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| Scoil Phroinsiais Naofa |
| Best Practice for all New Entrants |
| 2018 |

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**BEST PRACTICE FOR ALL NEW ENTRANTS**

* **Comprehensive Application form**

**This should**  include

* reports and information from previous preschools/schools
* request details of any special needs which the new entrant may have.
* requests details of assessments and copies of any reports of assessments which may exist.
* request details of any agency with which the child has engaged
* **School policies**

The Code of Behaviour, Anti Bullying Code, Complaints Procedure are all documents that should be stress tested to ensure all possible eventualities are included. Parents should be made aware of them and familiar with them. Parents should sign an undertaking that they have read and agree to abide by them.

* **Make Application**:

If such special needs exist then, as appropriate the school should **make application** for relevant supports e.g. SNA etc

* **Future needs:**

Child’s needs for **future profiling and future in school support** should be noted and recorded.

* **Meet the Parents And the New entrant:**

Principal/Deputy Principal should arrange meeting with Parents/Guardians **and** child.

This meeting might include another member of staff being present to administer a simple school based assessment tool.

This will give an opportunity for school personnel to observe the **behaviour, language, ability and needs** of the new entrant.

* **Assessment of Needs Referral:**

If the child presents at the meeting without reports yet has obvious needs - then an Assessment of needs Form should be completed by the parents and sent off to the local health board as soon as possible.

* **Fair Distribution:**

If the school has more than one class for each standard then the needs of this child should be weighed against the needs of the other children in those classes so as to maximise fair distribution of needs amongst the classes. (Teacher allocation should also be carefully considered.)

* **Regular Reviews, Meeting Needs and Best Placement Clause:**

 When enrolling any child but especially a child with special or complex needs - the Principal should ensure that the Parents are made aware

* that the school are happy to have their child.
* that the child’s progress will be regularly reviewed to ensure the child’s needs are being met.
* that should the school feel that they are not in a position to meet the needs then a **more appropriate placement** may be sought. (this should be part of the Code of Behaviour)
* **Helpful Documents:**

Reference to the **NEPS Continuum of Support and** to **NCSE** support documentation is a good starting place if concerns start to arise.

* **Helpful Services:**
* SESS
* ISS
* NEPS
* SENO
* CAMHS
* HSE

**What follows below is a check list or protocol which may be used to help ensure that all avenues have been explored with a staged approach when dealing with extremely challenging behaviour or severe social emotional disturbance.**

**Code of Discipline**

1. Classes commence at 9.20 a.m. each morning and end at 3.00 p.m. each evening. Supervision in the yard is provided from 9:10 a.m. each morning. **Please note that outside of these times the Trustees, Board of Management or Staff of the school provides no supervision of children.**

2. Full school uniform must be worn every day. On P.E. days the School Tracksuit must be worn.

Red Shirt only may be worn under the tracksuit. Logo sport shirts are not acceptable. We advise you to label all items of clothing; we cannot take responsibility for lost clothing.

3. Please check your child’s completed homework daily and sign his homework journal, and check that your child has all his **requirements** for the following day at school i.e. pencil etc.

4. **In the interest of safety,** when a child enters the school grounds in the morning he may not leave the school grounds during school hours (to shop etc.)

5. If your child is absent or has to leave school early, please send in a note. Please check your child’s school bag for notices issued from school.

6. Children must be obedient at all times and show respect for their teachers and for each other.

Disruptive behaviour, intimidation or bullying of any kind **(name-calling**, spitting, fighting, bad language) will not be tolerated.

The following sanctions will apply:-

(a) Each teacher will keep a behaviour record in class, this includes bullying reports.

(b) The class teacher will issue punishment as necessary.

(c) This may be detention or punishment homework.

(d) After three offences a letter will be sent informing parents of the problem.

(e) If the situation does not improve, the matter will be brought to the attention of the Board of Management who may seek to meet the child’s parents.

 (f) A reduced day may be put in place if deemed necessary.

(g) Suspension may follow.

7. Parent/Teacher meetings for every pupil will be held during the school year. Should you wish to speak to your child’s teacher at any time, **please make an appointment**.

8. Chewing gum, crisps, sherbets, glass bottles and cans are not allowed in the school.

For your child’s safety, earrings are not allowed in the school. We encourage conventional hairstyles- natural hair colour, no shaven heads, long hair etc. If this rule is not adhered to, parents will receive written notice. Failure to comply will result in the imposition of the above sanctions **(6).**

There is a Complaint’s Procedure in the school. Please ensure that it is adhered to.

**Complaint’s Procedure:**

A parent/guardian who wishes to make a complaint should, unless there are local arrangements to the contrary, approach the class teacher with a view to resolving the complaint.

Where the parent/guardian is unable to resolve the complaint with the class teacher she/he should approach the Principal Teacher with a view to resolving it.

If the complaint is still unresolved the parent/guardian should raise the matter with the Chairperson of the Board of Management with a view to resolving it.