

St Vincent's Home National School		Information for parents
School opens	9.10	<i>Pupils go to their classes as independently as possible. Pupils may not go beyond reception area if brought to school by parent/ guardian before this time. Parents /visitors must remain in the reception area.</i>
Break / Yard time	10.15/10.30	<i>Teachers' Break Pupil Supervision</i>
Lunch Break	12.30	<i>On duty teacher has lunch at 12pm. SNA lunch from 12.00 or 12.30</i>
School closes	3.10	<i>bus collection from 3pm.</i>
Wet Day Arrangements	Pupils remain in their class or in the school hall	
Intimate Care Needs	Parents are required to give permission for intimate care needs, and sign pupils care plan.	
Multi-Disciplinary Team	All referrals are sent to the team who review each case and advise the school on the outcome.	
Policies and Practices <ul style="list-style-type: none"> • Homework Policy: journal, recommended time per class level • Behaviour Policy: rules, rewards, consequences • Child Protection Policy: DLP, DDLP 	Monthly template to be sent home with additional homework recorded in school journal. A copy of all school policies are available on the school website. Pupils are required to follow our School Agreement. Reward systems are in use on an individual basis. A low arousal approach is used to manage challenging behaviours and situations. All staff must follow the school behaviour management protocol Child Safe Guarding Statement available from reception or on school website	

School Procedures	
Roll call/attendance	Recorded on Aladdin by 10.30am. If a pupil arrives in school after this time the pupil are marked as absent.
Pupil arrives late/ leaves early	Parents are required to sign in and wait at reception
Pupil is ill/ incident occurs	Parents fill out reason in home school journal or phone the school. RECORD ON Aladdin using appropriate code If a pupil becomes ill in school or is not deemed fit for school, parents will be contacted to collect them and bring them home. All accidents are reported on, and recorded in the schools incident book. A copy is sent home with the child. Parent are contacted and pupils will only be sent home in consultation with School Management.

Other	
Contacting Teachers	Teachers may only be contacted where necessary at the end or the beginning of the school day. Parents are welcome to meet with their child's teacher at any time but with prior appointment.
Parent-Teacher meetings	Pupil IEP Meetings are held in February
School Transport	School transport is provided by Bus Eireann. The bus/ taxi procedure is as follows: <ul style="list-style-type: none"> You are required to have your child ready for collection from 8 a.m. and be present to receive them at home from 3.10 pm. You are required to bring your child to and from the bus / taxi. The bus is only required to wait for 3 minutes outside the house. Buses will then depart All communication is to be made through the bus escort who is employed by the school. Should any incidents occur on the bus: in respect of Health and Safety, the bus escort informs school management who in turn forward the details in writing to Bus Eireanns School Transport Section. They decide on the appropriate course of action. Should a parent/ Guardian not be available to receive their child in the afternoon the required procedure is to bring the child to their local Garda Station.