



Gaelscoil an Choillín

Tinreamh & Poncúlacht na bPáistí



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Fís na Scoile & Ráiteas Misin na Scoile

I nGaelscoil an Choillín is é ár misean oibre uathúlacht gach leanbh a cheiliúradh agus tacaíocht a thabhairt do gach dalta scoile a p(h)oitéinseal a bhaint amach dó/di féin, ag cur ar chumas an pháiste é/í fein a fhorbairt mar dhuine sóisialta agus saol iomlán a bheith aige/aici, ag maireachtáil agus ag comhoibriú le daoine eile agus ag cur le maítheas na sochaí.

Spiorad Féiniúlachta na Scoile

I nGaelscoil an Choillín déanaimid sár-iarracht cuidiú lenár daltaí scoile fás agus forbairt chun go mbeidh siad ina ndaoine fásta sláintiúla, féinmhuíneacha, aibí agus go mbeidh sé ar a gcumas acu a bpotéinseal iomlán mar dhaoine a bhaint amach. Déanaimid sár-iarracht i gcónaí timpeallacht shábháilte, áthasach a chruthú do na leanaí ina mbraithfidh siad sochar agus ar an eolas go n-éistfeadh leo le tuiscint agus le meas má tá cúiseanna inní acu agus go dtugfar faoi na cúiseanna inní sin a shárú.

Éiteas Sainiúil na Scoile

Is scoil lán-Ghaeilge í Gaelscoil an Choillín ag a bhfuil éiteas sainiúil Idirchreidmheach aici. Tabharfar aitheantas don chaoi a shaibhríonn an dá chreideamh agus na sainchreidimh laistigh den Phrotastúnachas an saol in Éirinn. Spreagfar tuiscint agus inghlacthacht ar mhodhanna adhartha Caitliceach agus Protastúnach agus ullmhófar na daltaí do na sacraimintí a bhaineann leo, más cuí é sin.

Aidhmeanna an Pholasaí

1. Páistí a spreagadh chun a bheith poncúil agus chun freastal ar an scoil go laethúil.
2. Freagracht i leith tinreamh scoile a roinnt i measc na foirne, i measc na bpáistí scoile agus i measc na dtuismitheoirí uile.
3. Tuismitheoirí a thabhairt ar an aird maidir lena gcuid freagrachtaí agus dualgais mar atá leagtha síos san Acht Oideachais (Leas) 2000.
4. Páistí a aithint a bheadh i mbaol ó thaobh forbairt fadhbanna tinrimh.
5. Nósanna imeachta a chur i bhfeidhm chun tinreamh dearfach a spreagadh.
6. Forbairt a dhéanamh ar nascanna scoile/baile leis na clainne a bhfuil páiste/í leo i mbaol fadhbanna tinrimh a fhorbairt.
7. Na constaicí a chuireann bac le deathinreamh a aithint agus a shárú.

Cinnteoideh an Scoil:

1. Tinreamh scoile dearfach a mholadh agus a chur chun cinn.
2. Páistí a chlárú go cruinn agus go héifeachtach.

School Vision & Mission Statement

At Gaelscoil an Choillín it is our mission to cherish all children and to assist each school pupil in realising his or her potential, enabling the child to live a full life as a social being, living and co-operating with others and contributing to the good of society.

Characteristic Spirit of the School

At Gaelscoil an Choillín we seek to assist our pupils to grow and develop into healthy, confident, mature adults, capable of realising their full potential as human beings. We strive to create a happy and safe environment for the children where they feel secure, knowing that if they have concerns, they will be listened to with understanding and respect and that their concerns will be addressed.

School Ethos

Gaelscoil an Choillín has an Interdenominational Ethos respecting all Christian Faiths.

Policy Aims

1. To motivate pupils to be punctual and attend Gaelscoil an Choillín on a daily basis.
2. To share the responsibility for attendance among the staff, the pupils and the parents.
3. To make parents aware of their responsibilities in the Education (Welfare) Act 2000.
4. To recognise children who could be in danger of developing attendance problems.
5. To implement procedures to promote positive school attendance.
6. To develop home/school links with families who would be at risk of low attendance.
7. To recognise and overcome the obstacles to regular attendance.

Gaelscoil an Choillín will ensure;

1. That good school attendance will be praised and promoted.
2. That pupils' enrolment will be logged carefully and effectively.

3. Tinreamh agus poncúlacht na bpáistí a thaifead go laethúil.
4. Teagmháil a dhéanamh le tuismitheoirí nuair nach bhfuil eolas faighte faoi asláithreacht ar bith.
3. Staitisticí Thinrimh a thuairisciú do TUSLA (An Ghníomhaireacht Um Leanáí & an Teaghlach), don Oifigeach Leasa Oideachais agus, don Bhord Bainistíochta.

Poncúlacht

1. Osclaímid ag 8.50rn. Is gá go mbeadh na páistí ar scoil ag 9.00rn ar a déanaí.
2. Tá Club Bricfeasta ar fáil ó 8:20rn, á stiúradh ag Naíonra an Choillín agus neamhspleách ón scoil.
3. Déanfaidh an LeasPhríomhoide Trína Ní Nualláin (Príomhoide Tánaisteach) teagmháil leis an mbaile sa chás go mbíonn páiste déanach go rialta.
4. Tá dualgais ar an bPríomhoide Lorraine Ní Sceallaigh ainmeacha na bpáistí a bhíonn déanach go rialta a chur faoi bhráid TUSLA.

Eolas do Thuismitheoirí

- Baineann an scoil úsáid as Aladdin chun tinreamh na bpáistí a thaifead.
- De réir Alt (21)(9) den Acht is féidir asláithreacht pháiste a bheith ceadaithe ag an bPríomhoide Lorraine Ní Sceallaigh nuair atá páirt á ghlacadh ag an bpáiste i ngníomhaíocht scoile nó má tá páirt á ghlacadh ag an scoil/rang uile ann.
- Ní féidir leis an bPríomhoide asláithreacht pháiste a cheadú nuair is saoire i rith am scoile atá i gceist.
- Tá freagracht ar na tuismitheoirí socrúithe mar gheall ar laethanta saoire le linn am scoile a chur in iúl don Phríomhoide Tánaisteach Trína Ní Nualláin, in scríbhinn.
- Tar éis asláithreacht nach raibh pleanáilte, is gá don pháiste nóta scríofa a thabhairt don Mhúinteoir Ranga ag cur in iúl an fáth a bhí leis an asláithreacht. Is gá é seo a dhéanamh taobh istigh de chúig lá scoile. Coinneoidh an Príomhoide Tánaisteach Trína Ní Nualláin na nótaí seo mar thuairisc agus d'fhéadfadh an Oifigeach Leasa Oideachais iad a iarraidh.
- Rachaidh an Príomhoide Tánaisteach Trína Ní Nualláin i dteagmháil leis an mbaile i gcás páiste nach dtugtar an t-eolas seo don Mhúinteoir Ranga.

Moltaí do Thuismitheoirí chun Tinreamh Rialta a chur chun cinn

- Labhair go dearfach faoin scolaíocht os comhair do pháiste.
- Léirigh suim sa lá scoile agus in obair bhaile do pháiste/í agus, freastal ar ocaíd/imeachtaí scoile chomh minic agus is féidir.
- Mol do pháiste/í as tinreamh poncúil rialta a bheith aige/aici/acu.
- Tabhair faoin bhféinmhúinín agus faoin bhféinfhreagracht a fhorbairt i do pháiste/í.
- Déan teagmháil (in scríbhinn) leis an scoil i gcás gach asláithreacht.
- Cinntigh, más féidir, go bhfuil coinnithe dochtúra srl. lasmuigh d'uaireanta scoile.
- Pléigh gach asláithreacht (atá pleanáilte) leis an scoil – An Príomhoide Tánaisteach Trína Ní Nualláin.
- Déan iarracht gan laethanta saoire a ghlacadh i rith tréimhse scoile.
- Más gá, comhoibrigh le TUSLA chun fadhb tinrimh ar leith a réiteach.

3. That pupils' attendance and punctuality will be monitored and recorded daily.
4. That the parent is contacted when we are unaware of why an absence has occurred.
5. That the following will be informed of attendance statistics when necessary – TUSLA (Child & Family Agency), EWO Education Welfare Officer, Board of Management.

Punctuality

1. The school opens at 8.50am and pupils must be in school by 9.00am at the latest.
2. Naíonra an Choillín provide a Breakfast Club beginning at 8:20rn and which is run independently of the school management.
3. The Deputy Principal, Trína Ní Nualláin will contact the parents if a child is regularly late.
4. The Principal Lorraine Ní Sceallaigh has a responsibility under the Education (Welfare) Act 2000 to forward the names of any children who are regularly late to the TUSLA.

Information for Parents

- The school uses the Aladdin database to record pupil attendance as well as any explanations for planned and unplanned absences.
- According to Paragraph (21)(9) of the Education (Welfare) Act 2000, the Principal may allow an absence when the child is involved in an activity organised by the school.
- The Principi may not allow an absence for a child when the child is taking holidays during school time.
- Parents must inform the Deputy Principi Trína Ní Nualláin of absences of this type.
- When a child is going to be absent from school, the parent must inform the Deputy Principal Trína Ní Nualláin of this *in written form*. This may be a note in or attached to the Homework Diary. This will be kept on record in the school.
- After an unplanned absence, eg: illness or urgent family reasons, and when the pupil returns to school, the parent must send *a written note* to the class teacher giving the reason for the absence (within 5 school days after his/her return). The note will be kept on record and an Officer from TUSLA may look for them at any time.
- The Deputy Principal Trína Ní Nualláin will be in contact with the home in situations where information explaining absence/s has not been forthcoming.

Recommendations for Parents to promote Regular Attendance

- Always speak in a positive manner about school with your child.
- Always show interest in your child's school day, in his/her homework and in his/her school activities.
- Motivate and praise your child's efforts, progress and achievements.
- Always inform the school of the reason for an absence *in writing*.
- Ensure, if possible, that appointments for doctors etc fall outside of school hours.
- Always discuss any planned absences with the Deputy Principal Trína Ní Nualláin.
- Make every effort not to go on holidays during school time.
- Co-operate with the EWO/TUSLA to find a solution to the problems with attendance.

Daltaí

- Tá dualgas ar pháistí scoile freastal go rialta agus go poncúil ar an scoil.
- Ba cheart do pháiste scoile a chur in iúl don Mhúinteoir Ranga má tá cúis/fadhb ann a d'fhéadfadh cur as dá f(h)reastal scoile.
- Tá freagracht ar na páistí scoile nótaí faoi asláithreachtaí a thabhairt don Mhúinteoir Ranga go pras.
- Tá freagracht ar na páistí notaí scoile a thabhairt dá dtuismitheoirí go pras freisin.

Straitéis chun Tinreamh Scoile Dearfach a chur chun cinn

- Déanfaidh an scoil cinnte go bhfuil féinfhreagracht agus féinmhuinín dearfach á fhorbairt sna páistí trí OSPS, srl.
- Déanfaidh an scoil cinnte go bhfuil tacaíocht ar fáil do pháistí a bhfuil riachtanais speisialta acu.
- Cuirfimid nósanna imeachta i bhfeidhm chun eolas faoi riachtanais speisialta páiste ar bith a roinn eadrainn – nóta eolais i measc na foirne, cruinniú na maidine.
- Cuirfidh an Príomhoide Tánaisteach Trína Ní Nualláin córas mholta i bhfeidhm chun tinreamh rialta dearfach & sároibre trí deathinreamh rialta a aithint agus a mholadh.
 1. Seolfar an bhileog eolais 'Ná Bíodh do Leanbhosa Thíos Leis – Faisnéis do Thuismitheoirí maidir le Freastal Scoile' ó TUSLA abhaile ag tús na scoilbhliana.
 2. Tabharfar teastas do pháistí a bhfuil feabhas ag teacht ar an tinreamh.
 3. Tabharfar teastas ag deireadh gach téarma do pháistí nár chaill lá ar bith.
 4. Tabharfar teastas ag deireadh na bliana do pháistí nár chaill lá i rith na bliana.
 5. Bronnfar corn ar 'Dalta na Seachtaine' (i ngach rang).
 6. Bronnfar corn ar 'Gaeilgeoir na Seachtaine' (i ngach rang).
 7. Bronnfar corn ar 'Dalta na Míosa' (an scoil uile).
- Luafar cúrsaí tinrimh ag an Tionól, ar a laghad uair sa mhí.
- Bainfear úsáid as cabhair an Oifigeach Leasa Oideachais TUSLA nuair is gá.
- Déanfaidh na Múinteoirí Ranga monatóireacht agus cuirfidh siad an Príomhoide mar aon leis an bPríomhoide Tánaisteach ar an eolas maidir le páiste a bhfuil drochphoncúlacht agus/nó drochthinreamh aige/aici.
- Déanfaidh an scoil gach iarracht tacaíocht a thabhairt don chlann agus don pháiste chun deathinreamh a spreagadh agus a fhorbairt.

Oifigeach Tinrimh na Scoile - An Príomhoide Tánaisteach (Trína Ní Nualláin)

- Cinnteoidh an Príomhoide Tánaisteach go bhfuil gach páiste cláraithe ar Aladdin agus go bhfuil na sonraí pearsanta/clainne/teagmhála in ord.
- Cinnteoidh an Príomhoide Tánaisteach go gcoinneofar rollaí tinrimh i ngach seomra ranga mar atá leagtha síos ag an Roinn Oideachais.
- Cinnteoidh an Príomhoide Tánaisteach go bhfuil an rolla déanta i ngach rang, gach maidin, idir 9:50rn agus 10:00rn.
- Cinnteoidh an Príomhoide Tánaisteach go gcoinneofar tinreamh laethúil mar atá leagtha síos ag an Roinn Oideachais.
- Cinnteoidh an Príomhoide Tánaisteach go gcoinneofar Clárleabhar mar atá leagtha síos ag an Roinn Oideachais.
- Coimeádfaidh an Príomhoide Tánaisteach taifead laethúil de phoncúlacht na bpáistí scoile trí teagmháil laethúil leis na Múinteoirí Ranga.

Pupils

- All pupils have a responsibility to attend school regularly and punctually.
- The pupil should inform a member of staff if there is a difficulty that could affect his/her school attendance.
- The pupil is responsible for giving the teacher any note from home regarding his/her absence without delay.
- The pupil is responsible for giving any notes from school to his/her parents also.

Strategy to promote Positive School Attendance

- The school will encourage confidence and a sense of responsibility in the pupils.
- The school will ensure that support is available to pupils with special needs, in line with Department guidelines.
- We will ensure that there are internal procedures in place to inform the teaching staff of any special needs a child may have.
- The Deputy Principal Trína Ní Nualláin will put in place steps to praise and recognise those who have unbroken, high or improved attendance as well as to acknowledge the positive contribution that good attendance makes in the pupils learning.
 1. The Deputy Principal/Attendance Officer will ensure the leaflet 'Don't Let Your Child Miss Out' from TUSLA is sent home at the start of each school year.
 2. Certificates will be awarded to pupils who have improved their attendance.
 3. Certificates will be awarded to pupils with full attendance at the end of term.
 4. Certificates will be awarded to pupils who have full attendance at the year end.
 5. 'Student of the Week' will receive a small trophy in each class (for one week).
 6. 'Gaeilgeoir of the Week' will receive a small trophy in each class (for one week).
 7. 'School Student of the Month' will receive a trophy at the end of the month.
- Attendance will be mentioned at Assembly, at least once a month.
- The assistance of the EWO from TUSLA will be requested when necessary.
- The class teachers will monitor attendance and they will inform both the Principal and the Deputy Principal about pupils who have irregular/poor attendance & punctuality.
- Every possible effort will be made to support the families and pupils to encourage positive attendance.

InSchool Attendance Officer - The Deputy Principal (Trína Ní Nualláin)

- The Deputy Principal (Vice Principal) will ensure that every pupil is enrolled on the school's database (Aladdin) and that all personal, family and contact details are correct.
- The Deputy Principal will ensure that there is an attendance roll taken in each classroom every day, in accordance with Department guidelines.
- The Deputy Principal will ensure that the attendance roll is taken between 9:50am and 10am each morning in each classroom.
- The Deputy Principal will ensure that there is a whole school Daily Attendance Record taken every day, in accordance with Department guidelines.
- The Deputy Principal will ensure that there is an up to date Pupil Register in the school, in accordance with Department guidelines.
- The Deputy Principal will keep a daily record of pupil punctuality through daily communication with the class teachers.

- Cinnteoidh an Príomhoide Tánaisteach go rachfar i dteagmháil le TUSLA mar aon leis an Oifigeach Leasa Oideachais;
 - a. muna bhfuil páiste ag freastal go rialta ar an scoil.
 - b. muna bhfuil deaphoncúlacht ag páiste.
 - c. má bhíonn 20 lá asláithreachtaí ag páiste laistigh de bhliain scoile.
 - d. má bhíonn níos mó ná 20 lá asláithreachtaí ag páiste laistigh de bhliain scoile.
 - e. má chuirtear páiste ar fionnraí 6 lá nó níos mó.
 - f. nuair a bhaintear ainm pháiste ón gclárleabhar.
- Déanfaidh an Príomhoide Tánaisteach teagmháil le tuismitheoir nuair nach bhfuil deaphoncúlacht ag an bpáiste scoile.
- Déanfaidh an Príomhoide Tánaisteach teagmháil le tuismitheoir nuair nach bhfuil an páiste ag freastal ar an scoil go rialta.
- Buailfidh an Príomhoide Tánaisteach leis an dtuismitheoir agus leis an bpáiste chun tacaíocht a oibráil agus plean a cur i bhfeidhm ar mhaithe le deaphoncúlacht agus/nó deathinreamh a spreagadh.
- Déanfaidh an Príomhoide Tánaisteach teagmháil le tuismitheoir nuair a dhéantar cinneadh dul i dteagmháil leis an Oifigeach Leasa Oideachais.

An Múinteoir Ranga

Tá sé faoi chúram na Múinteoirí Ranga;

- Páistí a spreagadh chun freastal ar an scoil go rialta poncúil.
- Leabhair Rollaí Scoile a choinneáil mar atá leagtha síos ag an Roinn Oideachais agus faoi threoir an Phríomhoide Tánaisteach Trína Ní Nualláin.
- Dul i dteagmháil le tuismitheoir faoi asláithreacht gan tuairisciú agus nóta/teastas a lorg (teagmháil tríd an Dialann Obair Bhaile).
- Taifead a choimeád d'asláithreachtaí 'gan míniú in scríbhinn' (Aladdin). Is gá go mbeidh nóta scríofa nó teastas ann, ní leor é a chlosteáil ón bpáiste nó le linn comhrá le tuismitheoir. Muna bhfuil fáth in scríbhinn is gá 'unexplained' a úsáid ar Aladdin.
- Eolas maidir le asláithreachtaí 'gan míniú in scríbhinn' a roinn leis an bPríomhoide Tánaisteach.
- Taifead a choimeád de phoncúlacht agus é a roinn leis an bPríomhoide Tánaisteach.
- An Príomhoide mar aon leis an bPríomhoide Tánaisteach a chur ar an eolas faoi inni i dtaca le asláithreachtaí páiste ar leith.

Taifead & Cumarsáid

- Laistigh de theorainn an Acht Cosanta Data, cuirfear eolas maidir le tinreamh, iompar agus tuairisciú acadúla ar fáil do Phríomhoide i scoil eile, a luaithe agus is féidir, ó iarrtar é, tar éis do pháiste aistriú go dtí an scoil sin.
- Lorgóidh Gaelscoil an Choillín tuairiscí maidir le hiompar, tinreamh agus tuairiscí acadúla an pháiste a thagann chuig Gaelscoil an Choillín ó scoil eile.
- Déanfar tuairisciú maidir le hiompar, tinreamh agus tuairiscí acadúla a thabhairt do scoileanna dara leibhéal tar éis rollúchán an pháiste a bheith cinntithe ag an Meánscoil agus iad tar éis teagmháil a dhéanamh linn.

- The Deputy Principal will ensure that contact is made with TUSLA and the EWO;
 - a. if a pupil's attendance is irregular.
 - b. if a pupil's punctuality is poor.
 - c. when a pupil has missed 20 days of school.
 - d. when a pupil has missed more than 20 school days in the school year.
 - e. if a pupil is to be suspended for 6 days or more.
 - f. if a pupil's name is to be taken from the School Register.
- The Deputy Principal will contact the parents when their child's punctuality is poor.
- The Deputy Principal will contact the parents when their child's attendance at school is irregular or a pattern of absences is evident.
- The Deputy Principal will meet with the parents as well as the pupil to offer support and to put a plan in place to encourage punctuality and good attendance at school.
- The Deputy Principal will inform the parents when a decision has been made to contact the Education Welfare Officer.

The Class Teacher

The class teacher will;

- Motivate pupils to attend school regularly and punctually.
- Keep the Roll Book in order (to be called between 9:50am and 10am) in accordance with Department guidelines and under the supervision of the Deputy Principal Trína Ní Nualláin.
- Obtain a written explanation for all absences from (note in the Homework Diary).
- Keep a record of absences that have no written explanation by marking 'unexplained' on the Aladdin database. It is not sufficient to be told the reason for the absence by either the parent or pupil. It must be in *written form*.
- If an absence is still 'unexplained' after 5 school days, the Deputy Principal must be informed.
- Keep a record of punctuality and share this information with the Deputy Principal.
- Inform both the Principal and the Deputy Principal of any concerns relating to the attendance of any particular child.

Recording/ Communication

- Within the parameters of the Data Protection Act, if a child moves to another primary school, information relating to attendance, behaviour and academic progress will be made available to the Principal of the new school, as soon as possible from the time it is requested.
- Reports on behaviour, attendance and academic progress will be looked for from the previous school in the case of a child transferring to Gaelscoil an Choillín.
- Reports on behaviour, attendance and academic progress will be sent to the appropriate second level school once a child's enrolment has been determined through the secondary school making contact with Gaelscoil an Choillín.