



GENERAL INFORMATION AND SCHOOL RULES

We ask for your co-operation with the school rules, they are designed for the effective, efficient running of the school and the safety of the children.

Further information about the school is available on the website:

www.rpns.ie

School is open from:	08.20 - 14.05
Junior and Senior Infants	08.20 - 13.05
1st - 6th Class	08.20 - 14.05

Parents are responsible for children outside official school hours. Children are not allowed on the school grounds prior to 8.20 a.m. and must remain at the end of the school laneway until the bell rings at 8.20 a.m. School is open for pupils from 8.20 a.m.

COMING AND GOING

Children enter school by the main door and their classroom's external doors. On Fridays, parents are welcome to visit their child's classroom to view work and to meet informally with the teacher and other parents. On other mornings, please say goodbye to your child at the main door.



Please collect Infant children from the main door at 1.05 p.m. Parents of children in Infant classes are requested to stay outside the gate until the bell rings; children in the classrooms are easily distracted. Parents are also reminded not to allow other children to play on the playground equipment. *This equipment is not to be used unless there is a member of the school staff supervising.*

All adults are asked to enter the school by the door at the school reception.

PUNCTUALITY

Please try to have your children in school on time! Late arrival is discourteous and disruptive to the work of the class. Being late often upsets children and makes it difficult for them to get the day off to a good start. Any child arriving after the bell rings at 8.40 a.m. needs to be signed in at the office. If your child is not in school by the time the roll is taken and we have not heard from you, the secretary will call you. This is to ensure that your child is indeed safe at home.

Pupils and parents should not ride bicycles or scooters in the schoolyard, as it is unsafe for other pupils, especially the younger children. Please dismount and walk with bicycles and scooters in the school yard.

Bicycle racks have been provided at the back of the school. All bicycles should be kept locked when unattended. School insurance does not cover bicycles or other property left on the school premises.

**All pupils leaving early (for whatever reason) must be collected from the office. Children will not be allowed to go down the school lane alone if they need to leave early.
N.B. THIS INCLUDES CHILDREN FROM SENIOR CLASSES**

PARKING and TRAFFIC

Parking in Washington Lane is an ongoing challenge and can cause upset and rows! While traffic on Washington Lane is two-way, we ask that parents observe a voluntary one way system during drop-off and collection times. Please have consideration for our neighbours and residents of the school lane by keeping entrances free from parked cars **at all times**.

PLEASE OBSERVE THE FOLLOWING:

1. Enter the lane from Butterfield Avenue and exit through Anne Devlin Road.
2. **PARK ON THE LEFT SIDE OF THE LANE ONLY.**
3. **DO NOT PARK ACROSS THE ENTRANCE TO THE SCHOOL LANE or in the area outside the school gate.**
4. Do not hold up traffic to drop off or collect children on the lane. This is especially dangerous as drivers cannot see small children who are unattended in Washington Lane.
5. Do not drive up the lane or into the schoolyard.
6. When waiting for children at the end of the school day please do not block access to the entrance.
7. Supervise young children properly when waiting at the gate or walking on the laneway. *Please do not allow children to climb on the gate or the ESB junction box.*
8. Ensure that this note is shown to the person/people who bring your children to/from school.



PARENTAL CONTACT

Class meetings are held at the beginning of the school year at which the teacher outlines the plan of work and expectations for the year. Individual parent/teacher meetings are held in November. Other meetings will be held at the request of the teacher or parent as needed. Meetings should be arranged through the school secretary.

If parents want a message given to a child/teacher or to make an appointment to see a member of staff at a convenient time to both, they should contact the secretary either by telephone or email.

☎ (01) 494 3470 or secretary@rpn.ie

Mr. Leonard is available for consultation, by appointment, from 8.45 a.m. to 2.00 p.m., Monday to Friday. principal@rpn.ie

Each teacher has an email address through which parents can make direct contact. These addresses are as follows:



Junior Infants	alana.storey@rpns.ie
Senior Infants	zoe.smart@rpns.ie
Rang 1	debbie.murphy@rpns.ie
Rang 2	second.class@rpns.ie
Rang 3	sophie.ray@rpns.ie
Rang 4	laura.kenny@rpns.ie
Rang 5	melanie.kee@rpns.ie
Rang 6	louise.hendy@rpns.ie
Beverley Maxwell	beverley.maxwell@rpns.ie
Tanya Correll	tanya.correll@rpns.ie
Linda Scannell	linda.scannell@rpns.ie
Deirdre Connolly	deirdre.connolly@rpns.ie
Heather O'Connor	heather.oconnor@rpns.ie
Robert Duff	robert.duff@rpns.ie

Newsletters are emailed to parents and posted on the school website www.rpns.com.

We also use Aladdin Schools - please download the Aladdin Connect app so that you're kept up to date on notices and school activities.

Please keep an eye on the website for up to date information.



PHONES

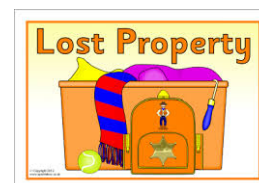
We encourage children not to bring phones to school unless absolutely necessary. If your child has to bring a phone to school, it must be turned off during the school day and handed to the teacher. Children are not allowed to use phones during school hours, except with permission.

HOLIDAYS AND CLOSURES

Holiday lists and term diaries are posted on the school website. Please try to arrange family holidays during school closures.

PERSONAL BELONGINGS

The school is not responsible for pupils' personal belongings. **Please do not allow your child to bring toys to school, especially precious toys. Older children should not bring expensive items to school such as smartphones and other electronic equipment.**



Glass bottles or containers are not welcome in school. Please use easily managed plastic containers for lunches and drinks. These should be clearly named.

We have a healthy eating policy so we ask parents not to give crisps (including Pringles!) fizzy drinks or hard sweets in lunch boxes. **No lollipops or chewing gum please.**

As some children have life-threatening allergies the school is a 'nut-free zone' so children are not permitted to bring any food containing nuts to school. (Please note that this includes foods such as 'Nutella').

All property that comes to school should be named, e.g. hats, scarves, coats, shoes, boots etc. The school has a lost property rail and children/parents should check it regularly for missing belongings. Items not claimed will be donated to charity.

CLOTHING

We do not have a uniform. However, please ensure that your child wears comfortable, warm and appropriate clothing and footwear. Children may wear stud earrings but should not wear drop earrings or other items of jewellery that that could get caught and cause injury. Shoes should be securely fastened and flat. Children need to be able to run around so no high heels! Pupils are not permitted to wear make-up.

Children (both boys and girls) with long hair should have their hair tied back and off their face. It is hard for a child to concentrate on school work with hair hanging over their face! It also helps in the prevention of the spread of head lice to have hair tied back.

ILLNESS / ABSENCES

Please let us know if your child is absent on the morning of the first day of absence either by telephone or by email at secretary@rpns.com. Please send the class teacher a short explanatory note on your child's return to school following an unplanned absence. We need a written note for our records. Please inform us of infectious illness e.g. German measles as other parents may need to be alerted.



Do not send your child to school if he/she has been sick during the night. Children who have lost sleep need rest and infectious diseases can spread quickly.

Please ensure that you have filled in the school information form to give us the number of someone to contact in an emergency. If your child is ill during the school day, the Secretary or Principal will make every effort to contact you. Failing this, we will telephone the emergency contact number.

If there is a difficulty or an illness in the family that may affect your child's behaviour or cause stress, please let us know.

Children **may not administer their own medication or bring medicine to school**. Please contact the office if your child needs medication or has any allergies we should be aware of. Our Allergen and Administration of Medicine is available on the school website.

PLANNED ABSENCES

It is school policy that a note from a parent to the Principal, stating the reason and approximate duration of a child's absence is sent **prior to the proposed absence**. Children may not leave the school without the knowledge and permission of the Principal.

PLEASE NOTE: in the interests of safety, ALL CHILDREN must be collected/returned to the school using the door at Reception and need to be signed in and out.

Please try not to take your child from school during the school day except in exceptional circumstances. Try to make appointments for the afternoons.

Parents should be aware that the school is obliged to inform The **National Education Welfare Board** if a child has missed 20 days or more during the school year.

EXTRA CURRICULAR ACTIVITIES

Each year there are after school activities arranged through the school. These can vary from year to year and parents will be kept informed as to what is available.

Hockey	Ranganna 3-6
Homework Club	Ranganna 2-6
Swimming	Ranganna 1-6
Chess	Ranganna 2-6

Children participating in after-school activities do so with parental permission.

Children are the responsibility of their parents when they are taking part in off-site activities. Please ensure that the coaches have arrived before you leave your children and arrive promptly to collect them.

ASSEMBLY

We have school assembly each Friday at 8.45 a.m. Canon Adrienne Galligan joins us for assembly and it is a time when we come together to celebrate and share good news, birthdays and awards are presented.