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**St. Francis Special School**

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| *Organisational Routines and Procedures* |
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**School Day Official Opening Time: 9.00am**

**Break: 11.00am – 11.10am**

**Lunch: 12.40pm - 1.10pm**

**Official Closing Time: 2.40pm**

| **Absences: Pupils**  **Staff** | All student absences must be explained in writing. Parents may use a pupil's diary/journal or note/e-mail or school app.Written explanations are retained in school.Repeated unexplained absences should be reported to the Principal. Student absences are recorded daily on Aladdin.  If a child reaches 15 absences a standard note is sent to parent/guardian.  Please notify Keith of a known staff absence in advance where possible and as early as possible.  If a staff member needs to leave school early or arrive late please inform the teacher and not Keith. If there is not adequate supervision or cover in the room then the teacher should contact Keith to arrange same. |
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| **Access to Buildings** | Students: Collected from the bus or brought in by the escort. Please do not leave pupils on the bus for too long in the evening. No bus should leave before 2.40pm and staff should certainly not be in cars before 2.40pm. No one is insured in this instance. |
| **Accidents & Sick Children** | Teachers on duty MUST record all serious incidents/accidents at time (duty teacher or class teacher) in the Accident Book kept in the nurse's room.  Anything other than minor injuries are dealt with by immediately informing the school nurse, and contacting parents who take the child home or to the doctor.  If parents cannot be contacted, the principal and colleague will take the injured child immediately for medical help.  Always err on the side of caution!  Notification will be given if the child receives First-Aid. |
| **Attendances** | Attendances are recorded on Aladdin daily at 10.50am. Any pupils who are absent for 20 days or more in the school year – names forwarded to N.E.W.B. |
| **Aladdin** | Aladdin is our online school management system. Any new reports, letters, documentation about any child should be given to Claire in the office and she will put it up on the pupil’s folder on Aladdin. |
| **Buses** | Bus outings are recorded on the outings page and left in the classroom. Please see the timetables for availability.  Diesel payment cards in each bus for Keane’s Killorglin |
| **Calendar of Events** | Please refer to our school calendar of events for planning purposes and coordination of activities |
| **Caretaker** | Our caretaker is Adrian Devane. If you have any item for Adrian please put it on his worksheet in the staffroom and he will get to it as soon as he can |
| **Classroom Equipment** | Teachers should keep receipts and updated accounts of monies spent.. Requirements outside of everyday needs should be discussed with the Principal. |
| **Class Timetables** | Each teacher should have a weekly timetable.  See the Shared Drive for other timetables. |
| **Class outings** | No child should ever be brought on a school outing without written permission from parents/guardians.  Class teacher is responsible for ensuring that supervision is adequate.  A substitute teacher or student on Teaching Practice should always consult before taking any class/pupils out of school.  Please complete outings sheet and leave on the door of your class in the magnetic frame |
| **Croke Park / Haddington Road** | Timetables of the year have been arranged to account for the Croke Park / Haddington Road arrangements.  Staff meetings will be chaired by a different member of the ISLM team each meeting.  Teachers 36 hours  SNAs 72 hours |
| **Cúntas Míosúil** | These are posted on the shared drive by the first Friday of each month for the previous month. |
| **Behaviour Management** | Emphasis is on positive reinforcement.  Substitute teachers or students on teaching practice should strictly adhere to the school's code of discipline and refer to class teachers regarding any class conflicts. |
| **Environmentally Friendly Practices** | Reduce, Reuse, Recycle.  All teachers are urged to promote good practice in relation to reducing waste. |
| **Firedrill** | Teachers should familiarise him/herself with the Fire Drill Protocol at the beginning of each year.  Teacher takes all students in her/his care & class list to the assembly point in the senior yard.  Teacher ensures that the room in which she/he is currently in is fully evacuated.  Classes remain assembled until rolls have been called and instruction to return to building has been issued.  Teachers should discuss evacuation drill with their classes at beginning of each term. |
| **GDPR** | Please see staff note and School Policy on GDPR Regulations.   * Personal data should be kept secure in terms of encryption and accessibility. All laptops should be password encrypted. Make sure to log out of Aladdin etc. * Any hard copies of data / information kept on pupils should be under lock and key * Teacher diaries may be accessed under new law * Stick to factual bullet points when keeping information * If there is a breach of information inform the principal straight away * Data collected for one purpose cannot be used for another |
| **Home-School Links** | Seesaw is preferred as a useful means of communication between class teacher and parents. Maintaining strong links and regular communication between the class and home is strongly encouraged. |
| **Internal Information** | A weekly newsletter will be distributed when possible on Mondays. Please inform Keith of any upcoming events or relevant information for the newsletter. |
| **KIDS - Kerry Intervention and Disability Services** | The school’s multidisciplinary team is through the KIDS CDNT. |
| **In School Leadership and Management Team** | Principal - [Keith Ó Brolacháin](mailto:permanentsna2022@sfss.ie)  Deputy Principal - [Colin McGillicuddy](mailto:colinmcgillicuddy@sfss.ie)  Assistant Principal 2 -[Noelle Jameson](mailto:noellejameson@sfss.ie)  Assistant Principal 2 - Elaine Kelliher  Assistant Principal 2 - Seán Foley (Career Break)  Acting AP2 - TBC |
| **Lunch Time** | **Wet Weather:**  Individual class teachers make the decision about staying indoors or going out on wet days.  Children stay in classrooms under supervision of supervising teachers/S.N.A. |
| **Medication** | See Policy on Administration of Medicines as ratified by the Board of Management. When in doubt, contact our school nurse Caroline. |
| **Mobile Phones** | **Policy for Pupils:** Mobile phones are not permitted in school.  **Policy for All Staff**: Staff discretion is encouraged with the use of mobile phones during the school day. |
| **School Nurse** | [Caroline McCarthy](mailto:nursesfss@gmail.com) is our school nurse. Please direct any concerns or questions relating to illness or medication to Caroline.  Please note that Caroline is assigned to those pupils with identified nursing needs as opposed to the whole school. |
| **Shared Drive** | The school uses a Shared Work Space on Google Drive to facilitate the sharing of resources and information amongst staff. |
| **Parental Concerns** | It is natural that issues of concern will arise from time to time.  It is in the best interest of the child that matters are amicably resolved as quickly as possible.  It is school policy that teachers facilitate good home/school relations by promoting good communication between parents and school and facilitating concerned parents by arranging appointments when requested. |
| **Parent / Teacher Meetings** | Formal Parent / teacher meetings are held annually  Teachers are encouraged to maintain open communication with parents regarding children’s progress.. |
| **Photocopying** | Photocopier not working?: please contact Claire.  Teachers are asked to use the photocopier responsibly – the school is charged per page. Also remember printing is default on B/W so changing this in the settings is necessary.  Students on TP are urged to check all photocopying with the class teacher. |
| **Planning** | Planning is an important aspect of every teacher’s work.  Planning can include year plan, term plans, 2 x fortnightly plans (monthly)  Shared planning is school policy.  Cúntus Míosúil is a record kept by each teacher of work covered the previous month and is saved on the Shared Drive.  School plan covers organisational curricular & administrative policies of school – available in the Principal’s office. Policies available to Parents on request. |
| **Post Primary Sujects** | The school has 4 post primary subject areas:   * PE * Home Economics * Art * Music   Timetables should be made available for these subjects. |
| **Pupil Data**  **See GDPR** | Under Data Protection legislation all pupil data should be kept on Aladdin.  Queries re access to reports should be referred to the Principal.  Teachers should be highly diligent in exercising due care with information (oral or written) regarding students. Professional confidentiality MUST ALWAYS be respected and practiced.  Parental permission (written) should be secured before transferring any information regarding students to outside bodies. |
| **P.E.** | Rota for use of P.E. Hall in Operation. |
| **Professionalism** | Staff are asked to present themselves at all times in school in a professional way i.e. punctuality, adequate preparation etc.  Walking the grounds with pupils – Be mindful of your MAPA training and how to respond to a pupil who is displaying distressed behaviour  Phones should not be used for unrelated school business on yard, around the campus, in class etc.  Talking in front of pupils  Talking about pupils in staff room either from your class or not – If you have something to say about a pupil talk to their class teacher please |
| **Respite / The Arches** | Some of our pupils attend The Arches for respite. A strong working relationship and open communication with The Arches is encouraged. |
| **Roll Books / Aladdin** | The roll is called at 10.50am. |
| **Security** | Each class is responsible for securing classroom/ storeroom at end of school day – windows shut, electrical appliances unplugged etc. etc. |
| **SLT** | The school facilitates weekly provision of SLT with Kerry SLT. It is hoped to further expand provision of this service in the 2023/24 school year. |
| **Students Enrolling/ Leaving School during School Year** | Dates of children enrolling or leaving school during the school year are recorded.  Enrolling: Record should include date of enrolling and from where student has come.  Leaving: Record should include date of taking off Aladdin and POD and where student has gone.  Students’ names are only removed from roll when written notice has been received from the new school. ( In case of students who emigrate contact office) |
| **Student Teachers** | **Student teachers should always refer the following for class teacher’s attention:**   * Accidents * Administration of Medicine * Class conflicts * Class trip * Parental Issues – notes from etc etc. * Photocopying * Sick children   **Students Teachers should also:**   * Adhere to classroom practices   **Student Teacher’s should also familiarize themselves with school policies on Health & Safety, Child Protection Guidelines and Fire drill Procedure**. |
| **Supervision** | **Please arrange a swap of duty with another member of staff for known future absences** |
| **Teaching Aids** | **Resource Materials:**  Music: Storage  P.E: P.E Room  All teachers are asked to exercise due care with school equipment and to return equipment to designated area. |
| **Work Experience** | It is school policy to facilitate students who request work experience in the school on a case by case basis. All students are asked to observe confidentiality in relation to pupil and school related issues and made familiar with current Child Protection Guidelines.  Teachers are asked to support the initiative by volunteering to have the student for an agreed time. |