

# GLEBE NATIONAL SCHOOL, THE GLEBE, DONEGAL TOWN, F94 K407

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## **Welcome! Fáilte!**

On behalf of Glebe National School we extend a warm welcome to you and your child as you join our school community. We hope your child will enjoy his/her learning experiences in our school over the course of their years with us. Our mission is to promote the fullest possible development of each child socially, emotionally, spiritually and intellectually so that he/she may lead a full, enjoyable life as a child, be prepared to avail of further education, be able to contribute to society as an adult and enjoy leisure time. We have put this booklet together as a general guide for parents and we trust you will find it helpful. It provides useful information about getting ready for starting school and school life here in Glebe N.S. Some of the school's policies can be found in our School Policy booklet. Parents are asked to read these policies carefully. Here at Glebe National School each and every child is equal and important and receives an education that will nurture their full abilities and talents. If you require any further information please do not hesitate to contact us at the details provided below. I look forward to meeting you and your child/ren.

**Alison Pasquier, Principal**

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## **Our Ethos.**

*“Glebe National School is committed to nurturing the potential of each child through academic, physical, moral, emotional, cultural, spiritual and aesthetic experiences within the school. The emerging youth will be encouraged to become confident, responsible, tolerant, life-long learners and self-motivated”*

Glebe National School is under the Patronage of the Church Of Ireland Bishop of Derry & Raphoe. It is part of the local Church communities, encompassing the Church Of Ireland, Methodist and Presbyterian churches. Strong links are forged through regular visits from the local clergy.

It is a community comprising pupils, parents, staff and Board of Management where Christian values, such as honesty, justice, respect and care responsibilities are nurtured. As such the school values and respects all children, regardless of social background, religious denomination, gender, educational achievement or physical characteristics. Its adult population, be they staff, parents or visitors are met with similar inclusivity and equality.

*Just as the Primary School Curriculum celebrates the uniqueness of the child, so too does Glebe National School.*

## **School Vision.**

In Glebe National School we will endeavour to help each child reach their full potential within a safe, healthy environment. The school will provide an opportunity for the child to develop socially, emotionally, physically, spiritually and intellectually. We will foster confidence, self-esteem, self-respect and respect for others. The aim of the teachers is to provide the children with a sound education in all areas of the curriculum in an environment where Christian attitudes and values are nurtured. Glebe National school aims to create an environment where pupils, staff and parents feel valued and where open communication is the norm. The school recognises that parents are the primary educators of their children and we in Glebe school work in a spirit of partnership. We promote close working relations with parents in order to provide each child with the highest standard of education and care.

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## School Structure.

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

*Our Board of Management is made up of eight elected representatives. Each Board is elected for a four year period and our current Board is made up of the following members.*

**Patron:** The Bishop of Derry and Raphoe: The Rt. Rev. Andrew Forster

**Patron's Nominees:** Archdeacon David Huss (*Chairperson*), Mr Robert Ellis

**Principal:** Ms Alison Pasquier (*Secretary*)

**Teacher Nominee:** Ms Emma O'Flaherty

**Parents' Nominees:** Mr George Henderson, Ms Jess Irwin

**Community Members:** Mr David Perry , Ms Valerie Morrow

### ***Key Points of Contact.***

**Principal:** Ms. Alison Pasquier.

**Deputy Principal:** Ms. Emma O' Flaherty.

**Assistant Principal:** Ms. Rachel McHugh.

**Secretary:** Ms. Margaret Trimble.

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### **Parent/Teacher Communication**

Parents/guardians are actively encouraged to meet with their child's teachers. During the year a formal parent/teacher meeting will be arranged. Should you have any queries or worries regarding your child, contact your child's teacher via Aladdin. The BOM encourages a friendly atmosphere in the school, but is firm that certain criteria must pertain to informal parental visits. Parents/guardians should make an appointment with the teachers through Aladdin to discuss a child's progress or other school-related issues, at a time and place convenient to all.

### **Parent-Teacher Association (PTA).**

The school has a very active Parent-Teacher Association, which is both supportive and helpful, planning and organising key events throughout the school year. In addition, the PTA also helps to raise money for the school over and above that supplied by the Department of Education & Skills. This can be used to subsidise school trips and extracurricular activities.

### **School Times and Holidays**

1. School hours are from 9:10am – 2:50pm. Supervision is not provided before 9:10am.
2. The school is required to abide by strict rules regarding insurance cover for children. Children should arrive at 9:10am and be collected promptly at 1:50pm (infants) 2:50pm (1st – 6th classes).

Accordingly the Board of Management will not accept responsibility for pupils on school premises outside of school hours. Pupils that arrive before 9:10am should wait in the car until the bell rings @ 9:10am. All children should be in their classrooms @ 9:20am. Pupils are expected to be in school no later than 9:30am. It is important that parents/guardians have pupils in school on time to prevent disruption to classes.

3. All parents must park in the Parents' car park. 1st to 6th class pupils should enter the school building via the relevant door. In the interest of safety please do not use the Bus/Staff car park.

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4. The Junior and Senior infant school day ends at 1:50pm. Children will be escorted to the parents' car park gate to be collected. To help Junior Infants settle in they will go home at 12 noon for the first week and at 1:50pm after that. Infants will be met at the school gate by a member of staff.

5. Break times and lunch times are supervised by the teacher and SNAs on yard duty.

6. Pupils may not leave the school premises until dismissal time except with the written permission of their parents, guardians or the principal.

7. Parents must advise their children on road safety skills from the school perimeter to their mode of transport. Parents must meet their children in the parents' car park.

8. Bus children are supervised to the school perimeter only. Therefore parents must advise them on how to behave when getting on and off the bus to and from home and school and to wear their seat belts when travelling on the bus.

### **Holidays:**

The holiday calendar is emailed each year with the end-of-year reports in June. Other closures are notified as soon as possible to parents/guardians, via Aladdin.

Parents/guardians are asked to maintain the integrity of the school year by arranging holidays to coincide with school closures.

### **School Contribution**

While the Department of Education & Skills (DES) provides a grant towards the costs of running the school, it only covers approximately a third of the actual expenditure. Heating, cleaning and general maintenance costs are continually increasing. In the circumstances, and to keep the condition of the school up to the standards we expect for our children, contributions from parents towards the maintenance costs will be invited.

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**Epayments, Emails, Web-texting Emails and notices via Aladdin Connect are sent to families frequently.**

You are advised to check your Aladdin Connect App/emails regularly to keep up to date. Our school uses the Aladdin software service for administrative purposes and the e-Payment system will give you access from an internet browser on your computer, phone or tablet to make secure payments to the school using your credit or debit card. The purpose of the e-Payment 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 our school in line with recent central bank directives.

Permissions are gathered online via Aladdin. Occasionally there may be correspondence given to your child directly to pass on to you.

School administration hours are from 09:00 to 12:30, Monday to Friday. If you wish to contact the school outside of school administration hours, please contact the school by telephone (074 9722183), leaving a clear, brief message including your name and your contact phone number. Please message your child's teacher directly using the notice function on your Aladdin app.

**School Absence:**

All absences should be recorded using the Aladdin Connect App. A written note on Aladdin must explain every absence, as this is required for the National Education Welfare Board (NEWB). Medical certificates are required for absences longer than five consecutive days. Following 20 school days of absence, the school is required by law to furnish the NEWB with your child's contact details and the types of absence accrued.

Please note that pupils who have arrived or will leave early for absences such as dental appointments, medical appointments, other health personnel, examinations or religious ceremonies will not be marked absent if prior notification is given).

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## **School Transport**

The school transport scheme provides transport for children who live 3.2 km or more from their local primary school. [This scheme is funded by the Department of Education.](#)

Behaviour on school buses is outside the control of the school. However, in the interest of safety and for the school's good reputation, parents/guardians should endeavour to ensure that a good code of behaviour is maintained by their children, whilst travelling on the bus.

## **School Books**

All school books, workbooks and copy books will be provided free of charge through the Department of Education's School Books Scheme. A school Resource payment of €30 will be issued early June to each child to cover Art & Craft materials, websites, apps and other sundry items.

In June a Pupil Resource list will be issued to you with a list of items for the new school year. This gives parents/guardians adequate time to purchase the required materials for August.

## **Homework.**

Homework is an integral link between school and home. Parents/Guardians can monitor their child's progress through continual reference to homework diaries (Infants), Aladdin and Google Classroom (1<sup>st</sup> – 6<sup>th</sup> class) and liaison with teachers. Parents/Guardians play a vital role in listening to and engaging with their child's homework.

The following table advises appropriate times that homework might take and subject matter homework involves.

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|---------------------------------|------------------|
| ○ Junior & Senior Infants       | Up to 15 minutes |
| ○ First & Second Class          | Up to 20 minutes |
| ○ Third Class                   | Up to 30 minutes |
| ○ Fourth, Fifth & Sixth Classes | Up to 45 minutes |

**Note:** Some subjects such as English, Irish, may have more emphasis on oral work. Active homework is promoted and encouraged. Homework is mostly based on class-related work. It attempts to keep a balance between reading, writing and learning. Time spent in reading and learning is as important as written work.

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- Homework is given from Mondays to Thursdays and generally is not given at the weekends unless exceptional work like projects is expected.
  - Homework is not linked to behaviour but occasionally children are rewarded with reduced homework if they have worked and behaved well.
  - If homework cannot be completed on a given night, a written notice should be forwarded to the teacher.
  - Parents/Guardians should supervise and check homework nightly.
  - Junior and Senior Infant worksheets should be signed.

### **Differentiation**

The amount and type of homework may be differentiated to suit children's different learning needs. Pupils receiving additional support may need to have homework adjusted to their individual needs. Special arrangements for these children will be agreed after consultation between the class teacher, Special Educational teacher and parents/guardians.

### **School Uniform**

Grey uniform trousers

Grey skirt/pinafore/ (Grey or black tights/white or grey socks (no leggings or leg warmers)

Grey/White polo shirt / Bottle green sweatshirt with crest / Shoes suitable for running

Full uniform must be worn Monday -Thursday unless informed to the contrary by a teacher.

Friday is PE day and a navy crew neck sweatshirt, white or grey polo shirt and navy tracksuit bottoms and runners are worn.

Uniform Sweatshirts must be purchased from The Uniform Shop (Behind All Sports), Donegal Town. PE tracksuit does not need a crest and can be purchased from any retailer.

In your own interest, all items of school clothing, including coats should be clearly labelled with the child's name. Shoes and coats should be manageable by themselves (ie. If they cannot tie laces, Velcro straps are preferable).

In the interest of safety only stud earrings are allowed. No jewellery other than watches should be worn.

No facial piercings or make-up permitted.



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## **Lunch Policy**

Glebe NS is a “Nut” free school. Parents should ensure that products containing nuts and seeds (ie. Nutella, seeded breads, cereal bars etc.) are not brought into school and remind children not to share food items in school. \*\*If in doubt, leave it out \*\*

Children are required to bring a packed lunch to school. A healthy lunch with a controlled amount of sugary foods is preferred. Parents are asked not to send drinks in glass bottles and fizzy drinks and crisps are not permitted.

The following is recommended: -

A bread item: sandwiches, scones, pancakes, pitta bread etc.,

A dairy product: yoghurt or cheese.

Fruit and vegetables: fresh fruit (already peeled or can be peeled easily if necessary), carrot or celery sticks etc.

A small treat item allowed on Fridays only, e.g. Fun size bar.

A health drink: water or a low sugar fruit drink.

Supervised eating time is allowed in each child’s classroom from 12.20 – 12.30 and children are encouraged to eat their lunch.

The responsibility shall not lie with the class teacher to ensure that it is eaten unless specifically asked by a parent for health reasons. (e.g. Diabetes).

## **Medical Guidelines**

It is vital that the school is notified of any medical problem from which your child may suffer e.g. allergies, asthma, aural or sensory difficulties, etc. If your child has been ill overnight, please do not send him/her to school the next day. Please be sure that your child is completely well again before returning him/her to school. This should be a natural consideration to fellow

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students and staff. The North-Western Health Board Medical Authorities visit the school to perform optical and aural examinations. You will be notified in advance about these and any other services offered by the Health Service Executive (HSE), for which you will be required to sign an authorisation form. In the case of infectious diseases, please notify the Principal, as certain diseases have to be notified to the HSE.

If a pupil needs to take medication during school, the Principal must be notified in writing. This includes inhalers. The matter will be brought to the attention of the Board of Management, which will decide as to whether or not you will be required to sign a medical indemnity form.

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### **Emergencies**

As part of the school's enrolment process you would have completed an Acceptance Form for Admission. Every effort will be made to contact the parent/guardian, or the person(s) nominated on this form in the case of emergencies. The child's own Doctor or a local Doctor may also be contacted. The information you provide will also be used to fill the DES requirements for the Pupil On-line Database (POD). It is each parent's/guardian's responsibility to notify any changes of address, phone numbers or designated people, to the school office in writing. No member of staff may alter this document

### **Activities**

The following are additional activities (for which there may be a small charge) currently provided by the school: Swimming, Library, Arts & Crafts, etc. The pupils are involved in reducing energy/water consumption, composting, recycling certain goods and keeping the grounds litter-free. Our school continues to participate in the "Green Schools Programme" and have been awarded multiple flags for our efforts. We also participate in the "Active School Awards" and again have received recognition of our efforts.

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## **Insurance**

All school activities are covered by our Insurance Policy. 24-hour Personal Accident Insurance is available for all children for a small yearly sum. Parents/guardians are notified of this each year. This is organised through the school office.