

Gaelscoil Chill Mhantáin Information for New Teachers / Substitutes

School Mission Statement:

The Gaelscoil is an All-Irish Interdenominational school, in which Irish is the school language for communication and business, the language for instruction in all subjects apart from English, the spoken language between teachers and pupils and between pupils themselves at all times in the school, in the yard, on the bus and in the school environs. The Gaelscoil has a Catholic / Protestant ethos. That means that the same recognition is given to the two denominations and that the pupils are taught the two programmes: "Beo go Deo" and "Follow me".

School Times:

School begins at 8.40am and finishes at 1.20pm for the infant classes and 2.20pm for the other classes. There are two breaks during the day – the small break between 10.50- 11.00 (The pupils get a chance to eat some of their lunch before the small break) and lunch time between 12.30 – 1.00. (The pupils eat lunch in the classrooms and they go out to the yard at 12.40). Break time is early on Tuesdays from 10.20 – 10.30 if there are swimming classes.

School Rules:

See the Code of Behaviour for the full list of school rules. Some of the main ones are:

- Irish must be spoken at all times.
- Bullying or rough play is not acceptable in school.
- School uniform must be worn each day.
- One must walk inside the school.

Homework:

It is school policy to give the pupils homework on Monday, Tuesday, Wednesday and Thursday. There is no homework on Friday.

Accidents, Incidents and Administration of Medicine

Medicine is not given to school pupils. Parents are asked to come in and administer any medicine which is necessary. There is a first aid box in the staff room and in the office if it is necessary to use a bandage or clean a cut. One should wear medical gloves while doing this. A call home is made if a child has received a strong blow or a cut. Ring home immediately if the child has had a blow to the head. Write an account in the Accident / Incident Book which is in the office if you are the teacher on the yard. Inform the principal.

Pupil Safety:

The school gates are closed during break time and lunch time. Adults are not allowed to be in the yard unless for work purposes or without informing / getting permission from the teacher who is on yard duty. It is not permissible to allow a child home early from school without the signature of a parent in the in/out book in the office.

Other Information:

- There is a Fire Drill at least once a term. Each class goes out their fire exit door and stands on the grass. Take your roll book with you.
- Letters, notes and the *Clabachán* are given to the eldest child in each family.
- Keep the exterior doors of the school closed.
- It is not usually permissible to play on the grass between November and March.
- The roll is called each morning. A folder goes around and this must also be filled in.
- The emergency phone numbers for the pupils' parents are kept in the class.
- The yard rota is on the notice-board in the staff room. You should be out on the yard in time if you are the teacher on duty. Classes do not go out to the yard on wet days. They remained seated and well-behaved in the class and the teacher on yard duty goes around supervising them. Any teacher who is on the yard may have lunch before or after their duty on the yard. The teacher across from their class keeps an eye on the class while the teacher is having lunch.
- Each teacher collects their class from the yard at 8.40am and again after break-time and lunch-time.
- Pupils from Infants to First Class are not released at 1.20/2.20 until their parents arrive to collect them. They are kept in a line at the door.

- P.E. equipment is kept in the store room. Pupils from Infants to Second Class are not allowed into the store room. The Science and Music Equipment are kept in the Staff Room. Toilet paper is kept locked in the store room. The key is kept hanging in the Staff Room.
- Staff meetings are held on the third Wednesday of each month. The agenda is circulated beforehand.
- There is swimming on Tuesdays for 1st to 6th class. Each class has eight lessons. Two classes go together. The bus leaves at 10.30. There is an early break from 10.20 – 10.30.
- There are after-school classes.
- The parents run an after-school club for the infants who have brothers and sisters in the other classes.
- Two buses take the children to and from school each day. Those children leave at the same time as the other pupils. If the bus is late the pupils are supervised together in one room until the bus arrives.
- If a teacher is absent for one day or on an EPV day the class is usually split up. The teacher leaves work for that day. The class teacher makes a list of the pupils to be sent to each class. There will be a rota for dispersing the children displayed on the staff noticeboard.

Created	
Reviewed	February 2015
To be reviewed	February 2016

