



Burrow School

Information Booklet

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1. WHO'S WHO 2017

PRINCIPAL:	Lynn Harley
DEPUTY PRINCIPAL:	Kim Anderson
Junior Infants:	Sharon Heath
Senior Infants:	Kim Anderson
First Class:	Claire Johns
Second Class:	Laura Hoffman.
Third Class:	Rachel Gardner
Fourth Class:	Maeve Swindell
Fifth Class:	Ellen Honner
Sixth Class:	Clodagh Kelly
Learning Support:	Cathriona Harper
Learning Support:	Rachel Johnson
Resource:	Marianne Cunningham
SPECIAL DUTIES:	
I.T.:	Rachel Gardner
Sports Co-ordinator:	Kim Anderson
Hall Rental:	Ruth Johnston & Ann Carey
Secretary:	Ruth Johnston
Caretaker:	Gavin Stimpson
Lollipop Lady:	Lisa Nestor
Telephone:	01 8325784
School e-mail:	burrowsecretary@gmail.com burrowprincipal@gmail.com

2. HISTORY

The Burrow School is the oldest school in the Howth Peninsula. As written in 1837 report "a very neat school house, midway between Howth and Baldoyle has been erected for children of both places in which there are two neat school rooms for males and females".

The present school building is the fourth school on the site.

The first parish school was built pre 1807. The Association for the Promotion of Christian Knowledge gave a grant of £15. The number of pupils who attended this school must have been small, for there was only one teacher - a Mrs. Whelan.

The first school fell into disrepair in 1825 and in 1831 the second school was erected. A lease was taken out between the Third Earl of Howth and the Reverend Charles Smith, Rector of Howth (1826/1832). For the sum of five shillings, one acre of land at the "Warren of Howth" was set aside for the use of a resident school-master to be appointed by the Rector. The rent was one penny per annum.

After lengthy discussion in the 1880's, a third school was built by Richard Campbell. The building, which is now the Burrow Hall, was completed within six months at a cost of £300 Sterling. The building was opened in 1881.

By the 1960's there was a large increase in the number of residents in the area and so a new school had to be provided to cater for the 120 pupils. The teaching staff had increased to four - Mr W. H. Carr, Miss A. F. Hamilton, Miss E. Cox and Mrs E. Dalton. The official opening of the new school took place on 3rd January 1969 by Mr Brian Lenihan, Minister for Education, the building was blessed by the Most Rev. Dr. George O. Simms, Archbishop of Dublin.

In 1972 a further extension was added to the school. This extension consisted of the Assembly Room and an extra class room. The number of pupils attending the school in 1972 was 191.

In addition to the six classrooms in the main building, four rooms in "prefab" buildings are used. The Burrow Hall is still used for Physical Education, Assemblies, after school activities, meetings and voting.

The School was refurbished in 1994 and the Board of Management is continually looking at ways of improving the facilities. Much help has been given over the years by the Parent Association and Department of Education & skills. We have a fine school with a happy atmosphere and a long history.

Staffing:

The staffing for the school at the present time is a Principal plus eight class teachers and a Learning Support Team (a Resource Teacher and two Learning Support Teachers), a School Secretary and Caretaker.

The Burrow School endeavours to facilitate teaching colleges of education with student teacher placements as per departmental guidelines.

Type:

The Burrow School is a Primary School controlled by the Department of Education & Skills catering for pupils from four to thirteen years of age. The school is under the management of the Church of Ireland and the Patron is the Archbishop of Dublin, Michael Jackson. The general management and day to day running of the school is the responsibility of the Board of Management. The Board is appointed every four years by the Patron who also appoints the Chairperson. Representatives of the parents, of teachers, of the Church Community of the Parish, of the Diocesan Board of Education and the Archbishop himself constitute the Board of Management. The present Chairperson is the Rector, Cannon Kevin Brew.

3. FINANCE

Although free education is a principle embodied in the Irish Constitution, the reality is very different. The actual cost per child is far greater than the state subsidy. The Department of Education & Skills envisages that the shortfall be made up by a "Voluntary Local Contribution". Therefore, the Board of Management asks each parent to help made up this shortfall. Voluntary Sub. Contributions at or above €250 qualify for the Tax Relief System.

The voluntary contribution for the FULL YEAR is as follows:

1 Child	€250
2 Children	€325
3 Children Upwards	€400

4. AIMS

In our school we aim to:-

- Provide a happy and secure atmosphere in which learning is enjoyable and where children can grow in confidence and independence.
- Develop a sense of responsibility within school where the children will co-operate with adults and their peers.
- Develop children spiritually and make them aware of religious teaching.
- Help children reach their potential and have a sense of satisfaction having done their best.
- Develop thinking skills so that children will have questioning minds and know how to seek information for themselves.
- Help children develop sound study skills.
- Expose children to a wide range of experiences.
- Help children have an appreciation of themselves, the community, the world in general and the problems therein.
- Be aware of the value of learning from the past.
- Be able to communicate effectively with language and numbers.
- Encourage creativity.



Parents:

Parents play an important part in the education of their children. The partnership between home and school is nurtured in every way possible. Parents, who are having problems with a child's work at home, should contact the child's teacher immediately. It is also important that the school is aware of any emotional problem from which the child may be suffering. This two way communication is essential to the happiness of your child in the school.

5. TIME IN SCHOOL

Start Time: 8.35 a.m.	The school endeavours to ensure that children are supervised at all times while in school. The main doors are opened and the students walk into the classroom to the receiving class teacher. Students are late if they are not in class by 8,55 a.m. and sign the late book in the classroom. The school external doors are locked at this time.
Morning Break : 10.30 - 10.40 a.m.	Supervision, Collection and Toileting. The class teacher supervises the children while they go out to the yard. The class teacher then hands over responsibility to the teacher on yard duty. Children line up at the end of break. The class teacher comes out to the yard, to supervise their students back into the school. Children go to the toilet as they need to, throughout the day.
Lunchtime break: 12.30 - 1.00 p.m.	The class teacher hands over responsibility to the teacher on yard duty at 12.30. For the first ten minutes the children eat in the classroom. Then they go out to their allocated yard. The morning break practices are followed. The parent on duty in the infant class helps with the supervision and then brings them out to the yard.
Playground Incident/Accident Procedures:	If a student needs first aid, the teacher on yard duty sends him/her to the First Aid bay in the Secretary's office. For more serious incidents the student stays where they are and the teacher on yard duty sends for the class teacher and Ms. Lynn.
Hometime : 1.15 p.m.	Infants go home.
Hometime : 2.15 p.m.	1st to 6 th class go home. There are two teachers on gate duty to ensure everyone is collected.

School begins at **8.35 a.m.** with an informal "teach le chéile" time. This is a very important aspect of the school day and is not an optional extra. Formal teaching starts at **8.55 a.m.** Children are permitted to wait in the yard by the school gates if they are dropped before 8.35 am. They are not in our care until they enter the school building at official school opening time at 8.35. No scooting or cycling is allowed in the school yard at any time! School ends at **1.15 p.m.** for **JUNIOR and SENIOR INFANTS**. School ends at 2.15 p.m. for **FIRST - SIXTH CLASS**.

Uniform

The school uniform comprises of a sweatshirt, white polo shirt and school jacket (jacket optional), all with school crest. These are available from Pat O'Farrell Schoolwear, Portmarnock, Telephone: 01 8463512

Sew on school crest are available from the school office for €4 or 3 for €10.

Break Times:	10.30 a.m. - 10.40 a.m.	All Classes
	12.30 p.m. - 1.00 p.m.	All Classes

Important Note

- Children must **NOT** be dropped at the school before 8.35 a.m. Children are fully supervised within the above hours. However, the staff are not responsible for the children outside of these hours. Children are not allowed to wait in the school in the afternoons while their brothers or sisters are attending any of the extra-curricular classes.
- **Taking a child for a medical/dental appointment etc. is discouraged during school time.** Where necessary if a child requires to leave school within school hours (e.g. dental appointment), the teacher must be notified beforehand in writing. When collecting your child, please go to your child's classroom and collect your child from his/her classroom. An Exit Book must also be signed by the Secretary in her office. Similarly, if a pupil is returned to school after attending an appointment, please contact the secretary so she can sign them back in.

There is a *Healthy Lunchbox Policy* in operation, so please send healthy lunches to school. Chewing gum and glass bottles are **NOT** allowed. The Healthy Lunchbox Policy allows for one treat only each Friday. Policy available on website.

Books:

Children are encouraged to take care of their books. Covers protect the books and prolong their life. If you have difficulty paying for books, a book grant is available. Please contact the Principal about this in confidence.

Burrow School operates a book rental scheme from classes 2nd -6th with up to 6 textbooks per class available to rent at €3 each.

Buddy System:

Junior Infant students pair with 6th class and Senior Infants pair with 5th class for various activities throughout the year.

Physical Education (P.E.):

Children participate in P.E. during the week. Children should wear appropriate footwear (runners) and clothing on their assigned days.

Over the last year we have also had lessons with qualified coaches in soccer, G.A.A., Athletics, Cricket and Skipping and Cycling.

Road Safety

Training in road safety is given to the children by integrating it into areas of the curriculum. We request all adults not to park on double yellow lines as it restricts the line of vision of the children, the lollipop lady, the teachers, the parents, the grandparents and the minders. **Zig Zag yellow lines are meant to be left clear.** Lead by example. Your child needs to follow your good example in looking out for your own safety, their safety and the safety of others. *Only staff members may park on school grounds for safety and insurance purposes. This includes after school activities also.*

Please Note:

Under no circumstances can an adult park in the school grounds while the child under their care is engaging in an after school activity.

There is a Lollipop lady on duty daily outside the school from:

8.20 a.m. - 9.00 a.m.,
1.15 p.m. - 1.25 p.m.
2.00 p.m. - 2.30 p.m.

Parents should ensure children are punctual to avail of the lollipop lady service at all the above times. All members of the school community are expected to be supportive of the Lollipop lady and to complete her requests, in a respectful manner.

In an effort to foster good relations with our neighbours, please leave driveways clear at all times.

Burrow School Bus

Please contact Bus Eireann, School Bus Section at 057 9324300 for details of this service.

6. SCHOOL HOLIDAYS

The school calendar is published annually and parents are encouraged to keep holidays to times when the school is closed. Teachers are not obliged to provide catch up work for unnecessary absences. This calendar is circulated to parents/guardians towards the end of the previous school year. Please note this calendar may be subject to change but is correct at the time of distribution.



7. INFORMATION/CIRCULARS

All children will be responsible for taking home information that is sent out by the school. All information for parents will be given in the form of email. However in some cases, notes may need to be set in paper form. Therefore, **please search school bags for notes, letters etc.** Read and record pertinent information. A School Newsletter is usually sent out monthly. We usually send notes with the eldest child of each family unless requested otherwise.

Information Changes:

It is in your best interest to notify the school immediately of any information changes - address, telephone number, daytime contact number etc.

8. PARENT/TEACHER CONTACT

Parents play a vital role in the education of their children. You are encouraged to communicate regularly with the teachers regarding your child's education, progress and well being. Daily contact is normally done through your child's journal (classes 1st to 6th). If you need to make an appointment or to speak to your child's teacher urgently please contact the Secretary and she will convey your request. **Please note that teaching takes place between 8.35 a.m. and 2.15 p.m. and classes must not be interrupted**

during these times. The teacher is unable to give their full attention to the parent/guardian **and** supervise their class properly.

Continued contact is encouraged particularly if there is any matter which may be a cause of concern. **This should be done by appointment after 2.15 pm.** This will also help to protect your child's privacy.

Parent/Teacher Meetings:

Parent/Teacher Meetings are conducted during the Christmas Term - notification of dates and appointment times are circulated prior to these meetings. These meetings are 7 minutes long per student and we would advise parents to be punctual and stay within their arranged times as teachers endeavor to meet all parents on this afternoon. If you cannot attend on the day teachers may facilitate you on another occasion but this is not obligatory.

9. ASSESSMENT/REPORT:

Children are regularly assessed to identify progress and diagnose problems. Senior Infants are assessed using the Middle Infant Screening Test. First to Sixth Classes are assessed using Standardised Assessment Tests. Each child receives a detailed report at the end of the school year. **Journals are used as a communication between parents and teachers.**



10. HOMEWORK:

Homework is vital to your child's progress. Classes 1st to 6th have a homework journal to write down their homework. Infants have their pages marked by teacher. Homework is viewed as an extension and reinforcement of work that the children do at school. It is an opportunity for parents to become involved in their children's work and also enable them to be aware of

the type of activity being done at school. Homework is set every day except Friday.. A mixture of written, oral and memory work is given. The last Thursday of every month the children are given oral and active homework. The following is an approximate guideline of the amount of time that should be spent on homework:-

CLASSES:

INFANTS	:	15 minutes
FIRST & SECOND	:	20 - 30 minutes
THIRD & FOURTH	:	30 - 45 minutes
FIFTH & SIXTH	:	45 - 60 minutes

If for any reason, a child is unable to complete homework, a note of explanation should be sent to the class teacher. Please make sure that all written communication is done in a respectful manner to the school staff.

The above should be the normal pattern for homework each day.

11. READING:



The importance of reading fiction cannot be over emphasised. Parents are asked to encourage children to read as widely and as often as possible. Library reading is just as important as the reading of the school "reading book". Each year, the School hosts a Book Week whereby visiting authors, poets and storytellers visit the school. There is also an opportunity for parents/children to purchase books on display in the School Hall. Typically on the final day of book week we encourage students to dress up as their favourite character from a book.

12. CODE OF BEHAVIOUR:

You have signed the School Code of Behaviour on behalf of your child for the duration of their time here. We hope that you will comply with this in spirit

and word. Behaviour in the school is seen as an educative and proactive process, throughout your child's time in the school.

Each teacher will help the children in the class understand why good behaviour is important and so various aspects of good manners and acceptable standards will be taught on regular occasions. This enables children to know and understand why certain behaviour is acceptable, or not, as the case may be.

Good behaviour and attitude is praised. In this way, the children recognize that the approval of the teacher and other adults is gained by producing praiseworthy behaviour. This then instinctively becomes normal.

The importance of good relationships between the children and between children and adults is positively encouraged.

Sometimes, however, in order to discipline children for inappropriate behaviour, punishment has to be administered. An explanation of the reasons for punishment will be given to the child. When sanctions are involved, pupils should understand that what they have done is unacceptable and that it is the misbehaviour that is rejected, not the pupil.

In the school, we aim to encourage the pupils to respect one another and their environment. We would see this aim as an extension of and a support for the activities of parents in this area.

For the smooth running of the school, it is essential that certain rules are adhered to. To this end we have identified certain behaviour which we feel should be forbidden:-

1. The use of bad language and rudeness in general.
2. Hurting, hitting, kicking and spitting.
3. Throwing rubbish around the school premises.
4. Leaving the school premises during school without permission.
5. Climbing on trees, walls etc.
6. Throwing of sticks, stones etc.
7. Exclusion of peers during class or breaktime.

Bullying is a systemic attempt to hurt, dismiss, discredit and/or exclude another.

It is essential that a positive approach to the school, its staff and environs is adopted by all who use it.

Negative misgivings about the school community should not be discussed within a child's hearing. If you have any worries with regard to your child,

please contact the school immediately to discuss same. We are all working towards the same goal, a happy school environment for each individual child.

Each teacher is responsible for the day-to-day behaviour of her class and will decide whatever sanctions she feels are necessary for minor offences. If misbehaviour continues, the Principal is informed. Parents are notified of gross misbehaviour. Please be seen to support the Code of Behaviour in work and spirit for the duration of your child's time in school.

Detention is in place for any act of gross misbehaviour or any student who receives 3 warnings. Parents will be notified on the 3rd warning. Detention is from 2.15 to 2.30 in the child's classroom with teacher supervision.

Damage to Property:

It is the school's policy that when breakages occur, or damage is caused to property, parents will be asked to pay for the repair unless the incident was accidental.

13. PARENT ASSOCIATION:

There is a very active Parent Association in the school. Each parent is *automatically* a member. A committee is elected at the Annual General Meeting, usually held in September or early October. We encourage you to attend.

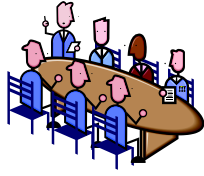
The PA organise activities both social and educational which are held during the year. The PA help to raise funds to purchase much needed equipment and resources for the school.

PA run events:

- Burrow Christmas Fair
- Table Quiz
- School Sports day
- Various other social events.

For **Sports Day** we divided the students into 4 house colours, white, blue, red and green. Siblings are in the same houses and students are notified of this (before Sports day).

House colour lists are displayed on our Sports Board in late May. They remain in their house colour for every sports day for their time at the Burrow.



Welcome to the

Burrow National School