



**Telephone No. 0599147731**

**E-Mail:**

***principal@arlesnationalschool.ie***

<b>Principal</b>	<b>Ms. A. Stapleton</b>
<b>Deputy Principal</b>	<b>Ms. C. Lawlor</b>
<b>Class teachers</b>	<b>Mr. D. Carroll</b>
	<b>Ms. C. Mahon</b>
<b>S.N.A.</b>	<b>Mrs. G. Cox</b>
	<b>Mrs. M. Delaney</b>
	<b>(part-time)</b>



### **Welcome**

Dear Parents/Guardians,  
On behalf of the teaching staff, I welcome you and your child to our school.  
We all hope that the next eight years will be a happy and worthwhile experience for all of us – children, parents and teachers.

### **Mission Statement**

We, the staff of Our Lady of Perpetual Help, Arles N.S. endeavour to promote a positive culture of teaching and learning. We will strive for each child to fulfil their potential while respecting difference. We aim to provide equal status of girls and boys and encourage a safe, clean and healthy environment for children and staff.

We hope to develop the school as part of a growing community

## Short history of the School

Arles National School is a 4 teacher school. It caters for both boys and girls.

## Board of Management

The Board of Management is charged with the direct governance of the school. It comprises of eight members, three nominees of the Bishop, two representatives of the parents, (elected by parents) One representative from the teaching staff (elected by teachers) and the principal teacher. Also one representative from the local community nominated by above members.



## Your Child in the first Year.

This will be an exciting and interesting experience for your child even though he/she will miss you and you her/him. Now that he/she is going to school he/she will continue to learn

under your guidance and that of her teacher. Many of the skills your child has learned at home will help him/her feel secure in his/her surroundings. He/she should be able to button/unbutton, zip up her/his jacket and hang it up unaided. He/she needs to be able to open and close their lunch box, bottles etc.

## What your child will learn

Your child will learn to be independent and interact with other children. She/he will get to know the school environment and learn to co-operate with others.

Your child will do the following subjects: Irish, Maths, English, Religion, SESE (Social, Environmental and Scientific Education: History, Geography, Science) Music, Art, Drama and SPHE (Social, Personal and Health Education) and P.E.



## Religion

We are a Catholic school and our ethos is Catholic. Children are taught to respect and appreciate each others values and traditions.

You will be involved in your child's religious training in the use of "Alive O" Series. Great emphasis is placed on the

preparation of pupils for the Sacrament of Reconciliation, Eucharist and Confirmation. Your child will receive the Sacrament of Reconciliation and First Holy Communion in second class and her/his Confirmation in fifth / sixth classes. Your child will also experience Religious formation through School Assemblies.



### **Lunches and snacks**

- Children need to bring a small snack for 11.00 break , and a lunch to eat at 12.30.
- We encourage healthy eating, therefore please avoid giving your child fizzy drinks, chewing gum, sweets or chocolate etc.
- Chewing gum, popcorn and crisps of any kind, are not allowed in the school under any circumstances.

### **Support teaching**

We are very fortunate to have Learning Support/Resource Teacher and 2 Special Needs Assistant in the school to cater for individual needs.

### **Important Rules of Arles National School**

#### **We appeal to Parents/Guardians to help us promote good manners**

1. Use the door, which your child is allocated for your child's class
2. Children are not allowed to run inside the building – it is dangerous.
3. The school day begins at 9.30am. No child should be left unsupervised until school begins.
4. We would appreciate your co-operation in maintaining classroom discipline by leaving your child at the door and not accompanying her/him to the classroom after the first week.
5. In the event of moving house, please notify us of change of address and telephone number.
6. No child is allowed to leave the school premises school hours without permission and signing a “sign out” book.
7. The use of mobile phones are not allowed in school.
8. The school cannot take responsibility for children after school hours. It is necessary for children to be collected from school at 3.10pm, except if he/she is involved in extra curricular activity organised by an authorised staff member.
9. If your child is absent for any reason we request a written explanation.

### Home School links

Arles N.S. encourages good communication between home and school. We strive to achieve constant and regular interaction by parent/teacher meetings. Formal parent/teacher meetings are organised in the second term annually.

- **Homework Journal:** this provides parents with the opportunity to know the day-to-day running of the school and to keep in touch with the class teacher.
- **Homework:** Homework is a practical means for parents to keep abreast with your child's progress. Please refer to Code of Behaviour for details of homework policy.
- **School Newsletter:** A school newsletter is issued once a term.

**Parent's Council:** This is a great way for parents to become actively involved in their child's school. The council meets a few times a term. Their A.G.M. is at times when new members are welcome.

**Sacramental Programme:** The program for the sacraments Reconciliation, Eucharist and Confirmation require maximum parental involvement.

### School Timetable:

All classes start at	9.30am
Class ends	Junior and Senior Infants 2.10pm

Class ends	3.10pm for all other classes
Short break	11.00-11.10
Lunch break	12.30 – 1pm

### Personal Accident insurance (optional)

A Personal Accident Insurance scheme for school Insurance is available. If you wish to avail of this scheme, please return a completed form with the required fee enclosed. This form can be obtained from the school secretary in September.

### Accident/Sickness

In the event of sickness/accidents, the teacher/ secretary will contact the parents/guardians. In the event of a serious accident which may require immediate medical attention the policy is as follows:

- Family doctor or doctor on call is contacted.
- Parents are notified.
- The Principal /Teacher/Staff member will accompany child to surgery.

### Allergies/Medical Problems

*Please let us know in writing if your child suffers from any medical problem, which you think we should be made aware of.*

### Policy Re Infection in school

Should the Principal/Teacher suspect a child may have an infectious condition the following procedure will take place:

- The school Principal/Class teacher will contact the parent/Guardian and request that the child stay out of school and attend a doctor for evaluation and treatment. If considered necessary a relevant letter will be sent to the parent/guardians of the other children in class/school.
- If the parent/guardian fail to comply with the above recommendations, the School Principal will contact the Public Health Services and request that they investigate the matter.
- The child may return to school when the Principal is satisfied the infection does not impinge on the health and safety of the teacher and children in her classroom. The parent/guardian will be asked to furnish a doctor's letter to this effect.
- Policy on administration of medicines in school is available for inspection on demand.

### **Policy Re Attendance**

1. This policy has been compiled in accordance with the Education (Welfare) Act 2000.
2. An attendance file will be kept in the Principal's office. This file will be circulated to each class every Friday. The teacher will record the number of days that a child was absent in that week.
3. Should a child be absent on a regular basis i.e. one day per week, four days per month without a written

explanation, a letter will be sent to parent/guardian requesting a meeting with the Principal.

4. Should the parent/guardian fail to make contact with the school or if the pupil is absent 20 days in aggregate the Educational Welfare Officer will be informed. Parents will also receive notice of this.

**This procedure applies to every pupil who has reached the age of six years in accordance with Rule 64 page 33 of Rules for National Schools.**



Maroon tights/socks  
Black plimsolls.  
Maroon tracksuit.

On the days that there is swimming and PE tracksuits must be worn. The wearing of jewellery i.e.: earrings etc. is not permitted in school.

### **Personal Appearance and Hygiene**

We appeal to parents/guardians to help maintain our high standard of personal appearance and hygiene. We recommend that special attention be given to hair care. To avoid problems we recommend that girls with long hair wear it tied back.

### **Uniforms:**

The school uniform consists of:

Cream blouse/shirt

Grey pants (boys)

Maroon check skirt, kilt style (girls)

Maroon tie

Maroon V neck jumper

