the book she is reading with her.

## 21. Leabhar Power/Book Club

- Children 3rd – 6th can participate in a designated stream Book Club which enables children to discuss the content and authors of a variety of book genres. The children are included in the decision-making of the books they read and discuss. The suggested books for reading each month are listed on the school website and also displayed on the main school corridor so all children have access to them.
- The “Leabhar Power” meeting days are displayed on the school corridor. The book clubs take place once a month for each stream. The Principal organises and co-ordinates these with the help of volunteer parents.

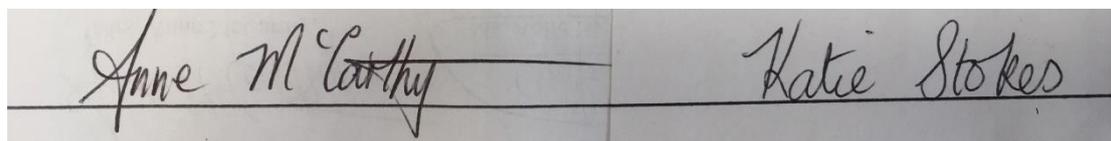


## 22. Public Libraries Support for Schools: Circular 26/2019

- All public libraries provide standard services to primary schools, as identified and agreed nationally. ([www.librariesireland.ie](http://www.librariesireland.ie)).
- The range of library services offered to primary schools includes the following:
  - Information for parents about the range of library resources and the activities available to support the development of their children's literacy and numeracy skills
  - Access to a wide range of historical material about the local area, including maps, photographs, documents and information and collections relating to 1916 and subsequent commemorations.
  - Ongoing library programmes and initiatives throughout the year, including the Spring into Storytime initiative in April, the national Summer Stars reading programme, the Children's Book Festival and Family Time at Your Library, all of which support the continuing development of children's literacy and numeracy skills (see [www.librariesireland.ie](http://www.librariesireland.ie)). Spring into Storytime provides story time and reading activities in branches during April. The **Children's Book Festival takes place in October** and celebrates children's books and family reading and Family Time at Your Library offers fun events in local branches in December.
  - The **Summer Stars Reading Adventure runs throughout the summer** and is a fun reading programme open to all children who register for it. (See Dublin City Libraries, Summer Stars 2020).

**You can keep up to date with school news on our school website [www.belgroveseniorgirls.ie](http://www.belgroveseniorgirls.ie) and follow us on Twitter @BelgroveSGNS.**

Míle buíochas, for taking the time to read this introduction to Belgrove Senior Girls' School. Céad míle fáilte romhaibh agus roimh d'iníon go dtí ár scoil. We are delighted to welcome you and your daughter to our school. We wish your daughter success and happiness, during her years in Belgrove.

The image shows two handwritten signatures in black ink on a light-colored background. The signature on the left is 'Anne McCarthy' and the signature on the right is 'Katie Stokes'. Both signatures are written in a cursive style.

Mrs. Anne McCarthy,  
Príomhoide/Principal  
Principal

Mrs. Katie Stokes,  
Príomhoide Tánaiste/ Deputy

Meitheamh 2020

Updated Mí Na Nollag 2020