



# *Welcome to School*

*Junior Infant Class of 2018*

*Graduation Class of 2026*

*Our Lady's Grove Primary School*

*Goatstown Road*

*Dublin 14*

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*Míle Fáilte go Garrán Mhuire!*

Welcome to Our Lady's Grove Primary School. We hope that you and your child will be very happy here. We will endeavour to support you in your role as the primary educator of your child. During the coming months you will be preparing your son or daughter for his/her first day at school. It is a very exciting time for parents and children. Our goal is to work with you and support you to ensure that your child makes a smooth transition into Junior Infants.

## **1. THE ETHOS OF OUR LADY'S GROVE**

Our Lady's Grove Primary School is a Catholic primary school under the patronage of the Archbishop of Dublin and under the trusteeship of the Sisters of Jesus and Mary, in keeping with the educational philosophy of St. Claudine Thévenet as outlined in our Mission Statement. We are committed to an education that fosters personal growth, self-worth and openness to the spiritual dimension of life for all its members.

There are sixteen mainstream classrooms catering for over four hundred and fifty children. The positive and inclusive ethos of Our Lady's Grove (OLG) has been the cornerstone of our community for several decades. The teachers, staff, parents and members of our community model respect for each other on a daily basis. The children learn that every person should be treated with respect and dignity. OLG

prides itself in academic excellence and a genuinely friendly, family atmosphere, where each child is valued and encouraged to reach his/her full potential. Through our SPHE curriculum, we nurture healthy relationships and strong values within the framework of our Code of Behaviour that promotes excellent behaviour. The Board of Management of Our Lady's Grove consists of two direct nominees of the patron (Archbishop of Dublin), the Principal, one teachers' nominee, two parents' nominees (one mother, one father) and two community nominees. OLG is fortunate to have a very dynamic Parent Association. The Parent Association runs an extensive after-school programme. It also hosts several social events and fundraising events throughout the year including the receptions following the Communion and Confirmation ceremonies and the wonderful Christmas fair.

## **2. THE MISSION STATEMENT OF OUR LADY'S GROVE**

Our Lady's Grove Primary School is a co-educational Catholic community in keeping with the educational philosophy of St. Claudine Thévenet. We strive to create a loving, caring and nurturing environment conducive to the attainment of the true educational, spiritual and moral potential of each individual, thereby enabling our children to participate as responsible individuals within their immediate communities at present and ultimately within society as a whole.

### **3. PREPARING YOUR CHILD FOR SCHOOL**

During the summer we encourage you to spend quality time with your child in preparation for school. Here are some of our suggestions:

- Read books to your child every day
- Recite nursery rhymes
- Play ball games and skipping
- Practise zipping/hanging up a coat
- Practise using the bathroom independently/changing out of wet clothes
- Foster independence by encouraging your child to fend for himself/herself as much as possible
- The following link is from the National Primary Curriculum regarding the transition to primary school:

<http://www.npc.ie/attachments/6053bf45-0996-498a-a38c-9aa823816e0c.PDF>

### **4. CLOTHING/UNIFORM**

Junior Infants and Senior Infants are not required to wear the school uniform until 1<sup>st</sup> Class. We recommend dressing your child in clothes that he /she can manage to open/close. Velcro shoes are preferable, no laces please. Remember that the children will be out running on the

yard everyday so footwear should be comfortable and safe. Sandals are not suitable for the yard. Your child must always have a coat/jacket as the weather is very changeable and they will be outside for break times. We recommend that a tracksuit and runners are worn on P.E. days and for all school outings. Ensure that all of your child's clothing such as coats, hats, scarves, gloves, jumpers, sweatshirts etc. are **clearly labelled** (full name and room number).

In the event of a child wetting himself/herself, we recommend that a spare set of underwear, socks and tracksuit bottoms be kept in a plastic bag in the school bag at all times (labelled). We do not have spare underwear in the school. A member of staff will supervise the child getting changed. Practise this routine with your child over the summer.

## **5. SCHOOL BAGS**

When choosing a schoolbag, lunchbox and drink container for your child please ensure that your child is able to open and close them independently. **(Schoolbags with wheels are not permitted.)** Over the summer give your child lots of practise using the school bag. The school bag should have enough room for some books, A4 folder, lunch box and spare set of underwear, socks and tracksuit bottoms.

## 6. FIRST DAY OF SCHOOL

Parents and Junior Infants arrive in the hall for assembly at 10:00am. The children will sit on the blue mats with their new classmates. The two teachers will take the children down to the classroom while parents enjoy a chat with other parents. Teas and coffees will be provided by our Parent Association.

Parents/Guardians will return to the school at 12.00 midday to collect their child at the classroom door. A class list will be posted on the classroom window reminding Parents/Guardians of which classroom the child is in. The children remain seated until the teacher calls their name having spoken to the Parents/Guardians at the door. For safety reasons the teacher must know exactly who is collecting your child.

**If arrangements change, the class teacher must be informed the day before.** Please provide a written note to the class teacher. For the first two weeks your child is brought directly to the classroom each morning at 8.50am and is collected at 12.20pm. Later in the month the children will enter the school through the main door (on the playground side of the school) to join all the other children at Assembly in the school hall.

## **7. OUR SCHOOL DAY**

### **7.1 Assembly**

Assembly is a very important part of the school day. Children are welcomed through the main door from 8.40am. We encourage parents to have the children in school before 8.45am so that they can greet their friends in the hall before Assembly. The Principal/Deputy Principal/ or a member of the In-School Management hosts Assembly. It starts with a morning prayer. During the Assembly, we talk to the children about what is going on in the school during that particular week. We believe that it is invaluable for the children to develop a sense of community from Junior Infants through to 6<sup>th</sup> class.

### **7.2 Break-times**

**Small Break: 10.15am – 10.30am    Lunch Break: 12.30pm – 1.00pm**

During these times the children play outside and the teachers on supervision duty make every effort to ensure that children are happy. We encourage older brothers/sisters to play with their own friends and refrain from engaging with their younger siblings. The children are encouraged to play with their classmates. Children generally eat their snack in the classroom for ten minutes before going out to play. Please ensure that your child has just the right amount of healthy foods. Forks are not allowed. Please ensure that the container is child-friendly, secure and your child can open the container without assistance.

## 8. HEALTHY EATING POLICY

The Health Eating policy is on our website at [www.ourladysgrove.ie](http://www.ourladysgrove.ie)

It is very important that you read the policy and adhere to the guidelines. We suggest that children bring a **small** nutritional snack to eat for both breaks which could include some of the following:

peeled segmented oranges, sliced apples only (whole apple gets thrown out), two little sandwiches, cut the top off a banana, cucumber slices, carrot sticks, raisins, pieces of cheese etc. Children are taught never to swap lunches with other children. Children are encouraged to put all the leftovers and packaging back into the lunch box.

Put the drink container into a separate part of the school bag so that books/items do not get wet in the backpack. Choose a very robust container that your child is capable of opening and closing and that will not leak in the backpack. The only drinks permitted in school are **water and milk**. Milk is offered through the school and payment should be made by EPP. All children should have water with them every day even if they also get milk.

## 9. ALLERGIES

There are children who have a **serious nut allergy** therefore **nuts** or **nut-based** foods such as peanut butter sandwiches and Nutella chocolate spread are **never** permitted.

## **9.1 Administration of Medication Request Form**

In September we will identify all children with allergies and medical conditions. If your child has a significant medical condition/allergy, we require you to fill out an Administration of Medication Request Form. You will find this form on the school's website in the New Junior Infant folder. Please download a copy, fill out the form and return it to the office during the first week of school.

## **10. HOME TIME**

Arrive in good time when collecting your child. It is essential that collection arrangements (or changes to them) for the children are made known to the class teacher in writing, in advance.

Teachers must be informed **in advance** if your child is being collected by another parent for a playdate.

**Parents are required to send in written permission to the class teachers. Do not email the office to change arrangements unless it is an emergency. Your child will not be allowed to go with another adult without your written permission in advance.**

If on occasion, you must collect your child during school hours please arrive at reception to wait for your child so that he/she is signed out before departing school. Should it happen that you are unavoidably delayed your child will be waiting for you at reception.

Parents/childminders and children are asked to leave the school grounds immediately in consideration to the teachers and children who remain in class. Please do not allow the children to play, cycle or scoot on the yard or on the ramp before or after school.

## **11. HEALTH AND SAFETY**

The following healthy habits should be encouraged and practised in the home.

### **11.1 WASHING HANDS**

As part of our school health programme we encourage regular washing of hands, particularly around eating time and after toilet use.

### **11.2 USING A TISSUE**

Germs and viruses spread very quickly in a classroom environment so it is vital that the children are encouraged to have a tissue in school and to use it when blowing their nose. Children should also cover their mouth and turn away when coughing.

### **11.3 CONTAGIOUS ILLNESS**

If your child develops any contagious illness, such as chickenpox, whooping cough, slap cheek or conjunctivitis please keep him/her out of school until the period of contagion is over and inform the school immediately.

## **11.4 HEAD LICE**

Head Lice is a common occurrence in classrooms throughout primary school. To lessen the chances of your child getting head lice we recommend that your child's hair is tied back securely. Please get into the habit of checking your child's hair regularly. In the event of your child contracting head lice please inform the school immediately. A notification will be sent out to the parents of that particular class. **This notification must be acted upon by all families on the same night.** If we suspect that your child has eggs or head lice in his/her hair, we will inform the parent in confidence and the child should only return to school when the problem has been resolved. All information regarding your child's health will be treated in the strictest confidence.

## **12. BIRTHDAY PARTY INVITATIONS/PLAY DATES**

Birthday invitations are never given out in school. The Parent Association will put in place a family contact list for each class. You will be given a form to sign on the Information Evening as to whether or not you agree to your mobile number and email address being made available to the other parents in your child's class only. This contact list has proved very successful to date. Birthday treats for the entire class are **not** allowed in school in line with our Healthy Eating Policy.

### **13. TOYS**

Children do not bring toys to school. We do not encourage this practice because of breakages, competition and peer pressure. The Infant classrooms are resourced to meet the children's needs.

### **14. ABSENCES**

If your child is out of school for a brief absence, please ensure that your child has a written absence note for the classroom teacher on the day he/she is returning to school, stating the dates of days your child was absent and the reason for the absence. It is not necessary to call or email the school each time your child is absent. Having a written note upon returning to school is sufficient. However if your child has a contagious illness or will be out for an extended length of time please inform the school.

The school is mandated by TUSLA (The Child and Family Agency) to report children who are absent for 20+ days in a school year, (Educational Welfare Act, 2000 Section 21 (4)).

## **15. OUTSIDE AGENCIES**

The school liaises with the HSE regarding immunisations, dental, hearing and sight examinations. Parental permission is sought by us through the Annual Consent Form and kept on file for the HSE.

## **16. THE CURRICULUM**

### **16.1 Oral Language**

- Actively listen to how your child uses language
- Avail of every opportunity to expand both their English and Irish vocabulary
- Encourage your child's use of full sentences in order to develop their oral language

### **16.2 Writing**

- Use plasticine/sand to enhance the development of motor skills
- Draw the letters in the sand when you take your child to the beach
- Start the letters from the top
- Model writing your child's first name (Capital letter to start, then lowercase)

### **16.3 Reading**

- We would encourage you to read to your child daily
- Discuss the story and let your child talk about the pictures
- Ask your child to retell the story
- We recommend that young children recite nursery rhymes regularly

### **16.4 SOCIAL, PERSONAL AND HEALTH EDUCATION**

**The Stay Safe Programme** is taught as part of the Social, Personal and Health Education (SPHE) Curriculum.

Certain modules of this programme will be taught every year and other modules will be taught every second year, starting in Junior Infants. Parents will be notified when **Stay Safe** is being taught.

This is a compulsory programme taught in all primary schools.

### **17. SPECIAL EDUCATIONAL NEEDS AND YOUR CHILD**

As part of our Enrolment Policy, no child is excluded from the school on the grounds of Special Educational Needs (SEN).

Elaine Molyneaux, Deputy Principal is Co-ordinator of the SEN Team.

The SEN team work in close collaboration with the class teachers to provide the Early Intervention Programme.

This programme allows for:

- the early recognition and identification of problem areas in the child's learning
- appropriate supports to be put in place, allowing for effective assessment, monitoring and review of each child's progress
- consistent communication between all parties for the benefit of the child

### **17.1 SPECIAL EDUCATION TEACHER AND EARLY INTERVENTION**

In Junior Infants the classroom teacher, supported by a special education teacher develops literacy and numeracy.

The special education teacher collaborates with the class teacher in monitoring and supporting all children in the classroom setting and identifying those who are experiencing difficulties settling into the school routine.

As the school year progresses the team may decide that certain children would benefit from being part of a small group setting.

In this instance, parents will be informed.

## **18. HOME AND SCHOOL LINKS**

Our school website [www.ourladysgrove.ie](http://www.ourladysgrove.ie) is updated on a daily basis. Please refer to the website to view the calendar, policies, ongoing events and newsletters from the principal.

Through the Annual Consent Form we seek your permission to upload photos on our website.

Our main method of communication with parents is via email. Please ensure that your email address is up to date.

### **18.1 PARENT/TEACHERS COMMUNICATION**

If you have a concern about your child, please contact your child's teacher by writing a note to the class teacher.

Early communication between parent and the teacher regarding the wellbeing of the child is crucial.

**Teachers do not discuss concerns at the classroom door.**

If you wish to meet with the class teacher, please contact one of the secretaries (Ms. Kenny/ Ms. Leonard) to make an appointment.

Formal Parent/Teacher Meetings take place in November/December each year.

## **19. Electronic Payments**

The Easy Payments Plus system is our Online School Payment Facility for payment of swimming, milk, Class Fees and any other school related items. Please pay your Class Fees by EPP before 31<sup>st</sup> May so that we can proceed to order the books on your behalf.

**Please note that only one parent is set up as a payee on the system.**

To make a payment select the appropriate item and follow the instructions on the screen.

You will receive a receipt via email for every payment you make. If you would like assistance please contact Sylvia in the office between 1pm – 4pm on 01 2988 694 or via email at: [admin@olgps.ie](mailto:admin@olgps.ie)

## **20. Pupil Personal Accident Cover**

Allianz provides our school with Pupil Personal Accident Cover. This cover is 24 hour, 365 days a year for Medical and Dental expenses. While this cover is optional, we highly recommend that parents opt in and buy this cover. The cost is €9 per year.

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*Our Lady's Grove enjoys a strong community spirit. Our goal is to support you and your child. We look forward to your support in all that we do so that your child will benefit in every way from our educational setting. We hope your family will be very happy in OLG and enjoy the next eight years with us.*

Ní neart go cur le chéile

## **Some of the After-School Activities for Junior Infants**

### **Fun Fortnight Summer Camp**

Fun Fortnight in July

### **Irish Dancing**

Lisa Doogan 0864082609

### **Playball**

Information on [www.playball.ie](http://www.playball.ie)

### **Speech and Drama**

Marie McHugh 0876203445

### **Taekwon-Do**

Andrew Butler 0876528735