

# Killeshandra National School (C. of I.)



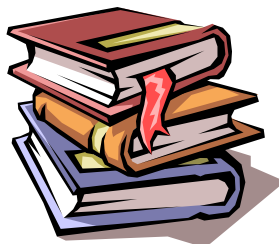
## Information Booklet for Parents/Guardians

Please see our school website where you will get an overview of life in Killeshandra N.S. (C. of I.)

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

### Books & Stationery

All books, including copybooks, are supplied by the school in line with the 'Free Primary School Books Scheme'. Parents/Guardians are only required to purchase stationery for their child(ren). Please ensure that all stationery is clearly labelled with your child's name.



### Expenses

On return to school each year, each family will receive an expenses sheet outlining the cost of Allianz Pupil Insurance, swimming, school tour etc. for the upcoming school year. This has to be paid off in full by the end of February.

### Start of School Year Pack

On the first day back in August/September you will receive the following;

- Information Letter
- Proposed Holiday List – (Please note the holidays on your calendar!)
- Information Form for School Year – (Contact details etc.)
- Expenses Sheet (as outlined above)



### General School Information

#### School Personnel 2025-2026

Principal:	Mrs. Gwenda Richardson
Junior & Senior Infants & 1 <sup>st</sup> Class Teacher:	Mrs. Kim McGuigan
2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> Class Teacher:	Ms. Avril Graham
5 <sup>th</sup> & 6 <sup>th</sup> Class Teacher:	Mrs. Gwenda Richardson
Shared Special Education Teacher:	Ms. Elaine Gregg Patterson
Special Needs Assistant:	Mrs. Rita Sweeney
School Secretary:	Mrs. Caroline Comiskey
School Cleaner:	Mr. Ben Weber

Killeshandra N.S. is a four-teacher mixed school under the patronage of the Church of Ireland.

Phone: (049) 4334822

Email: [principal@killeshandranscoi.com](mailto:principal@killeshandranscoi.com) or [office@killeshandranscoi.com](mailto:office@killeshandranscoi.com)

Website: [www.killeshandranscoi.com](http://www.killeshandranscoi.com)

#### Board of Management Members

Principal:	Mrs. Gwenda Richardson
Teachers' Representative:	Mrs. Kim McGuigan
Patron's Representatives:	Rev. Sam Peilow (Chairperson) Mr. Wilson Kells
Parents' Representatives:	Mrs. Joyce Morton Mr. Gordon Patterson
Community Representatives:	Mr. William Johnston Mr. Bram Pratt

#### Parents' Association

Killeshandra N.S. has an active Parents' Association. A new committee is elected each year and has 8-12 members. Information from the Parents' Association is distributed to parents/guardians in the school. Regular fundraising events are organised by the Parents' Association during the school year.

## Welcome

Welcome to all children and their parents/guardians to a new and exciting stage in your child's life.



## Ethos

Killeshandra National School is a parish school, reflecting and promoting the characteristic spirit of the Church of Ireland.

Our school strives to provide a well-ordered, caring, happy and secure atmosphere where the child's intellectual, spiritual, social, physical, moral and cultural needs are nurtured.

The Religious Education programme of our school enables the child to develop spiritual and moral values and to come to a knowledge of God.

We endeavour to enhance the self-esteem of everyone in the school community and encourage pupils to be responsible and to have respect for people and property.

We strive to equip the children in our school with important life skills and a desire for further education.

Whole school assemblies are held regularly in the school and we welcome local clergy and other speakers to address the children.

## Code of Behaviour

All parents/guardians, on application, are directed to the school's Code of Behaviour on our website. This Code of Behaviour must be adhered to at school and at all school related events.

## Contacting the School/Teachers

Positive home school links are promoted. There is an 'Open Door Policy' in the school. If at any stage during the school year you have a concern, no matter how small, please contact the school to speak to **your child's teacher** or send them an email. A discussion, as soon as an issue arises can resolve matters very effectively.

All parents/guardians are requested not to contact teachers on their home phone or their personal mobile phones. All school related queries must go through the school office (049) 4334822.



## Information/Notes for Parents

Information/Notes will be sent home via email, text messages and/or written letters. Please keep an eye out for these during the year. Should you happen to change any contact details during the school year please let the office know.

## Assessment

Informal assessment will be continually made by your child's teacher. Every year, in Term 1, parent-teacher meetings will be held. These meetings will provide parents/guardians with an opportunity to discuss their child's progress. Children will be given a Jolly Phonics Assessment test at the end of Junior Infants. In the second term of Senior Infants an Infant screening test will be carried out and a Drumcondra Early Literacy and Numeracy Test in the third term. Standardised reading, spelling and maths tests will also be carried out in the summer term for classes First to Sixth and an Irish standardised test will be given to Second, Fourth and Sixth. Formal written reports are sent out at the end of the third term.

## Homework

Set aside a quiet regular time for homework.

Approximate time that children will need to spend on homework:

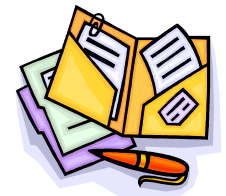
Junior & Senior Infants: 20 mins.

1st Class: 25 mins

2nd & 3rd Class: 30 mins.

4th Class: 45 mins.

5th & 6th Class: 50-60 mins.



### Breaks

There are two breaks during the day, a short break in the morning and then a longer lunch break in the afternoon. We try to ensure that no child feels lonely or left out, and to this end we recommend that older brothers, sisters and friends do not monopolise the younger children's playtime, which may restrict them in forming peer attachments.



### Food

Our school is taking part in the Hot School Meals Scheme and each child receives a hot meal at lunch time.

Each child is only required to bring small healthy snacks for their first small break e.g. fruit, yoghurt, cheese, crackers, breadsticks, rice cakes.

In line with our Healthy Eating Policy, a treat is ONLY allowed on a Friday but we urge parents/guardians to just send a small treat size portion.

Please also send a bottle of water clearly labelled with your child's name.

### Curriculum

The Curriculum consists of the following subjects:

Gaeilge, English, Mathematics, History, Geography, Science, Visual Arts, Music, Drama, Physical Education, Social, Personal and Health Education and Religious Education. All subjects are taught at all class levels.

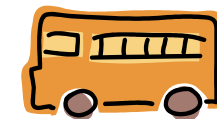
### Physical Education

Killeshandra N.S. is an active school and physical activity is encouraged and promoted. A wide range of sports and skills are taught during P.E. lessons. External coaches visit the school regularly and swimming lessons are organised for children in the school each year in Term 3.



### School Transport

Any family wishing to avail of school transport should contact Bus Éireann, Dundalk or apply online on [www.buseireann.ie](http://www.buseireann.ie). If there is no bus service available, parents/guardians should contact the School Transport Section of the Department of Education.



### Children's Services

We encourage all children and families to attend the Children's Services. They are held in Killeshandra Parish Church. The children participate in the singing and readings at these services. A nativity play takes place every second year.

### Charitable Events

Children support various charities during the school year. One such charity is the Shoe Box Appeal. Children are encouraged to support 'The Shoe Box Appeal' by filling a shoe box with little gifts to send to less fortunate children. Shoeboxes will be filled in the month of October and sent away at the beginning of November in time for Christmas. Notice will be given of any other charitable events that the school may partake in.

### Other Events/Activities

Various events are organised during the school year e.g. Maths Week, Science Week, Christmas Party, World Book Day, Seachtain na Gaeilge, Book Fair, Active School Week, School Tour, Sports' Day. As well as these events, speakers are invited to visit the school to speak to the children on many different topics. Photos of such events are posted on the website so please remember to keep an eye out for these.



## Attendance

Under the Education Welfare Act (2000) you must ensure that your child attends school regularly. If your child is absent from school for any reason you must notify the school of the reason for the absence in writing (note or email) or by phone. The school must inform the Education Welfare Services when a pupil is absent for 20 days or more in a school year. Taking children on holidays during the school term is not encouraged.

## Early Home Going/Late Arrival

If a child has to leave the school during the day or arrives late, they are 'signed in/out' by the class teacher in the 'Absence Book.' Please contact your child's teacher prior to such occasions.



## Health

As part of our school health programme, we encourage regular washing of hands, particularly after toilet use. We are not, however, always able to oversee this so please remind your child of its importance. Unfortunately, germs and viruses spread very quickly in a classroom environment so it is vital that the children are encouraged to use a tissue when blowing their nose and to cover their mouths and turn away when coughing. If your child develops any infectious illness, please keep him/her away from school until the period of contagion is over and inform his/her teacher immediately.

We recommend that you check your child regularly for headlice, treat immediately if they occur and inform the teacher so that notification of possible risk may be sent to other parents/guardians.

No medicine will be stored or administered to pupils by school staff. Medicines e.g. antibiotics, can only be taken in school if a parent/guardian or other authorised person comes into school to administer them.

If your child is asthmatic and needs to use an inhaler or requires the use of an EpiPen etc. please talk to your child's teacher in relation to this.

In the case of a minor accident, it is tended to by a teacher and a note will be sent home to be signed by you. In the case of a more serious accident, you will be notified immediately.

All information regarding your child's health is treated in the strictest of confidence.

## Preparing Your Child for School

Your child should be encouraged to do the following independently before starting school;

- 'Take turns' and share with others.
- Tidy up and put away toys etc.
- Open and zip/button own coat.
- Open/close lunch box/drink bottle/school bag.
- Use a tissue to keep nose clean.
- Flush the toilet and wash hands without being reminded.



Good writing is all about muscle and motor control so it will help your child greatly if he/she practises colouring, drawing, painting, manipulating materials such as plasticine, construction work, jigsaws etc.

Noting visual differences is essential to reading and this skill is practised and encouraged by use of matching games, construction work, jigsaws etc.

Reading aloud to your child will cultivate an interest in, and love of reading.

## First day - a happy one!

Please be positive with your child in preparing him/her for school. After meeting the teacher and finding your child's seat, please leave promptly. Most children, even if initially upset, soon become distracted by their surroundings and settle down.

## Timing

The school gates open at 9.00 a.m. All children should arrive as close to this time as possible. Teaching officially begins at 9.10 a.m. Children are not permitted to enter the school grounds before 9.00 a.m.

All infants finish school at 1.50 p.m. First to Sixth Class finish school at 2.50 p.m.

A breakfast club and afterschool facility is provided by 'Circle of Friends Childcare', Killeshandra. The contact number for this service is 087-3889004 (Nicola).

## School Uniform

The school uniform consists of a navy tracksuit with the school's name on the jumper and a red polo shirt. Girls can wear a navy skirt with ankle socks or tights. It can be obtained from Charles Fays Shop or Leddy's Uniformity in Cavan town. Alternatively, Singer Sewing Shop can sew the school's name on to jumpers.