

# Carbury School



The Mall, Sligo



## School Information

2024-2025

*Educate, Encourage, Embrace*



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## INTRODUCTION

Carbury School is a co-educational, primary school which first opened in June 1977, having moved from the Model School just across the road. The school embarked on an exciting building project and the present school building opened its doors to pupils on the 19<sup>th</sup> March, 2013.

The school is now a two-storey, eight-classroom building overlooking the Garavogue River. There is also a spacious hall and a number of support rooms. The staff of the school consists of the principal, twelve teachers, three Special Needs Assistants, a school secretary and a caretaker.

The school caters for the Protestant community spread over a wide catchment area of Sligo and Leitrim, as well as children of all faiths and none. Our school accommodates eight single-stream classes from Junior Infants to Sixth Class.



## SCHOOL DETAILS



### Carbury School



**Principal:** Ms. Linda McMahon  
**Deputy Principal:** Ms. Sabrina Love

<b>Address:</b>	The Mall, Sligo. F91 FW10
<b>Roll Number:</b>	19495L
<b>Phone:</b>	071-9161014
<b>Website:</b>	<a href="http://www.carburyschool.com">www.carburyschool.com</a>
<b>App:</b>	Schools Ireland – Add Carbury School as a favourite
<b>Email:</b>	info@carburyschool.com



## SCHOOL ETHOS

Carbury School is a primary school reflecting and promoting the ethos and characteristic spirit of the Church of Ireland, Presbyterian and Methodist churches. The school seeks to uphold and express the doctrines, moral teachings, traditions, practices and customs of the above-named churches. This distinctive spiritual and moral dimension permeates the core values and daily life of the school.

Assemblies are an important time where the school community gathers together. These assemblies may have a religious theme in keeping with the ethos of the school where members of the clergy from the patron churches lead assemblies throughout the school year. Assemblies also cover other themes important to the life of the school.



## **BOARD OF MANAGEMENT**

The Board of Management manages the school on behalf of the Patrons. The Principal is responsible for the day-to-day management of the school. The Board of Management is a corporate body that acts on behalf of the Patrons and in accordance with the regulations of the Department of Education. Boards of Management of primary schools are appointed for a four-year term. The term of office for our current Board of Management is until the 30<sup>th</sup> November 2027. See our school website for a full list of our board members.

## **SCHOOL ROUTINE**

### **Morning Routine:**

<b>8.50 am</b>	School gate opens
<b>8.50 – 9.10 am</b>	Pupils in Junior Infants – 6 <sup>th</sup> Class arrive

- Pupils go directly to their classrooms.
- The teacher supervising will ensure the children walk down the hill safely.
- All pupils should be punctual for the commencement of formal teaching each morning at 9.10 am.
- Unnecessary stress can be avoided if children arrive on time for school and are collected punctually at the end of the day. It also ensures that they do not miss out on teaching time.

### **Collection Times:**

<b>1.30 pm</b>	Junior and Senior Infants
<b>2.30 pm</b>	1 <sup>st</sup> – 6 <sup>th</sup> Class Pupils

## ARRIVAL AND DEPARTURE

It should be noted that children who are dropped off at the school before 8.50 am are not covered by insurance. In the case of any accident, neither the Board of Management nor the teaching staff can be held responsible. For the same reason children should be collected promptly at the end of the school day.



In the case of children travelling on the school bus, the school cannot accept responsibility for escorting them to or from the bus. Parents who feel that their children may need to be escorted on these occasions should ensure that some escort is provided. Similarly, the school cannot be held responsible for pupils' behaviour on buses. Bus Éireann has the right to withdraw tickets for misbehaviour.

## **Cosy Cats Childcare Ltd:**

Cosy Cats provides childcare before and after school. Parents of Junior and Senior Infants who wish to have their children minded between 1.30 pm and 2.30 pm may also choose to avail of this service. The children will be collected by Cosy Cats staff. There is a lot of interest in this service and you would need to make contact well in advance. You can find out more about the services they provide before and after school by contacting them on 071-9146506 or by visiting their website: [www.calry.ie/cosy-cats-childcare/](http://www.calry.ie/cosy-cats-childcare/)



## **Winter Arrangements:**

Unforeseen circumstances can arise (e.g. school heating breakdown or dangerous weather conditions) that necessitate a school closure. We would stress that this only occurs in exceptional circumstances. It is requested that each family would make the necessary arrangements should this scenario arise. We always aim to give parents as much notice as possible. **As such, it is important that we always have up-to-date contact details for you as we will communicate by text and/or email.**

## School Entrance:

The school entrance and environs become very congested at the start of the school day and at the end of the day. This is a particularly difficult and dangerous time for pedestrians and motorists. May we please encourage you to observe the following measures:

- always have the highest regard for the safety of the children.
- do not park across the school entrance or on the roundabout at any time.
- do not drive into the school grounds in the morning or at the end of the school day. These are particularly busy times, with a continuous flow of children arriving at or leaving the school.
- entrance to the school is through the pedestrian gate.
- please remind children to **walk**, not run, down the hill.



## SAFE PARKING

It is paramount that we work together to maintain Carbury School's safety standards when pupils are being dropped off in the morning and collected in the afternoon.

Parents/guardians are asked not to park or to stop (even for a short spell) on the roundabout near the school gates, on the double yellow lines or anywhere that may reduce visibility for other people. We ask you to do this out of consideration for the safety and welfare of our pupils and others.

The options for parents are:

- Park along The Mall if there is an available parking space (remember not to park in the Bus Stop space on the left-hand side).
- Park in the first car park at the back of The Model. This is a very short walk to Carbury School.



**Parents are not to park or to stop, even for the shortest time, anywhere in the area photographed above.**



# Road Safety



- ▶ Parents/guardians **must not park or stop** their cars on the **roundabout** near the school gates, on the **double yellow lines** or on any part of the **footpath**.
- ▶ Parents/guardians must park their car in an appropriate place and then walk to the school gates.
- ▶ Children need to **be aware of cars coming out from the Grammar School gate**.
- ▶ Children waiting outside the gates in the morning should stand on the footpath at all times, show good manners and be mindful of the younger children.
- ▶ Young children should be accompanied by a parent or guardian.

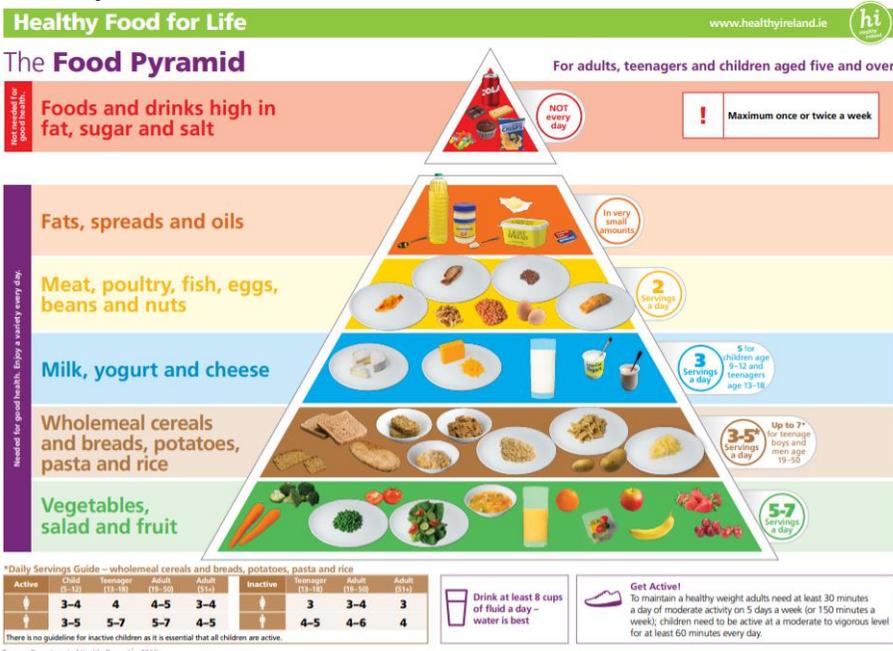


# LUNCHES

## Lunches:

Carbury School has a **Healthy Eating Policy** which aims to help children develop positive and responsible attitudes to eating and to appreciate the contribution that good food makes to health.

The Food Pyramid outlines an excellent common-sense approach to healthy and balanced eating. All children's lunches should contain a majority of items from the three lower food groups. Food selected from higher levels should be in decreasing amounts. Treats such as chocolate should always be limited. **Friday is our treat day.** One piece of food from the top shelf of the food pyramid may be included on this day.



*Source: www.healthyireland.ie*

### **Parental Support:**

With the support of parents, the Healthy Eating Policy is most effective. All parents should have a copy of this policy. Please read and familiarise yourself with its contents.

### **Carbury School endeavours to be a Nut-Free Zone:**

A small number of pupils in Carbury School suffer from a serious and life-threatening allergy to nuts.

Therefore, parents need to exclude the following from lunch boxes, and any other food which is taken to school:

- **NUTS**
- **PEANUT BUTTER**
- **NUT SPREAD (e.g. Nutella)**
- **BARS AND OTHER FOOD CONTAINING NUTS (e.g. Snickers, Topic bars, nut toffee, peanuts or hazelnut cookies, etc.).**

Foods which may contain traces of nuts should be okay.



## SCHOOL UNIFORM

### *Girls:*

- Blue round-neck jumper with school crest
- Blue and white check shirt
- Grey pleated/plain skirt, grey pinafore or grey trousers
- Grey or white socks or tights
- Black school shoes

### *Boys:*

- Blue round-neck jumper with school crest
- Blue and white check shirt
- Grey trousers and grey socks
- Black school shoes



**Only black school shoes are permitted. No canvas or sports-like shoes are allowed. Sports shoes must not be worn with regular uniform when travelling to or from school.**

*The Carbury School crest is available from the school office and costs €4.*

## **P.E. Days:**

Pupils are asked to wear the following on P.E. days:

- Plain navy tracksuit bottoms
- A white polo shirt
- Blue round-neck jumper with school crest
- Runners with a non-marking sole (usually written on shoe)

**Please ensure that uniforms, tracksuits, coats, etc. are clearly marked, preferably with name tags.**

## **Cosmetics:**

We do not consider the use of cosmetics, make-up, fake tan or nail varnish to be age appropriate and hence they are not permitted in Carbury School.



## PRIMARY CURRICULUM

The school follows the primary curriculum as devised by the National Council for Curriculum and Assessment (NCCA). It covers the following subjects:

English, Gaeilge, Mathematics, History, Geography, Science, Visual Arts, Music, Drama, Social, Personal and Health Education (SPHE) and Physical Education (PE).

The NCCA is currently redeveloping the primary curriculum as outlined in the Primary Curriculum Framework.



### **Religious Education:**

The school is under the joint management of the Church of Ireland, Methodist and Presbyterian Churches. The Board and staff are also sensitive to other traditions and cultures. Follow Me is the Patrons' programme for Religious Education which is implemented in our school. This is a broadly Christian and Bible-based Scheme, devised by the Protestant churches.

## **Physical Education:**

Physical Education classes are conducted by the class teacher. These classes may also be supplemented by external coaches. Parents will be notified, at the beginning of the school year, of the days on which the children have PE. Children wear their PE uniform to school on these days. For safety reasons suitable footwear must be worn. Please refer to the school uniform section.



## **Digital Technology:**

Digital citizenship is at the heart of learning in Carbury School. We embrace a positive and an active digital learning culture in our school. Our lap caddy and set of iPads are available for pupil use in the classroom setting. Each classroom is fully equipped with interactive screens and other peripheral equipment.

Pupils are **not** permitted to bring any form of electronic devices to school. No mobile phones, iPads, Kindles (which can access the internet), tablets or personal electronic devices of any kind are to be brought into school.

## ASSESSMENT FOR LEARNING

Assessment for learning involves gathering information to understand how each child is progressing at school and using that information to further a child's learning. It is a collaborative process involving children, teachers, parents and, at times, other stakeholders.

Assessment involves much more than testing. It is an ongoing process that concerns the daily interactions between the teacher and the child that include moment-by-moment conversations, observations and actions.

### **Standardised Tests:**

The following tests are used in the school: MIST, Drumcondra Reading, Drumcondra Maths, Single Word Spelling Test and NRIT. No formalised testing takes place in Junior Infants but individual checklists are administered by the class teacher.



## Schedule for Testing:

<b>Senior Infants</b>	<b>1<sup>st</sup> Class</b>	<b>2<sup>nd</sup> Class</b>	<b>3<sup>rd</sup> Class</b>
M.I.S.T. (March)  Single Word Spelling Test (June)	Drumcondra English (May)  Drumcondra Maths (May)	N.R.I.T  (1 <sup>st</sup> Term)  Drumcondra English (May)  Maths (May)	Drumcondra English (May)  Drumcondra Maths (May)  Single Word Spelling Test (June)
<b>4<sup>th</sup> Class</b>	<b>5<sup>th</sup> Class</b>	<b>6<sup>th</sup> Class</b>	
Drumcondra English (May)  Drumcondra Maths (May)	Drumcondra English (May)  Drumcondra Maths (May)  Single Word Spelling Test (June)	Drumcondra English (May)  Drumcondra Maths (May)	



## **HOMEWORK**

Homework plays an important role in the education of each pupil. It may also include active homework or digital tasks. It consolidates work already done in school and creates a link between home and school. It promotes good work habits which will help in secondary school and in later life. This independence and acceptance of responsibility is a very important part of the child's development. The interest that parents show in their children is of vital importance to the child's success.



### **How often is homework given?**

Homework is given from Monday to Thursday inclusive. Normally there is no homework at weekends or on a school day just before a public holiday. If homework has been neglected during the week, a pupil may be given extra homework during the week or at the weekend.

Sometimes, at the discretion of the class teacher or principal, children may be given no homework as a treat or as an acknowledgment of a special occasion.

### **How long will homework take to complete?**

The following are guidelines for time spent at homework. Different children will complete the same homework in different lengths of time. Time spent will vary from day to day and also from the beginning to the end of the school year. It is important to remember that it is the quality and not the quantity of homework that matters. The following are general guidelines only.

<b>Classes</b>	<b>Recommended Time</b>
<b>Junior and Senior Infants</b>	10 minutes
<b>First and Second</b>	20 - 30 minutes
<b>Third and Fourth</b>	40 - 50 minutes
<b>Fifth and Sixth</b>	50 - 60 minutes

If the time spent at homework (without distractions) is consistently longer than the recommended time, parents should communicate this to the teacher in their child's homework diary or by arranging a time to speak with the teacher.



## SCHOOL BOOKS

Funding has been granted by the Department of Education in order to provide **free schoolbooks, including workbooks and copybooks** for pupils. All schoolbooks will remain the property of the school so that books can be reused in future years. Parents are requested to remind their children to take care of their books and keep them in good condition during the year.

There are some related classroom resources that are not covered by the scheme. Additional details on what items parents need to supply is shared on the school website – this is the Classroom Supplies List.

Parents are asked to contribute each year towards the cost of photocopying, art supplies and digital resources. This payment is collected electronically using the Aladdin software.



**Classroom Supplies Lists are available on the school website.**

## SCHOOL BEHAVIOUR

We are very proud of the pupils in our school, the excellent standard of behaviour and the rapport between pupils and staff. The purpose of a Code of Behaviour is the creation of a positive learning environment which promotes pupil wellbeing, motivation and achievement throughout the school. Every child has a constitutional right to an education and as such is entitled to a positive and respectful learning environment.



Parental support is paramount in order to ensure a cohesive and positive approach to ensuring good behaviour in school. All parents are required to agree to the Code of Behaviour and Anti-Bullying Policy. **The co-operation of parents in the implementation of the Code of Behaviour is essential.**

Our school standards are consistently communicated to pupils by all staff members as part of a whole-school approach.



# Carbury

## School Standards

1. **Walk quietly in the corridors and on the stairs, always on the left.**
2. **Stand back in doorways/paths to allow adults to pass.**
3. **One voice at any one time and face the speaker.**
4. **Raise your hand to speak in group settings.**
5. **Use good manners.**
6. **Use kind words and gentle hands.**
7. **Be tolerant and value each person.**
8. **Respect each member of the school community.**
9. **Respect school property and the property of others.**
10. **Our pupils leave all mobile phones and personal smart devices at home.**



## **PUPIL ABSENCES**

The Education (Welfare) Act, 2000, Section 18, requires parents to notify the school in writing of the reasons for a child's absence. Section 23 of the same Act requires the Code of Behaviour of a school to outline the procedures to be followed relating to notification of a child's absence from school.

### **Absence Form:**

Parents are expected to complete an absence form for the class teacher outlining the date(s) and reason(s) for absence. This is available on our school website and can be completed digitally.

The Education (Welfare) Act 2000, Section 21 (4) requires a School Principal to inform an Education Welfare Officer in writing if the aggregate number of school days on which a student is absent from school during a school year is 20 days or more.

### **Appointments:**

Parents wishing to take out a pupil during school hours for medical appointments or other essential appointments should:

- i. Write a short note to the pupil's class teacher outlining the reason and stating the time of the appointment.
- ii. Collect the pupil from the main entrance.

Pupils cannot be released from the classroom to be met at the school gate, because teachers have no way of knowing whether the pupil's escort has arrived on time or not. There are strict insurance requirements for this arrangement.

### **Term-Time Holidays:**

Section 17 of the Education Welfare Act 2000 places a legal duty on parents to ensure their child attends school on every day that the school is open, unless there is a genuine reason for him or her not to attend.

Therefore, schools cannot condone holidays being taken during the school term and cannot facilitate any activities which support this. Work will not be provided for children if they go on holidays.

### **Illness:**

Pupils who are ill should stay at home until they are fit enough to attend school. In the case of infectious illnesses, the school should be notified without delay.

If a child suffers a fall or injury or becomes ill in school, parents will be contacted by telephone. It is **ESSENTIAL** that the school has your home and work numbers, as well as that of a responsible person in the locality chosen by you to act on your behalf in an emergency.

<p><b>We stress that all contact numbers must be kept up to date.</b></p>
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Parents are asked **not** to request that their child remain indoors during break-times. If your child is not well enough to go outside for break-time, they are not well enough to be at school.

## **FAMILY EVENTS/SITUATIONS**

It is vital that the school is immediately informed if family events/situations occur that cause anxiety to your child and therefore may adversely affect his/her education.



## **ADMINISTRATION OF MEDICINES**

Should your child need to have an EpiPen, inhaler or other medicine administered in school, parents need to read and sign our Administration of Medicines Policy Indemnity Form which is available in the office.

It is most important that teachers are informed of any allergies/asthma or any other conditions that your child may have.

## HOME-SCHOOL COMMUNICATION POLICY

The following measures are in place to ensure open lines of communication and co-operation between school and home:

- School website and app
- School newsletters
- Homework diaries
- Notes to parents on specific issues
- Formal Parent-Teacher meetings
- School reports
- Meeting parents face to face (by appointment)
- Phone calls
- Text-a-Parent
- School Events e.g. Carol Service, Parent Association Fundraisers, Induction Day, etc.



Informal Meetings, no matter how brief, cannot be facilitated during the school day. **All meetings must be by prior appointment.**

If a parent wishes to consult with a teacher, he/she can contact the school secretary to arrange a suitable time.

### **General Queries:**

Queries regarding general administrative matters should be made to the secretary in the school office who in turn may pass the query to the school principal.

If parents wish to drop in lunch boxes, pencil cases, etc., this can be done through the secretary's office.



# SCHOOL WEBSITE

[www.carburyschool.com](http://www.carburyschool.com)



It is our aim to use the school website as an effective communication tool and a way to celebrate our vibrant school community. There is also an app called Schools Ireland where you can add Carbury School as a favourite.

Some features of the website include:

- Up-to-date news from the classes
- Online absence form
- Free app to download on your phone or tablet
- Language translation function
- Calendar and upcoming events

## BIRTHDAYS

Pupil and parent contact details are for school purposes only. Therefore, we would ask you not to request class lists/phone numbers etc. for distribution of party invitations.

Invitations for birthdays/sleepovers etc. should be given outside of school hours. This is to avoid a situation where a child or children in a class feel left out when invitations are issued.



Due to some pupils' allergies, parents cannot send birthday cakes/treats in to the school. Thank you for your co-operation.



## SCHOOL POLICIES

The policies for Carbury School are available on our school website.

Key policies include the following:

- Administration of Medication
- Admissions Policy
- Anti-Bullying
- Attendance Strategy
- Code of Behaviour
- Healthy Eating Policy



Scan this QR code to go directly to the relevant section or visit: [www.carburyschool.com/about-us/school-policies/](http://www.carburyschool.com/about-us/school-policies/)



## SCHOOL INITIATIVES

### **Active Schools:**

An Active School is a school that strives to achieve a physically educated and physically active school community. Carbury School has been awarded the Active School Flag. This recognises the work completed in the following areas: PE, Physical Activity and Partnerships. We have an Active Committee each year to promote the importance of physical activity.



### **Green Schools:**

Taking care of the environment is very important to us in Carbury School. The school has two flags: one for reducing litter and waste and one for water. We are currently working on the theme of travel.

### **Literacy Lift Off:**

Senior Infants and First Class participate in the Literacy Lift Off Programme. This is a whole-class, early intervention programme aimed at raising literacy levels in reading, writing and comprehension. The programme consists of a daily literacy hour where teachers work with small groups of children. The duration of the initiative is six weeks.



### **Curious Minds:**

The school takes part in Curious Minds programme. We keep a digital log of all the classes engaging in Science, Technology, Engineering and Mathematics on the school website.

# PROVISIONAL HOLIDAY LIST

## 2024/25 School Calendar

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### Holidays 2024/25

First Day of School Year	29/08/2024		Last Day of School Year	24/06/2025
Bank Holidays	03/02/2025	17/03/2025	05/05/2025	02/06/2025
Holidays				

