



C/O The Red Door School, Monkstown Grove, Monkstown Avenue, Monkstown, Co. Dublin.

# Welcome Booklet

Website: [www.dletns.ie](http://www.dletns.ie)

Email: [info@dletns.ie](mailto:info@dletns.ie)

School Mobile: 086 4667017

## **Welcome Note**

Welcome to Dún Laoghaire Educate Together National School. Here in Dún Laoghaire ETNS the children are at the heart of everything we do and we are looking forward to working in partnership with you, our parents, to ensure that each child's learning will be nurtured and supported in a warm, creative and happy environment.

The Educate Together ethos will permeate all aspects of school life. We are an inclusive, equality-based school where all voices are heard. We will equip our children with the knowledge and skills for learning and living in the 21<sup>st</sup> century - skills of collaboration, creativity and problem solving.

Together we will build a warm and friendly school community where each child is cared for, safe and enabled to achieve and learn to the best of their ability.

Anne Marie Lillis.  
School Principal

## **Dún Laoghaire ETNS**

### **What is an Educate Together School?**

Educate Together is a national organisation of the Educate Together multi-denominational schools in the Republic of Ireland. There are now 84 Educate Together primary schools in the country and this figure is growing. The schools are fully recognised by the Department of Education and Skills. They are non-fee-paying and they operate under the same rules applying to all national schools.

The name 'Educate Together' was carefully chosen by the national organisation to reflect the coming together of children and families of different faiths and beliefs, from different social, cultural and ethnic backgrounds.

### **School Location**

#### **Temporary Accommodation in a Temporary Location**

Dún Laoghaire ETNS is temporarily located in prefabs on the campus of The Red Door School, Monkstown Grove, Monkstown Avenue, Monkstown, Co. Dublin.

We will remain in temporary accommodation on this site until the Department of Education and Skills builds our new school building on its permanent site.

#### **Permanent Site and New School Building**

We are delighted to announce that our new school building will be built on the site of the *Old Fire Station on Bently Villas in Dún Laoghaire*. This permanent new school building will be delivered by the Department of Education and Skills (DES). This will be a 16-classroom mainstream school. We will also have 2 more classrooms for children with additional needs.

We do not have a timeframe for the delivery of the new school building but the school Board of Management is in ongoing contact with the Department of Education and Skills and we have been informed that things are progressing well with regard to our permanent school site. The first step is the transferring of lands from Dún Laoghaire Rathdown County Council (DLRCC) to the DES; this process has commenced and is moving along well. Simultaneously, our school file is with the Design Team in the Department of Education and Skills, and they are beginning to look at how our school will be designed.

When we have further information all parents/guardians will be notified.

## **Day-to-Day School Information**

**First Day of School** - The first day of school is Tuesday 1<sup>st</sup> September 2020.

On the first morning if necessary, *junior infant parents* may come into the classroom with your child and stay in the classroom with them for a short while. We do however ask you to please leave promptly so that the children may settle into their new surroundings. The sooner you leave the sooner they will settle in.

After the first day, the class teacher will bring the children in from the yard. There will be a place clearly labelled for each class to line up. Again, please leave the yard promptly, if you delay it only makes it harder for you and your child. Remember it is a valuable part of your parenting skills that you have developed your child to be independent enough to go to school. Give your child a hug and let them go into the school. If there are any concerns, we will contact you.

### **School Day**

**The pedestrian gate will open at 8.20 a.m.** All children will line up in the school yard and be supervised by their parent/guardian in the school yard until the class teacher takes the class into the school.

**School begins at 8.30 a.m. and finishes at 1.10 p.m.** for junior infants and senior infants. (The finishing time will be 2.10 p.m. for our children in 1st class and 2nd class.)

Please ensure that your child is punctual. Children are often upset if they are late or collected late in the afternoon. Children line up in the yard in the morning and the teacher collects them at 8.30 a.m. We ask that parents do not accompany children into the school building, as this can be upsetting for other children.

### **Early Finish from 1<sup>st</sup> to 11<sup>th</sup> September 8:30 a.m. to 11.40 a.m. (Junior Infants only)**

Please note that for the first 2 weeks the children in Junior Infants only will be finishing at 11.40 a.m. to give them the opportunity to settle into the school day.

### **Break Times**

There are two breaks in the day. A short 10-minute break in the morning from 10.10 a.m. to 10.20 a.m. and a 30-minute break for lunch from 11.40 a.m. to 12.10 p.m. Each break is split between yard and class time for eating. For the early break they should bring a small snack e.g. a piece of fruit or a small sandwich and they will eat the main portion of their food at lunch time.

### **Home Time**

At home time the class teacher will bring the children to line up just inside the school gate. Each child will be handed over directly to the adult collecting them. The children will put their hand up when they see this adult and the class teacher will then direct each child to the person collecting them one at a time.

If someone new is collecting your child or if your child is going home with another parent, you must inform the class teacher or the school. Otherwise we will not hand over your child until you make contact with us.

### **What to Wear?**

Children in Dún Laoghaire ETNS do not wear a school uniform. Your smile is your uniform here in DLETNS! We ask that you dress your child comfortably and appropriately. For infants in particular we ask that you teach your child to take off/on their coat and how to open and close zips, buttons, buckles and laces. Zips/Velcro are preferable to buttons and elasticated clothing is ideal. We would ask that your child be provided with lace-less shoes.

### **Spare set of Clothes (infants only)**

We also advise that Junior Infants should have a spare set of clothes in the event of accidents. Please bring in a spare set of clothing in September and we will store them here.

### **Hand towel/facecloth**

Please bring in a small hand towel or facecloth with a hook for hanging up attached to it, which your child will use to dry their hands.

### **Labelling**

Please write your child's name on their hand towel school coat, hats, gloves and all items such as lunch boxes, drink containers, bags etc. Children often have similar coats/belongings.

### **Footwear**

Children are not permitted to wear heeled shoes for health and safety reasons. Please ensure that your child wears suitable shoes every day as they are running and jumping in the yard. Footwear needs to have a good grip to ensure safety when playing in the yard.

### **Book Payment and Stationery Payment €150**

The Booklist, Stationery and Resource Payment of €150 covers the following items:

- Text books and Workbooks
- Reading Schemes
- Stationery
- Arts & Crafts
- Photocopying
- Classroom Resources
- Online Interactive Resources and Subscriptions
- Educate Together Membership Fee

***Please contact Anne Marie directly if you would like to arrange a payment***

***plan – confidentiality assured.***

## **Books**

Your child's books, copies and portfolios are kept in the school until the end of the year. At times books may be sent home for homework. Parents will be invited into the class during the school year to see their child's progress e.g. parent teacher meetings, open days, winter show etc.

## **Healthy Eating**

The school day is short and we want your child to receive the best education that they can. Diet plays a big part in your child's behaviour. Treats can be given outside of school time. We promote a healthy eating culture in our school. At times such as end of term children may be allowed to bring in a treat but this is at the discretion of the parent/guardian. We will inform you of these days.

An example of a healthy lunch - sandwiches, wraps, bagels, yoghurt, fruit, a small portion of rice/pasta salad, water, juices, milk, sausage/bacon sandwiches, salad, tomatoes, vegetable sticks and raisins. If yoghurts are given, please ensure that they are set yoghurts and that your child has a spoon.

Nuts are not allowed due to allergies

Don't give your child too big a lunch as they only have a short time to eat. If your child does not finish their lunch, we will leave it in their lunch box so you know how much they are eating.

Our school is participating in the *Green Schools Programme* and we are working towards getting our first *Green Flag*. As part of this programme our first aim is to reduce litter and waste in our school lunches. We will be encouraging your child to have an understanding of and to engage in recycling and also that you will promote recycling in your home. We advocate the use of reusable drinks bottles and we are minimizing our use of single-use plastics. To further reduce waste you can send food to school wrapped in beeswax wrap and/or in a reusable container with different compartments. We ask that children bring home all rubbish and waste from their lunches. Now that we have our compost bins. We will be encouraging the children to place fruit skins in there.

## **Birthday Parties**

Teachers do not take responsibility for distributing invitations to birthday parties. It is the parent's responsibility regarding this as distributing invitations can upset other children and cause conflict and hurt in the class. We ask that parents and children do not hand out birthday party invitations in the class lines in the morning and afternoons.

## **Allergies/Administration of Medication**

The Board of Management has a duty to safeguard the health and safety of pupils. However, teachers do not personally undertake the administration of medication e.g. inhalers, injections, application of creams/sun-creams and ointments (Health & Safety Child Protection Issue). We ask that parents put cream on children prior to coming to school on warm days.

The Board of Management requests parents to ensure that staff members are made aware in writing, of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

Where children are suffering from life threatening conditions or allergies, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child. Please see the school's Administration of Medicine's Policy and the relevant form that must be filled in by parents. Please note that this policy is available to read on the school website.

Head Lice is unfortunately common in all primary schools. Where possible tie your child's hair back. Check your child's hair weekly. If infected, inform the school and treat your child. Please do not panic. Lice are not fussy where they nest and contrary to belief they do like clean hair!

## **Attendance and Punctuality**

If your child is sick for more than one day please contact the school office by phone or email. On your child's return please send a written note to the class teacher explaining their absence and/or a sick cert issued by your GP if applicable.

The school is required by law to report children who miss 20 or more days or children who have regular absences without valid explanation to the Educational and Welfare Officer linked to our school. We ask that parents do not take children out for holidays. The school calendar is available where parents can book holidays in advance.

If your child misses 5 days from school, for example, they have missed a whole topic in Maths that will not be returned to in the same detail. The infant curriculum is so important in the development of Literacy and Numeracy skills as so much of the work is carried out through hands on games where the children do not realise they are learning! However, we of course do not want you to send your child in if they are sick!

Also, we ask that children are in line on time at 8.30 a.m. when the teacher comes to collect them. Children hate being late and it also interrupts the rest of the class.

## **Communication with the School**

### **Contact Numbers/Mobile Phones/Email Addresses**

It is very important that you keep us up to date with contact numbers in case of an emergency. Remember to let us know, if you change your mobile or landline number or email address.

### **School Notes**

In Dún Laoghaire ETNS we are working towards a Green Flag and we will try to reduce waste as much as possible. The majority of school notes and bulletins will be sent by email. We encourage you to check your emails regularly for up to date information about school life.

Some notes from the school and from your class teacher will be sent in your child's Homework Folder which they will bring to school each day. Please check your child's folder each day.

### **Parent Teacher Meetings**

The class teacher will meet with parents during the first term as a group and also later in the year on an individual basis. Parents and the class teacher will obviously meet on an informal basis daily. However, if you have concerns or questions, please make an appointment and we can meet to discuss these at an appropriate time that suits both parties and does not interfere with classroom teaching. Appointments can be made by putting a note in your child's homework folder or by emailing the school secretary. Parents will also receive an end-of-year report from their child's teacher.

### **No Toys Allowed**

Children are not allowed to bring in toys or games from home unless the teacher asks them to do so. They can be the cause of conflict in the class and they are not insured on the premises in the event of being lost!



## **Your Child's Learning:**

### **Subjects**

All children will be taught the following subjects -

- Primary Language Curriculum: English, Irish (Gaeilge).
- Mathematics
- SESE subjects: Science, history and geography
- Arts Education: Visual Arts, Drama, Music
- Ethical Education: Learn Together Curriculum
- PE: Physical Education
- SPHE: Social, Personal and Health Education
- Ethical Education: Learn Together Curriculum

For more information on the Primary School Curriculum check on the NCCA (National Council for Curriculum and Assessment) website on [www.ncca.ie](http://www.ncca.ie)

### **Homework Folder**

In junior infants the children will have some homework each evening which will be in their homework folder. This may include a library book, a sound book and some worksheets from time to time. Written notes that are signed regarding your child's absence from school can also be placed in this folder where they will be collected and filed by the class teacher.

### **Learn Together Curriculum**

In Dún Laoghaire ETNS we will celebrate all cultures and belief systems. The children will learn about all main festivals and celebrations e.g. Christmas, Chinese New Year, Diwali, Ramadan etc. While teachers are sensitive to all belief systems, children cannot be accommodated elsewhere during our ethics programme should parents wish their children not to be involved. Educate Together schools are all inclusive.

However, the Belief Systems are only a small part of our programme. Other strands include-Moral & Spiritual, Equality and Justice, Ethics and the Environment. While Learn Together is timetabled, the ethos of our Ethics Programme and the real-life use of what we learn in ethics underpins the whole day in school, from the manner in which we address and relate to each other, to the songs we sing and the art that will be displayed.

As part of the Belief Strand many of our celebrations are based on the Learn Together Programme for example International Week, Diwali, Christmas, Fairtrade, Children's Week, Healthy Eating Week, Diabetes Day, International Human Rights Day etc.

As part of the Moral and Spiritual Strand we aim to develop the children's understanding of good decision making, personal wellbeing, being respectful etc. We help to develop the children's sense of worth and give them skills to help enrich their own spirituality. Strategies that we will introduce include yoga, mindfulness and quiet time.

As a school we will celebrate all celebrations. We will teach our children to respect other children's beliefs and none while being allowed to acknowledge and celebrate difference.

We do not allow children to exempt themselves from Learn Together lessons.

### **Aistear**

Aistear is the early childhood curriculum framework for children from birth to six years in Ireland. It describes the types of learning that are important for babies, toddlers and young children, with a focus on play-based learning where children engage in a range of activities based on particular themes. Aistear is introduced in junior infants.

### **Oral Language Development**

The oral language programme encourages children to talk. You can help with this. We encourage you to talk to your child at home. Ask questions and give them opportunities to talk. Read to your child and promote a love of reading. Teach your child nursery rhymes. Engage your child in language and ensure that you are playing an active role in developing your child's language skills. If you are worried about your child's speech and language development talk to us or to your doctor.

### **Language Acquisition**

If English is not your child's first language, we encourage children to speak only English at school as research shows that total immersion helps support the development of the second language. However, we also aim to encourage respect for other languages and support this by building up reading materials in our class libraries in a variety of languages to represent the diversity in our school. We will be building up the resources in our class library as time goes on.

We encourage parents to use their native language at home. This helps with the acquisition of languages by the child.

### **Special Educational Needs**

We welcome all children to our school. However, in relation to applications for the enrolment of children with special needs, we do request a copy of your child's medical and/or psychological report. Where such a report is not available, we request that the child be assessed immediately.

The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required. Following receipt of the assessment report, the board assesses how the school might meet the needs specified.

When accepting children with needs the Board of Management (BOM) must take into account how the school can meet these needs.

We will have children of all abilities and needs in our school and we will support these children to the best of our ability and within the resources and supports that are allocated to us from the Department of Education and Skills.

## **Special Education Needs Support Teachers**

Special Education Needs hours are allocated to the school based on the overall needs of the school. Children who receive SEN support may include: children who have been assessed as having hearing difficulties, speech and language difficulties, dyspraxia, ADHD etc. The special education needs teacher will work in and out of class with the child.

### **What to do if you have concerns about your child?**

If you notice that your child is struggling with any aspect of schooling, let us know. Similarly, we will inform you, if we have any concerns regarding your child's educational, physical or emotional development.

Please note as teachers while we may notice certain characteristics that your child may be experiencing, we are not psychologists and cannot diagnose your child. However, we will advise you if we feel that the school has differentiated adequately and that your child is still experiencing some challenges.

The process with assessments does not involve the school. Parents have to liaise directly with the professionals. The school will provide details regarding the child's challenges but the relevant professionals will liaise directly with the parents.

If your child receives a diagnosis we can then target the areas that most need support and work with you in helping your child. It is very important that we work together as a team in supporting your child.

Please remember that early intervention is the key to your child achieving success in school. It is far more difficult at a later stage. However, we respect that as parents that it is your decision to undertake any assessments that are suggested by the school.

## **Parental Involvement**

As an Educate Together school we believe that parents, the school and the community working together enhance the education of our students and are vital in our school. All educational research shows that where parents and the school work together there is a direct correlation on how successful a child performs socially and academically in school.

### **How can I help the school?**

We very much look forward to working in partnership with parents and the local community. If you have any skills, expertise or other resources which you would be prepared to share with us please let us know.

Areas of interest to us would include:

- ❖ ICT
- ❖ Gardening
- ❖ Building and maintenance
- ❖ Art
- ❖ Music
- ❖ Sport
- ❖ Yoga
- ❖ Baking
- ❖ Time
- ❖ Belief Systems

### **DLETNS Parent Teacher Association PTA**

The school's first PTA was set up in January 2019. The PTA is made up of all the parents/guardians who have children in Dún Laoghaire ETNS. They will have an Annual General Meeting each year where a new Committee is elected. The PTA encourages parents from across the school to get involved and give a broader input into school life. The Committee of the PTA works with the principal, staff and Board of Management to build active partnership between the home and school. If you would like to contact the PTA, email: [dletnspta@gmail.com](mailto:dletnspta@gmail.com)

## **Home Issues**

Modern families have many different structures and the children celebrate their own unique family in school. If there are issues at home such as separation, family bereavement etc. it can be helpful to both the child and the teacher to have an awareness of the situation. This will not be discussed with all staff unless there is a need to know and there will be sensitivity around each particular situation.

Parental separation or family bereavement can be challenging. Our role in the school is to support any changes and to develop confidence and to help your child feel secure in school and in themselves. Celebrating difference is part of our ethos - from family structure, the country we are from, our individual talents etc. all help the children celebrate their uniqueness. Awareness ensures sensitivity when dealing with family issues during SPHE lessons. 'My Family' is a theme that runs through the Curriculum.

We do not get involved in organising parental issues. Court orders are the only documents that we can accept. Solicitor's letters or phone calls are not sufficient. Please note that it is not up to the school to organise issues regarding parental attendance at individual events. We will send the same information to all parents

## **How can I help my child starting school?**

Don't make too big a deal about starting school as this can make children anxious. It helps if you prepare your child coming up to the first day, for example letting your child choose their clothes for the first day/choose their schoolbag/lunch etc.

Please practice the following:

- Putting on coats
- Fastening jackets
- Opening and closing zips, bottle, school bags lunch boxes and pencil cases. This can help when choosing bags etc. in the shops.

Please ensure your child can tie laces / Velcro. If your child is unable to tie his/her laces it is best to wear footwear with Velcro.

Read regularly with your child and bring them to the local library. A love of books is something we strongly try to encourage.

Limit the amount of time that your child spends watching television. Try to ensure that your child does not watch television in the morning if possible before coming to school.

Count with your child, for example when walking up steps etc.

Encourage your child to talk. Ask them about their day and friends. Don't be surprised if they say they did nothing in school as often they don't realise that they are learning! Early oral language development has a strong impact on a child's reading ability.

Colouring and scribbling are very important in the development of handwriting and their motor skills.

Play helps a child develop motor skills, oral language skills, visual discrimination skills and vocabulary. Play also encourages children's social skills in order to establish friendships.

Ensure that your child goes to bed early. Children really should be in bed by/before eight o'clock on school nights. Tired children cannot concentrate. Even though your child has probably been in crèche/playschool, they will find primary school very tiring so may need a nap the first while.

Try not to compare your child to other children. Some children take time settling into new environments and when they do they thrive. Also, your child is unique and will excel in different areas compared to others. Also, some children take longer to settle into academic work and after a while will excel.

We do not have 'boy' games or 'girl' games and we encourage children to play all games.

Speak to other parents.

Become involved in school life.

### **Further Information**

#### **Useful Contact Information:**

Principal, Anne Marie Lillis	<a href="mailto:principal@dletns.ie">principal@dletns.ie</a>
Dún Laoghaire ETNS School	<a href="mailto:info@dletns.ie">info@dletns.ie</a>
School Mobile Number	086 466 7017
Office Hours	Part-time school secretary - 3 days a week: Mondays, Wednesdays and Thursdays 8:30am – 2.10pm
Educate Together Head Office	<a href="http://www.educatetogether.ie">www.educatetogether.ie</a>
Curriculum Information	<a href="http://www.ncca.ie">www.ncca.ie</a>
Department of Education and Skills	<a href="http://www.education.ie">www.education.ie</a>
HSE National Counselling Service	1800 234 111
Barnardo's Counselling Service	01 4530355
Samaritans	1850 609 090
National Adult Literacy Agency (NALA)	<a href="http://www.nala.ie">www.nala.ie</a>
Help My Kids Learn	<a href="http://www.helpmykidlearn.ie">www.helpmykidlearn.ie</a>
Duolingo- Language App	<a href="http://www.duolingo.com">www.duolingo.com</a>
Information regarding attendance, child protection and welfare- TUSLA	<a href="http://www.tusla.ie">www.tusla.ie</a>