

St. Matthias National School

Church Road  
Ballydehob  
Co. Cork.



Information Booklet

2009 / 2010

**St. Matthias National School** is a three teacher co-educational school under Church of Ireland management, with approximately 52 pupils on roll between the ages of 4 and 12 + years.

The school building, situated just outside the village, on the Durrus Road, was built in 1901. It was renovated, modernized and officially re-opened in 1988. It caters for children in the catchment area of Ballydehob, Schull, Dunbeacon and Kilcoe.

The school is served by a public transport system operated by Bus Eireann.

At this school the staff members do their utmost to give the children as broad an education as possible. The teachers and parents must work closely together if the children are to receive the best possible education.

**MISSION STATEMENT:**

St. Matthias' is a co-educational, Church of Ireland primary school, which strives to provide a caring well-ordered, happy and secure environment for both pupils and staff, where their intellectual, spiritual, physical, moral and cultural development is encouraged.

**SUMMARY OF SCHOOL ETHOS:**

Our school is a community in which we are committed to the development and well being of the whole person. Within this we seek to foster appreciation of differences and mutual respect. Good communication channels are valued, not least between the parents/guardians and the teaching staff.

As a Church of Ireland school we seek not just to teach Gospel values, but to incorporate them into the life of the school; forgiveness and reconciliation, justice and truth, and sensitivity to others. Prayers and corporate worship are an integral part of school, as is the teaching of R.E. with biblical understanding of many issues. The school nurtures freedom of thought and a personal relationship with God. (the above is only a summary, and not exhaustive: a full copy will be available on request).

**TEACHING STAFF ARE AS FOLLOWS:**

**Senior Classes Teacher and Principal** - Mr. Ian Haseldine.

**2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Class Teacher** – Ms. Margie Hadden.

**Junior Classes Teacher (Junior & Senior Infants & 1<sup>st</sup> Class)** – Ms. Emmy Jeffery.

**Learning Support Teacher** – Mr. Diarmaid Fitzgerald.

## **BOARD OF MANAGEMENT:**

The Patron of the school is the Bishop of Cork, Cloyne and Ross. The Trustees are the persons nominated by the Patron as Trustees of the school.

The school is run by the Board of Management which consists of eight members:

- 1 Chairperson
- 2 The Patron's Representative
- 3 & 4 Two teachers
- 5 & 6 Two parents
- 7 & 8 Two members of the local community

The Chairperson or Manager, nominated by the Patron, is charged with the direct government of the school. Responsibility for the school lies with the Board of Management, which meets at least once a term.

## **PARENTS' ASSOCIATION:**

There is an active Parents' Association in the school, which promotes general interest in the welfare of the school. During the year it runs functions which provide finance to improve facilities in the school.

## **PARENT TEACHER COMMUNICATION:**

**The school welcomes** parents, but the day's work must not be interrupted unnecessarily. Good and regular communication is necessary to the development of a good learning environment. If parents/guardians have any concerns, they must not hesitate to contact the school—phone no: 028-37500. Then arrangements can be made to meet the teacher at a mutually suitable time. The school day is short and every minute is valuable, telephone calls cause least disruption at break times, which are detailed below, or before 9.30 am or after 3.00 pm.

Parent/Teacher meetings are held in February and School Reports are sent to parents at the end of the school year.

## **ADMINISTRATION**

### **(a). SCHOOL HOURS:**

Official opening time is 9.30 am. Children are requested to go to their classrooms at this time or as soon as they arrive thereafter.

9.20 am to 9.30 am is assembly time—this is a most important time as corrections can be explained, school chores attended to and books etc., organised for class—which begins promptly at **9.30 am**.

**The Board of management cannot accept responsibility for the children who arrive in school before 9.20 am.**

Infant classes are released at 2 pm from school and parents should collect them at the classroom door at this time. Parents are asked to be on time, as older children await the teachers' attention.

Classes 1—6 finish at 3.00 p.m. and again the Board of Management is not responsible for pupils on the premises after school hours. Unnecessary stress can be avoided if children arrive on time for school and are collected punctually at the

end of the day. Children who either walk or cycle home are expected to vacate the school premises promptly after classes cease at 3.00 p.m. Due to the restricted parking area and on the request of Bus Eireann, parents bringing or collecting their children by car are earnestly requested not to park on the yellow junction box and to leave as quickly as possible.

(b). **SCHOOL BREAKS**

**Morning** 11.20 - 11.30 a.m.

**Lunch Time** 12.45 - 1.15 p.m.

Children will be supervised by teachers or by ancillary staff (who have been approved by the BOM) under teacher guidance. Weather permitting children will play outside. It is not permitted for some children to play inside while others play outside.

If it is wet during play time children remain in their classrooms.

Pupils are required to obey directions of the adult on duty and to enter the classrooms quietly and begin work promptly at the end of break.

**PLAYGROUND RULES**

- Children are to obey the adult on duty.
- Children should show respect and consideration to others.
- A child may not leave the playground to retrieve a ball or for any other reason.
- Due to the confined space in the tarmac yard children should always take care not to bump or knock another person when running.
- Older children are expected to protect and care for the younger children.
- Mock fighting is forbidden due to the risk of accidental injury.
- Climbing is forbidden.
- At the end of break/lunch time children line up and then enter the building when the teacher gives instructions.
- Running around corners and through doors is forbidden.
- Children are required to be outside during break/lunch time (unless a note is received from a parent/guardian requesting otherwise e.g. due to illness etc.)

(c). **LEAVING SCHOOL DURING SCHOOL HOURS**

If a child needs to leave school during school hours the teacher needs to be informed in writing of the time of departure and return. Pre-printed release notes will be available in school from the school.

When collecting your child/children please ensure that the teacher knows that they are now leaving.

(d). **HOLIDAYS**

When planning holidays parents are asked please to avoid breaking into term time if at all possible. Children miss a lot of valuable teaching time, which may affect their progress and undermine their confidence. If a child is absent for fifteen consecutive days, his/her name is taken off the roll book.

(e). **ABSENCES**

School absences should be avoided if at all possible as it hinders the child's progress and it interferes with the progress of the rest of the class. A pupil, on his/her return, expects individual attention when he/she encounters a problem, which has been dealt with in his/her absence.

Under the new Education and Welfare Act 2000, the principal is required to inform the local Education Welfare Office in writing where a student is absent in excess of 20 school days in a school year, or where, in the opinion of the principal the student is not attending regularly. Under this act the parent/guardian also, has a statutory obligation i.e. "*where a child is absent from the school where s/he is registered*", the parent/guardian is required under the Act to notify the Principal of the school of the reasons for the child's absence. This notification should preferably be in writing so as to assist record-keeping.

In future, every pupil who is absent from school is requested to bring a letter of explanation on his/her return. Pre-printed forms will be available from the school. All that is required is:

Date letter is written.  
Reason(s) for absence.  
Date(s) of child's/children's absence(s)  
Signature of parent/guardian

(f). **ACCIDENTS AND ILLNESS**

(i) If the child is injured or becomes ill at school, parents will be contacted by telephone. It is essential that the school have parents' home and work telephone numbers as well as that of a responsible person chosen by them to act on their behalf in an emergency. If a parent cannot be contacted the doctor will be called.

(ii) Please inform the school of any infectious diseases and instances of head lice among pupils.

(g). **NOTES AND CIRCULARS**

Children and adults sometimes forget messages. Parents are asked to check school bags regularly for newsletters or other correspondence, which is usually given to the eldest in the family. A plastic envelope will be allocated to each family, into which, the eldest child should place all school correspondence.

(h). **CHANGES**

Change of address, telephone number, changes in family circumstances, illness, etc., must be passed on to the Principal.

(i). **SCHOOL BOOKS**

Pupils must treat school books with respect. Pupils' textbooks should be covered and kept clean, as pupils are encouraged to pass them on. Pupils must have all necessary books. Book lists are usually available in June.

(j). **PENCIL CASE**

Every child should have a pencil case with a few well-sharpened pencils, a rubber, a sharpener and colouring pencils, crayons or markers. Senior children are also requested to have a fountain pen, a blue biro, a red biro, a ruler, a compass and set square. It is recommended that each child has some form of an identification mark on the above listed items.

(k). **SCHOOL PROPERTY**

School property must be treated with respect. Damage must be repaired by or paid for by the parent(s).

(l). **MONEY**

Money matters are to be settled promptly as this ensures that the school can be run as efficiently as possible. It is helpful if the exact amounts of money are enclosed in an envelope bearing the child's name. This procedure ensures safe transactions.

(m). **SAVINGS STAMPS SCHEME**

In co-operation with the Post Office Savings Bank, this school has a savings programme. The purpose of this programme is to educate pupils in personal money management and in an understanding of the role of money in the life of the community. Children acquire the savings habit more easily when it is practiced in a group atmosphere. This generates enthusiasm for savings habit as children are influenced by the example of others.

To promote the value of savings the school provides children with the opportunity to save each week. Stamps cost EUR 1 each and are sold each Monday. Parents are asked to sign a consent form at the beginning of each year.

(n). **BUS PUPILS**

Queries regarding bus passes should be direct to Bus Eireann or the principal. Parents should instil in the pupils the importance of remaining seated at all times on the school bus. The bus drive must be obeyed at all times. For continuous bad behaviour on the bus the travel pass may be withdrawn.

Pupils who live two miles or more from the school, are eligible to school transport to their nearest appropriate school. This is subject to availability of service. If space allows on the bus some bus passes may be bought for those who are not entitled to free transport under the rules mentioned.

(o). **CURRICULUM**

- English
- Social, Environmental, Scientific Education
- Irish
- Music, Drama and Visual Arts

- Maths
- Social, Personal, Health Education
- Religious Education
- Physical Education

(p). **RELIGIOUS EDUCATION**

St. Matthias' National School is a Church of Ireland managed primary School. Religious Education takes place daily. The local Rector and other visitors take classes regularly and the children attend Church Services at various times. In the atmosphere of love and respect it is hoped the pupils will grow in religious faith and spiritual depth.

(q). **HOMEWORK**

Homework is normally set for each of the five nights a week (Mon—Friday). If a child finds undue difficulty with any aspect of it, or if he/she takes all evening to complete it, it is hope that the parents would discuss this problem with the teacher. Homework assignments must be completed neatly and to the best of the pupil's ability.

The purpose of homework is:

- To give the child further practice in work he/she has been doing.
- To let parent(s) see what is taught at school.
- To give parents an opportunity to work with their child/children.

A watchful eye kept on a child's progress by its parents will benefit him/her greatly. Parental supervision of homework is recommended. Pupils have homework journals in which to record each night's homework. Parents are requested to sign the diary on completion of tasks nightly or to write a comment if necessary.

(r). **LEARNING SUPPORT**

If parents have any worries about their child's/children's progress they are asked to discuss them with the class teacher and the learning support who will assess the child/children and will make further recommendations as to the child's/children's difficulties. Our Learning Support teacher is shared with two other schools.

(s). **RESOURCE TEACHER**

We will be hiring a new full time Resource Teacher.