

School Routine Information

1. Children assemble in yard from 8.30am. Auto bell at 8.50am.
 - ✓ Teacher brings his/her class to classroom.
2. Breaks – 10.45am and 12.30pm.
 - ✓ Children eat small lunch from 10.40am and 12.25pm.
 - ✓ Please make sure **every child** has left the classroom before you.
 - ✓ Children should be accompanied to yard for dismissal at all breaks and going home.
 - ✓ Junior and Senior Infant classes must be looked after in yard until collected.
 - ✓ Under no circumstances should children from these classes be left unsupervised in yard at any time.
3. Corridors – Running in corridors is strictly forbidden. Pupils should stand back to allow adults to enter / exit doors at all times.
4. Duty of Care – Your duty of care for all children in the school, (what a wise and prudent parent would do), extends from the time school begins (8.50am) to the time they are collected (normally 2.30pm). Teachers must ensure all children are collected (age appropriate) and wait with children if necessary.
5. Accidents – Accidents must be recorded in Accident Book and reported to Principal/Deputy Principal (except minor cuts and grazes).
 - ✓ All injuries to head etc. - **parents to be contacted** by phone. Administrative /Office personnel will usually assist with or do this.
 - ✓ Minor cuts grazes may be cleaned with cotton wool and water and covered with plaster.
 - ✓ First-Aid Kit is in every room and in Staffroom.
 - ✓ Special Needs Assistants will also assist with minor cuts; grazes etc.
6. Electrical Equipment – Report broken / defective equipment to Special Duties teacher or Health & Safety Representative or to Principal/Deputy Principal.
7. Fire Drill – Held at least once a Term. Familiarise yourself with nearest Exit from your room. Also with nearest Fire Extinguisher and how to use it if possible. The Fire Assembly is in outside Yard near Community Centre.
8. Playing on the grass is not allowed.
9. Ensure heaters etc. are unplugged before leaving the room each day. There is no need to unplug Computer but it should be Shut Down.
10. Homework – Usually given Monday to Thursday. Normally not Fridays.

- ✓ All homework given should be corrected the following day.
- ✓ The amount of homework assigned should be age and class standard appropriate.

11. Lunch – Eaten in class.

- ✓ Lunches are delivered to school each day. Distribution (especially in younger classes) may require supervision by teacher.
- ✓ Children eat sitting at their own desk.
- ✓ **All left-overs** are taken home by the children including uneaten food / drinks etc.

12. Mobile Phones – Pupils should not bring mobile phones to school or to school related off site activities. The only exception to this is in an emergency or with the prior approval of the Principal/Deputy Principal or of a teacher. (cf. Mobile Phone Policy)

- ✓ Pupils who ignore this policy and bring a mobile to school, whether they use it or not, will be required to hand over their phone to a member of staff and parents will be asked to collect it from the school office.
- ✓ All Staff should have their phones on **Silent Mode** during normal teaching times. Only under exceptional circumstances should a staff member make or receive a call in view or in earshot of their class during class times.

13. Notes in Homework Notebook to Parents should be brief; factual and positive.

14. Parents – Names; addresses; phone contacts etc. in teacher's desk folder and in Office.

15. Roll Book – Filled by 10.30am. Notebook to Office.

16. Playground Supervision – Rota on Staffroom notice-board. Short-term (less than 1 month) substitute teachers not usually asked to do Yard-Duty. Partner system in operation.

17. Staff Meetings – Short-term Substitute teachers not required to attend Staff meetings.

- ✓ Long-term eg. Maternity leave cover, substitute teacher attends.

18. **Tea and hot drinks must not be taken from Staff-room or to classrooms** on grounds of Health & Safety. Better to ask teacher colleague to supervise your class for a short time while you go to Staffroom for your break if you cannot take it at the designated times.

19. Report for returning teacher – Short report (template in Teacher Folder) for returning teacher to be filled out by Supply / Substitute teacher before leaving.

20. Thank you!