

Coill Dubh N.S.  
Coill Dubh  
Naas  
Co. Kildare  
Phone: (045) 860023  
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S.N. Coill Dubh  
Coill Dubh  
Nás na Ríogh  
Co. Chill Dara  
Guthán: (045) 860023  
Fax: (045) 860023

## **Day to Day Housekeeping** **School Timetable**

School begins: 9.20a.m.  
School Closes: Junior Infants 2.00p.m.  
Other Classes 3.00 p.m.  
Morning Break: 11.00am-11.10am  
Lunch Break: 1.00pm-1.30pm

### **Supervision**

Children are supervised during school hours 9.20a.m. To 3.00 p.m.  
Please make sure that your child is dropped off and collected as close to these times as possible.  
On wet days pupils will remain in their classrooms and be supervised by the teacher on duty on the day in question.

### **School Outings**

We strongly believe that learning doesn't just take place in the classroom. We often bring the children on educational outings. ***Please sign the relevant section of the Enrolment Form.***

It gives your consent for your child to take part in these events for the duration of their time in the school.

If there is a particular event that you would prefer your child not to take part in please inform the school and where practicable alternative arrangements will be made.

### **Contacting Home**

We try to maintain an up to date database of your contact details so that we can quickly get in touch with you if it should become necessary to do so. Please keep us informed of any changes to your contact details.

If a child ever needs to phone home they will be allowed to use the school phone.

### **Mobile Phones**

If a child accidentally brings a mobile phone to school they should hand it into the office as soon as they become aware of its presence.

If a child needs to have a mobile phone for after school time they should also hand it into the office first thing in the morning.

The phone will be safely stored in the office and returned to the child at home time.

## **Taking a Child Home Early**

If you need to take your child out of school early please send a note in with them. For insurance reasons we must ask the parent /guardian to collect their child from the school. In the case of unforeseen circumstances you should go directly to the office and sign them out before collecting them from the class room.

## **Homework**

Children get homework everyday except Fridays. Typically homework should not take more than one hour. Homework is an extension of the work done in school on that day, and should be within the child's capabilities. Parents where necessary should guide the child but **should not do the homework for them.**

- Please check that your child has done their homework.
- You should sign their homework journal everyday.
- Please send in a note if homework could not be completed

## **Lunch**

Both morning break and lunch are eaten in the classroom. A Two Piece morning snack is provided by the school. During this time children are supervised by the teacher on duty. All rubbish leftovers should be put in the bin. Food should be never brought onto the yard.

## **Healthy Eating**

Coill Dubh N.S. operates a Healthy Eating Policy.

We feel that children should be encouraged to eat healthy foods and make healthy choices.

Foods which are marketed as being healthy choices are often not what they seem. Certain fruit drinks and yogurts and other foods are high in sugars, additives and fats. Labels should be read to ensure that the foods in your child's lunch box are in fact healthy options.

Children are not allowed to bring **Fizzy Drinks, Crisps, Cake, Biscuits Sweets** or any other form of "**Junk Food**" for their lunches.

The only exception is on Fridays when "Treats" (excluding Fizzy Drinks, crisps and sweets) are allowed.

## **Ready to Learn**

To ensure your child is ready to concentrate and learn we would ask you that you make sure he/she:

- Goes to bed at a reasonable time.
- Eats a good breakfast.
- Watches a limited amount of T.V or computer games

## **Book Rental**

To help reduce costs for parents the school operates a Book Rental Scheme. This scheme is very costly to operate. It is important that the children treat the books they receive with care and respect, so that the books last as long as possible. Please ensure that all books you receive as part of his scheme are returned to the school at the end of the year. The cost of the scheme to parents varies by class and from year to year.

## **Uniforms**

The children in our school wear a uniform. The full uniform should be worn at all times. On P.E days children should wear their school tracksuits.

<b><u>Boy's</u></b>	<b><u>Girls</u></b>
Grey Trousers Maroon Jumper Maroon Tie White Shirt	Grey Trousers, skirt, pinafore Maroon Jumper or Cardigan Maroon Tie White Shirt

## **School P.E Tracksuit**

Tracksuits can only be ordered online at [www.schoolwearhouse.ie](http://www.schoolwearhouse.ie). The tracksuit will be sent to the school free of charge within a few days.

*In the interest of safety only stud earrings are allowed*

## **Educational Welfare Act**

Under this act, you must let the school know if a child is absent from school and why. It is best to do this in writing.

Very often, there are good reasons for absences however; schools must, by law, notify the National Educational Welfare Board if it is concerned about a child's attendance. This will happen if a child has *missed a total of 20 days in the school year*, even if those absences are accounted for by letter.

If there is a worry that your child is missing out of his or her education, an Educational Welfare Officer may visit you to discuss the matter. He or she will work with you and the school to see what needs to be done to ensure that your child gets every chance to enjoy school