

POLASÁI TINRIMH SCOILE

Na cuspóirí atá ag an polasaí tinrimh i nGaelscoil Chluain Meala ná:

1. a mholadh do dhaltaí dul chun na scoile go rialta agus go poncúil.
2. go mbeadh comhphobal na scoile ar fad gafa le cothú tinrimh.
3. comhphobal na scoile a chur ar an eolas maidir le ról agus freagrachtaí, de réir an Achta.
4. daltaí a aithint a d'fhéadfadh a bheith i mbaol fadhbanna maidir le tinreamh.
5. a chinntiú go bhfuil nósanna imeachta ag an scoil chun tinreamh/rannpháirteaíocht a chur chun cinn.
6. comhchaidreamh a fhorbairt, de réir mar a mbíonn acmhainní ar fáil, idir an scoil agus clanna na bpáistí a d'fhéadfadh a bheith i mbaol fadhbanna maidir le tinreamh.
7. sainathint a dhéanamh ar na bacanna i gcoinne tinrimh, agus deireadh a chur leo, chomh fada agus is féidir.

Cinnteacht an scoil:

- Go gcuirfear chun cinn tábhacht an tinrimh ar fud na scoile.
- Go gclárófar daltaí i gceart agus go héifeachtach.
- Go ndéanfar taifead ar thinreamh go laethúil.
- Go ndéanfar teagmháil le tuismitheoirí/caomhnóirí i dtaobh neamhláithreachtaí a bhfuil cúiseanna anaithnid acu nó i gcás nár tugadh cúis.
- Go ndéanfar monatóireacht ar thinreamh agus poncúlacht.
- Go ndéanfar staitisticí tinrimh a thuairisciú, de réir mar ba chóir go:
 - an Bord um Leas Oideachais
 - an tOifigeach Leasa Oideachais
 - an Bord Bainistíochta

Poncúlacht

Bíonn an scoil ar oscailt ó 8:45 r.n. agus tá sé riachtanach go mbeadh daltaí ina gcuid seomraí ranga ag a 9:05 ar a dhéanaí. Tá sé de dhualgas ar mhúinteoirí agus ar dhaltaí bheith in am. Déanfaidh an scoil teagmháil le tuismitheoirí/caomhnóirí i gcás daltaí a bhíonn déanach go seasta. Tá sé de dhualgas faoin Acht ar an bPríomhoide tuairisc a thabhairt don mBord um Leas Oideachais i gcás daltaí a bhíonn déanach go seasta.

Treoir do thuismitheoirí

Deireann Alt [(21) (9)] den Acht go “measfar nach bhfuil mac léinn as láthair ón scoil i gcás ina bhfuil aon tréimhse neamhláithreachta údaraithe ag an bpríomhoide agus go mbaineann sí le gníomhaíochtaí a bheidh eagraithe ag an scoil nó a bhfuil baint ag an scoil leo”. Ní féidir leis an príomhoide neamhláithreachta daltaí a údarú i dtaobh saoire i rith am scoile. Tá sé riachtanach, áfach, go gcuirfeadh na tuismitheoirí in iúl don scoil maidir le socrúithe mar seo.

Caithfear cúiseanna neamhláithreachta a chur in iúl don scoil i scríbhinn ag tuismitheoirí/caomhnóirí agus coimeádfaidh an scoil na cáipéisí seo. Le cuidiú leis seo, tá billeoga le líonadh de theachtaireachtaí sa dialann obair bhaile. Dos na naíonaín is féidir nóta a scríobh ar leathanach nó ar bhileog. Má bhíonn dalta as láthair, ba chóir don dalta nóta scríofa a thabhairt mhúinteoir ar theacht ar ais dó, ar a bhfuil ainm an dalta, dátaí agus fáth. Beidh na nótaí seo mar thaifead a d'fhéadfadh an t-oifigeach leasa oideachais a scrúdú ar cuairt chuig na scoile. Déanfaidh an scoil teagmháil leis an Oifigeach Leasa Oideachais in

éagmais cúiseanna i scríbhinn a bheith faighte ag an scoil. Déanfaidh an scoil teagmháil le tuismitheoirí in éagmais cúis neamhláithreachta scríofa a bheith faighte ag an scoil.

Is féidir le tuismitheoirí/caomhnóirí dea-thinreamh a spreagadh trí:

- Poncúlacht agus tinreamh rialta a chinntiú.
- Cur in iúl don scoil munar féidir lena gcuid páistí freastal ar scoil ar chúis ar bith.
- Comhoibriú leis an scoil agus an tseirbhís Scoile agus Oideachais chun fadhbanna tinrimh a sháru.
- Cinntiú go dtuigeann na páistí go dtacaíonn tuismitheoirí le tinreamh scoile.
- Neamhláithreachtaí pleanáilte a phlé leis an scoil.
- Más féidir in aon chor, saoire in am scoile a sheachaint.
- Suim a léiriú i dtaithe scoile na bpáistí agus ina gcuid obair bhaile.
- Iad a spreagadh chun páirt a ghlacadh in imeachtaí scoile.
- Moladh agus spreagadh a thabhairt dá gcuid páistí.
- Féin-íomhá dearfach a chothú ina gcuid páistí, chomh maith le meon dearfach maidir lena bhfiúntas pearsanta féin.
- Cur in iúl don scoil i scríbhinn na fáthanna nach féidir le dalta a bheith ar scoil.
- Cinntiú, chomh fada agus is féidir, go socraítear cinní (le fiacloirí 7rl) ag amanna lasmuigh d'uaireanta scoile.
- Teagmháil a dhéanamh leis an scoil láithreach, i gcás cúiseanna inní maidir le tinreamh nó ábhair ghaolmhara eile.
- Cur in iúl don scoil roimh ré i scríbhinn i gcás go mbeadh páiste/í le bailiú ag duine nach bhfuil aithne ag an múinteoir air.

Daltaí

Tá sé de dhualgas soiléir ar dhaltaí bheith i láthair ar scoil go rialta agus go poncúil.

Caithfidh daltaí aon fhadhb a choimeádfadh ón scoil iad a chur in iúl don bhfoireann.

Tá daltaí freagrach as nótaí asláithre óna dtuismitheoirí a thabhairt suas gan mhoill don múinteoir ranga.

Tá daltaí freagrach as comhfhreagras scoile a thabhairt suas dá dtuismitheoirí, ar an lá luaite.

Straitéis chun dea-thinreamh scoile a chothú

Is mian leis an mBord Bainistíochta atmaisféar dearfach a chothú sa scoil chun dea-thinreamh a chur ar aghaidh. Chuige seo:

- Bíonn curaclam na scoile so-lúbtha, chomh fada agus is féidir, agus oiriúnach do riachtanais an pháiste indibhidiúil.
- Cothóidh an scoile forbairt dea-féinchoincheapa agus féinmheasa i measc na ndaltaí.
- Beidh tacaíocht curtha ar fail le haghaidh daltaí a bhfuil riachtanais speisialta oideachais acu i gcomhréir le treoirlínte ROE.
- Tá córas inmhéanach sa scoil chun eolas a roinnt faoi páistí le riachtanais speisialta.
- Bainfear úsáid as seirbhísí An Oifigigh Oideachais (Leas).
- Déanfaidh an múinteoir ranga monatóireacht ar rátaí tinrimh na ndaltaí i dtús báire, agus cuirfidh sé/sí an Príomhoide ar an eolas maidir le dalta ar bith a bhfuil bhfuil fadhb tinrimh aige/aici.
- Daltaí a bhfuil drochthinreamh á chleachtadh acu, tabharfar cuidiú dóibh, chomh fada agus is féidir, chun feabhas a chur ar an dtinreamh.

Príomhoide Scoile

Déanfaidh an Príomhoide:

- A chinntiú go bhfuil clárleabhar na scoile líonta isteach go rialta i gcomhréir leis an rialúchán.

Leas Phríomhoide

Déanfaidh an Leas Príomhoide :

- An tOifigeach Oideachais (Leas) a chur ar an eolas
 - Muna mbíonn dalta ag freastal ar scoil go rialta
 - Nuair a bhíonn dalta as láthair ar feadh breis is 20 lá i rith na scoilbhliana
 - Nuair a bhíonn dalta ar fionraí ar feadh breis is 6 lá
 - Nuair a bhaintear ainm dalta den gclár scoile
- Tuismitheoirí a chur ar an eolas faoi chinneadh a bheith déanta chun dul i dteagmháil leis an Oifigeach Oideachais (Leas) maidir le himní i dtaobh dalta
- Chomh fada agus is féidir, tábhacht an dea-thinrimh a chur ar aghaidh i measc daltaí, tuismitheoirí agus foireann na scoile.

Múinteoir Ranga

Déanfaidh an múinteoir ranga:

- Leabhar rolla na scoile a bheith líonta isteach de réir na rialacha
- Taifead a choimeád maidir le neamhláithreachtaí le agus gan míniú
- Teagmháil a dhéanamh le tuismitheoirí nuair nach mbíonn eolas faoi neamhláithreachtaí ar fáil i scríbhinn.
- Na daltaí a spreagadh chun freastal go rialta agus go poncúil.
- An Príomhoide a chur ar an eolas má bhíonn imní air/uirthi maidir le tinreamh dalta ar bith.

Taifead/Cumarsáid

I gcomhréir le srianta Acht um Chosaint Sonraí cuirfear ar aghaidh sonraí tinrimh agus iompraíochta chomh maith le torthaí acadúla daltaí a aistríonn go dtí bunscoil eile go dtí Príomhoide na scoile, sa phost, chomh luath agus a fhaightear fógra i scríbhinn faoin aistriú. Lorgófar sonraí tinrimh agus iompraíochta chomh maith le torthaí acadúla daltaí a aistríonn ó bhunscoil eile go díreach ón scoil ar a raibh an páiste ag freastal roimhe sin. Cuirfear ar aghaidh sonraí tinrimh agus iompraíochta chomh maith le torthaí acadúla daltaí a aistríonn go dtí scoil dara leibhéal, má iarrtar iad, go dtí an scoil chomh luath is a fhaightear deimhniú rollaithe.

Daingnithe ag an mBord Bainistíochta 9ú Bealtaine 2017

Sínithe: Seán Ó Ciardha
(Cathaoirleach, Bord Bainistíochta)

SCHOOL ATTENDANCE POLICY

The aims of the attendance policy in Gaelscoil Chluain Meala are to:

- (1) encourage pupils to attend school regularly and punctually.
- (2) share the promotion of school attendance amongst all in the school community.
- (3) inform the school community of its role and responsibility as outlined in the Act.
- (4) identify pupils who may be at risk of developing school attendance problems.
- (5) ensure that the school has procedures in place to promote attendance/participation.
- (6) develop, subject to available resources, links between the school and the families of children who may be at risk of developing attendance problems.
- (7) Identify and remove, insofar as is practicable, obstacles to school attendance,

The school will ensure that:

- The importance of school attendance is promoted throughout the school.
- Pupils are registered accurately and efficiently.
- Pupil attendance is recorded daily.
- Parents or guardians are contacted when reasons for absences are unknown or have not been communicated.
- Pupil attendance and lateness is monitored.
- School attendance statistics are reported as appropriate to:
 - The Education Welfare Board.
 - The Education Welfare Officer
 - The Board of Management

Punctuality

School is open from 8:45 a.m. and children are required to be in their classrooms not later than 9:05 a.m.. All pupils and teachers are expected to be on time. The school will contact parents/guardians in the event of pupils being consistently late. The Principal is obliged under The Act, to report children who are persistently late, to the Education Welfare Board.

Guidance for Parents

Section [(21) (9)] of the Act states that: “a pupil’s absence can only be authorised by the Principal when the child is involved in activities organised by the school or in which the school is involved”. The school principal cannot authorise a child’s absence for holidays during school time. However, it is essential that parents inform the school of such arrangements.

Reasons for pupils’ absences must be communicated in writing, by parents/guardians to the school and will be retained by the school. To facilitate this, we ask that such communications be recorded in the relevant pages at the back of the homework diary, or in the case of the infant classes on a separate page or sheet of paper. If a child is absent, when the child returns to school s/he should give/send a written note to the class teacher which contains the child’s name, the dates of absence and the reason for the absence. These notes will form a record which may be inspected by the Education Welfare Officer on a visit to the school. The school will contact parents when a written explanation for the child’s absence is not received by the school.

Parents/guardians can promote good school attendance by:

- Ensuring regular and punctual school attendance.
- Notifying the School if their children cannot attend for any reason.
- Working with the School and education welfare service to resolve any attendance problems;
- Making sure their children understand that parents support approve of school attendance;
- Discussing planned absences with the school.
- Refraining, if at all possible, from taking holidays during school time
- Showing an interest in their children's school day and their children's homework.
- Encouraging them to participate in school activities.
- Praising and encouraging their children's achievements.
- Instilling in their children, a positive self-concept and a positive sense of self-worth.
- Informing the school in writing of the reasons for absence from school.
- Ensuring, insofar as is possible, that children's appointments (with dentists etc), are arranged for times outside of school hours.
- Contacting the school immediately, if they have concerns about absence or other related school matters.
- Notifying, in writing, the school if their child/children, particularly children in junior classes, are to be collected by someone not known to the teacher.

Pupils

Pupils have the clear responsibility to attend school regularly and punctually.

Pupils should inform staff if there is a problem that may lead to their absence.

Pupils are responsible for promptly passing on absence notes from parents to their class teacher.

Pupils are responsible for passing school correspondence to their parents, on the specified day.

A strategy for promoting good school attendance

The Board of Management is committed to providing a positive school atmosphere which is conducive to promoting good school attendance. In this regard:

- The school curriculum, insofar as is practicable, is flexible and relevant to the needs of the individual child.
- The school will promote development of good self-concept and self-worth in the children.
- Support for pupils, who have special educational needs, are in place in accordance with Department of Education & Science guidelines.
- Internal communication procedures are in place to inform teachers of the special needs of pupils.
- The assistance of the Education Welfare Officer will be utilised.
- The attendance rates of pupils will be monitored by the class teacher in the first instance, and the class teacher will notify the Principal of any concerns regarding the attendance of any child.
- Pupils with a poor attendance record will, insofar as is practicable, be supported in an effort to improve their attendance.

School Principal

The School Principal will:

- Ensure that the school register of pupils is maintained in accordance with regulations.

Deputy Principal

The Deputy Principal will:

- Inform the Education Welfare Officer:
 - If a pupil is not attending school regularly.
 - When a pupil has been absent for 20 or more days during the course of a school year.
 - If a pupil has been suspended for a period of six or more days.
 - When a pupil's name is removed from the school register.
- Inform parents of a decision to contact the Education Welfare Officer of concerns regarding a pupil.
- Insofar as is practicable, promote the importance of good school attendance among pupils, parents and staff

Class Teacher

The class teacher will:

- Maintain the school roll-book in accordance with procedure.
- Keep a record of explained and unexplained absences.
- Contact parents in instances where absences are not explained in writing.
Encourage pupils to attend regularly and punctually.
- Inform the Principal of concerns s/he may have regarding the attendance of any pupil.

Record/Communication

Subject to the restrictions of the Data Protection Act attendance, behaviour and academic records of children who transfer to another primary school will be passed to the Principal of the school, by post, as soon as we receive written notification of transfer.

Attendance, behaviour and academic records of children who transfer from another primary school will be sought directly from the previous school.

Attendance, behaviour and academic records of pupils transferring to a second level school will be sent to the school, if requested, once enrolment has been confirmed.

Ratified by Board of Management on May 9th

**Signed: Seán Ó Ciardha
(Chairperson, Board of Management)**