

# St. Patrick's Boys' National School

Cork Road,  
Skibbereen,

Co. Cork.

Tel/Fax : 028-21948

E-Mail : info@stpatricksskibb.ie

Principal : Mr. Alan Foley



## Application for Enrolment

*The Department of Education and Skills employs an electronic database of primary school pupils called the Primary Online Database (POD) which involves schools maintaining and returning data on pupils to the Department at individual pupil level on a live system.*

**Please complete this form in CAPITAL LETTERS and return to the school. This form will be retained by the school.**

### Child & Family Details

*The data required for POD is marked with an asterisk\* and will only be entered on POD if your child enrolls in the school. All other information requested is required for the efficient running of the school.*

\*Child's Name \_\_\_\_\_ \*Date of Birth \_\_\_\_\_

\*Child's P.P.S.N. \_\_\_\_\_ \*Child's Name on Birth Cert \_\_\_\_\_

\*Child's Nationality \_\_\_\_\_ \*Language spoken at home \_\_\_\_\_

\*Child's Religion \_\_\_\_\_ \*Place of Baptism (if applicable) \_\_\_\_\_

\*Child's Address \_\_\_\_\_

\*Postcode \_\_\_\_\_

\*To which ethnic or cultural background group does your child belong?

White Irish [  ]

Black or Black Irish – any other Black background [  ]

Irish Traveller [  ]

Asian or Asian Irish – Chinese [  ]

Roma [  ]

Asian or Asian Irish – any other Asian background [  ]

Any other white background [  ]

Other (including mixed background) [  ]

Black or Black Irish – African [  ]

Do you consent to uploading data relating to religion and ethnicity to POD? Yes [  ] No [  ]

**Please return pages 1-4 (and page 5 if moving from another school), fully filled out and signed to the school before the Admissions closing date. Parents should keep the Code of behaviour and Playground Expectations from pages 7-10.**

The following information is required for the efficient running of the school and will **not** be uploaded to POD. All information is provided in strict confidence and will not be shared without your permission.

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Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Address (if different from child's address)

Address (if different from child's address)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Mobile No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Home/Work No. \_\_\_\_\_

Home/Work No. \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Nationality \_\_\_\_\_

Nationality \_\_\_\_\_

Child lives with (tick): Both Parents [ ] Mother [ ] Father [ ] Other [ ] Please inform the Principal, in strictest confidence, of any particular family circumstance or arrangements applying to your child.

Child's Legal Guardian/s (tick): Both Parents [ ] Mother [ ] Father [ ] Other [ ]

**Aladdin:**

Aladdin is used to communicate with parents quickly and easily by sending instant notifications. Please nominate one mobile number for this service: \_\_\_\_\_

**Emergency Contacts:**

Should we be unable to contact you, please provide contact details of two people who may be contacted in the event of an emergency. (Description is relationship to child e.g. aunt, grandfather, childminder, neighbour etc)

Name \_\_\_\_\_ Description \_\_\_\_\_ Tel \_\_\_\_\_

Name \_\_\_\_\_ Description \_\_\_\_\_ Tel \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Tel \_\_\_\_\_

In the event that we are unable to contact you or your emergency contact nominees, do we have permission to seek professional medical advice (G.P. or Hospital)? Yes [ ] No [ ]

**Education & Learning**

Name of Pre-School \_\_\_\_\_ No. of years \_\_\_\_\_ Tel \_\_\_\_\_

**I give permission to the Principal to discuss my child's progress with the pre-school listed above** Yes [ ] No [ ]

Has your child been assessed by a Speech and language Therapist? Yes [ ] No [ ]

If yes, please enclose a copy of the assessment report.

Has your child attended speech and language therapy sessions? Yes [ ] No [ ]

Has your child been assessed by an Occupational Therapist? Yes [ ] No [ ]

If yes, please enclose a copy of the assessment report.

Has your child attended occupational therapy sessions? Yes [ ] No [ ]

Has your child been assessed by an Educational or Clinical Psychologist?    **Yes [ ] No [ ]**

If yes, please enclose a copy of the assessment report.

Has your child been seen by the Early Intervention Service?                      **Yes [ ] No [ ]**

If yes, please enclose a copy of the assessment report.

**If you do not have a copy of any of the above reports but your child has attended, please include the following information:**

Who completed the assessment: \_\_\_\_\_

Please specify which support service (HSE, CAMHS, WCCDS, private etc): \_\_\_\_\_

Dates attended: \_\_\_\_\_

**Health:**

Does your child have any chronic Medical Condition?                                      **Yes [ ] No [ ]**  
(e.g. Asthma, Anaphylaxis i.e. severe allergy, Epilepsy, Diabetes etc)

If yes, give details \_\_\_\_\_

Medication \_\_\_\_\_

If your child requires prescribed medication in school, please complete an Administration of Medication Form (available in office) and return with this form.

Give details of any other condition/illness/special needs which you feel could affect your child during the school day and should be brought to the attention of the class teacher: \_\_\_\_\_

**Declaration:**

We declare that the information provided by on this form is correct. We understand that all the information provided is treated confidentially.

**Signature of Parent/Guardian:** \_\_\_\_\_                                      **Date:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_                                      **Date:** \_\_\_\_\_

**Please ensure you have enclosed:**

1. Copy of Birth Certificate                                      **Yes [ ] No [ ]**
2. Copy of Baptismal Certificate if baptised outside Skibbereen (if applicable)    **Yes [ ] No [ ] N/A [ ]**  
**This is necessary if your child will be making Communion or Confirmation**
3. Copy of Speech & Language Report/Occupational Therapy Report/Psychologist Report    **Yes [ ] No [ ] N/A [ ]**

## Parental/Guardian Consent

I hereby give permission for my child in relation to the following:	Please Tick ✓
Going on school tours, local educational visits/field trips and participating in school activities (e.g. matches, quizzes, choir etc)	
On occasions such as Communion, Confirmation and other school events (sports day, fun-run), local press photographers take group photos of children and in some instances identify the children by name. Do you agree to the school using your child's image in this way? (Please remember that removing a child from a photo of the rest of the class can be quite upsetting for the child).	
Can we use your child's name (not photo) in relation to publicising school events and activities in our newsletter, website, Facebook and similar publications?	
It is the school's policy to celebrate your child's work and achievements. As a result, images of your child and his/her work may appear on our website or Facebook page. Best practice as stated in our 'Acceptable Internet Use Policy' will always be followed. At no stage will your child be identified by name (unless previously agreed with you). Usually children will only be pictured at a distance and in groups. Do you agree to the school using your child's image in this way?	
Most classes have an extra support teacher assigned to help all children in the class. On occasion, it may be necessary for organisational reasons to remove a group of children to another room to work with this teacher or the class teacher. (If your child is experiencing learning difficulties you will be informed personally by the teacher.) Do you agree?	
Do you give permission for your child to be taken immediately to a doctor or hospital in case of serious illness/accident?	
On occasion we administer 'Diagnostic' tests (e.g. Neale Analysis, MIST, Belfield Infant Screening) to discover the educational progress of pupils. Should any concerns arise following these tests we will contact you. Do you agree to this?	

The Code of Behaviour is attached. By signing this enrolment form you are indicating that you have read it carefully and that you will accept our code of behaviour and agree to be bound by them, and that you will encourage your child/children to observe and obey these policies at all times.

**Signature of Parent/Guardian 1:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Parent/Guardian 2:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To be completed only if your child is transferring from another Primary School**

Previous School \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Tel \_\_\_\_\_

Principal \_\_\_\_\_

Your child's Current Class \_\_\_\_\_

Teacher \_\_\_\_\_

Please enclose a copy of your child's most recent school report.

Is your child receiving Learning Support Yes [ ] No [ ]

*If yes please tick areas support is provided in* Literacy [ ] Numeracy [ ] Other [ ]

Does your child have an entitlement to Resource Teaching hours Yes [ ] No [ ]

*If yes please include copies of Reports (Psychological/OT/Speech & Language etc)*

Does your child receive English as a Second Language Resource hours? Yes [ ] No [ ]

Please note: The Principal, on behalf of the Board of Management, will contact the Principal of the school from which the child is transferring to discuss the pupil's behaviour and academic progress. All information will be treated in the strictest of confidence.

**Please ensure you have enclosed:**

1. Copy of Birth Certificate Yes [ ] No [ ]

2. Copy of Baptismal Certificate if baptised outside of Skibbereen (if applicable) Yes [ ] No [ ]

3. Copy of your child's most recent school report Yes [ ] No [ ]

4. Copy of Speech & Language Report/Occupational Therapy Report/ Psychologist Report (if applicable) Yes [ ] No [ ]

Signature of Parent/Guardian 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian 2: \_\_\_\_\_ Date: \_\_\_\_\_



# Code of Behaviour



## 1. AIMS OF CODE OF DISCIPLINE.

The Code of Discipline aims to achieve three things :

- (a) The efficient operation of the school and the structuring of in-class discipline so that there exists an efficient and stimulating learning environment.
- (b) The development of self-discipline in pupils based on consideration, respect and tolerance of others.
- (c) The maintenance of good order throughout the school and respect for the school environment.

## 2. PRINCIPLES OF DISCIPLINE POLICY.

If the school is to achieve a happy, secure environment in which children can develop to their full potential, it is necessary to provide a framework which promotes constructive behaviour. The school code places a greater emphasis on rewards than on sanctions, and the ideal is that pupils will acquire the skills of self-discipline.

There are times however when it may be necessary to impose sanctions in order to maintain good order, and to discourage offenders.

The school recognises the variety of differences which exist between children, and the need to accommodate these differences. School rules are kept to a minimum, and are devised with regard for the health, safety and welfare of all members of the school community.

## SCHOOL RULES.

In order to create an ordered and orderly environment in which pupils can feel secure and make progress – every pupil is expected to :

- (1) Be in school on time
- (2) Wear the full uniform while in school. If this is not possible a note from home will be expected.
- (3) Be neat and tidy.
- (4) All pupils are expected to treat staff, their fellow pupils and visitors with respect, courtesy, tolerance & consideration at all times.
- (5) Any form of bullying is not acceptable. ( See special section on Bullying )
- (6) Any infectious illness should be notified to the school immediately.
- (7) Children should be responsible for their own belongings. Jumpers and Tracksuits must be labelled.
- (8) In the interest of safety erasing fluids or substances are prohibited.
- (9) Crisps and chewing gum are not allowed. Glass bottles or cans should never be used for drinks in school.
- (10) Pupils must respect all school property and keep the school environment litter free. Show respect for the school buildings and surrounds by not entering the school grounds after school hours without permission.
- (11) The class teacher should be informed if your child has to take medicine in school.
- (12) Every absence of a child must be accounted for in writing in accordance with the Dept. of Ed. Rules. If a child needs to leave school early he must be collected by a parent or other authorised person. This person must sign out the child in the "Sign Out" Book in the office.

- (13) Earrings / studs or other jewellery are not allowed.
- (14) Conventional hairstyles only are allowed without bleaching, colouring, tinting or highlighting.
- (15) Mobile phones are not allowed in school.
- (16) It is the policy of the school to assign homework on a regular basis. Parents are strongly advised to take an active interest in their child's homework and asked to sign the homework diary on a daily basis (ensuring that the homework is done).

#### **BULLYING.**

Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.

See the school Anti Bullying Policy for further information.

#### **BEHAVIOUR OUT OF CLASS.**

- (1) Any instructions or directions given by the supervising staff are to be complied with.
- (2) Pupils must not behave in any way which endangers themselves and others.
- (3) Junior and Senior classes have separate play areas. Rough play will not be tolerated but games will be encouraged. Pupils must remain in the tarmac play areas where they can be under observation and cannot leave the school grounds without permission.

#### **STRATEGIES.**

Unacceptable behaviour will be dealt with the following strategies : ( The nature of the behaviour will determine the strategy )

- Reasoning with pupil(s)
- Reprimand – including advice on how to improve
- Prescribing extra work
- Detention.
- Communication with parents
- Temporary separation from peers, friends or others.
- Loss of Privileges
- Referral to Principal / Vice-Principal.
- Further communication with parents
- Make good any loss or damage caused.
- Suspension / Expulsion ( in which Rule 130 of the Rules for National Schools as amended by circular 7/88.

#### **ROLE OF PARENTS.**

The support and co-operation of parents are essential to the effective operation of the Code of Behaviour.

Parents are invited to keep in close contact with the school with regard to all aspects of their child's progress.



## **Playground Expectations**

Follow the general yard routines

- Follow the directions /instructions of the adults on duty in the yard
- Play with classmates in the class designated areas where they can be seen.
- Ask for permission to re-enter the school if required.
- Line up in the class line and enter and leave the school in the agreed way.
- Keep yard area tidy, do not bring out papers, and put dropped food on the grass for birds.
- Keep to the yard rotas for basketball etc.

### **Expected behaviour from pupils.**

Pupils are expected to be fair, truthful and willing to forgive when resolving difficulties and conflicts.

- Play agreed games fairly e.g. follow rules ,turns etc. ( specifics discussed in each class)
- Allow others play without interruption e.g. deliberately getting in way, kicking ball away etc.
- Speak nicely to others, avoid swearing or hurtful language
- Include others in games , no refusal allowed (specifics discussed and agreed class by class) ( ‘You can’t say you can’t play’)
- Rough play is not allowed e.g. tripping, pushing, jumping on others, nudging, and headlock etc. Any form of physical interaction is to be avoided whether in fun or not.
- Physically hurting someone on purpose is not tolerated.
- Respect school equipment and use in the appropriate way; do not obstruct goals or basketball nets.

## **Agreed sanctions when above expectations not followed**

- Verbal reminder ( 1<sup>st</sup> time)
- Walk with teacher for 3 to 10 mins ( 2<sup>nd</sup> time)
- Walk with teacher for 15 mins up to rest of break (3<sup>rd</sup> time) and behaviour reported to class teacher who maintains a yard record. ( this may result in a classroom sanction)
- For the Senior Yard, persistent failure (reported to class teacher twice in a two week period) in following these yard expectations will result in a standard note home asking parents to remind the pupil of the need to follow yard expectations. For Junior Yard pupils duty teacher discuss with class teacher who decides on action.
- Physically hurting someone on purpose is not tolerated.
- Senior Yard pupils will be asked to leave the yard and go to the office where they will be supervised by a designated adult. The behaviour must be recorded and signed by staff and pupil in the incident book. Parents will always be informed by the class teacher. The pupil will not have access to the yard for the rest of that day at a minimum. Junior Yard pupils will stay with the duty teacher who will decide when/ if the pupil will return to play. Incidents to be reported to class teacher and recorded.
- Damage to property. Make good or replace the item if appropriate. If property significantly damaged a further sanction like detention may apply.