

# Sylane National School

Sylane, Tuam, Co. Galway

Telephone: (093) 55540

Email: [office@sylanens.ie](mailto:office@sylanens.ie)

Website: [www.sylanens.ie](http://www.sylanens.ie)

Principal: Ms Sinéad Cleary

Email: [principal@sylanens.ie](mailto:principal@sylanens.ie)



**SCHOOL HANDBOOK  
2025 / 2026**

## **A Thuismitheoirí a Chairde,**

This handbook has been compiled to provide easy access to important information about the school. ***Please keep it in a safe place.***

If there is anything else that you would like to know, please contact the school on 093-55540.

*Le gach dea ghuí,  
Ms. Sinéad Cleary*

### **BOARD OF MANAGEMENT**

The Board of Management has legal responsibility for the overall running of the school. It serves for a 4-year term.

The members of the current Board are:

#### **Patrons' Representative**

Mr. Kevin Moran

#### **Chairperson**

Mr. Patrick Lardner

#### **Principal**

Ms. Sinéad Cleary

#### **Teachers' Representative**

Mr. Kevin Tighe

#### **Parents' Representatives**

Mrs. Paula Dooley & Mr. Tony Costello

#### **Community Representatives**

Mrs. Nicky Cooley & Mr. Niall Fleming

#### **Child Protection**

**Designated Liaison Officer:** Ms. Sinéad Cleary

**Deputy Designated Liaison Officer:** Ms. Angela Kelly

## TABLE OF CONTENTS



	<b>Page No.</b>
<b>Basic Information:</b>	5 – 9
<ul style="list-style-type: none"><li>• School times</li><li>• School attendance / punctuality</li><li>• Health &amp; Safety</li><li>• Phone numbers</li><li>• Absence notes</li><li>• Parent-Teacher Contact</li><li>• Administering of medication</li></ul>	
<b>How can Parents Support Pupils and Teachers?</b>	10 – 13
<ul style="list-style-type: none"><li>• General Support</li><li>• Homework Information for Parents</li><li>• What is the parents' representation on the school Board of Management?</li></ul>	
<b>School Uniform &amp; Neat Appearance Policy</b>	14 – 15
<ul style="list-style-type: none"><li>• Aim</li><li>• Availability</li><li>• Prices</li></ul>	

<b>Code of Behaviour and Discipline</b>	16 – 17
• Introduction	
• Positive Reinforcements used in the school	
<b>Healthy Eating Policy</b>	18 - 21
• Aims	
• Objectives	
• Suggestions & the Food Pyramid	
• Incentives	
• Foods not allowed in school	
<b>School Rules</b>	22 – 27
• Moral and Golden Rules	
• Routines	
• Categories of misbehaviour	
• Sanctions	
<b>Bullying</b>	28 – 33
• Introduction	
• Aims of anti-bullying policy	
• What is bullying?	
• Prevention of bullying	
• Identification of bullying	
• Advice to children being bullied	
• What can other children do?	
• Procedures for investigating and dealing with incidents of bullying	

<b>Complaints Procedure</b>	33 – 37
• Introduction	
• Stages of the Complaints Procedure	
<b>Care of Rental Books</b>	37
<b>General School Policies</b>	38
<b>School Calendar</b>	39



## BASIC INFORMATION

### School Times

Classes will commence each day at **9:00am**. **Children will be supervised from 8:50am to 9:00am**. Classes will end each day at 1:40pm for infants and 2:40pm for all other classes. Parents who wish to have their children escorted home should be at



**the school no later than 2.50pm**

### School Attendance / Punctuality

The School Attendance Act requires children to be in school every day unless there is a reasonable explanation for not attending. Please email the class teacher if your child is absent. The school authorities are now obliged by law to notify the School Attendance Officer if a child misses 20 days in a school year. Sylane School follows the '*Child Protection Procedures for Primary Schools*'. Abuse or neglect will be reported as per the guidelines.

It is very important that your child is in school on time as regular lateness is unsettling for everyone.

## **Health & Safety**

Sylane wishes to promote a healthy lifestyle for the children in our school. Accordingly, the following points are to be noted:

- Children who are ill should not be sent to school.
- Parents are asked that the teacher be made aware of any physical / medical problems, allergies, etc. that their child may have.
- Please check your child's hair regularly for outbreaks of head lice. If there is an outbreak of head lice in a class, all parents of pupils in that class are informed by note and asked to take immediate action to treat infestation. Children with long hair should have it tied back.
- Please do not give your child any 'junk food' for lunch – a healthy lunch policy is in place.
- Teachers are not insured to administer medication to children. If vital medication is needed throughout the school day, this must be brought to the attention of the Principal and the Board of Management.
- Accidents occur despite supervision. Minor accidents are treated at school. In the event of a more serious accident or a child becoming very ill, every possible effort will be made to contact the pupil's parents or the persons delegated to take responsibility for that child.

## Phone Numbers

Please ensure that your child's teacher has an up-to-date address, email and phone number. **It is the parent's responsibility to inform the school in writing of any changes in name, address or telephone.** We also need two further contact numbers for emergencies. We will then be able to contact you immediately if your child is sick.

## Absence Notes

The school needs to be notified in writing if a child needs to leave school early. No child may leave the school without a parent or guardian during school times. If someone other than a parent or guardian is collecting a child, please notify the school in writing. A child who has to leave early should be **collected from the classroom.**

## Parent-Teacher Contact



If you have any problems or concerns, you can contact the school at: 093-55540 or email [office@sylanens.ie](mailto:office@sylanens.ie) Please make an appointment if you wish to meet a teacher or the principal.

The school secretary is in the office Monday – Friday 9.00am-12.15pm. Please email or leave a message outside of these hours.

## **Administering of Medication**

As a general rule, teachers will not be involved in the administration of medication to pupils.

No pupil may have medicines on the school premises, or use same, without the permission of the Board of Management (BOM).

**In exceptional circumstances**, where a teacher/designated person agrees to become involved in the administration of medication, the procedure to be followed is that:

1. The parent(s) / guardian(s) of the pupil concerned should write to the BOM requesting the Board to authorise a teacher, or other designated person to administer the medication, on the school premises.
2. The request should also contain written instructions of the procedure to be followed in administering the medication, and the circumstances under which it is necessary to do so.
3. The BOM having considered the matter may authorise the teacher/designated person to administer medication to a pupil. If the teacher/designated person is so authorised he/she should be properly instructed by the BOM.
4. A teacher / designated person will not administer medication without the specific instructions of the Board.

5. In administering medication to pupils, teachers / designated person will exercise the standard of care of a responsible parent.
6. The BOM will inform the school's insurers accordingly.
7. The BOM will seek an indemnity from the parent / guardian in respect of any liability that may arise regarding the administration of medication. (Form from CPMSA Handbook to be completed – available from Principal).
8. Storage of medicine will be arranged according to the requirements, taking into account the age of the child concerned, the level of access required, personnel involved, and circumstances guiding the use of the medication.
9. Where the above procedure is put in place the BOM will give consideration to authorising the other member of staff to administer the medication in the event that the regular teacher is absent from school.
10. Storage of medication, and responsibility of parents re supply and supervision of medications will be determined on an individual basis.

## **HOW CAN PARENTS SUPPORT PUPILS AND TEACHERS?**

### **General Support**

1. Ensuring that your child attends school unless there is a reasonable explanation for his/her absence. Punctuality is expected at all times.
2. Recording your child's absence in the attendance section of the homework journal. Children who are ill should not be sent to school.
3. Notifying the school if a child has to leave early and indicating who will collect the child.
4. Communicating with the class teacher or Principal about concerns or difficulties that maybe affecting your child's education.
5. Ensuring that your child has the basic equipment necessary for participation in all lessons.
6. Ensuring that your child completes all homework including reading, learning and collecting information as well as the more visible written work. Parents should sign the homework journal every night.
7. Periodically looking at, asking questions about and commenting encouragingly on the child's work.

8. Making every effort to attend school meetings, and other important events to discuss your child's progress and view work displayed.
9. Observing our healthy lunch policy by omitting junk food from the lunchbox.
10. Monitoring time and content of television viewing and Computer / Xbox / Playstation activity.



### **Homework Information for Parents**

Children are expected to do their homework every night to the best of their individual ability – no more, no less.

#### **1. Helping your Child with Homework**

- Provide them with a suitable place to do their homework.
- Ideally, homework should be done before any television is watched and soon after school while your child is still fresh. (However, children need a small break before starting homework).

- Children should do written homework themselves and parents should only help when the child has difficulty.
- If a child has difficulty with homework, parents should try to help with explanation or example but not by actually doing the homework.
- Parents should communicate with the teacher in the homework journal if a homework item has been particularly difficult.
- If homework is a stressful experience between parent and child on a regular basis, please contact the class teacher about this.

## **2. How Parents Monitor Homework**

- Parents should check and may sign the child's homework journal every evening.
- The pupil's journal is an important record of the child's homework and also a valuable means of communication between parents and teachers.
- Ideally, all written messages to your child's teacher should be put in the homework journal.
- Please check that your child records homework neatly in the correct page and ticks each item of homework when completed.

- School and other letters to parents will be folded and placed in the current day of the homework journal. Please check your child's journal for such notes on a regular basis.

### **3. When to Communicate with Teachers about Homework**

- When your child cannot do homework due to family circumstances.
- When your child cannot do homework because he / she cannot understand some aspects.
- If the time being spent on homework is longer than the recommended amount of time.
- Contact the school at 093-55540 to make an appointment to meet a teacher or the principal.



### **What is the parents' representation on the school Board of Management (BOM)?**

One female and one male parent / guardian represent the parents / students on the BOM.

## SCHOOL UNIFORM AND NEAT APPEARANCE POLICY

### Aims

The aims of this policy are as follows:

1. To ensure all children wear similar clothing irrespective of background.
2. To ensure that all children can enjoy their school days without feeling the need to transform their appearance.
3. To help the children develop as caring and responsible people who are truthful and just.
4. To promote positive behaviour and enhance children's self-esteem.
5. To help the school develop into a happy environment, (structured but relaxed) where children learn undisturbed and discipline problems minimised.
6. To ensure consistency in dealing with offences.

Children should take pride in their school uniform. Neat dress is essential at all times and school **uniform should not be modified in any way** apart from necessary repairs or alterations to appropriate size.

Children are encouraged to express their emotions and personality in many ways in the school curriculum. **The use of make-up, jewellery (other than hand watch and stud earrings), hair colouring or any other forms of modification are not allowed unless for medical purposes.**

## Availability

The School Uniform is available from

- National Schoolwear Centre, Chapel Lane, Tuam.  
Tel: 093-52240



### (Schoolwear Centre)

<b>Crested Sweatshirt</b>	<b>From:</b>	<b>€18.00</b>
<b>Polo Shirt</b>	<b>From:</b>	<b>€ 6.75</b>
<b>Track Pants</b>	<b>From:</b>	<b>€15.00</b>
<b>Crested Knitwear/Cardigan</b>	<b>From:</b>	<b>€24.00</b>
<b>Blouses/Shirts (2 Pack)</b>	<b>From:</b>	<b>€20.00</b>
<b>Pleated Skirt</b>	<b>From:</b>	<b>€13.50</b>
<b>Boys Trousers</b>	<b>From:</b>	<b>€16.00</b>
<b>Tie</b>		<b>€ 3.00</b>

**Our School crest is compulsory on each school jumper.  
Please label all items.**

## **CODE OF BEHAVIOUR AND DISCIPLINE**

### **Introduction**

In Sylane School we adopt a positive approach to discipline and learning. We aim to work in a respectful, caring and Christian way in which the care of the individual student is the concern of all staff members. In general, the relationship and co-operation between teachers and pupils in school is very satisfactory. It would be true to say that serious discipline problems only occasionally arise.

The aim of the Code of Behaviour and Discipline is to ensure that your child enjoys a happy, supportive and secure environment during his / her time in Sylane N.S. We appreciate the important role that parents play in supporting standards of good behaviour in the school. It is our policy to inform parents at an early stage if problems occur and not simply at the point where possible suspensions may occur. Parents can co-operate with the school by encouraging children to abide by school rules; by visiting the school when requested to do so and by ensuring that homework is allocated due time and effort by the child.

Most of the school rules are made for the safety of the pupils and to provide the best conditions for learning and teaching. The remainder help to establish standards of courtesy and to maintain order and a quiet atmosphere within the school. It is important that pupils see parents and teachers working together in the implementation of these rules, both inside and outside the school.

## **Positive Reinforcements used in our School**

Teachers are conscious of raising the level of self-esteem of each child and of giving all pupils a genuine pride in their work, in their school and in their community. There are a number of rewards which teachers use in their classes, both for work well done and for good behaviour.

These include:

- Praise in copybook / Homework Journal
- Praise in classroom in front of classmates
- Acknowledgement by Principal at Assembly
- Golden Time (Reward Time for Good Behaviour)
- Stars and Merit Stickers / Group Prizes
- Display of work in classroom / corridors /" Work We Are Proud of Board"
- Extra time at Art, P.E., Computers or Library
- Items of Homework off
- Child of the week / month



## HEALTHY EATING POLICY

As part of the Social, Personal and Health Education (S.P.H.E.) Programme we encourage the children to become more aware of the need for healthy food in their lunch boxes.

### Aims

1. To promote the personal development and well-being of the child.
2. To promote the health of the child and provide a foundation for healthy living in all its aspects.

### Objectives

1. To enable the child to appreciate the importance of good nutrition for growing and developing and staying healthy.
2. To enable the child to accept some personal responsibility for making wise food choices and adopting a healthy, balanced diet.



Lunch is an important meal for school-going children. It should provide one third of their recommended daily allowance of nutrients without being high in fat, sugar or salt. It should also provide dietary fibre (roughage).

The traditional packed lunch of milk and sandwiches is under attack from a range of convenience foods like crisps, sweets, biscuits, chocolate and soft drinks. Parents and teachers are concerned about this trend but some find it difficult to come up with popular healthy alternatives. We ask parents to encourage a healthy lunch right from the start.

***Please note the focus of lunch is a healthy balanced approach.***

### **Suggestions**

The following guide is designed to help you provide quick, appetising, and nutritious lunches for your children.

<b>Bread &amp; Alternatives</b>	<b>Savouries</b>
Bread or rolls, preferably wholemeal	Lean Meat
Rice – wholegrain	Chicken / Turkey
Wholemeal Scones	Tinned Fish e.g. tuna / sardines
Wholegrain pasta	Quiche
Potato Salad	Cheese

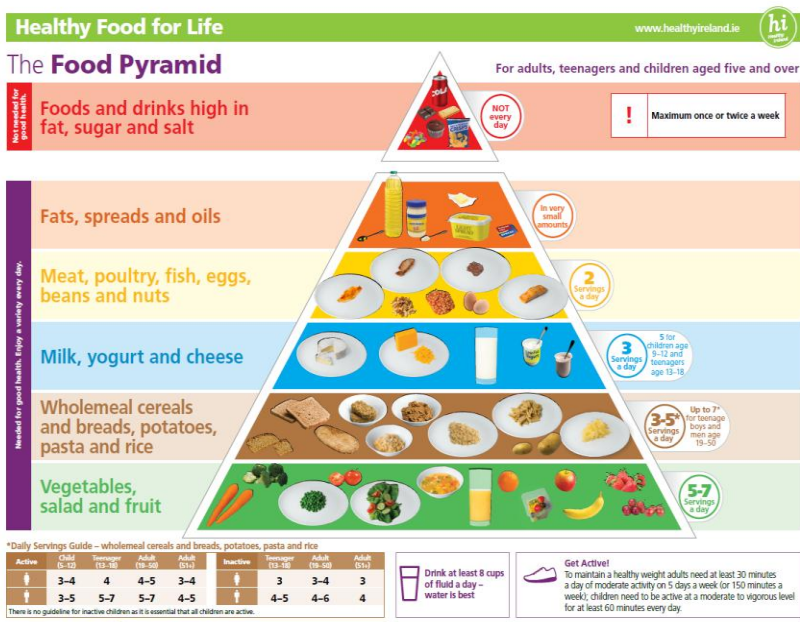
<b>Drinks</b>	<b>Fruit &amp; Vegetables</b>	
Milk	Apples	Mandarins
Water	Banana	Orange segments
Yoghurt	Coleslaw	Peach
Squashes (i.e. low sugar)	Cucumber	Pineapple cubes
	Dried fruit	Plum
	Fruit Salad	Sweetcorn
	Grapes	Tomato

## Foods not allowed in school

- Biscuits / wafer bars
- Cereal bars
- Chocolate / peanut butter spread
- Chocolate biscuits / bars
- Crackers
- Crisps and popcorn
- Dessert yoghurt (Yoghurt with Jam or add in corners)
- Fizzy drinks
- Nut containing foods
- Sweets

**NOTE : SYLANE IS A NUT FREE SCHOOL**

A very simple approach to healthy eating is to use the Food Pyramid.



## **Incentives**

1. Fruity Friday-bring a second piece of fruit for a friend.
2. Praise / sticker for a healthy nutritious lunch-Junior Room.
3. All school parties include fruit platters.
4. Samples of fruit given on platters to each class each term.

## **A word about Milk**

Growing children should get approximately one pint of milk a day, or its equivalent as cheese, yoghurt or milk pudding. This ensures that they get enough calcium, which is essential for healthy bones and teeth. If a child does not drink a glass of milk at lunch, encourage him to have a carton of yoghurt or a small helping of cheese instead.



## SCHOOL RULES

Our school rules and routines encourage good behaviour and good habits.

### Moral and Golden Rules

DO	DON'T
Be gentle	Don't hurt anybody
Be kind	Don't hurt feelings or use improper language
Be honest	Don't cover up the truth
Work hard	Don't waste time
Look after property	Don't waste or damage things
Listen to people	Don't interrupt - raise your hand to speak

### Routines

1. School begins at 9.00am. Punctuality is expected at all times.
2. Wear your full uniform to school every day.
3. Ensure that you have all books, copies and equipment to participate in all lessons.
4. Complete all your homework and ask your parents to sign the journal.
5. Walk in silence on the corridor, never push or run – stand back for an adult.
6. Stay in your own play area for both breaks.
7. Never climb or swing on anything outdoors.
8. Walk quietly into line when bell rings.
9. Only food listed in 'Lunch Policy' allowed. All food must be eaten in class.
10. No messing with water.

11. Leave school in an orderly manner at 2.40pm. Pupils waiting for a parent should remain standing beside the school wall until the parent arrives.

### **Categories of Misbehaviour**

While our aim is to be as positive as possible, occasionally children do misbehave.

**Teachers keep a written record of misbehaviour in their classroom.**

**Teachers on duty in the playground keep similar records.**

**When these incidents (classroom and playground) are reported to the Principal they will be recorded. A new book is opened each September to allow pupils a fresh start.**

Misbehaviour is categorised under 3 headings:

#### **Minor Incidents**

1. Disruption of class e.g. distracting others, passing notes etc.
2. Being discourteous and unmannerly to fellow pupils or teacher.
3. Not completing homework without good reason.
4. Bickering and being argumentative in class.
5. Name-calling (i.e. slugging, jeering, booing).
6. Rough play, e.g. pushing people to the ground, hurting others in the line.
7. Spoiling games, deliberate interference with other children's games.
8. Ignoring the teacher's instructions.
9. Playing in the wrong yard.

### **Serious Incidents**

1. Repeated minor offences.
2. Telling lies.
3. Stealing.
4. Being cheeky or back-answering a teacher.
5. Leaving the classroom / school without permission.
6. Not working to full potential on a regular basis.
7. Using bad language in classroom.
8. Dangerous behaviour which could endanger pupil safety, e.g. punching, kicking, fighting, pulling a chair from under another pupil.
9. Damaging school property or other pupils' property.
10. Repeated bad behaviour after warnings from the supervising teacher.
11. Inappropriate physical contact.
12. Bullying (verbal or physical) including name-calling, racist remarks etc.

### **Gross Unacceptable Behaviour**

1. Aggressive, threatening or violent behaviour towards teacher or fellow pupils.
2. Open defiance of the teacher's instructions.
3. Bringing illegal substances, i.e. cigarettes, into school. Smoking or taking any illegal substances in the school.
4. Bringing dangerous items into school, e.g. penknives, bangers, lighters, matches, stink-bombs.
5. Persistent bullying.

## **Sanctions**

### **Minor Incidents**

Where a minor incident of misbehaviour occurs, the teacher will deal with it in one of the following ways:

1. Verbal correction.
2. Reasoning with the pupil and indicating how to behave better.
3. Temporary separation from peers and friends

Where the teacher deems that a verbal correction is not sufficient, or if the misbehaviour is persistent despite reasoning or correction, the incident will be recorded in Classroom / Playground Record. The child may be given written punishment work and will fill out an Incident Report Sheet. This is sent home (following the incident) and must be signed by parents. This incident sheet is stored in an Incident Report file in the office and the Principal is informed. Depending on the severity of this the child may miss their yard breaks if the teacher sees little improvement in behaviour.

### **Repeated Minor Offences**

After three recorded incidents the child is warned that a fourth incident will result in parents being called to the school. At this meeting the details of all misbehaviour will be given to the parents. The child will receive written punishment; they will miss their yard breaks (supervised) until there is a noticeable improvement in their behaviour.

### **Serious Misbehaviour**

For serious misbehaviour parents will be informed immediately. The child will receive extra written work as homework. Temporary separation from peers, friends and others may also occur. The incident will be recorded by the teacher and will also be recorded in an Incident Report Sheet which must be signed by their parent.

### **Repeated Serious Offences**

For repeated instances of serious misbehaviour, the parents will be called to meet the Principal. Parents will be asked to give an undertaking that the child will behave in an acceptable manner in the future. If a child persists with unacceptable behaviour, despite parent's best efforts, the pupil may be suspended for a temporary period of time. Suspension will be in accordance with Rule 130(5) (see page 27) of the Rules for National Schools. When a child returns from suspension, he / she is obliged to report to the Principal in the office on his / her return, accompanied by his / her parent.

### **Gross Unacceptable Behaviour**

In the case of Gross Unacceptable Behaviour, the parents of the child will be summoned to a meeting with the Principal in the school. While waiting for the parents' presence in the school or while the discussion is taking place, the child may be removed from class and placed in another classroom. The Board of Management has authorised the Chairman or Principal to sanction an immediate suspension following discussion with the parents. Suspension will be in accordance with Rule 130(5) (see page 27) of the Rules for National Schools.

If parents do not attend the meeting, the pupil may be suspended and parents informed by letter.

***Rule 130(5) of the Rules for National Schools***

*'Where the Board of Management deems it necessary to make provision in the code of discipline to deal with continuously disruptive pupils or with a serious breach of discipline, by authorising the Chairperson or Principal Teacher to exclude a pupil or pupils from school, the maximum initial period of such exclusion shall be 3 school days. A special decision of the Board of Management is necessary to authorise a further period of exclusion up to a maximum of 10 school days to allow for consultation with the pupil's or pupil's parents or guardians. In exceptional circumstances, the Board of Management may authorise a further period of exclusion in order to enable the matter to be reviewed.'*



# BULLYING

## Introduction

Our school seeks to create a happy and safe environment where all our children are cherished equally. Bullying at school can have a profound effect on children's lives and this policy aims to set clear guidelines on how to deal with cases of bullying in the school.

## Aims of Anti-Bullying Policy

- To create an atmosphere of trust within the school which values, respects and protects the rights of all within our school community.
- To create a school ethos which encourages children to disclose and discuss incidents of bullying.
- To raise awareness among the whole school community that bullying is a form of unacceptable behaviour.
- To ensure comprehensive supervision and monitoring measures through which all areas of school activity are kept under observation.
- To develop procedures for noting, investigating, reporting and dealing with incidents of bullying behaviour.
- To develop a programme of support for those affected and involved in bullying behaviour.



## **What is Bullying?**

Bullying is repeated aggression (verbal, psychological or physical) conducted by an individual or group against others. Isolated incidents of aggressive behaviour can scarcely be described as bullying. It is only when the behaviour is systematic and ongoing that it is bullying. Bullying may also take the form of social isolation and exclusion from a group.

## **Prevention of bullying**

How does the school seek to prevent bullying?

- The Principal, teachers and other school staff will act as good role models for the pupils in their day-to-day dealings with each other and with the children.
- Discipline in the classrooms should be firm, clear and consistent and should *never* undermine the child's self-esteem.
- The Principal and teachers will use positive motivation to promote good behaviour.
- Implementing the Stay Safe Programme.
- Comprehensive supervision of pupils during break-times.
- Early reporting of bullying incidents to the Principal.

## **Identification of bullying**

*How might you know when a child is being bullied?*

Look for unusual behaviour. For example, a child may suddenly not wish to attend school, feel ill regularly, act out of character or not complete work to his / her usual standard.

Be aware of any of the following:

- Requests for parents to take a child to school or to collect him / her, even though they may have walked to school independently in the past.
- Unexplained changes of mood. This will often occur before he / she returns to school, e.g. at the end of the weekend or at the end of holidays.
- Frequent minor illnesses, especially headache, tummy aches and bed-wetting. These often accompany the mood changes mentioned above.
- Damage to personal property (e.g. books, clothes) or loss of same.
- An increase in requests for money. If refused, this may provoke angry outbursts.
- Unexplained cuts or bruises.

### **Advice to children being bullied**

The following advice is given to children who are being bullied.

**Remember! Silence is the bully's greatest weapon.**

- Tell yourself that you do not deserve to be bullied and that bullying is wrong.
- Tell others that you do not deserve to be bullied and that bullying is wrong.
- Be proud of who you are. It is good to be an individual. You are unique!
- Try not to show that you are upset. It is hard, but a bully enjoys someone's fear.

- Stay with a group of friends/people. There is safety in numbers.
- Be assertive. Shout, '**NO, GO AWAY!**' Walk confidently away. Go straight to a teacher or member of staff.
- Fighting back may make things worse.
- Generally, it is best to tell an adult you trust straight away. You will be listened to and will get immediate support.

**Remember! Teachers will listen to you and will deal with bullies in a way that will end the bullying and will not make things worse for you.**

### **What can other children do ?**

If you know someone is being bullied, what can you do?

Take action!

Watching and doing nothing looks as if you are on the side of the bully.

It makes the victim feel more unhappy and on their own.

You should not get involved. Tell an adult **immediately**. Teachers have ways of dealing with the bully without getting **you** into trouble.

Do not be, or pretend to be, friends with a bully.

### **Procedures for investigating and dealing with incidents of bullying.**

- Pupils are encouraged to report immediately to their teacher any incidents of bullying. All reports of bullying will be noted.
- The teacher speaks separately to the pupils involved in order to get both sides of the story.
- All interviews are conducted with sensitivity and with due regard to the natural rights of all pupils concerned.
- Pupils who are not directly involved may also provide useful information.
- If it is concluded that a pupil has been engaged in bullying, every effort will be made to get him / her to see the situation from the victim's point of view.
- A pupil found to be responsible for bullying another would immediately be sent to the Principal / Deputy Principal. He / she will be asked to fill in an Incident Report Form.
- This form should be filled in with assistance from the teacher supervising at the time of the incident (i.e. by the class teacher if the incident occurs within the classroom or by the teacher on yard duty if the incident occurs during lunchtime).

- The nature of the bullying and the name of the victim will also be recorded, as will the date, time and location of the incident. An Incident Report Form is available to record the victim's version of events if deemed necessary.
- Where it is determined that bullying has occurred, communication between the school and the parents of all parties involved is encouraged.
- It is expected that the bully would apologise to the victim and promise that such an incident will not occur again. It is hoped that the children involved will learn from the experience.

## **COMPLAINTS PROCEDURE**

The Board of Management of Sylane N.S. wishes to draw the attention of parents to the following agreed complaints procedure.

### **Introduction**

Only those complaints about teachers, which are written and signed by parents / guardians of pupils, may be investigated formally by the Board of Management, except where those claims are deemed by the Board to be:

1. On matters of professional competence and which are to be referred to the Department of Education and Science.

2. Frivolous or vexatious complaints and complaints which do not impinge on the work of a teacher in a school.
3. Complaints in which either party has recourse to law or to another existing procedure.

Unwritten complaints not in the above categories may be processed informally as set out in Stage 1 of this procedure.

***In this agreement, 'days' means school days.***

## **Stages of the Complaints Procedure**

### **Stage 1**

- 1.1 A parent/guardian who wishes to make a complaint should, unless there are local arrangements to the contrary, approach the class teacher with a view to resolving the complaint.
- 1.2 Where the parent/guardian is unable to resolve the complaint with the class teacher, he/she should approach the Principal with a view to resolving it.
- 1.3 If the complaint is still unresolved, the parent/guardian should raise the matter with the Chairperson of the Board of Management.

## **Stage 2**

- 2.1 If the complaint is still unresolved and the parent / guardian wishes to pursue the matter further, he / she should lodge a complaint in writing with the Chairperson of the Board of Management.
- 2.2 The Chairperson should bring the precise nature of the written complaint to the notice of the teacher and seek to resolve the matter between the parties within 5 days of receipt of the written complaint.

## **Stage 3**

- 3.1 If the complaint is not resolved informally, the Chairperson should, subject to the general authorisation of the Board and except in those cases where the Chairperson deems particular authorisation of the Board to be required:
  - (a) Supply the teacher with a copy of the written complaint and
  - (b) Arrange a meeting with the teacher and, where applicable, the Principal teacher, with a view to resolving the complaint.

## **Stage 4**

- 4.1 If the complaint is still not resolved, the Chairperson should make a formal complaint within 10 days of the meeting referred to in 3.1(b).
- 4.2 If the Board considers that the complaint is not substantiated, the teacher and the complainant should be informed within 3 days of the Board meeting.

- 4.3 If the Board considers that the complaint is substantiated or that it warrants further investigation, it proceeds as follows:
- (a) The teacher should be informed that the investigation is proceeding to the next stage.
  - (b) The teacher should be supplied with a copy of any written evidence in support of the complainant.
  - (c) The teacher should be requested to supply a written statement to the Board in response to the complaint.
  - (d) The teacher should be afforded an opportunity to make a presentation of case to the Board. The teacher would be entitled to be accompanied and assisted by a friend at any such stage.
  - (e) The Board may arrange a meeting with the complainant if it considers such to be required. The complainant would be entitled to be accompanied and assisted by a friend at any such meeting.
  - (f) The meeting of the Board of Management referred to in (d) and (e) will take place within 10 days of the meeting referred to in 3.1(b).

### **Stage 5**

- 5.1 When the Board has completed its investigation, the Chairperson should convey the decision of the Board in writing to the teacher and the complainant within 5 days of the meeting of the Board.
- 5.2 The decision of the Board is final.

- 5.3 This Complaints Procedure shall be reviewed after 3 years.
- 5.4 CPSMA or INTO may withdraw from this agreement having given the other Party three months' notice of intention to do so.



### **CARE OF SCHOOL BOOKS**

Pupils from Infants to 6<sup>th</sup> Class may rent their school books each year. The following advice is offered to parents and pupils.

- Do not write on school books.
- Repair loose pages and minor damage as soon as possible.
- Seek replacement cover if required.
- Repair small tears in cover.
- Place books in school bag with care.
- Keep food, crumbs and pencil shavings away from your school bag.
- Empty your pencil-pointer into the bin, and make sure your lunch box is properly closed.
- Keep drinks separately from your books.
- Lost books must be replaced.

## **GENERAL SCHOOL POLICIES**

The following items are not allowed in the school:

- Food containing nuts.
- Pen knives or other types of knives.
- Mobile phones, ipods or tablets.
- Glass bottles.
- Chewing gum.
- Fizzy drinks, bars and crisps.

Attention is drawn to the need for a balanced nutritious lunch. Children are asked not to consume fizzy drinks, bars, crisps or sweets during school hours, as these can have a detrimental effect on your child's concentration.

Please note Sylane N.S. operates a child protection policy which is reviewed annually by the Board of Management. Child protection is a hugely important priority in Sylane N.S. and is available on our website.

## SCHOOL CALENDAR 2025/2026



Thursday 28th August	School opens
Monday 27th October – Friday 31 <sup>st</sup> inclusive	Mid-term Break
Friday 19th December	Christmas Holidays
Monday 5th January 2026	Return to school
Monday 2nd February	February Bank Holiday
Thursday 19th & Friday 20th February	Mid-term Break
Monday 16th & Tuesday 17th March	St. Patrick's Day (Public Bank Holiday)
Friday 27th March	Easter Holidays
Monday 13th April	Return to school
Monday 4th May	May Bank Holiday
Monday 1st & Tuesday 2nd June	Long June Bank Holiday
Wednesday 24th June	School Holidays
Thursday 28th August	School opens

**Above dates are subject to change.**

