

Scoil Áine Naofa
Loreto,
An Uaimh,
Co. na Mhí.



St Anne's
Loreto Primary School
Navan,
Co. Meath.

Telephone: (046) 9023039
Fax: (046) 9074470
Email: anlprps@eircom.net

OUR ANTI-BULLYING POLICY

Summary of Anti-Bullying Policy

Bullying is repeated aggression, verbal, psychological or physical conducted by an individual or group against others.

Examples of bullying:

- Physical Acts: Tripping, kicking, punching etc.
- Verbal Acts: Name calling, racist comments, teasing, ridiculing, and spreading rumours, threats of physical harm.
- Extortion of money or favours.
- Isolating.
- Nasty messages – texting or e-mailing, or sending a note.
- Suggestive, provocative or intimidating gestures.

Who is at risk?

There is no typical 'bully' and not typical 'victim', but children who are perceived to be different can be at risk. However, everyone is capable of being a bully or being bullied.

Dealing with alleged bullying incidents:

- This school encourages a culture of telling – children are asked to report any incidents of bullying to an adult.
- All incidents of bullying will be thoroughly investigated by the class teacher.
- Parents are also asked to inform the class teacher of any reports of bullying in the school, that they might hear of. The class teacher will then investigate it.
- If the teacher believed bullying has occurred he/she will record the incident in the 'notebook' in the office and inform the Principal.
- A letter will go home to the parents of both the bully and the victim.
- If there is a recurrence, parents of both the victim and bully will be requested to come to the school separately and meet and meet with the class teacher and the care team.
- If the bullying persists, it will be reported to the Board of Management.
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This school has a zero tolerance policy towards bullying.

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GENERAL SCHOOL REGULATIONS

Punctuality and Attendance: School begins at 9.15 a.m.

The Board of Management does not accept responsibility for the supervision of children before or after school hours.

Absenteeism: a note of explanation should be sent to the Class Teacher if a child is absent from school. A note is also required when pupils wish to leave school during school hours.

We ask that, if possible, you do not take children on holiday during the school year.

Punctuality and regular attendance at school is vital to your child's progress. The Education Welfare Act demands that the School Authorities notify the Education Welfare Officer if any pupil is absent for **20 days or more** in a **school year**.

Healthy Lunches: We ask that children bring a healthy lunch to school each day. Please ensure that children have a **sandwich** and at **least** one piece of fruit. We recommend a treat on a Friday such as:

- a muffin
- a bun or little cake
- a cereal bar
- a biscuit or two

Crisps (and other crisp-like foods), chewing gum, sticky bars/fruit winders, lollipops and fizzy drinks are banned.

Uniform:

The school uniform consists of:

Boys: Navy Trousers; Pale blue shirt; Striped Tie; Navy V-Neck Jumper with embroidered crest.

Girls: Navy pinafore/skirt/trousers; Pale blue Shirt; Striped Tie; Navy V-Neck Jumper with embroidered crest; Navy or white socks or tights.

There is also a special P.E. Tracksuit and Polo Shirt which may be worn to school on P. E. days. **All items of uniform may be purchased in Geoghegan's, Trimgate Street, Navan.**

Footwear: Shoes should be black or navy with a flat heel. Sandals may be worn in warm weather. Runners must be worn on P.E. days.

Parents are asked to ensure that children come to school in full uniform each day. Please put names on all items, also on lunch boxes, flasks etc. The school accepts no responsibility for the loss or damage of personal belongings

Jewellery: We permit very discreet jewellery. Stud earrings only. Any items which infringe school uniform regulations may be confiscated until the end of the school term. No jewellery to be worn on P. E. days in the interest of health and safety.

Hair: We aim to ensure that all children have clean healthy hair. **Parents/Guardians are asked to check their child's hair on a regular basis and treat hair if necessary. Children with long hair are advised to have it tied back during school hours.**

Mobile Phones: In the interest of health and safety, mobile phones are banned for the pupils of the school. In case of emergency, pupils will be accommodated on the school telephone.

Tipp-ex: Tipp-ex is forbidden in the school.

Emergencies: It is sometimes necessary to contact a parent during school hours because of illness or accident. **Parents are therefore asked to ensure that the office has a second telephone number for emergencies in the event of a parent not being at home**

Visits to the School:

Parents are always welcome at St. Anne's. To be assured of quality time and so that arrangements can be made for supervision of other children in class, please contact school in advance for an appointment (Telephone 046/9023039).

All visitors to the school are asked to report to the Secretary's Office.

If there is any further information you require please do not hesitate to contact the school.

Anne Fitzpatrick
Principal.

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SCHOOL CODE OF BEHAVIOUR

In St. Anne's it is our aim to create a happy, secure and caring environment where the children will develop and learn to their full potential.

Our Code of Behaviour is based on respect for others on the common good and on training in self-discipline.

We aim:

- **To protect every pupil's right to benefit fully from primary education.**
- **To help pupils acquire a high standard of social behaviour.**
- **To develop in our pupils a sense of pride in themselves and in their school.**
- **To maintain good order and safety throughout the school day, including break-times, sports activities and all movements between classes.**

Your child may be prevented from learning effectively by the following:

- **In the classroom.**
Disturbance such as talking out of turn, passing notes, interfering with another's property, lack of punctuality, answering back rudely, not completing assigned work.
- **In the school yard.**
Name calling, leaving the yard without permission, bad language, hitting, tripping, pushing, pulling, victimising other children, bullying, throwing litter on the ground.
- **In the School Building.**
Running, shouting, vandalism, litter.

All pupils are required to line up promptly and in an orderly manner at the end of breaks. During inclement weather pupils stay in their classrooms for breaks. They

must observe implicitly any directions given by teachers and safety procedures must be followed at all times.

For reasons of safety and to minimise accidents pupils are required to move about the school in an orderly manner.

The school places greater emphasis on rewards than on sanctions. To encourage each child to behave and to co-operate fully with regulations we emphasise positive action.

Verbal praise and encouragement is used as much as possible.

The school Code of Behaviour is consistent throughout the school, e.g. stars for individuals and groups, special privileges, rewards.

Pupils in senior classes share as much as possible in maintaining the Code of Behaviour of the school. School duties are assigned.

It is accepted that there is need for sanctions to show disapproval of unacceptable attitudes and behaviour. The procedure is as follows:

- Reason with the child.
- Reprimand (including giving advice on how to improve).
- Temporary separation from peers, friends or others.
- Loss of privileges.
- Referral to Principal.
- Communication with parents.
- Suspension (temporary – in extreme cases)

Teachers keep written records of all instances of serious misbehaviour as well as a record of improvements in the behaviour of disruptive pupils. Before resorting to serious sanctions e.g. suspension, the normal channels of communications between school and parents will be pursued. Parents will be involved at an early stage, rather than as a last resort.

If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future, or if behaviour does not improve, a report on the case will be sent to the Chairperson of the Board of Management.

With your full co-operation in undertaking that your child will behave in an acceptable manner, St. Anne's will ensure that he /she will reach full potential, physically, emotionally, socially and mentally.

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**PLEASE RETURN THIS PAGE TO YOUR CHILD'S
CLASS TEACHER ON HIS / HER FIRST DAY AT
SCHOOL**

This is to acknowledge that I have received a copy of the School Code of Behaviour, I have studied it and accept the contents, terms and conditions therein.

Child's Name _____

Address _____

Class Teacher _____

Signed: _____
Parent / Guardian

Date: _____

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TEXT-A-PARENT FACILITY

FROM TIME TO TIME THE SCHOOL WILL TEXT PARENTS TO REMIND THEM OF UPCOMING EVENTS, SUCH AS STAFF MEETINGS, ETC. CAN YOU PLEASE COMPLETE THE FOLLOWING AND RETURN TO YOUR CHILD'S CLASS TEACHER ON HIS /HER FIRST DAY AT SCHOOL.

Parent/s Name: _____

Address: _____

Child/ren Name: _____

Class Teacher _____

Tel Number: _____

Text Mobile _____

Child's PPS No. _____