



HOLY FAMILY
JUNIOR NATIONAL SCHOOL
RIVER VALLEY, SWORDS,
CO DUBLIN



PARENT INFORMATION BOOKLET

ROUTINES
SCHOOL PROGRAMMES
LIST OF SCHOOL POLICIES

Dear Parents,

This general information booklet has been produced to familiarise parents with school procedures. It is divided into sections, headed **Starting Out** and **General Information and Routines**. It is important that you are familiar with the content and, consequently, the booklet should be retained for the duration of your child's enrolment at the school. Additions and revisions are issued from time to time.

The content of the booklet has been formulated, taking into account:

- (i) Guidelines issued by the Department of Education & Skills.
- (ii) Input based on the professional expertise of Principal and Staff and on their experience of the day to day organisation of the school since first opening.
- (iii) Input by the school Board of Management includes two members elected by the parents of pupils attending the school.
- (iv) The various opinions and attitudes towards procedures/discipline expressed by parents over the period of operation, at (ii) above.

In order to ensure the efficient and orderly operation of the school, to create a learning environment within which each child can realise his /her maximum potential, and to encourage social training which involves creation of respect for authority, including your own as parents, it is essential that you encourage your child to abide by School Rules and Routines.

The aims and ethos of the school are outlined in the introduction to the section in "Starting Out" and in our Policy Statement on Social, Personal and Health Education (S.P.H.E.) and in our Policies on Code of Behaviour & Discipline and Anti-Bullying. The Board of Management, Principal, and Teachers are always aware of the importance of positive parental attitudes towards the work of the school. We have, in common with parents, the same aim – the well being of the children in our care.

Yours sincerely,

Declan Power

Declan Power
Principal

Angela O'Toole

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Starting out

Our aim is to create a safe, happy and stimulating learning environment for your child. The first months at school are a new and interesting experience for the young child. He will, quite likely, miss you and indeed you will miss him. He needs to become familiar with new situations. Even leaving the house early in the morning requires a period of adjustment. Occasionally he may become upset and want to stay at home. You can help to boost his confidence by enthusing him about the variety of activities in which he will participate, the new friends he will make and by explaining clearly that he will be left to school and collected at a certain time. Do not make promises that you cannot fulfill, such as; **“I will be outside if you need me”**. In order to ease them into the new situation, the **Junior Infant** pupils are allowed home at **12 noon** for the first 10 school days of term.

Do remember that you have already done a great deal to prepare your child for school:

‘The first school of every child is his home and his parents are his first teachers. The education which he receives in his own home remains with him for the rest of his life’.

A very important time in a child’s life is the first four or five years. During that time, he learns at the fastest rate and is influenced most by his home environment. What and how he learns during this time prepares him for the more formal atmosphere of his first school. Attitudes and ideas formed in his own home and in pre-school are the foundations on which the school can build. Most learning at this stage is through informal situations. Children learn best through play and conversation. Our Junior Infant programme is based broadly on Aistear – activity based oral language development.



You can continue to help in the child's development through a variety of activities, as follows:

- Talk to your child as much as possible, recite nursery rhymes, sing songs etc.
Describe ordinary activities as you cook, clean, carry out D.I.Y., gardening tasks, etc.
- Let her know you are listening and encourage her to tell you what she did with her friends, the games she played, the programmes she saw on T.V. etc. Ask questions and answer questions as fully as possible.
- Tell plenty of stories. Talk about pictures. Read stories at bedtime and encourage the child to look at the illustrations. Let her see the connection between the words and the story. Later, as the child develops reading competence, she will want to read it herself. Ask a few simple questions based on the story. This encourages listening skills. *Literacy & Numeracy for Learning & Life – The National Strategy to Improve Literacy and Numeracy among Children & Young People 2011 -2020(D.E.S 2011)*
- Talk to her about colours, size, amounts, (e.g. traffic light colours, money – when shopping, cake ingredients, etc.). Talk about comparisons – wide/narrow, full/empty, fast/slow, etc. Let her sort things for you (buttons, etc.). The child develops mathematical concepts through such experience.
- Try to develop your child's social skills – be aware of the other children in their class.
- Show enthusiasm for books. Provide attractive books and take her to the local library. Buy and read books of Nursery Rhymes.
- Let her play with a variety of materials, eg jigsaws, sand, water, crayons, water-colour paint. Encourage her to use her imagination to create new ideas from construction materials (lego, etc.). The manipulation of these materials helps to

develop muscular control and co-ordination required to undertake activities such as writing.

- Teach her to do things for herself, eg tie her own shoelaces, zip up her jacket, etc. After a short time at school, she is taught to recognise an activity by its name on the activity chart and to select and replace the activity independently.
- When leaving your child to the classroom each morning, it is important that you do not delay to select these activities for her as these tasks help to develop independence and self-confidence.
- *(Note: to avoid repetitive use of him/her, either may be used throughout the book and refers to both in each case).*

SOME DON'TS:

Don't give word drills or try to begin reading and writing with your child before she is 'ready'. A pre-reading/pre-writing programme is followed at school, with a wide variety of books being introduced to broaden the experience of the child. The emphasis in Junior Infants is on activities which develop receptiveness to language and competence and confidence in using language.

Don't discuss any reading or learning difficulty, which your child may have, in the presence of the child, family, or neighbours.

Don't compare his/her progress unfavourably with that of other family members.

Don't threaten your child with school as a place which will correct misbehaviour as this may create a negative image in the mind of the child.

Don't criticise the teacher/s in the presence of your child, as this would be detrimental to the creation of the atmosphere of co-operation and trust between parent and teacher, which is necessary to successfully solve behavioural or other problems which may arise.

In general, it is very important that you work to encourage a positive attitude towards school. Your child's abilities will now expand under the guidance of the teacher. Teaching is a highly skilled and exacting profession. The teacher has to establish a relationship with many small human beings, then establish an atmosphere conducive to learning, so that each child will be guided to explore and to find out for themselves and then talk to other children about their work. Later each child will be able to cope with tasks arranged by the teacher, based on what the pupil herself 'found out'. Getting children to 'find out' (discovery method) is much more difficult than giving facts to remember.

The probability of a child being happy in school and emerging as a well adjusted, confident, well informed, valuable member of the community is greatly increased by co-operation between parents and teachers.



GENERAL INFORMATION AND ROUTINES

1. Care of Children on the Campus

There are two very large schools sharing the campus and the safety of all children is always our first priority. We are very proud of our school grounds and ask that all parents and children use footpaths or the yellow pathway through staff carpark. When collecting your children we would ask that you leave promptly.

If meeting your child at the gate, please do not block exits to allow all children and parents to leave promptly.

Scooters and bicycles should not be used in the school grounds.

The School Authorities do not accept any responsibility for pre-school children, and parents taking such children onto school premises or environs must ensure that they are kept under parental supervision at all times. **Prams or buggies** must not be taken into corridors or placed in positions so as to cause an obstruction to access by pupils or parents.

2. School Uniform

The school uniform for boys and girls respectively: navy blue pants/pinafore, grey pullover/cardigan, grey shirt/blouse or shirt, school tie. The uniform is available from Pat O'Farrell Schoolwear Airside, Dunnes Stores, Marks & Spencer or any retail outlet of your choice. Children should be encouraged to take pride in their uniform. **An iron-on school crest is available to purchase from the school.**

School uniform must be worn by all children everyday except P.E./GAA days.

3. Physical Education

Each child will require a tracksuit and runners. The official school tracksuit is available solely from Pat O'Farrell, Schoolwear Airside. Generic **non-branded** grey sweatshirt, red polo shirt and navy tracksuit bottoms may be worn. Your child should wear P.E. clothing to school on his/her designated day(s) **only** (to be notified by class teacher).

All items should be marked clearly with child's name.

4. School Times

School assembly is at **8.50 a.m.** for all classes. Infant classes go home at 1.30 p.m., First and Second Standard at 2.30 p.m. The School Authorities, Principal, and Staff, do not accept any responsibility for your children before 8.50 a.m. or after the pupils have been dismissed at the above times. Please leave promptly once you have collected your child.

5. Morning Assembly

- (a) Senior Infant, First and Second Standard pupils should come to their respective lines in the school playground punctually at **8.50 a.m.** They should assemble in an orderly manner immediately on arrival. No play is allowed in the playground in the morning at assembly time, and children should not be left unsupervised.
- (b) Junior Infants should be brought directly to classroom doors and we would appreciate if you leave without delay to enable the class teacher to settle all the children quickly and encourage the development of the child's independence and self-confidence.
- (c) Pupils must not enter the classrooms before the attendance of the teacher-in-charge, or until instructed to do so by the Principal or by a member of the teaching staff.
- (d) All children who arrive late, ie 9.15 am or later must enter via the main door to sign their child in.

6. Special Circumstances – Bad Weather – Arrival/Lunchtime

- (a) On wet days, please time your arrival for between 8.50 am and 9.10am. If, during bad weather, for compassionate reasons, the pupils are allowed indoors on arrival, it is on the strict understanding that, they line up in the corridor, under the supervision of the teacher-in-charge until the arrival of class teachers. Parents should say “goodbye” at the corridor entrance.
- (b) When the pupils are allowed to remain indoors at lunchtime during bad weather, they are expected to stay seated for the activities provided.

7. Junior Infant – Early Days

- (a) For the **first 10 school days of term only**, children in Junior Infant classes will finish at an earlier time of **12 noon**. At this time please enter/exit via main gate on Forest Park as yards are in use.
- (b) A badge showing child's name and room number should be attached to the child's clothing for the first two weeks. All items should be **labelled**, as many children will be unable to distinguish their property from that of others.
- (c) **Glass containers should not be given to children in any class.**

8. Collection of Pupils

Please collect your child **promptly** at the designated times as unnecessary anxiety can be caused by failure to do so. Late collection is also disruptive of teacher preparation time. During the period 1.30 p.m. to 2.30 p.m., in addition to the task of work preparation for the following day, the teachers are involved in a programme of on-going professional development, sharing expertise in curriculum planning meetings.

9. Security

This school has always striven to operate an open and welcoming policy, changing situations in society dictate that schools need to review security policies. All outside doors have been fitted with an electronic fob system. This will be in operation between 9.10 am and 4.30 pm daily. **All visitors must report to the school Secretary's office, identify themselves and state purpose of visit.**

10. Dismissal of Children at 1.30 pm and 2.30 pm

- (a) **Junior Infants** are collected at classrooms at **1.30 p.m.**
- (b) **Senior Infants** are dismissed by the class teacher to the special collection points on the large playground at **1.30 pm**. Please remain in a group **behind** these designated areas and beckon to your child, as this allows the teacher to see the person to whom each pupil is released.

- (c) **Junior & Senior Infants are not allowed go home on their own.** First and Second Standard children are allowed to go home on their own **with written permission from parents/guardians.**
- (d) When it is necessary to collect a pupil during school hours, the parent/guardian should call personally to the Secretary's office. Each child **must be signed out** by the person collecting them and **signed back in** if returning to school. Parents should notify the school where they are not personally collecting their child. **Pupils should not be collected from or left back to, school during breaktimes (10.30 a.m. – 10.40 a.m. or 12 noon 12.30 p.m.).** If, in an emergency, it is necessary to do so, the parent or person authorized to collect the pupil **must** report to the class teacher through the school secretary.
- (e) **No child be allowed to leave the premises between 8.50 am and 1.30pm/2.30 pm unless accompanied by an adult.**
- (f) **When parents/guardians fail to collect children at the appropriate time children are brought to the foyer area by their teacher where supervision is provided.**
- (g) **Custody situations etc** Where legal situations with regard to custody, access rights etc. exist, clear and unambiguous instructions should be presented in writing at the school office and parents/guardians should advise the class teacher or any substitute teacher immediately on enrolment. It is necessary for a copy of the relevant legal documentation to be provided

11. Requests to Remain In-doors at Lunchtime

Requests to remain indoors at lunchtime should be made only **in exceptional circumstances** (limbs in plaster, recovering from/awaiting surgery, etc.). Such requests must always be in the form of a note to the class teacher. **With regard to the well-being of all pupils, children should never be sent to school when already feeling ill, possibly incubating infectious disease (e.g. measles), suffering from flu, etc.** In general, pupils who are well enough to attend school should be able to go to the playground at playtime. Please ensure that boys and

girls have woollen hats which cover ears, for cold days, as most anorak hoods will not remain up on windy days.

When a child is allowed to remain indoors for medical reasons it is necessary that he/she be seated in the lobby beside the staff-room where he/she can be seen. Parents will appreciate the obvious limitations for accommodating such requests.

I 2a. Health & Safety

All children should have their own handtowel/facecloth for drying hands. This should be laundered regularly. Where possible they should also have their own small personal hand sanitizing gel.

I 2b. Immunisation/Infectious Diseases

An effective immunisation programme can greatly reduce time lost through absences and we suggest that you consult your doctor concerning protection against the more common childhood diseases. For information of exclusion periods in the event of contacting any of these diseases, consult your G.P. You should also check for any indication of infection such as Scabies/Impetigo etc, have the condition treated immediately and exclude the child from school as advised by your G.P. In the case of highly infectious diseases, a phonecall to the school would be appreciated to enable us to inform parents of other children in your child's class.

Forms HSE – Hearing/Sight/Immunisation/Dentists etc

Every year the school facilitates the HSE by distributing forms for completion. It is important that these forms are completed and sent back to the school by the date specified.

I 2c. Serious Medical Conditions/Allergies

If your child has or develops a **serious medical condition or allergy**, please inform the school secretary, where details of the condition will be recorded and necessary personnel will be informed. Practices and procedures will then be put in place in the best interest of your child.

13. Head Lice

We would ask you to be vigilant in checking your child's hair regularly for outbreaks of **head lice**. This is a common problem among children and can be caught by anyone where people work and play together. You should check your child's hair **at least once a week** and take immediate action to treat infestation. The pupil should be excluded from school for the duration of the period recommended for treatment. We designate 'hair checking evenings' from time to time to serve as a reminder. Please inform your child's teacher if your child has been infected by head lice.

14. Parking/School Wardens/Crossing

In the interest of the safety of all children attending Holy Family JNS & SNS, the Boards of Management have directed that **only Staff cars may enter the carpark prior to 4.30 pm.** Parents are also requested to avoid causing obstruction to the free movement of traffic on Forest Park and, in particular, not to block the entrances to the houses when parking. Use of the Church carpark is at the discretion of the Church of St. Finian. Encourage your child to cross the road only at the School Warden points where possible. All drivers must obey signals given by the warden.

15. School Keep Clear Markings

The road markings outside of the school which consist of yellow zig-zag lines together with the words '**School-Keep Clear**' prohibit **by law** the stopping or parking of vehicles within the marked zone. This area is monitored by Swords Gardai and offences are liable to '**on the spot**' fines.

16. VOLUNTARY ONE-WAY SYSTEM ON FOREST PARK

In the interest of the safety of all children attending the school, parents/guardians, school personnel and the local community, please adhere to the times as directed by the signs.

17. No Dogs Allowed on School Grounds (see sign at Main Entrance)

For safety reasons, **dogs are not allowed** on school grounds, on a leash or otherwise (guidedogs excepted). Dogs are not to be left tied up and unsupervised while parents drop/collect children at yard. Even a quiet family pet can pose a danger to children when

frightened or if trodden on accidentally. Parents should ensure that dogs do not follow pupils to school. Dogs straying on to school grounds may be collected by the Dog Warden Service. Should you wish to report a stray dog, the telephone number for the Warden is: **8383236**.

18. Emergency Contact

It is very important that the school have on file: **the name, address and telephone number of a person or persons who may be contacted**, should the parents be unavailable, to take responsibility for your child in the event of an **emergency closing, sickness, accidents, etc.** Should this emergency contact change at any time, **it is essential** that you notify the school, immediately in writing, by a note to the class teacher.

19. Information/Communications

All information/communications forwarded to school should be in an **envelope** showing **pupil's name, teacher, and room number** with same reference on enclosed material. Parent information is regularly issued by the school, these by e-mail to the personal e-mail address provided by parents to the school. **This should not be a work e-mail address**. Items requiring a signature will be by note. Please check your child's schoolbag for notes and encourage them to pass on when they get home.

20. Absences

All absences should be explained by a **note** to the class teacher. First & Second Classes can use absence notes in back of school journal. **Please do not telephone the school in this regard, unless your child has a contagious illness where we would welcome a call so that we can inform others.**

In the case of children with approved access to a special needs assistant, it would be appreciated if you could call the school so that personnel may be utilized elsewhere.

Education Welfare Act 2000

Please note that **each child is obliged to attend school every day on which the school is in operation, unless there is a valid reason for not so doing. The school is obliged to notify the Attendance Officer:**

1. when there is a pattern of irregular attendance,

2. a combined total absence of 20 days.

All absences must be explained by a note to class teacher. (For brief absences, pupils bring a note on return. For anticipated longer absences, by sending a note to the school on the first day of absence. It is to be noted that, under the Education Welfare Act 2000, the taking of children on holiday during term time is not regarded as a valid reason for absence.

Emergency Closures/Information: In the event of school being closed due to emergency situations or unusual event you will receive a text message or e-mail and information will also be posted on our website www.holyfamilyjns.ie.

Please ensure we have up to date contact mobile number and a personal e-mail address.

21. Lunch Breaks

Lunch break is from 12 noon to 12.30 p.m. Short lunch break is from 10.30 a.m. to 10.40 am. In general, the principal and teachers are unavailable for consultation during these periods.

22. Nourishing Lunches

It is essential that children are given a **nourishing lunch**.(see www.holyfamilyjns.ie). We actively encourage the children to eat good wholesome food and, for this reason, **fizzy drinks, crisps, popcorn and similar products, chewing gum, etc are not allowed** at school. We find that some children have difficulty with yogurts and frubes and we would ask that you would save these foods for home. Such products also cause damage to school carpets and furniture.

Some children in our school have severe nut allergies – Anaphylaxis. We would ask that you do not include nuts or foods containing nut traces in your child’s lunch.

23. Green Schools

As part of the Green Schools Initiative, children take home any lunch waste material and parents provide a small hand towel/face cloth for drying hands. This arrangement has been working successfully with the co-operation of parents and children alike. This school has been awarded 3 Green Flags, Litter & Waste, Energy and Water. We are in the process of completing the process for our 4th Green Flag – Travel.

24. Accidents

Minor accidents are treated at school by the class teacher and parents/guardians are informed at the end of the day. Slight cuts and grazes are normally treated by cleaning and applying a first aid plaster as necessary. Please inform the school if your child has an allergy to any of above.

In the case of head injuries it is school policy to contact parents to notify them of same. For more serious accidents, parents are contacted by phone and asked to collect their child. In the event of the parent being unavailable, the back-up contact number requested on enrolment form is contacted. In the event of an emergency, an ambulance is called. School rules and routines are designed for the safety of your child. The high standard of behaviour and discipline encouraged at the school is an important factor in minimising the number of accidents occurring.

25(a). School Services

This school does not have a voluntary contribution or fees. The amount charged for school services contributes to the cost of art supplies, copies, photocopying, book rental scheme, ICT, school journal (1st & 2nd classes) and pupil personal accident. These services are provided to each child in this school and as such, everyone is expected to pay.

25(b). Book Rental Scheme

Each child will receive a number of books under this scheme. Books shall remain the property of the school and must be returned at the end of the school year. A nominal charge will be made and included in school services. Should books be lost or damaged it is expected that parents/guardians would pay for them.

26. Homework

While the emphasis in Infant Classes is on oral language, appropriate written homework is also given. You can help your child by: listening as he/she relates the events of the day, repeats rhymes and songs, (**Jolly Phonics sounds and songs**) and by giving him/her praise and encouragement.

In Standards 1 – 2, the **homework** given should not take in excess of thirty minutes, and indeed less in many cases. If your child regularly exceeds this time limit, and you are satisfied that this is not due to poor self-discipline/work habits, please feel welcome to come

and discuss the matter with the class teacher. Where exceptional circumstances prevent the completion of homework, an explanatory note should be sent to the class teacher.

Among the purposes of homework are:

- (a) to create an opportunity for linking of home and school in a meaningful way,
- (b) to assist in cultivating good work habits in the child,
- (c) to consolidate the work of the classroom.

27. Educational and/or Care Needs

Please bring to the notice of the teacher, in confidence, anything which you feel might affect your child's performance at school. Of particular importance is any **physical problem** which the child might have (e.g. **sight, hearing, etc.**).

Please provide any appropriate Reports/Assessments to class teacher/school office as these determine access to any additional support for your child. Requests to complete forms for any outside agencies – **please allow 1 week for completion.**

28. Retention of Pupils (Repeat Year)

Department of Education & Science Circular 32/03 states that the normal procedure should be that a pupil is promoted to the next grade at the end of each year. Under the Department's policy there may be cases where, following consultation between the class teacher, learning support teacher and the parents of the pupil, the Principal may conclude that a pupil would benefit educationally from remaining in the same grade for a second year. It should be noted that the age of a pupil on first enrolment (e.g. 4 years old in July/August) or poor attendance would not be regarded as a valid reason for repeating a grade at a later stage.

29. Parent-Teacher Contact/Appointment

If your child is unhappy or encountering problems at school, please feel welcome to come and discuss the matter with the class teacher.

- (a) For **Junior and Senior Infant Classes**, the most appropriate time is between **1.30 p.m. and 2.15 p.m.**

A note requesting a discussion time should be sent to the teacher in advance.

(b) In the case of Standards 1 and 2, please send a note to the class teacher to request an appointment time.

If, in exceptional circumstances, it is necessary to seek a discussion during class time, we would request that, because of the necessity for continuous supervision by the teacher, the interruption would be kept to the minimum time required to discuss the difficulty, etc. Formal Parent/Teacher Days are held each year in November unless otherwise notified. Full details are issued directly from class teacher prior to the meetings. Annual School Reports are issued early June.

30. Appointments with Principal

In general, **all communications should be in the first instance with the class teacher.** Because of the administrative workload attached to a large school, it is necessary to make **an appointment** for consultation with the Principal. Please contact the school secretary in this regard.

Disciplinary Difficulties

It is school policy to inform parents if there are any disciplinary issues concerning your child. See **“Code of Behaviour and Discipline”**.

31. Staff Meetings

Staff meetings and Continual Professional Development will be held outside school hours. Professional Development provided by Department of Education & Skills may necessitate full or half day closures. Advance notice will be given in these instances.

32. Birthdays

Birthdays are important days in children’s lives and teachers usually mark these occasions in class with a badge, sticker, etc.

We do not give out party invitations. Please do not ask a teacher to make an exception for your child as a refusal can sometimes offend.

Many children have severe food allergies so for health and safety reasons we do not accept birthday cakes or food of any description to distribute in class.

Religious Education

This school has a Catholic Ethos. Religious Education is provided for pupils in accordance with the doctrines and traditions of the Catholic Church. This school follows “Grow in Love” Religious Education programme for Junior Infants to Second Standard. This programme aims at a holistic and integral development of the young person. It acknowledges the complimentary roles of teacher, parent and parish in accompanying children on their faith journey, the primary responsibility for which rests with parents. Catholic children will take part in the spiritual calendar in our school.

As Catholic children are prepared for the sacraments of First Confession (Rite 1 & 2) and First Holy Communion in Second Class, **parents must ensure that, when requested, they provide the school with their child’s Baptismal Certificate.**

The school supports the parish based sacramental preparation programme “Do This in Memory” which complements the “Grow in Love” programme.

“Our experience tells us that the faith of children is best nurtured when home, school and parish work together in partnership” (Nurturing Our Children’s Faith, *Veritas 2006*).

Stay Safe Programme

This mandatory programme empowers the children through learning safety skills, developing the ability to say **No**, deal with Bullying and the vocabulary to report to a responsible adult.

Child Safeguarding

It is school policy to report alleged incidents of child neglect or abuse to TUSLA.

Parents/Guardians will usually be informed if such a report is being made. The school does not investigate such allegations. Our intention is to provide a safe secure environment for all children in this school. The Board of Management has fully adopted and will implement without modification the Department of Education and Skills *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

Anti-Bullying

As per Circular 0045/2014 and “Anti-Bullying Procedures for Primary & Post Primary Schools”, Holy Family JNS has developed and formally adopted an Anti-Bullying Policy.

School Website: www.holyfamilyjns.ie. Please check school website for regular updates.

This school is managed by the Board of Management. The Board has ratified policies to govern practices and procedures within the school. These policies are reviewed at stipulated intervals, or as necessary.

Policies

- HFJNS Introduction Statement (Philosophy & Ethos)
- Safety Statement
- Fire Drill & Evacuation Procedures
- Admissions Policy
- Code of Behaviour & Discipline
- Anti-Bullying
- Child Safeguarding Statement
- Critical Incident
- School History
- Home School Links
- Relationship & Sexuality Education (RSE)
- Religious Education Policy
- Screening Policy for Identification of Learning Difficulties
- Teacher Absence
- Job-Sharing
- Supervision
- Staff Meeting Procedures
- Special Needs Assistant
- Newly Qualified Teachers (NQT)
- Pupil Personal Accident
- Pupil Illness during School
- Administration of Medicines
- Annual School Calendar
- School Tour
- Sports Day
- School Substance Use
- Pupil Promotion
- Transfer of Pupils from Holy Family J.N.S. to Holy Family S.N.S.
- Student Teacher Policy / Substitute Teacher Information
- Booklists
- School Reports
- Education Welfare Board Notification of Absences
- Acceptable User Policy – Internet
- Data Protection
- CCTV
- Photograph

Copies of Policies are available upon request.