

Dear Parents/Guardians,

Fáilte is fichead chuig Scoil Arait, Glas Thuathail. We welcome you and your child to The Harold School and look forward to a happy and successful association over the coming years.

I hope that you will find this booklet both informative and enlightening. It gives a brief and general account of the various activities and policies in our school. By promoting a positive and progressive ethos, we endeavour to cater for the needs of our pupils and to develop their talents. We, in The Harold School are committed to providing a caring ethos in which understanding and mutual respect is fostered.

The vital role of parents/guardians in education is recognised and acknowledged in our school. Great emphasis is placed on the meaningful participation of parents in the education of their children. Parents/guardians are encouraged to meet with teachers throughout the year. We welcome parents who share their expertise in any area with us.

Primary Education provides the foundation for all subsequent advancement in the education system. The most formative years in a young person's development are spent at primary school. We hope these years in The Harold School will be happy years after which our pupils leave with good work habits formed; with literacy and numeracy skills appropriate to their age and pace of development; with a keen understanding of the arts and above all with sound social, moral and religious development. Mar a deirtear "Tús maith leath na h-oibre."

If you would like to visit the school or if you have any queries, please contact the school secretary at 2805708 and make an appointment. Cuirfear fáilte romhat i gcónaí.

Yours sincerely,

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**Anne Moore,**  
**Principal.**



# Ethos of The Harold School

The ethos of The Harold School encompasses collective attitudes, beliefs, core values, traditions, aspirations and goals. These are reflected in the actual practices which are carried out in the school on a daily, weekly and yearly basis. While it is impossible to outline all aspects of the school ethos, the following characteristics are experienced and promoted as essential elements in the establishment of a supportive and positive ethos.

- The Harold school is a parish Catholic school under the patronage of Archbishop Martin. Religious instruction, in accordance with the doctrine and tradition of the Catholic Church is part of the education given to children who belong to that Church.
- The school aims at promoting the full and harmonious development of all aspects of the pupil, including his / her relationship with God, with other people and with the environment.
- The Principal and teaching staff aim at maintaining high professional standards and creating a safe and happy environment.
- The pupils are prepared for the reception of the sacraments of First Confession, First Holy Communion and Confirmation, in accordance with arrangements in the diocese.
- Prayer is a feature of the school day.
- A spirit of mutual respect is promoted within the school community. Pupils are drawn by example and teaching to appreciate and respect people of different nationalities, different religious affiliations and none.
- Close contact is maintained between school and home. Parents / guardians and teachers support one another and collaborate with one another in leading the children to the fullness of their potential at the different stages.
- Ancillary staff in the school are highly esteemed and respected. It is recognised that their work makes a valued contribution to the process of education.

The object of this prospectus is to provide parents with a brief and general introduction to our school. We hope that it will give you some insights into life at The Harold School.



## GENERAL INFORMATION

The Harold School,  
Eden Road,  
Glasthule,  
Co. Dublin

Telephone: 01 2805708, Fax: 01 2801780, Web Site: [www.theharoldschool.ie](http://www.theharoldschool.ie)

## GENERAL AIMS OF OUR SCHOOL

In our school, we see education as an extension of the home. We believe in the education of the whole child. We hope to help every child realise his/her maximum potential and equip him/her with the ability to enjoy his/her time at school.

Our aim is to make your child's school experience a happy one and to instil positive attitudes towards learning and living. The chance of a child being happy in school, plus emerging as a well adjusted, confident and well informed valuable member of the community is greatly increased by co-operation between parents and teachers. You can help by coming to us if you have a concern about your child's progress in school.

Our main aims are:-

1. To enable the child to live a full life as a child.
2. To nurture in the child a spirit of co-operation, kindness, self discipline, respect, enthusiasm and independence.
3. To ensure a sound social, moral and religious development.
4. To enable the child to have a strong grasp of literacy and numeracy.
5. To foster skills in handwriting, handcrafts, music and other creative arts and to have an appreciation of nature and the environment.
6. To develop a knowledge and appreciation for one's heritage, through promotion of the Irish language and through the study of history, geography and nature studies.
7. To encourage an enjoyment of physical activities, dance, drama, music, movement, mime and other recreational game skills.

These are noble aims. It is only with your co-operation that we can achieve them.



## OPENING AND CLOSING TIMES

Junior Infants come to school at **9.15am on the first day of school** in order to allow time for other classes to settle in after their summer vacation. **On subsequent days children start at 8.50am**

For the first two weeks Junior Infants go home at **12.00pm**.

<b>Normal Opening Time:</b>	<b>8.50 am</b>
<b>Normal Closing Time:</b>	<b>1.30 pm for Junior and Senior Infant Classes</b>
	<b>2.30 pm for all other Classes</b>

**From the second week of September Junior Infants will be expected to line up in the Yard at 8.50am with the other children.**

Children should not arrive at the school before 8.45am and should wait in the playground until the bell goes.

Parents are responsible for their children outside school hours.





## SCHOOL UNIFORM

**Girls:** Navy gym slip/skirt/trousers, white polo shirt, red school jumper with crest, white socks/navy tights and dark shoes. Reversible fleece/waterproof school jacket (optional).

**Boys:** Navy trousers, white polo shirt, red school jumper with crest, navy socks and dark shoes. Reversible fleece/waterproof school jacket (optional).

Red school jumper, tracksuits, school jacket and reversible fleece are only available from **Corrs, 26A Patrick Street, Dun Laoghaire**. Other items (polo shirts, trousers, gymslips) can be purchased in Corrs or in shops of your choice.

**School Track suit** to be worn on P.E./Gymnastics day.

Jeans are not allowed for P.E. Runner shoes to be worn for P.E.



**Full school uniform must be worn every day, except on PE/Gymnastics days. Our recent uniform survey indicated that parents strongly support the wearing of a school uniform. The school will enforce this with your co-operation.**

## GENERAL NOTES

1. In the event of a pupil being absent through illness or for any other reason, the class teacher should be informed by **note** on the pupil's return to school. If it is anticipated that the absence will be of a lengthy duration, the class teacher should be informed **by note** as soon as possible. **Please do not ring the Secretary.**
2. In accordance with the Education Welfare Act 2000, names of pupils absent from school, with or without a medical cert, for 20 or more school days will be forwarded to Tusla. Parents will be notified accordingly.
3. 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 Secretary to collect child. Any person collecting a child on behalf of the parent/guardian should present written authorisation with a telephone contact number. Any child arriving late/or leaving school early must be signed in/out at the Secretary's Office.
4. Children should have their names on their coats and other personal property such as school books, copies lunch boxes etc.
5. As the need arises, parents will receive Newsletters/notes with regard to school matters and events. Encourage your child to deliver notes immediately or check each evening at homework time to see if there is a note from the school.



## NOURISHING LUNCHES

Parents are reminded that we are a “**Nut Free School**” as per our Healthy Eating Policy. Parents are requested:

- **Not** to give children peanuts/nuts in lunches
- **Not** to give peanut butter or Nutella sandwiches or use spreads containing nuts
- **Not** to give bars labelled “may contain nut traces”

Surveys have shown that children's lunches are often very unhealthy and inadequate nutritionally because they tend to be low in fibre and high in sugar. Please do not give your child sweets, chocolate, fizzy drinks or crisps for lunch. Lunch should provide one third of your child's food requirements for the day. The most effective way to plan a healthy lunch is to include one food from each of the food groups – one piece of fruit, milk, two slices of bread and meat/poultry/cheese.

**Chewing gum is not allowed in school.**





## **ORGANISATION OF THE SCHOOL**

The school currently has 662 pupils.

For the school year 2015/2016 there will be four Junior Infants classes\*, and three classes each of Senior Infants, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> classes. These are mixed classes of boys and girls.

\*Junior Infant classes for 15/16 will average 23.

From September 2016 there will be 3 classes at every level.

Average class size is currently 30 children.

### **The staff consists of :**

An Administrative Principal

An Administrative Deputy Principal

25 Class Teachers

8 Learning Support/Resource Teachers

10 Special Needs Assistants

2 Secretaries

## **LEARNING SUPPORT/ RESOURCE TEACHER**

The Harold School has 8 full-time Learning Support/Resource Teachers. Their role is to support children who are underachieving or who have been identified as having special needs. This support is provided in a one-to-one, group, or in-class setting.

Individual and group work programmes are prepared for each of these children in consultation with the class teachers, parents and outside agencies, when necessary. This work is aimed at improving educational achievement, self confidence and social skills, using a variety of success oriented activities. Appropriate tests are administered to assess needs and to monitor progress.



## PARENTS' ASSOCIATION

The Parents' Association is a voluntary committee which works together with the parents and the school for the benefit of the children. The school also has a wonderful Garden Committee, working closely with the pupils, teachers and volunteers during the school year. All parents are welcome to join in the work of this Association. Please contact the Chairperson of the Parents' Association.



## THE CURRICULUM

In essence the curriculum is the focal pivot around which a school hinges. We at The Harold School believe that a stimulating and structured learning environment is imperative for the academic success of our students.

A strong emphasis is placed on Literacy and Numeracy, which we see as essential life skills. All subjects, as laid down by the Department of Education and Skills are taught.

Of course we are aware that education in itself is about developing the whole person. To this end, we constantly endeavour to cater for the individual needs of all the children, with emphasis on their spiritual, emotional, physical and intellectual development.

## PRIMARY SCHOOL CURRICULUM

Programmes of study are prescribed by the Department. Assessments will be made of the child's progress through the various instructional stages to measure their achievements. Tests such as Micra T, Sigma T. and Drumcondra Tests are administered. Standardised testing takes place in 1<sup>st</sup> – 6<sup>th</sup> classes on designated dates in May each year. School Report of child's progress will be sent to parents in the middle of June.

From 2015 onwards Parent/Teacher Meetings will be held in November every year, at which all aspects of your child's development are discussed.





## PRIMARY SCHOOL CURRICULUM

The Curriculum is presented in **six** subject areas, some of which are further sub-divided into subjects. These are **Literacy** (Gaeilge and English), **Mathematics**, **Social, Environmental and Scientific Education (S.E.S.E.)** (History, Geography and Science), **Arts Education** (Visual Arts, Music and Drama), **Physical Education** and **Social, Personal and Health Education (S.P.H.E.)**

### Literacy

The Literacy Curriculum is structured to offer children a total language experience in which oral language, reading and writing are fully integrated. Emphasis is placed on phonics in all classes. Senior Infants and 1<sup>st</sup> classes do an intensive programme every year. Our School Self-Evaluation Report and School Improvement Plan for Literacy are available on the website.

### An Ghaeilge

Cumarsáid agus usáid na teanga mar theanga bheo an dá ghné is suntasaí den churaclam Gaeilge.

### Mathematics

A School Self Evaluation in Numeracy is underway in the school. The five strands in the mathematics curriculum are Number, Algebra, Shape and Space, Measures and Data. Calculators are introduced in 4<sup>th</sup> class.

### S.E.S.E.

**Science:** The four strands of the science curriculum are Living Things, Energy and Forces, Materials and Environmental Awareness.

**History:** Emphasis on local history and a focus on the skills of the historian.

**Geography:** The three strands are Human Environments, Natural Environments and Environmental Awareness and Care. Children are taken on school field trips to encourage learning

### Visual Arts

The six strands are Drawing, Paint, Print, Clay Construction, Fabric and Fibre.

### Music

The three strands are Listening/Responding, Performing and Composing. We participate in Cór Fhéile. The senior school presents a Christmas Pageant every year while junior classes perform in their Christmas Concerts. We also have a school Band.

### Drama

A visiting drama teacher works with the children developing their ability to explore, make and reflect on drama.

### Physical Education

The six strands are: Athletics, Dance, Gymnastics, Games, Outdoor and Adventure activities and Aquatics. We use the Pres School Hall, Yards, Hudson Road Field and Dun Laoghaire Rathdown County Council Park for P.E. Visiting teachers take classes for P.E., Gymnastics and Dancing. Swimming for senior classes takes place in the pool in Castlepark School.

### Social, Personal and Health Education (S.P.H.E.)

This subject area includes R.S.E. (Relationships and Sexuality education) Stay Safe, and The Substance Abuse Prevention Programme. We hold talks for parents and pupils throughout the year on different aspects of safety, e.g. Cyber Bullying, Fire Safety, Road Safety, Hallowe'en Safety. These are advertised to parents well in advance

## ICT

All classrooms are equipped with interactive Smart Boards, Visualisers and lap tops. They are used to complement teaching and learning in our school. Through their use children also become proficient in use of computers.

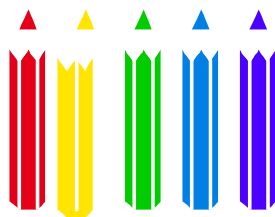
We have a blog at [haroldglathuleblog.wordpress.com](http://haroldglathuleblog.wordpress.com)



## EXTRA CURRICULAR ACTIVITIES

P.E., Speech and Drama, and Gymnastics - specialist teachers take these activities on a weekly basis during school hours. 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> classes attend swimming lessons.

There is an annual charge for Arts, Crafts, Photocopying, P.E., Speech and Drama, Gymnastics, personal insurance, Book Rental Scheme, English/Maths Assessment etc. This amount to be placed in an envelope with the child's name and class clearly marked and left into the Secretary's Office at the start of the school year in September.



## RESOURCES

We, in The Harold take pride in resourcing our classrooms to high standards. Over the past number of years parents have been very generous to our school and we have refurbished part of the Presentation School to a high standard. Each classroom has an interactive whiteboard (Smart Board), Visualiser, well stocked library, lap top, art materials etc. Each year the Board of Management asks parents to contribute towards a "Voluntary Contribution".

## AFTER SCHOOL ACTIVITIES

There is a range of after school activities for various classes. These include: Chess, Drama, Irish Dancing, Ballet, Art, Spanish, French, Crafts and Knitting, Mini Tennis, Rugby, Olympic Handball, Basketball, Hockey, Soccer and Garden Club. Many of our teams play competitively and have had great success during the school year.

## AFTER SCHOOL CARE

We run an After School Care Club for our pupils from 1.30pm to 6.00pm Monday to Friday. Cost €5 per hour. We also run a Breakfast Club from 7.50am – 8.50am.



## **SCHOOL RULES AND GENERAL ROUTINE**

School rules are few, and are mainly concerned with learning the social skills of living together and those essential for safety on the premises. Respect for others and for their property is the main guide.

In cases where children show lack of consideration, certain privileges are withdrawn, or the parents contacted to discuss the problem and possible solution.

The best form of discipline is self-discipline. Praise and encouragement achieve far better results, so we find ways constantly to praise children and say "Well Done". Please read the school's Code of Discipline and the school's Anti Bullying Policy (including Anti Cyber Bullying Guidelines.).



## **COMPLAINTS**

If the occasion arises where parents feel that there is a need to complain, they should arrange a meeting with their child's teacher to discuss the nature of the complaint.

If the problem is of a more serious nature, they should contact the Principal and every effort will be made to address the issue.



## **CONSTITUTION OF BOARD OF MANAGEMENT**

The format of the Board of Management is as follows:-

1. 2 Patron's Nominees
2. 2 Elected Parents – one father and one mother.
3. Principal Teacher and one Teacher elected by teaching staff.
4. Further Board Members from the wider community.

### **Patron's Nominees:**

Mr. Derek Sherwin - Chairperson  
Mr. Seamus O'Neill - Treasurer

### **Two Parents' Nominees:**

Martha Luff  
Leo Moore

### **Principal Teacher and Teacher:**

Mrs. Anne Moore  
Mr. Ciarán Cunniffe

### **Community member(s):**

Ms. Joanne Mitchell

The term of the current BOM expires in November 2015 when a new Board of Management will be formed.



## Ways to help the School

1. We are very appreciative of the support which parents and pupils give to the school's fund raising activities.
2. Take an active part in the Parents' Association.
3. Remember – when you give time to the school, you help your child. When you give time to your child, you help the school.

## SECURITY

Every effort is made by School Personnel and Management to ensure your child's safety in our school. e.g. CCTV cameras, keypad entry, signing in/out of school. Parents too have an important role in ensuring that our school is safe and secure, and I would respectfully ask for everyone's co-operation.

Under no circumstances is a child to walk home or go with another adult/parent without first informing parent of child or school authorities. Under no circumstances should another adult/parent take a child without first informing that child's parents/guardians. This has happened in the past and has caused a great deal of upset for everyone involved.

**Children must enter school through Brown Gate.** Children and parents do not enter the school via the front door (unless Principal is in attendance there.) A number of children and **parents** are using the front door consistently in the mornings. When this occurs the school authorities cannot ensure that unwanted visitors do not enter the school at this time.

When exiting the front door please **do not allow callers to the school to come in.** Visitors must ring the buzzer and identify themselves to the Secretary. **Please ensure that the door is closed securely/properly** - if there is a problem, please alert the Secretary.





## PRACTICAL TIPS FROM TEACHERS

Useful Websites: [www.theharoldschool.ie](http://www.theharoldschool.ie)  
[www.ncca.ie](http://www.ncca.ie) for Primary School Curriculum  
[www.npc.ie](http://www.npc.ie) for Tips for Parents  
[www.staysafe.ie](http://www.staysafe.ie) for Parent's Guide to Stay Safe Programme

### Pencil Cases

Pencils and crayons are supplied, we would appreciate if the children did not bring them to school.

### Toys

Children are not allowed to bring toys to school in their bags.

### Labels

It is **very important** that the children's uniform, coat, school track suit, school bag, flask, coat and lunch box are all labelled.

### Lunches

We strongly advise healthy lunches.

### Art Shirts

If you have a spare shirt or apron at home could you please give it to your child to use as an art smock for the year.

### Shoes

If your child has shoes with laces, teaching him/her to tie them is very useful.

### Books

Look at your child's work. Please ensure that books are labelled clearly on the front.

### T.V./Computers

Monitor children's viewing time and restrict time spent playing computer games.

### Pencils/Crayons

Make sure your child is holding their pencil or crayon correctly. Teach them to pick up and swing back. Pick up with thumb and finger.

### Bags

Please check your child's bag every day for notes (and uneaten lunches!)

### Punctuality

We would emphasise the importance of getting into the habit of being in good time for school from the beginning.

### Collection



The children can be collected in the Yard at 1.30pm. On wet days, we would ask you to keep the shelters free as the children will be directed to the shelters as they await collection.

### **Reading for Pleasure**

Please read to your child.

### **Activities to be encouraged:**

- Throwing and catching balls. Start with middle sized, light ones which encourage catching with both hands (Bilateral Co-ordination)
- Hopping – on one leg and on both legs (feet together)
- Threading objects – beads, spools etc.
- All activities with play dough
- Colouring within lines

**Games:** “Operation” “Bed Bugs” (encourages pinch movement and strengthens fingers).  
Lego.

**Puzzles:** Jigsaws – always start with an object in the picture and work out – do not start with border pieces and work in.

Mazes

Where’s Wally?

### **Putting on a coat – an easy way for children**

The child who has difficulty using the two arms for different functions often finds it easier to put on shirts and coats by the following method:

Child places shirt or coat on lap or table surface with the collar end near the child’s trunk and the inside of the garment facing up.

Child puts hands into armholes and raising both arms bringing garment over head.

Child shakes arms so garment falls down into position on the body.





