**Practices And Procedures**

**Index**

* Class and Classroom allocation.
* Record Keeping

attendance,

behaviour,parent contact/communication,

homework,

reports and forms,

L.S.R.T.,

illness/injury

* School Calendar
* School Milk Scheme
* School Security
* Opening and Closing of School
* Morning Assembly
* Playground Supervision
* Book Rental Scheme
* Use of School Premises
* Cleaning of School
* Collection of Children
* Collection Of Children Outside of School Hours

**Class and Classroom Allocation**

The allocation teaching duties within the school is a matter for the Principal. The following Education Act and Circulars state that

**The Education Act (1998) Section 22 (2) (d) (i) states that** ........... *subject to the terms of any* *applicable collective agreement and their contract of employment* [teachers shall] *carry out those duties that ...... are assigned to them by or at the discretion of the Principal ......*

**Circular 16/73 number 13:** ... *he/she should arrange a fair distribution of teaching duties among the staff, taking into account the needs of the pupils and the abilities, experience, personality and preference of each teacher. He/she should utilise the services of staff with special qualifications or* *aptitudes in an organising or advisory capacity* (CPSMA Management Board Members’ Handbook, p. 52)

**Education Act (1998) Section 23: The Principal shall ....... *(see CPSMA Management Board* *Members’ Handbook p. 234)***

**(c)** *be responsible for the creation, together with the Board, parents of students and the teachers, of a school environment which is supportive of learning among the students and which promotes the professional development of the teachers.*

**Class Allocation**

In June of every third year teachers are given a form in which they fill in their top 3 preferences for the class grouping he/she would like to teach for the next school year. Based on this and the discretion of the Principal, classes are allocated their teachers.

Opportunities will be given for staff members to teach all available levels and for staff to move from one situation to another. This will give the pupils an opportunity to interact with the different talents of the school staff. This practice also facilitates professional development among teaching staff.

Pupils needs are identified by assessment of the pupils ability and behaviour, teacher feedback and parent feedback and recommendations from the psychologist. There will be an equitable distribution of work load from year to year considering class numbers, special needs requirements and preparation for the sacraments. Teachers are notified of their class allocation in June. If classes have to be divided parents are notified of this in June. The final decision lies with the Principal on deciding how to divide a class. The Board of Management has agreed that there are to be no ‘split’or combined classes in Scoil J.F.K. and that for school year 2015/2016 a Learning Support Teacher will be deployed as a classroom teacher. Pupils will be notified of the name of their new teachers on the last day of the summer term, when they are introduced to their new teacher and classroom for the new school year.

**Classroom Allocation**

 In general the classrooms in the corridor at the ground floor of the school are allocated to the junior classes and the classrooms at the upstairs of the school are allocated to the senior classes. Where possible teachers will stay in the same classroom even if teaching a different class.

**Keeping of Class Records**

The class teacher should keep records relating to attendance, punctuality, behaviour, outside class contact with parents and teachers, homework and reports. The school now uses the Aladdin school administration software for general records.

**(A) Attendance**

The teacher calls the roll every morning and records it on the Aladdin Attendance .

Should a pupil arrive to school after the Leabhar Rolla has been filled in the teacher should make a record of their name in the teacher’s journal mentioning the time they arrived. If a pupil’s punctuality record is disimproving appropriate action, such as notifying parents of concerns, should be taken. If a pupil has, for different reasons to leave school early, a parent/guardian should also sign the book in the secretary’s office. If a pupil is absent the explanation or medical certificate from the parent should be kept in a file. There is a facility in the pupils’ homework journals for absences to be explained

 Rolls and attendance are now recorded using the Aladdin Software System. A hard copy of quarterly rolls and monthly Leabhar Tinrimh is kept in the Principal’s Office.

**(B) Behaviour**

Should a pupil misbehave in class a record of the pupil’s action, the date and time should be taken. Incidents in the school yard/playground are recorded in the School Incident Book in the secretary’s office.

**(C) Parent Contact/communication**

If the class teacher meets with parents, the class teacher should make a record of this with the pupil’s name and the issues discussed.

**(D) Homework**

A “homework journal” should be used to record when pupils have not satisfactorily completed their allocated homework, with the date and subject(s) not done.

A new homework journal was adopted in 2013 and new parents are given guidance on how to use it for home/school communication.

**(E) Reports and Forms**

Any report written by the class teacher should be photocopied for their records. Also any form that the teacher fills out with regard to assessments should also be copied and filed.

**(F) Learning Support/Resource**

A record is made of the names of the students receiving either learning support or resource time, from whom and in what area of the curriculum.

**(G) Illness/Injury**

Any serious injury sustained by a child in the yard during school should be recorded in the book in the secretary’s office. Parents are notified if teachers feel the child needs individual monitoring.

## SCHOOL CALENDAR

 The school must be in operation for 183 days under Department of Education and Science guidelines. However, in certain situations the school may close due to exceptional circumstances.

 The school year has been standardised by the Department of Education and Science. This means that all schools adhere to directives regarding the following closings/openings.

* October/November Mid-term
* Christmas closing & January opening
* February Mid-term
* Easter Closing and Third Term opening

 In addition to the standardised closings/openings there are a number of optional vacation days. In conjunction with the other primary schools in the parish these optional days are agreed by the respective teachings staffs. In early September communication of all school openings and closings are circulated to parents via handouts. This is done via regular bulletins. The calendar is also displayed on the school website.

 Parents are reminded of upcoming closures via “Text-a-Parent” service.

 SCHOOL MILK

The school operates a School Milk Scheme in conjunction with Glanbia. Early in September parents are contacted to determine numbers of pupils willing to participate. A daily portion of 250ml is given to boys in the scheme. The cost is paid twice yearly covering September to Christmas and January to June.

Monies collected for the scheme are lodged in school account and payments made by Board of Management cheque. The school distributes the milk to the respective class on a daily basis. Empty cartons are recycled in accordance with School Green Flag policy.

 SCHOOL SECURITY

The school is protected by a monitored alarm system, CCTV cameras and exterior sensor lights. There are motion sensors in most rooms of the school. Also there is no access to the back yard as this area is secured by double gates which are locked each evening. The alarm company Securitas provides 24 hour monitoring and protection. The company is the main security key holder. Some members of staff are also keyholders.

 Clearly visible non-trespassing signs have been erected by the Board of Management as a deterrent to trespassers. The intruder alarm control panel is located inside the front door of the school and the CCTV monitoring is controlled from the secretary’s office.

“CES Systems” have the maintenance contract for the upkeep of the three facets of school security i.e. intruder alarm, fire alarm and CCTV system. Securitas are authorised key holders and will respond to any alarm activation between 10.00 p.m. and 8.00 a.m.

In the event of alarms being activated outside of these times key holders Mr. Colm Doyle, Mr. Fergal Brosnan, Fr. William Walsh P.P. and Mr. Dálach Carey will be contacted in that order. Written reports are received on any alarm activations. If any anti-social or trespassing on school grounds is reported Mayorstone GARDAI are notified and requested to make patrols of the school vicinity.

OPENING AND CLOSING OF SCHOOL

The School Caretaker has responsibility only for opening the school in the morning at 8.15 a.m. approximately. Mr. Carey, the School Principal, admits boys to the school building shortly after this time.

 School finishes at 2.35.p.m.Extra curricular activities, Speech and Drama, guitar, tin whistle lessons and chess classes take place on various afternoons. At approximately 5.p.m.the school is locked and alarmed by the school caretaker John Culhane or by the school secretary Marianna Ryan.

Groups hiring the school hall are given access codes to alarm and keys for entry to school by prior arrangement.

 Parents are advised not to send their children to school too early in the morning and to collect them promptly when school or after school activities finish.

 Pupils are not permitted to be in the school building unless there is a teacher present.

 Collection Of Children Outside of School Hours

Parents /Guardians collecting pupils outside of school hours must sign the pupil dismissal book kept in the secretary’s office.

MORNING ASSEMBLY

When boys arrive in school in the morning they deposit their school bag in their respective classrooms. They then make their way to the school playground until the bell to commence classes goes.

 The school playground is supervised every morning from 8.40 a.m. by the School Principal, a class teacher and a special needs assistant.

 When the bell goes the boys make their way to their respective class line from where they will be collected by their class teacher who brings them to their room.

 In the event of inclement weather the boys remain in their classrooms before school commences and supervising teachers patrol the corridors.

 If the weather becomes inclement while pupils are in the yard Principal may bring them to the School Hall.

PLAYGROUND SUPERVISION

Every teacher must undertake yard supervision. This is done on a rota basis with this roster being displayed in the school office, Principal’s office and staffroom. Teachers will also be given a copy of this roster.

 Because of space limitations a staggered Break-time means that boys in Second, Third and one Fourth class have their lunch at the first Break and the senior classes, Fourth, Fifth and Sixth have the second Break.

 In suitable weather conditions senior class pupils are permitted to play on the green area in front of the church.

School Book Rental Scheme

The school has operated a formal school book rental scheme since September 2104. Under this scheme, which is being introduced incrementally, parents/pupils have the option of renting all texts on the English and Maths programme for the year. The school introduced this scheme following a review of the texts used in English and Maths. Parents pay an agreed amount to hire the Wonderland text books by Fallons and The Busy at Maths text books by Fallons.The amount paid is considerably less than the retail cost of the texts. At the end of the school year the books are retained by the school and lent to the incoming 2nd and 3rd classes.

 Timetable for the scheme is as follows

 September 2104 Second Class English and Maths

 September 2015 Third Class English and Maths

 September 2016 Fourth class English and Maths

 September 2017 Fifth Class English and Maths

 September 2018 Sixth Class English and Maths

Other text books not included in the above can be sold by one pupil to another at the end of the school year. This practice has been used in the school successfully for many years and will continue .

As the school proceeds through the school self evaluation process other text books being used currently in the school will be reviewed. When funds allow some of these texts will be replaced and added to school rental scheme.

 USE OF SCHOOL PREMISES

The School Building

The John F. Kennedy Memorial School moved to its new school premises location in November 2011. The school building is a two storey building built around an internal quadrant area. This quadrant was landscaped and an artistic commissioned piece was erected in 2015. An inscribed plaque showing the head of John F. Kennedy with a quotation “Children are the world’s most valuable resource and its best hope for the future” and a sculpture of a young boy holding a book and a globe comprise the piece.

Cleaning of the school

Cleaning of the school is shared between Noonan’s Cleaning Company and Ms. Henryka Funek employed privately by the school. The school caretaker has responsibility for cleaning the downstairs corridor and the School Hall.

Use of School Outside of School Hours

The School Hall is rented to different groups in out-of-school hours. Groups renting the school enter into a contract of agreement with the School Board of Management. Payments for rental of school premises are lodged to Board of Management account.