



School Rules and Procedures Policy

Our school rules are devised with regard for the health, safety and welfare of all members of the school community. If a school is to function properly and efficiently, it is necessary that the rules and regulations are clearly stated and enforced consistently and wisely.

Opening and closing times:

Yard play is from 9.05. No pupils should arrive before 9.05am. Children in the infant room finish at 2 O' Clock and children from 1st – 6th Class finish at 3 O' Clock. Children are not covered by insurance outside of these hours. The Board of Management cannot take responsibility for any child on the school premises outside of these times. It is important that the children develop the habit of being punctual for school. Any child, who arrives continuously later than the official time, will be noted in class records by the teacher and an explanation from the parents/guardians will be requested.

School Breaks:

There is a short break at 11am (sos). Lunch break is from 12.30pm – 1pm. The children should have a small snack at break time and something more substantial at lunchtime. Glass bottles, fizzy drinks, sweet, chocolate or any junk foods are not allowed on the school premises.

Collecting children from school:

When it is necessary for a pupil to leave school early, a note must be sent to the class teacher. Parents/Guardians are asked to call personally to the classroom to collect the child. Any person collecting on behalf of the parent will be permitted to take the child if the parent has contacted the school beforehand. Please accept that this is only in the interest of the safety of your child that these procedures are in force.

Dress Code:

The highest standard of personal appearance is expected at all times in our school. It is the policy of our school for all children to wear the school uniform.

The uniform is as follows:

Navy crested jumper



Blue shirt

Navy trousers

School tracksuit:

Navy crested round neck sweatshirt

Light blue crested t-shirt

navy tracksuit bottoms.

As we promote sport and fitness in our school, children can wear their tracksuit bottoms on a daily basis. Children need to wear trousers/skirt on certain school occasions.

Health and Safety:

Castleiney N.S. wishes to promote a healthy lifestyle in the development of the children in the school.

Accordingly the following points are to be noted:

- Children who are ill should not attend school
- Please check your child's hair regularly for outbreaks of head lice. If there is an outbreak of head lice in a class, all parents of pupils in that class are informed by note and asked to take immediate action to treat infestation.
- Our school operates a healthy lunch policy. All lunch wrappers/containers should be taken home in lunch boxes. All names should be clearly marked on lunch boxes.
- Chewing gum is not allowed in school.
- Castleiney National school and its grounds is a designated non – smoking area.
- Teachers are not insured to administer medication to children. If vital medication is needed throughout the school day, this must be brought to the attention of the principal so that administration arrangements can be discussed.

Accident Procedures:

Accidents occur despite supervision. Minor accidents are treated at school. In the event of a more serious accident or a child becoming ill, every effort will be made to contact the pupil's parents/guardians or the person delegated to take responsibility for the pupil as per enrolment form.